

For the year ended 31 March 2022
Name of charity: Cornwall People First
Charity registration number: 1160773



Annual report and financial statements

For the year ended 31 March 2022

Registered Charity Number: 1160773

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For the year ended 31 March 2022
Name of charity: Cornwall People First
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Reference and administrative details -
For the year ended 31 March 2022

Name of charity: Cornwall People First

Charity registration number: 1160773

Governing Documentation: CIO - Association Registered 5 March 2015

Trustees:

David Burns Chair
Linda Lake
Mark Hutchings
Laura Keeper
Sam Axon
Maurice Shurmer (deceased July 2021)

No trustee has a beneficial interest in the charity, although some benefit from the services provided, however these are only the same as anyone else with their disabilities.

Principal address: Cornwall People First
The Lescudjack Centre
Penmere Close
Penzance
Cornwall TR18 3PE

For the year ended 31 March 2022
Name of charity: Cornwall People First
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Independent
Examiner:

Mr R Maule
The Cross House
South Woodchester
GL5 5EL

Bankers:

Lloyds Bank Plc
11 – 12 Killigrew Street
Falmouth
Cornwall TR11 3RA

For the year ended 31 March 2022
Name of charity: Cornwall People First
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Trustees' report

For the year ended 31 March 2022

The Trustees of Cornwall People First present their annual report and audited accounts for the year ended 31 March 2022 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP 2015.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning their future activities. In particular the trustees consider how planned activities will contribute to those aims and objectives.

Cornwall People First is a user led charity. It is run by and for adults with learning disabilities and autism. It provides a platform where self-advocates can have a voice and be heard by those who commission services in Cornwall and surrounding areas. We offer self-advocacy forums across the area and are able to offer training and services to improve the lives of those with learning disabilities. Cornwall People First can also signpost our members to appropriate people and services. We attract members from a variety of sources from residential homes, day services, social worker referrals and self-referrals.

Cornwall People First's membership has a wide diversity of age and gender. Our organisation assists and enables participation in policy development and planning of services for adults with learning disabilities and autism.

Results for the year

The results for the year are shown in the statement of financial activities.

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Review of Financial Activities

This year, as we came out of Covid restrictions, we found our work starting to return to normal again.

We received the last £3,604 from the National Lottery for our Back on Track project at the start of the year. After this project ended we had a short period of time with no funding so we funded our work from our reserves so that we could continue our groups and activities. We continue to make economies where we can to make these reserves go further.

We were then able to secure £66,450 in funding from a joint funding bid with Disability Cornwall to Cornwall Council's Contain Outbreak Management Fund (COMF). This money allowed us to invest in growing our speak up groups, peer support groups and employ a new temporary outreach worker. The funding ran for nine months from July 2021.

As the year progressed we received £20,000 from Baily Thomas to fund our Better Together project, and £11,388 from the Office of the Police and Crime Commissioner to complete the work of the Victim Service.

Now that long term core funding has come to an end, we have had to spend a lot of time working to secure funding through one-off grants to sustain our work.

Our landlords continue to very kindly offer us continued use of our office on a rent-free basis and our volunteer treasurer Christopher Jordan offers his services to us for free.

The trustees would like to extend a special thanks to Christopher Jordan for working so tirelessly on our behalf.

We received £3000 on behalf of the Blue Light Day committee for the next Blue Light Day event. It was postponed this year so we will hold the money until the next Blue Light Day in 2022.

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Review of Activities continued

We started the year with four members of staff (2.5 full time equivalent) but said goodbye to our Victim Service project manager in June as she took voluntary redundancy with the closure of the service.

In September we employed a part time outreach worker under the COMF funding. We continue to have the regular support of 10 volunteers.

We resumed our indoor meetings, albeit in large spaced out areas. This meant we could hold our trustee meetings again and restart our speak up groups.

We continued to attend the Learning Disability Partnership Board when we could although we can't commit our time in the same way as before now that we don't have Council funding for our outreach service.

Much of the support we offered was around Covid 19 and issues such as isolation and loneliness. When we could restart groups we had to take it slowly and pull back when there were new surges in cases. We also needed to support people to build their confidence after so long out of group settings.

We have continued to grow our social media presence. Facebook has been a really useful way of contacting people and sharing the groups and work we are doing.

Outreach and Inclusion Service

We spent the first half of the year focusing on peer support groups which were predominantly outdoors and smaller in number to comply with Covid guidelines and to support self advocates to feel safe. We held peer support groups and Walk and Talk groups in Truro, Helston, Pool, Newquay and St Ives. Many of the issues raised were around topics that were exacerbated by Covid and long periods of time at home and using the internet more. We talked about online safety, living independently and healthy eating, as well as loneliness and confidence building. The groups naturally evolved as the group members relationships were built, and we found the peer support aspect strengthened tremendously. This led to individuals supporting each other between our group sessions, offering each other emotional support as well as practical support to go on the bus and with car sharing to groups.

We also provided 1:1 support to those that needed it. As covid restrictions lifted we relaunched our speak up groups in Penzance, Redruth, Camborne and Saltash. These were really well received in areas where we met in independent venues, but in the day services that used to host us, we discovered many people hadn't returned since Covid 19 so we needed to start again on building connections in those areas.

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The Saltash Group

For the first part of this year our Saltash Group was not able to meet at the usual café venue due to Covid 19. Instead we gave regular phone support to group members. When the group could meet in person again we had to find a new venue as our usual café had shut during Covid. The group has talked about many issues including changes in support, annual health checks and dealing with discrimination.

Blue Light Day

Blue Light Day 2021 was cancelled due to Covid 19.

Holocaust Memorial Day

Holocaust Memorial Day was held in person as well as being shown remotely and shared online afterwards. Our longstanding lead volunteer lit a candle and presented the poem Completion by Vera Schaufeld MBE.

Victim Service

We provided telephone and online support, as well as face to face support when we could. We ceased to offer this service when the funded ended in June 2021.

Structure, Governance and Management

The trustees are responsible for the overall management and control of Cornwall People First and meet as a minimum, quarterly. The treasurer gives regular finance reports. All trustees give of their time freely and a small remuneration and expenses were paid in the year.

Organisational Management

The day to day running of the charity is delegated to the Manager, and is supported by Trustee Advisors and additionally by staff and Trustees.

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Risk Management

The trustees and advisors are responsible for the overseeing of the risks faced by the charity. Risks are identified and assessed, and controls established throughout the year. A formal review of the charity's risk management processes is undertaken. Risk is managed under the headings of financial sustainability, safety, welfare, employment, events and community access. Through the risk management processes established for the Charity, the Trustees are satisfied that the major risks identified have been adequately lessened where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed. The charity has taken out suitable insurance in order to cover any unforeseen problems

Reserves policy

The trustees aim to create sufficient reserves to cover three months expenditure to ensure the charity's long term viability and maintain its activities if incoming resources temporarily cease. The trustees have agreed a reserves policy for designated funds. This totals £101750 [2021:£82250]. This policy is reviewed annually.

Tax Status

As a registered charity, Cornwall People First is exempt from corporation tax on its investments and other non-trading income.

Statement of Trustees' responsibilities

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

The financial statements are required by law to give a true and fair view of the state of the affairs of the charity and of the financial activities for that year. In preparing those financial statements, the trustees are required to:

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- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is

inappropriate to presume that the charity will continue its 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 Charities Act.

They

have general responsibility for taking such steps as are reasonably open to them to

safeguard the assets of the charity and to prevent and detect fraud and other irregularities. Laws applicable to charities in England and Wales require the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United

Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Statement of disclosure to independent examiner

In so far as the trustees are aware:

There is no relevant information of which the charity's independent examiner is unaware; and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

By order of the Board

.....

C B Jordan (Treasurer)

The Lescudjack Centre
Penmere Close
PENZANCE
Cornwall TR18 3PE

Independent Examiner's Report to the Trustees of Cornwall People First

I report on the accounts of the company for the year ended 31st March 2022 which are set out on pages 12 to 19.

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;
follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

Dick Maule FCA
The Cross House
South Woodchester GL5 5EL

Date

Cornwall People First

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2022

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Income from					
Donations		-	-	-	196
Investment income		11	-	11	32
Grants and contracts			104,442	104,442	77,885
Fee income		<u>3,175</u>	<u>-</u>	<u>3,175</u>	<u>-</u>
Total Income		3,186	104,442	107,628	78,113
Expenditure on	(7)				
Charitable activities		<u>6,647</u>	<u>56,353</u>	<u>63,000</u>	<u>66,348</u>
Net income/[expenditure]		(3,461)	48,089	44,628	11,765
Reconciliation of funds					
Total funds brought forward		108,856	48,366	157,221	145,456
Transfers between reserves		<u>45,142</u>	<u>(45,142)</u>	<u>-</u>	<u>-</u>
Total funds carried forward		<u>150,537</u>	<u>51,313</u>	<u>201,850</u>	<u>157,221</u>

Cornwall People First

Balance sheet as at 31st. March 2022

	Notes	2022		2021	
		£	£	£	£
Fixed assets					
Tangible assets	(2)		-		-
Current assets					
Debtors and prepayments		-		-	
Cash at bank and on hand		<u>202,600</u>		<u>157,971</u>	
Total current assets		202,600		157,971	
Current liabilities					
Creditors: amounts falling due within 12 months	(3)	<u>(750)</u>		<u>(750)</u>	
Net Current assets			<u>201,850</u>		<u>157,221</u>
Net assets			<u>201,850</u>		<u>157,221</u>
The funds of the charity:					
Unrestricted funds	(6)				
General funds			48,787		26,606
Designated funds			101,750		82,250
Restricted Funds			<u>51,313</u>		<u>48,366</u>
Total charity funds			<u>201,850</u>		<u>157,221</u>

These financial statements were approved by the Trustees.....

On behalf of the Trustees

dated:-

Notes to the accounts for the year ended 31st. March 2022

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous years.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) as updated by Update Bulletin 2, and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

- [i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- [ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- [iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- [i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- [ii] Donated services and facilities are included at the value to the charity where this can be quantified.
- [iii] The value of services provided by volunteers has not been included in these accounts.
- [iv] Investment income is included when receivable.
- [v] Income from charitable trading activity are accounted for when earned.
- [vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

- [i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- [ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them
- [iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Cornwall People First

Notes to the accounts for the year ended 31st. March 2022

(1) Principal Accounting Policies

(e) Fixed assets

Tangible fixed assets are written off over the expected useful life of the asset, at 25% per annum on the reducing balance method .

Items costing over £500 are capitalised.

(2) Fixed Assets

	Fittings & equipment £
Cost : balance brought forward	<u>6,285</u>
Depreciation	
balance brought forward	6,285
charge for the year	<u>-</u>
	<u>6,285</u>
Net book value 31st. March 2022	<u>-</u>
Net book value 31st. March 2021	<u>-</u>

(3) Debtors

	2022	2021
	£	£
Sundry debtors	<u>-</u>	<u>-</u>

(4) Creditors

Amounts falling due within 12 months		
Sundry creditors	<u>750</u>	<u>750</u>

(5) Employee information

Number of employees	2.5	2.5
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No employee received emoluments of more than £60,000.

The average weekly number of employees during the year were calculated on the average head count basis.

The total employee benefits of key management personnel were £27,600 [2021: £27,600]

	£	£
Salaries and wages	47,793	49,389
Pension	3,501	3,501
Social security costs	<u>3,898</u>	<u>3,898</u>
	<u>55,192</u>	<u>56,788</u>

(6) Trustees information

	£	£
Trustees remuneration and expenses	<u>-</u>	<u>-</u>

Expenses relate to Trustees' travel and subsistence at meetings.

Cornwall People First

Notes to the accounts for the year ended 31st. March 2022

(7) Movements in funds

	Balance 1st April 2021 £	Income £	Expenditure £	Balance Transfers £	Balance 31st. March 2022 £
Unrestricted funds					
Designated Funds	<u>82,250</u>	<u>-</u>	<u>-</u>	<u>19,500</u>	<u>101,750</u>
General Fund	<u>26,606</u>	<u>3,186</u>	<u>(6,647)</u>	<u>25,642</u>	<u>48,787</u>
	<u>108,856</u>	<u>3,186</u>	<u>(6,647)</u>	<u>45,142</u>	<u>150,537</u>
Restricted funds					
Cornwall County Council	30,934	-	-	(30,934)	-
Blue Light Day	-	3,000	-	-	3,000
Better Together	-	20,000	-	-	20,000
Disability Cornwall : COMF	-	66,450	(38,137)	-	28,313
National Lottery: Back on Track	-	3,604	(11,624)	8,020	-
Office of the Police & Crime Commissioner	<u>17,432</u>	<u>11,388</u>	<u>(6,592)</u>	<u>(22,228)</u>	<u>-</u>
	<u>48,366</u>	<u>104,442</u>	<u>(56,353)</u>	<u>(45,142)</u>	<u>51,313</u>
Total funds	<u>157,222</u>	<u>107,628</u>	<u>(63,000)</u>	<u>-</u>	<u>201,850</u>

The trustees have reviewed the restricted funds and have concluded that £30,934 Cornwall County Council and £22,228 Office of the Police & Crime Commissioner need no longer need to be classified as restricted and have been transferred to General Funds.

Designated Funds

The trustees have designated the following funds:

	2022 £	2021 £
Long term staff sickness, maternity leave, staff leaving and recruitment costs	10,000	3,000
Redundancy costs	11,000	7,500
Legal and accountancy costs for closure of CPF	4,500	3,500
The time to the expiry of leases on property - 6 months (Penzance)	250	250
That staff can continue working, primarily to secure new funding (3 months)	30,000	15,000
Employee Pensions	1,000	1,000
Deficit through reduction in Cornwall Council funding	3,000	15,000
Grant not renewed CPF (6 months)	40,000	35,000
Other contingencies	<u>2,000</u>	<u>2,000</u>
TOTAL	<u>101,750</u>	<u>82,250</u>

Cornwall People First

Notes to the accounts for the year ended 31st. March 2022

(8) Movements in funds prior year

	Balance 1st April 2020 £	Income £	Expenditure £	Balance Transfers £	Balance 31st. March 2021 £
Unrestricted funds	<u>82,250</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>82,250</u>
Designated Funds					
General Fund	<u>28,805</u>	<u>228</u>	<u>(1,041)</u>	<u>(1,387)</u>	<u>26,606</u>
Restricted funds					
Cornwall County Council	859	36,610	(6,535)	-	30,934
Blue Light Day	2,791	-	-	(2,791)	-
Linking Lives Project	3,669	-	-	(3,669)	-
Independence at Home	-	500	(500)	-	-
Western Power	-	1,500	(1,500)	-	-
David Solomons Charitable Trust	-	1,000	(1,000)	-	-
	<u>7,318</u>	<u>39,610</u>	<u>(9,535)</u>	<u>(6,459)</u>	<u>30,934</u>
National Lottery: Back on Track	-	30,151	(37,997)	7,846	-
	<u>7,318</u>	<u>69,761</u>	<u>(47,532)</u>	<u>1,387</u>	<u>30,934</u>
Victim Services	27,083		(9,651)	-	17,432
Office of the Police & Crime Comm	-	7,875	(7,875)	-	-
Devon & Cornwall Police	-	249	(249)	-	-
Talisman Charitable Fund	<u>27,083</u>	<u>8,124</u>	<u>(17,775)</u>	<u>-</u>	<u>17,432</u>
	<u>34,402</u>	<u>77,885</u>	<u>(65,307)</u>	<u>1,387</u>	<u>48,366</u>

Designated Funds

The trustees have designated the following funds:

	2021 £	2020 £
Long term staff sickness, maternity leave, staff leaving and recruitment costs	3,000	3,000
Transfer of Members to another organisation	-	-
Redundancy costs	7,500	7,500
Legal and accountancy costs for closure of CPF	3,500	3,500
The time to the expiry of leases on property - 6 months (Penzance)	250	250
That staff can continue working, primarily to secure new funding (3 months)	15,000	15,000
Employee Pensions	1,000	1,000
Deficit through reduction in Cornwall Council funding	15,000	15,000
Grant not renewed CPF (6 months)	35,000	35,000
Other contingencies	<u>2,000</u>	<u>2,000</u>

TOTAL

82,250 82,250
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Notes to the accounts for the year ended 31st. March 2022

(7) Charitable expenditure

	Total 2022 £	Total 2021 £
Wages and salaries	55,192	56,788
Staff costs	-	2,802
Telephone	852	1,060
Print, post and stationery	355	244
Insurance and subscriptions	1,227	1,260
Room hire	272	87
Refreshments & CPF forums	457	457
Travel expenses	911	-
Projects	250	715
Computer and IT costs	758	97
Legal and professional fees	331	325
Reporting accountant's fees	750	750
Rent and rates	4	-
Depreciation	-	907
Sundry expenses	166	72
Committee expenses	-	-
Non capitalised equipment	1,475	784
	63,000	66,348

(8) Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Fixed assets	-	-	-	-
Current assets	49,537	101,750	51,313	202,600
Current liabilities	(750)	-	-	(750)
Net assets at 31st March 2022	<u>48,787</u>	<u>101,750</u>	<u>51,313</u>	<u>201,850</u>

(9) Analysis of prior year funds

**Statement of Financial Activities [including Income and Expenditure Account]
for the year ended 31st. March 2021**

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2021	2021	2021	2010
	£	£	£	£
Income from				
Donations	196	-	196	970
Investment income	32	-	32	56
Grants and contracts		77,885	77,885	71,700
Fee income	-	-	-	495
	<u>-</u>	<u>-</u>	<u>-</u>	<u>495</u>
Total Income	<u>228</u>	<u>77,885</u>	<u>78,113</u>	<u>73,221</u>
Expenditure on				
Charitable activities	<u>1,041</u>	<u>65,307</u>	<u>66,348</u>	<u>72,425</u>
Net income/[expenditure]	<u>(813)</u>	<u>12,578</u>	<u>11,765</u>	<u>796</u>
Reconciliation of funds				
Total funds brought forward	111,055	34,401	145,456	144,660
Tranfers between reserves	<u>(1,387)</u>	<u>1,387</u>	<u>-</u>	<u>-</u>
Total funds carried forward	<u>108,856</u>	<u>48,366</u>	<u>157,221</u>	<u>145,456</u>