

For the year ending 31 March 2023  
Name of Charity: Cornwall People First  
Charity registration Number: 1160773



# Annual report and financial statements

For the year ended 31 March 2023

Registered Charity Number: 1160773

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For the year ending 31 March 2023  
Name of Charity: Cornwall People First  
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## **Reference and administrative details - For the year ended 31 March 2023**

Name of charity: Cornwall People First

Charity registration number: 1160773

Governing Documentation: CIO - Association Registered 5 March 2015

### **Trustees:**

David Burns Chair Resigned December 22  
Linda Lake  
Mark Hutchings  
Laura Keeper  
Sam Axon  
Daniel Ball Since February 23  
Julie Pape Since February 23  
Jason Pape Since February 23.

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  
C/O The Lescudjack Centre  
Penmere Close  
Penzance  
Cornwall TR18 3PE

For the year ending 31 March 2023  
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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

## **Trustees' report**

For the year ended 31 March 2023

The Trustees of Cornwall People First present their annual report and audited accounts for the year ended 31 March 2023 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 Speak Up Groups 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.

## **Review of Financial Activities**

This year saw the start of two new projects funded by the NHS ICB. We received £49024 for The Sunflower Project and £31,690 for The Practice Partners Project. We were also giving the remaining funds of Cornwall Advocacy of £10800.03 in November to put towards the Sunflower Project.

These projects both started in April 2022 and ran for the entirety of the year. We focussed our work around these funded projects

We received the remaining £7,000 from Baily Thomas to fund our Better Together project which has enabled us to work with volunteers within our groups.

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 continued to very kindly offer us continued use of our office on a rent-free basis until December 2022. In December we moved the contents of our office to a storage unit. We're been able to access resources more readily from the storage unit due to its location, so it's proven useful although means we're now spending money on storage. 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 £2280 on behalf of the Blue Light Day committee for the next Blue Light Day event.

We also received £2920 from commissioned Easy Read work from Cornwall Council, Derek Thomas MP, Norfolk NHS and One Vision Housing.

We started the year with four members of staff (2 full time equivalent) but said goodbye to our Outreach Worker in November.

We continue to have the regular support of 10 volunteers.

## **Our work**

We started two new NHS projects this year – The Sunflower Project and The Practice Partners Project. The Sunflower Project is a research project looking at death, dying and loss. We facilitated a series of Speak Up Groups on the topic over the summer before starting a weekly closed group in the Autumn.

The Practice Partners project saw us join three Patient Participation groups in GP Surgeries in St Austell, Saltash and Hayle with patients with LD/Autism. We attended the PPG meetings with a Self -Advocate and we worked together with the surgeries to support accessibility and better communication. This included the creation of a number of easy read resources, as well as surgeries taking on new practices such as GP's giving out brief notes after appointments about what was discussed.

Through both of these projects we learnt a lot about how the NHS works and were able to support our members to navigate the system more effectively. This included the use of hospital passports and arranging for health professionals to come and speak to our groups about issues such as screening and health checks.

Our monthly Walk and Talk group ran until November and was then paused when our outreach worker left.

We facilitated a limited number of Speak Up Groups over the Winter and focussed on our paid project work instead. We also stepped back from attending the Learning Disability Partnership Board from May 2022 after we met with Healthwatch to discuss why and offer suggestions for change.

We attended and presented at the South West Self Advocacy Network Conference in November. We shared about our work with self-advocates and professionals from across the South West.

We helped to plan the first Blue Light Day since 2019 and ran the stage on the day. The day was quieter than previous years, probably due to fears around Covid however the feedback we had was very positive and the day was a success.

For the year ending 31 March 2023  
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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.

Our Saltash group has continued to meet and have welcomed a new member. Two of the group members have joined the Practice Partners Project so we have been able to talk about health related issues within the group and they have shared what they have learnt at the PPG meetings.

## **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 Do Not Ask by Avram Schaufeld.



## **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.

## **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 £102,700 [2022: £101,750.]

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:

- 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)

C/O 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 31<sup>st</sup> March 2023 which are set out on pages 13 to 20.

### **Respective responsibilities of trustees and examiner**

The trustees 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.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>Income from</b>					
Donations		699	12,000	12,699	-
Investment income		413	-	413	11
Grants and contracts		120	88,794	88,914	104,442
Fee income		<u>2,885</u>	<u>-</u>	<u>2,885</u>	<u>3,175</u>
<b>Total Income</b>		4,117	100,794	104,911	107,628
<b>Expenditure on</b>	(7)				
Charitable activities		<u>28,353</u>	<u>44,642</u>	<u>72,995</u>	<u>63,000</u>
<b>Net income/[expenditure]</b>		(24,236)	56,152	31,916	44,628
Reconciliation of funds					
Total funds brought forward		150,537	51,313	201,850	157,221
Tranfers between reserves		<u>17,964</u>	<u>(17,964)</u>	<u>-</u>	<u>-</u>
Total funds carried forward		<u><u>144,265</u></u>	<u><u>89,501</u></u>	<u><u>233,766</u></u>	<u><u>201,850</u></u>

# **Cornwall People First**

## **Balance sheet as at 31st. March 2023**

	Notes	2023		2022	
		£	£	£	£
<b>Fixed assets</b>					
<b>Tangible assets</b>	(2)		-		-
<b>Current assets</b>					
Debtors and prepayments		-		-	
Cash at bank and on hand		<u>234,516</u>		<u>202,600</u>	
<b>Total current assets</b>		<u>234,516</u>		<u>202,600</u>	
<b>Current liabilities</b>					
Creditors: amounts falling due within 12 months	(3)	<u>(750)</u>		<u>(750)</u>	
<b>Net Current assets</b>			<u>233,766</u>		<u>201,850</u>
<b>Net assets</b>			<u><u>233,766</u></u>		<u><u>201,850</u></u>
<b>The funds of the charity:</b>					
<b>Unrestricted funds</b>	(6)				
General funds			41,565		48,787
Designated funds			102,700		101,750
<b>Restricted Funds</b>			<u>89,501</u>		<u>51,313</u>
<b>Total charity funds</b>			<u><u>233,766</u></u>		<u><u>201,850</u></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 2023**

**(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.

**Notes to the accounts for the year ended 31st. March 2023**

**(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	6,285
Depreciation	
balance brought forward	6,285
charge for the year	-
	6,285
Net book value 31st. March 2023	-

Net book value 31st. March 2022	-
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**(3) Debtors**

	2023	2022
	£	£
Sundry debtors	-	-

**(4) Creditors**

Amounts falling due within 12 months		
Sundry creditors	750	750

**(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 £30,780 [2022: £27,600]

	£	£
Salaries and wages	46,591	47,793
Pension	3,121	3,501
Social security costs	3,904	3,898
	53,616	55,192

**(6) Trustees information**

	£	£
Trustees remuneration and expenses	-	-

Expenses relate to Trustees' travel and subsistence at meetings.



# **Cornwall People First**

## **Notes to the accounts for the year ended 31st. March 2023**

### **(7) Movements in funds**

	Balance 1st April 2022 £	Income £	Expenditure £	Balance Transfers £	Balance 31st. March 2023 £
<b>Unrestricted funds</b>					
Designated Funds	<u>101,750</u>	<u>-</u>	<u>-</u>	<u>950</u>	<u>102,700</u>
General Fund	<u>48,787</u>	<u>4,117</u>	<u>(28,353)</u>	<u>17,014</u>	<u>41,565</u>
	<u>172,719</u>	<u>4,117</u>	<u>(28,353)</u>	<u>17,964</u>	<u>144,265</u>
<b>Restricted funds</b>					
Cornwall County Council	-	-	-		-
Blue Light Day	3,000	2,280	(2,813)		2,467
Better Together	20,000	7,000	(6,989)		20,011
Disability Cornwall : COMF	28,313		(10,349)	(17,964)	-
Practice Partners Project	-	31,690	(9,692)		21,998
Sunflower Project	-	59,824	(14,799)	-	45,025
	<u>51,313</u>	<u>100,794</u>	<u>(44,642)</u>	<u>(17,964)</u>	<u>89,501</u>
<b>Total funds</b>	<u>224,032</u>	<u>104,911</u>	<u>(72,995)</u>	<u>-</u>	<u>233,766</u>

### **Designated Funds**

The trustees have designated the following funds:

	2023 £	2022 £
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)	1,200	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>
<b>TOTAL</b>	<u>102,700</u>	<u>82,250</u>

# **Cornwall People First**

## **Notes to the accounts for the year ended 31st. March 2023**

### **(8) Movements in funds prior year**

	Balance 1st April 2021 £	Income £	Expenditure £	Balance Transfers £	Balance 31st. March 2022 £
Unrestricted funds					
<b>Designated Funds</b>	82,250	-	-	19,500	101,750
General Fund	26,606	3,186	(6,647)	25,642	48,787
	108,856	3,186	(6,647)	45,142	150,537
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	17,432	11,388	(6,592)	(22,228)	-
	<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>

### **Designated Funds**

	2022 £	2021 £
The trustees have designated the following funds:		
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>

Notes to the accounts for the year ended 31st. March 2023

**(7) Charitable expenditure**

	Total 2023 £	Total 2022 £
Wages and salaries	53,616	55,192
Staff costs	-	-
Telephone	544	852
Print, post and stationery	87	355
Insurance and subscriptions	1,316	1,227
Room hire	2,096	272
Refreshments & CPF forums	1,246	457
Travel expenses	4,510	911
Projects	-	250
Computer and IT costs	1,975	758
Legal and professional fees	4,568	331
Reporting accountant's fees	750	750
Rent and rates	656	4
Depreciation	-	-
Sundry expenses	193	166
Office equipment charges	1,164	-
Non capitalised equipment	273	1,475
	<b>72,995</b>	<b>63,000</b>

**(8) Analysis of net assets between funds**

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Fixed assets	-	-	-	-
Current assets	42,315	102,700	89,501	234,516
Current liabilities	(750)	-	-	(750)
Net assets at 31st March 2023	<u>41,565</u>	<u>102,700</u>	<u>89,501</u>	<u>233,766</u>

(9) Analysis of prior year funds

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

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