



# **Croydon People First CIO**

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

**Charity Number: 1168110**

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## **Reference and Administrative Details**

<b>Address</b>	Portland House 678 London Road Thornton Heath CR7 7HU
<b>Trustees</b>	Mr S Wilson (Chair) Mr R Ruffell (Treasurer) Mr D Abson Mr J Claxton (appointed June 2021)
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
<b>Independent Examiner</b>	Klass & Co 18 Mounthurst Road Hayes Bromley Kent BR2 7QN
<b>Registered Charity</b>	1168110
<b>Founded by</b>	Registered as a Charitable Incorporated Organisation (CIO) on 7th July 2016

## TRUSTEES' REPORT

**The Trustees of Croydon People First CIO submit their report and the accounts for the year to 31<sup>st</sup> March 2021.**

### **Director's Report 2020 - 2021**

This year was another quiet year because of the pandemic and lockdown. I did have support for most of the year although I continued to work from home.

### **Staff and Trustees**

The Director continued to be the only paid staff during the year. Additional staff will be recruited in the new financial year.

### **Meetings**

Due to the pandemic and lockdowns, members meetings have continued online using Zoom and we were grateful to receive funding to provide members with tablets so that they could attend meetings. I am still Co-Chair of the Learning Disability Partnership Board and the Disability Confidence Action Group.

### **Supporter and Advocacy for All**

I continued to receive support from Advocacy for All during the year which was very helpful.

### **Projects and Funding**

During the year we continued to receive funding from the DWP Access to Work scheme which funded the cost of my support worker. We also continued to receive grants from Croydon Council for my role and office accommodation and expenses. We got funding related to Covid-19 for the Keep in Touch project to provide tablets to enable members to continue to attend meetings via Zoom. We also received funding from Zedetick Housing for the new project Monthly Munch and People's Health Trust funding a continuing project for our member's meetings.

### **Admin, Accounts, Payroll**

Everything was kept up to date from the administration point of view. We held our AGM by Zoom and read out our annual reports.

*Geraldine O'Shea (Director)*

### **Treasurer's Report**

At the end of the financial year, the balance in the Croydon People First CIO bank accounts with CAF was £28,903 and the balance of cash and bank was £29,852. The surplus of £5,714 reflects new funding received during the year. Total funds are £28,333 with £13,929 unrestricted and £14,404 restricted.

We are very grateful for continued financial support through Croydon Council (£8,525) and the DWP Access to Work (£8,554). We are also grateful to have received funding from Zedetick Housing (£3,000), Peoples Health Trust (£7,449), Keep in Touch for Covid-19 (£8,250) and Croydon Epilepsy Society (£500).

*Richard Ruffell (Treasurer)*

## **Aims, Objects and Public Benefit**

The charity's objects are (a) to relieve and support people with learning disabilities in the London Borough of Croydon and surrounding areas, by the provision of services which enable people with learning disabilities to develop their potential and obtain their full rights and privileges as citizens; and (b) to advance the education and training of the public, professionals, carers and other organisations about the needs, skills and interests of people who have learning disabilities to enable people with learning disabilities to achieve full participation in the community.

Croydon People First aims to enable and assist people with learning disabilities to speak for themselves, to share their ideas and to voice their opinions to others. We also aim to enable and assist people with learning disabilities to reach greater independence, more choice and more control over their own lives.

Current activities are:

- Regular Future for Us Community Hub meetings;
- Regular Making It Happen activities;
- Supporting people with learning disabilities to carry out voluntary work;
- Other projects and activities on topics important to adults with learning disabilities;
- Representing the interests of local adults with learning disabilities on various Community Forums and at various meetings;
- Supporting individuals with learning disabilities (both Members and Non-Members) to speak out about things that affect their lives

## **Structure, Governance and Trustees**

Croydon People First CIO is a Charitable Incorporated Organisation (no. 1168110). It was registered on 7th July 2016 and was formed from the transfer of assets from Croydon People First, the charity (1124217), which started in 1973 and was set up to serve people with learning disabilities in the London Borough of Croydon. There are about 7,000 people with learning disabilities who live in Croydon. Before Croydon People First existed, adults with learning disabilities living in Croydon had no independent voice. Now the organisation is run by adults with learning disabilities with help from supporters directed by them.

Croydon People First CIO has a Director who works 17.5 hours per week. At 31<sup>st</sup> March 2021, there were Trustees on the Board of Trustees all with learning disabilities:

Mr S Wilson (Chair)

Mr D Abson

Mr R Ruffell (Treasurer)

Mr J Claxton

We would like to welcome Jamie Claxton who became a trustee in June 2021.

Trustees are recruited by community adverts placed, recommendations and nominations to the Trustees, after which an interested person would be invited to



interview by members of the Board of Trustees. If the person has the skills and experience which Croydon People First CIO is looking for, the Board will vote to appoint them at a Trustees Meeting and they will be introduced to the Membership at the next AGM. This procedure is in accordance with the Croydon People First CIO's constitution.

Trustees may also be beneficiaries of the work that Croydon People First CIO does, and the Board are careful to manage issues of conflict of interest where they are not allowed to take up a place on an activity organised by Croydon People First where there are other general members who are keen to have this place. Trustees follow guidance on conflict of interest provided by the Charity Commission.

### **Reserves Policy and Going Concern**

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 3 months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to ensure that support and governance costs are covered. The trustees consider that a level of 3 months is sufficient given the projects currently being run.

The balance held as unrestricted funds at 31 March 2021 was £13,332, all of which are regarded as free reserves. Actual three month cash payments total £6,717 therefore current reserves have exceeded the amount required by the reserves policy. The trustees are of the view that Croydon People First CIO is a going concern.

Approved by the Trustees on 26th January 2022 and signed on their behalf by:

**Sedley Wilson** (*Chairman of Trustees*)



**Independent Examiner's Report to the Trustees of Croydon People First**

I report on the accounts of the charity for the year ended 31 March 2021, including the 'notes to the accounts' as set out on pages 9 to 12.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners 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 statement**

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 Act 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.

Signature:



Name:

Osbert Klass

Relevant professional body:

Chartered Association of Certified Accountants

Address:

18 Mounthurst Road, Bromley, Kent BR2 7QN

Date:

26th January 2022

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

	<i>Notes</i>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>2020</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income and endowments</b>	1				
Grants, donations and legacies	3	17,579	18,699	36,278	9,100
Other income		-	-	-	-
<b>Total receipts</b>		<b>17,579</b>	<b>18,699</b>	<b>36,278</b>	<b>9,100</b>
<b>Expenditure</b>					
Cost of generating funds	4	-	-	-	-
Charitable activities	4	26,269	4,295	30,564	17,297
<b>Total expenditure</b>		<b>26,269</b>	<b>4,295</b>	<b>30,564</b>	<b>17,297</b>
<b>Net income/(expenditure) before gains and losses on investments</b>		<b>(8,690)</b>	<b>14,404</b>	<b>5,714</b>	<b>(8,197)</b>
<b>Net gains/(losses) on investments</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net income/(expenditure) for year</b>		<b>(8,690)</b>	<b>14,404</b>	<b>5,714</b>	<b>(8,197)</b>
<b>Total funds brought forward</b>		<b>22,619</b>	<b>-</b>	<b>22,619</b>	<b>30,816</b>
<b>Transfer of funds from charity</b>					
<b>Total Funds</b>		<b>13,929</b>	<b>14,404</b>	<b>28,333</b>	<b>22,619</b>

The notes on pages 9 to 12 form part of these accounts.

**STATEMENT OF FINANCIAL POSITION**  
**AT 31 MARCH 2021**

	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible assets			-		504
<b>Current Assets</b>					
Debtors and Prepayments	4	-	-	-	-
Cash at bank and in hand		29,853		22,490	
		<u>29,853</u>		<u>22,490</u>	
<b>Current Liabilities</b>					
Creditors and Accruals	5	<u>1,520</u>		<u>375</u>	
Net Current Assets			28,333		22,115
<b>Net Assets</b>			<u><u>28,333</u></u>		<u><u>22,619</u></u>
<b>Funds</b>					
Unrestricted funds			13,929		22,619
Restricted funds			14,404		-
<b>Total Funds</b>			<u><u>28,333</u></u>		<u><u>22,619</u></u>

Approved by the Trustees on 26th January 2022 and signed on their behalf by:

*S Wilson*

**Sedley Wilson**  
**Chair of Trustees**

26th January 2022

The notes on pages 9 to 12 form part of these accounts.



**CASH FLOW STATEMENT**  
**FOR THE YEAR TO 31 MARCH 2021**

	<u>£</u>
<b>Cash generated from operating activities:</b>	
Net cash provided by operating activities	7,363
Cash & Bank introduced during the year	<u>22,490</u>
<b>Cash &amp; Bank at the end of the year</b>	<b><u>29,853</u></b>

  

	<u>£</u>
<b>Net income/(expenditure)</b>	5,714
<b>Adjustments for:</b>	
Depreciation charges	504
(Increase)/decrease in debtors	-
Increase/(decrease) in creditors	<u>1,145</u>
	<b><u>7,363</u></b>

**NOTES TO THE ACCOUNTS FOR THE PERIOD YEAR TO 31 MARCH 2021****1. Accounting Policies****1 Basis of Preparing the Accounts****(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) 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) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

**(b) Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required. In accordance with the requirements of FRS 102 a reconciliation of opening balances and net income/(expenditure) for the year is provided with the net income/(expenditure) under previous GAAP adjusted for the presentation of investment gains/(losses) as a component of reported income.

**2 Funds**

- (a) Unrestricted funds represent funds of the charity which are not subject to any restrictions regarding their use and are available for application on the general purposes of the charity.
- (b) Restricted funds represent funds of the charity which were received with restrictions so that use can only be used for the purposes stated.

**3 Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

**4 Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is

probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

## 5 Fixed Assets

Assets costing over £500 will be capitalised and depreciated as follows:

Equipment (computer & electronic) – 33.3% per annum.

## 2. Statement of Financial Activities - 2020 (Comparatives)

	Notes	Un- restricted Funds £	Restricted Funds £	2020 Total £
<b>Income and endowments</b>	1			
Grants, donations and legacies	3	9,100	-	9,100
Other income		-	-	-
<b>Total receipts</b>		<u>9,100</u>	<u>-</u>	<u>9,100</u>
<b>Expenditure</b>				
Cost of generating funds	4	-	-	-
Charitable activities	4	16,810	487	17,297
<b>Total expenditure</b>		<u>16,810</u>	<u>487</u>	<u>17,297</u>
<b>Net income/(expenditure) before gains and losses on investments</b>		<b>(7,710)</b>	<b>(487)</b>	<b>(8,197)</b>
<b>Net gains/(losses) on investments</b>		<u>-</u>	<u>-</u>	<u>-</u>
<b>Net income/(expenditure) for year</b>		<b>(7,710)</b>	<b>(487)</b>	<b>(8,197)</b>
<b>Total funds brought forward</b>		30,329	487	30,816
<b>Transfer of funds from charity</b>				
<b>Total Funds</b>		<u>22,619</u>	<u>-</u>	<u>22,619</u>

3. Income

	2021 £	2020 £
<i>Unrestricted</i>		
Dept of Work & Pensions	8,554	714
London Borough of Croydon	8,525	5,000
FP Advocacy	-	3,386
Croydon Epilepsy Society	500	-
	<u>17,579</u>	<u>9,100</u>

4. Restricted Reserves

	Zetetic Housing £	Peoples Health £	Covid- 19 £	Total £
Opening Balance	-	-	-	-
Income	3,000	7,449	8,250	18,699
Expenditure	-	-	4,295	4,295
Closing Balance	<u>3,000</u>	<u>7,449</u>	<u>3,955</u>	<u>14,404</u>

5. Expenditure

Activities directly related to the work of the charity

	Un- restricted £	Restricted £	Total £	2020 £
<b><u>Charitable Activities</u></b>				
Salary & Pension Costs	11,700	2,700	14,400	12,403
Sessional Support	10,854	-	10,854	-
Telephone and Internet	240	-	240	140
Postage, Printing and Stationary	-	4	4	201
Office Rent and Room Hire	2,400	-	2,400	2,430
Bank Charges	70	-	70	-
Tablets, laptop	-	1,362	1,362	-
Office & Miscellaneous	8	229	237	938
Independent Examiner	375	-	375	375
Payroll Administration	118	-	118	138
Depreciation	504	-	504	672
	<u>26,269</u>	<u>4,295</u>	<u>30,564</u>	<u>17,297</u>

6. Creditors and Accruals

	2021 £	2020 £
Salary/PAYE	905	-
Telephones	240	-
Accountancy	375	375
	<u>1,520</u>	<u>375</u>



**7. Staff**

The average weekly number of employees during the year was made up as follows:-

	<u>No.</u>
Administration	<u>1</u>

**8. Trustees.**

No trustee received any remuneration or benefit in kind during the year, nor any expenses reimbursed.

**9. Restricted Funds**

The restricted income collected during the year was for the provision of services to people with learning disabilities and were entirely used for such provision.

**10. Fixed Assets**

	<b>Computer Equip. &amp; Furniture £</b>
<u>Cost</u>	
At 1 April 2020	2,690
Additions	-
At 31 March 2021	<u>2,690</u>
 <u>Accumulated Depreciation</u>	
At 1 April 2020	2,186
Charge for the year	504
At 31 March 2021	<u>2,690</u>
 <u>Net Book Value</u>	
<b>At 31 March 2021</b>	<u>-</u>
At 31 March 2020	<u>504</u>