PEOPLE FIRST FORUM

England & Wales · Charity number 1178213

Details

Status	Registered
Legal form	CIO
Registered	2018-05-02
Register	View on the Charity Commission register

Contact

Address	People First Forum Rossmore Leisure Centre Herbert Avenue Poole Dorset BH12 4HR
Phone	01202051014
Email	office.admin1@peoplefirstforum.co.uk
Website	www.peoplefirstforum.co.uk

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF PERSONS WHO HAVE A LEARNING DISABILITY.

Activities: Our vision is a world where people with learning disabilities are treated as equals, living safe and happy lives.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** People With Disabilities

Geography

- Throughout England

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Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£420,593	£344,803	-	-
2024-03-31	£312,637	£249,269	-	-
2023-03-31	£241,927	£210,515	-	-
2022-03-31	£201,327	£196,324	-	-
2021-03-31	£209,724	£200,402	-	-

Trustees

Name	Role	Appointed
ALISON BALE		2018-07-01
Andrew Mark Williams		2022-04-26
BILL SHAW		2018-07-01
DAN MURRAY		2018-07-01
Jenny Phillips		2025-03-03
John Harris		2025-03-03
Kevin Gillings		2025-09-29
LES HEBDITCH		2018-07-01
MARK DYDE		2018-07-01
RUTH CROOK		2018-07-01
SIMON SHAVE		2018-07-01
Shaun Hayward		2018-07-01

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PEOPLE FIRST FORUM

England & Wales - Charity number 1178213

Accounts

Charity Registration No. 1178213

PEOPLE FIRST FORUM

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

10 Bridge Street
Christchurch
Dorset
BH23 1EF

PEOPLE FIRST FORUM

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PEOPLE FIRST FORUM

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms A Bale	
	Mr S Shave	
	Mr S Hayward	
	Ms R Crook	
	Mr W Shaw	
	Mr L Hebditch	
	Mr M Dyde	
	Ms S Peters	
	Mr D Murray	
	Mr A Williams	
	Ms J Phillips	(Appointed 3 March 2025)
	Mr J Harris	(Appointed 3 March 2025)
Charity number	1178213	
Principal address	Rossmore Leisure Centre Herbert Avenue Parkstone Poole BH12 4HR	
Independent examiner	TC Group 10 Bridge Street Christchurch Dorset BH23 1EF	
Bankers	CAF Bank Limited, 25 Kings Hill Avenue, West Malling, ME19 4JQ	

The Charity Trustees present their report and the financial statements for the year ended 31 March 2025.

Status and Administration
The Charity became an incorporated and registered charity on 2 May 2018. The Charity commenced its activities on 1 July 2018 as a Charitable Incorporated Organisation (CIO) by combining the assets, liabilities and operations of Bournemouth People First and of Poole Forum both registered charities and limited companies which ceased all their activities at the same time.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016).

Objectives and activities
The charity's objectives are to promote any charitable purpose for the benefit of persons who have a learning disability in the county of Dorset.

The principal activities of the charity are:

- Promoting self-advocacy for Forum members so that they can individually and collectively express their needs and aspirations.
- Enabling the Forum members to influence initiatives and policies which affect their lives.
- Providing information to members and the wider community about the Forum and the lives of people with learning disabilities.

Organisational Structure
People First Forum is governed by its Board of Trustees, which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of People First Forum and for ensuring that the charity satisfies its legal and contractual obligations. The Trustees meet every six weeks or as a minimum quarterly and delegate the day-to-day operation of the organisation to the Managers. The Trustees are independent from management.

Appointment of Charity Trustees
At the second annual general meeting of the members of the CIO all the charity trustees shall retire from office. At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office by rotation. Trustees may at any time decide to appoint a new charity trustee, but a person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term, unless the charity trustees consider it is in the best interests of the CIO to do so but may be reappointed after an interval of at least three years.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Review of Activities and Future Developments

The year ended 31 March 2025 has been a particularly busy year, which has seen the continuation and expansion of our services.

People First Forum has continued to deliver a range of activities, promoting the rights, choices, and equality of people with learning disabilities living in Bournemouth, Christchurch, and Poole.
All our work is underpinned by the Bill of Rights, which was written by people with learning disabilities across all of Dorset. Whilst maintaining our independence, we continued to work closely with our many partners including BCP Council and NHS Dorset.

This year we were successful in getting a couple of grant funding applications which allowed us to expand our services. We have run many activities as well as having stalls and visits at various places including schools, day centres and residential homes. There has also been a lot more of a focus on developing and delivering learning disability and autism awareness training, including our involvement in the Oliver McGowan Mandatory Training Programme locally.

Some of our key areas of work from 1st April 2024 - 31st March 2025

- Friends Forum continues once a month online as this seems to still be a popular choice for our members. Speakers and activities have also included: County Lines awareness, the right care and support, having a good life. In August we also ran one face to face session, a picnic in the park as an opportunity for getting together.

- Our Self Advocates work in our easy read information service, producing information for ourselves and other organisations including internet safety tips, updates to BCP Council factsheets, Healthwatch information and the BCP council Terms of Reference.

- We have successfully developed and delivered training packages both online and face to face. This includes BCP Care Certificate, Learning Disability and Autism Awareness and expanding to deliver Oliver McGowan Mandatory training across Dorset.

- We are on our second year of The National Lottery, Reaching Communities Fund, for a project called ‘On The Move’. The project hired a new staff member from April 2023 and purchased a van for going to where our members need us. Speaking up groups, workshops and activities are being delivered monthly and have been highly successful so far. This also enabled us to restart Go Forum, a monthly speaking up group.

- Our work with our statutory partners has continued throughout the year and our core work has included**:**

    - The BCP Learning Disability Partnership Board is still online but is planning several face-to-face meetings a year. We have been involved in the co-production and co-leadership of the Board meetings and their Action Groups. This has included keeping our members updated on; health, keeping safe and housing/support.
    - We have been involved with updating BCP Council's Big Plan for learning disabilities.
    - We continue to be part of the Safe Places National Network. We have updated all the Safe Places and have been supporting BCP Council to get ready for a trial to expand the scheme, opening it up to all, starting in Bournemouth.
    - We continued to use our Facebook page for 'Go Live' videos on Facebook. Staff with learning disabilities have got more involved in the planning and delivery of the 'Go Live' videos, taking the lead.
    - We continue to have a phoneline for Advice, Information and Advocacy diverting to staff mobile phones. We have raised ongoing concerns to BCP Council about a few of our members home support.
    - We continue to take part and speak up about the needs of people with learning disabilities at many other groups and Boards including Dorset Healthcare Engagement Forum, LeDer meetings (which look at the early deaths of people with learning disabilities) and the CPS Hate Crime Scrutiny Panel and now a Dorset Healthcare Easy Read Information Group.
    - Working with NHS Dorset we have been updating the Yellow Health Books and making them editable online.

- People First Forum employs people with learning disabilities to deliver our services. In addition, it offers a range of voluntary opportunities to members, including project work, administration work, peer representation, delivering training and leadership of the organisation. We continued to support staff with staff team meetings online and phone calls.

- We have continued to run our very successful Witness Preparation and Profiling Service supporting victims and witness' through the justice system. This project goes from strength to strength and is funded by the Office of Dorset Police Crime Commissioner and BCP Council.

- We have organised and run two more face to face Big Night Out's With Suttles. We have an additional room within the club, and it goes from strength to strength. 5 new people were trained as DJ's, expanding, and making our DJ collective more diverse. All the DJ's got to showcase their skills at the Big Night's Out With Suttles.

- Some of our DJ's were lucky enough to DJ again at Camp Bestival, they even met Sam Ryder. Camp Bestival is a fantastic platform for showing the public what people with learning disabilities can achieve.

- We have been attending meetings called 'Your Voice' online to talk with other self-advocacy organisation's across the country about how we can help our members. These meetings have been very helpful in sharing information and resources.

- BCP Council have been reviewing their Day Opportunities which we have been fully involved in. We have supported people with learning disabilities to have their say and make sure the review is being done in co-production.

- At our AGM we elected our new Management Committee, ensuring all groups of people with learning disabilities are represented. We also welcomed Extraordinary Bodies to tell us about their work and inspire our members.

The future

We will continue to reach more members with our 'On The Move' project and become better known within our community. We have just been contracted to continue delivering Oliver McGowan Mandatory training across Dorset, which will see a big increase in our work output. We will also invest in People First Forum's future planning, supported by Lloyds Bank Foundation for England & Wales.

Financial review

The unrestricted incoming resources for the year amounted to £221,254 (2024: £192,954) from which expenditure of £134,335 (2024: £133,425) was incurred. The general reserves at the end of the year were £237,118 (2024: £150,199).

The restricted incoming resources for the year amounted to £199,339 (2024: £119,683) from which expenditure of £210,468 (2024: £115,844) was incurred. The restricted fund balances at the end of the year were £7,250 (2024: £18,379).

Reserves

People First Forum is required to ensure that free monies are available to meet any reasonably foreseeable contingency in each financial year.

The Trustees have set a minimum of £60,000 as their internal reserves policy. This is an increase of £10,000 from the year before (2024: £50,000). The reserves should only be spent on keeping the charity and its services going.

Risk Assessment
The major risks, to which the charity is exposed, as identified by the Charity Trustees, have been reviewed and systems have been established to mitigate those risks. To that end People First Forum is continually monitoring and managing its risk and ensuring action plans are in place to mitigate its key risks.

Public Benefit
The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with of the Charity Commission's General Guidance on Public Benefit (January 2013).

The paragraphs above set out our activities, achievements and performance during the year which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through providing help, advice and facilities to any members of the public with learning disabilities in the local community who request help. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission Principles on Public Benefit.

Volunteers
Volunteers work a mix of days and hours, but a total of 16 hours are given by our volunteers each week i.e. almost £278.40 using hourly rates from the Office for National Statistics Annual Survey of Hours and Earnings.

Structure, governance and management
The charity is a Charitable Incorporated Organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

Ms A Bale	
Mr S Shave	
Mr S Hayward	
Ms L Selby	(Retired 13 May 2024)
Mr C Sheldrick	(Deceased 11 August 2024)
Ms R Crook	
Mr W Shaw	
Mr L Hebditch	
Mr M Dyde	
Ms S Peters	
Mr D Murray	
Mr I Gavin	(Retired 16 September 2024)
Mr A Williams	
Ms J Phillips	(Appointed 3 March 2025)
Mr J Harris	(Appointed 3 March 2025)

The trustees' report was approved by the Board of Trustees.

W Shaw.

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Mr W Shaw

Trustee

Dated: 15.9.25

PEOPLE FIRST FORUM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PEOPLE FIRST FORUM

I report to the trustees on my examination of the financial statements of People First Forum (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements 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 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

INDEPENDENT EXAMINER'S REPORT (CONTINUED)

TO THE TRUSTEES OF PEOPLE FIRST FORUM

I have completed my examination. I confirm that no 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 2011 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements 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 financial statements to be reached.

TC Group

Dean Pullen FCCA
TC Group

10 Bridge Street
Christchurch
Dorset
BH23 1EF

Dated: 14/10/25

PEOPLE FIRST FORUM

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income from:							
Donations and legacies	**3**	94,421	199,339	293,760	51,410	119,683	171,093
Charitable activities	**4**	121,188	-	121,188	137,942	-	137,942
Other trading activities	**5**	19	-	19	325	-	325
Investments	**6**	5,626	-	5,626	3,277	-	3,277
Total income		221,254	199,339	420,593	192,954	119,683	312,637
Expenditure on:							
Charitable activities	**7**	134,335	210,468	344,803	133,425	115,844	249,269
Total expenditure		134,335	210,468	344,803	133,425	115,844	249,269
Net income/(expenditure) and movement in funds		86,919	(11,129)	75,790	59,529	3,839	63,368
Reconciliation of funds:							
Fund balances at 1 April 2024		150,199	18,379	168,578	90,670	14,540	105,210
Fund balances at 31 March 2025		237,118	7,250	244,368	150,199	18,379	168,578

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

PEOPLE FIRST FORUM

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	**14**		16,670		23,691
Current assets					
Debtors	**15**	210,098		309,338	
Cash at bank and in hand		232,689		174,395	
		442,787		483,733	
Creditors: amounts falling due within one year	**16**	(215,089)		(338,846)	
Net current assets			227,698		144,887
Total assets less current liabilities			244,368		168,578
The funds of the charity					
Restricted income funds	**18**		7,250		18,379
Unrestricted funds	**19**		237,118		150,199
			244,368		168,578

The financial statements were approved by the trustees on 29-9-25.

W. Shaw

Mr W Shaw
Trustee

1 Accounting policies

Charity information

People First Forum is a Charitable Incorporated Organisation. The registered office is Rossmore Leisure Centre, Herbert Avenue, Parkstone, Poole, Dorset, BH12 4HR

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds which have been earmarked for a particular purpose, within the objects of the charitable company, by the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1 Accounting policies **(Continued)**

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

1.5 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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and payroll etc which supports the charity's activities. All support costs are deemed to relate to the charitable activity. Governance costs are those support costs incurred to meet the statutory and constitutional requirements of the charitable company.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	33% straight line
Motor vehicles	20% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1 Accounting policies (Continued)

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and grants

	Unrestricted funds	Restricted funds	Total	Total
	2025	**2025**	**2025**	2024
	£	**£**	**£**	£
Donations and gifts	1,323	1,326	2,649	60
Grants	93,098	198,013	291,111	171,033
	94,421	199,339	293,760	171,093
For the year ended 31 March 2024	51,410	119,683		171,093

Included within the unrestricted grant income of £93,098 is:

a) £25,000 supported by Lloyds Bank Foundation for England & Wales.
b) £50,000 awarded by the players of People's Postcode Lottery.
c) £18,098 supported by Safe Places. Safe Places were created to give people with learning disabilities a safe place to go if lost or in need of help when out and about. The BCP Council Community Safety Team is working alongside People First Forum to expand the scheme to make it available to everyone who needs it and increase the number of businesses signed up as a 'Safe Place'

4 Charitable activities

	2025	2024
	£	£
BCP Council/NHS Dorset	100,940	100,940
Dorset Healthcare University NHS Foundation Trust	3,060	2,500
Big Night Out With Suttles	4,268	4,809
Easy Read Production	1,510	2,580
DWP Access to work	7,627	10,478
Learning Disability Awareness training	2,758	15,411
Other	1,025	1,224
	121,188	137,942

5 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising events	19	325

6 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Other income	5,626	3,277

7 Charitable activities

	2025	2024
	£	£
Staff costs	262,545	194,046
Depreciation and impairment	7,020	6,622
Training	1,647	1,167
Travel and Subsistence	17,491	3,599
Premises & Room Hire	3,237	4,484
Insurance	3,386	2,976
Marketing, Publicity and Promotion	9,261	7,463
Stationery and Office Expenses	598	395
Printing & copying	3,275	2,375
Communications	3,019	2,977
Equipment rental	1,226	1,298
Gifts & Donations	191	80
Bank charges	130	120
IT - software & support	9,597	5,850
Miscellaneous expense	14,432	5,751
Payroll Fees	1,252	1,015
Other charitable expenditure	-	3,189
	338,307	243,407
Share of governance costs (see note 9)	6,496	5,862
	344,803	249,269
Analysis by fund		
Unrestricted funds	134,335	133,425
Restricted funds	210,468	115,844
	344,803	249,269
For the year ended 31 March 2024		
Unrestricted funds	133,425	
Restricted funds	115,844	
	249,269	

8 Charitable activities - 2025 breakdown by fund

	General Fund	On The Move	Witness Profiling	Oliver McGowan	Total
Activity Costs	-	2,634	-		2,634
Advertising/Promotional	2,078		-		2,078
AGM	2,748	-	-		2,748
Bank Charges	130	-	-		130
Big Night out - expenses	2,030	128	-		2,158
Dues and Subscriptions	628	-	-		628
Equipment Rental	1,226	-	-		1,226
Events	-	1,143	-		1,143
Gifts & Donations	191	-	-		191
Group & Volunteer expenses	483	4,066	300		4,849
Independent Examination	3,120	-	-		3,120
Insurance	1,903	1,483	-		3,386
IT - software & support	8,569	-	1,030		9,599
Marketing & Publicity	5,683	-	1,500		7,183
Miscellaneous Expense	989	120	580		1,689
Office Expense	1,065	-	61		1,126
Office Hospitality	551	226	99		876
Office Stationery	450	-	2		452
Office Supplies	286	-	-		286
Oliver McGowan training expenses	-	-	-	9,137	9,137
Organisational development	(1,250)	1,250	-		-
Payroll fees	1,252	-	-		1,252
Postage and Delivery	587	-	10		597
Premises - Rent	3,237	-	-		3,237
Printing & Copying	1,336	55	20		1,411
Project, research and learning & evaluation	-	1,086	-		1,086
Salaries & National Insurance	92,654	56,746	39,373	59,784	248,557
Salaries - Pensions	8,453	2,294	1,272	1,967	13,986
Telephone & Broadband	3,019	-	-		3,019
Training	832	653	162		1,647
Travel and Meetings	2,049	-	763		2,812
Vehicle Expense	-	5,540	-		5,540
Contribution to overheads	(16,984)	9,546	5,854	1,584	-
Depreciation	7,020	-	-		7,020
Total expenses	134,335	86,970	51,026	72,472	344,803

9 Support costs

	Support costs	Governance costs	2025	2024
	£	£	£	£
Independent Examination	-	3,120	3,120	3,150
Subscriptions & registration fees	-	628	628	545
AGM & Annual Report	-	2,748	2,748	2,167
	-	6,496	6,496	5,862
Analysed between				
Charitable activities	-	6,496	6,496	5,862

10 Net movement in funds

	2025	2024
	£	£
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	7,020	6,622

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Staff - no. of part timers	20	16

Employment costs	**2025**	**2024**
	£	**£**
Wages and salaries	223,679	170,125
Social security costs	24,879	12,491
Other pension costs	13,987	11,430
	262,545	194,046

Total remuneration of key management personnel during the year was £77,089 (2024: £82,938). Total remuneration includes pension contributions. Pension contributions were paid to 8 (2024: 8) staff under a defined contribution scheme. There were £nil (2024: £nil) of accrued pension costs at the balance sheet date. There were no employees whose annual remuneration was £60,000 or more.

The average number of employees in the year was 20 (2024 – 16).

The full time equivalent staff numbers in the year was 5 (2024 - 5).

13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

14 Tangible fixed assets

	Computers	Motor vehicles	Total
	£	£	£
Cost			
At 1 April 2024	3,528	29,220	32,748
At 31 March 2025	3,528	29,220	32,748
Depreciation and impairment			
At 1 April 2024	778	8,280	9,058
Depreciation charged in the year	1,176	5,844	7,020
At 31 March 2025	1,954	14,124	16,078
Carrying amount			
At 31 March 2025	1,574	15,096	16,670
At 31 March 2024	2,750	20,941	23,691

15 Debtors

	2025	2024
Amounts falling due within one year:	£	£
Other debtors	207,918	307,846
Prepayments and accrued income	2,180	1,492
	210,098	309,338

16 Creditors: amounts falling due within one year

	Notes	2025	2024
		£	£
Deferred income		207,918	333,081
Accruals		7,171	5,765
		215,089	338,846

17 Retirement benefit schemes

	2025	2024
Defined contribution schemes	**£**	**£**
Charge to profit or loss in respect of defined contribution schemes	13,987	11,430

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

		Movement in funds		
	Balance at 1 April 2024	Incoming resources	Resources expended	Balance at 31 March 2025
	£	£	£	£
National Lottery Community Fund - On The Move	17,302	76,918	(86,970)	7,250
Witness profiling service	1,077	49,949	(51,026)	-
Oliver McGowan	-	72,472	(72,472)	-
	18,379	199,339	(210,468)	7,250

Dorset Police/BCP Council fund the Witness Profiling Learning Disability Advisor role which supports victims and witnesses of crime through the criminal justice system.

The National Lottery, Reaching Communities has funded our 5 year project called On The Move. This will enable us to adapt our services to the needs of our members and go to where we are needed in the community; delivering workshops, speaking up and taking part in activities.

The Oliver McGowan Mandatory Training is a specialised training programme focused on Learning Disability and Autism.

19 Unrestricted funds

	At 1 April 2024	Incoming resources	Resources expended	At 31 March 2025
	£	£	£	£
General funds	150,199	221,254	(134,335)	237,118

Previous year:	At 1 April 2023	Incoming resources	Resources expended	At 31 March 2024
	£	£	£	£
General funds	90,670	192,954	(133,425)	150,199

20 Analysis of net assets between funds

	Unrestricted funds 2025	Restricted funds 2025	Total 2025
	£	£	£
At 31 March 2025:			
Tangible assets	9,420	7,250	16,670
Current assets/(liabilities)	227,698	-	227,698
	237,118	7,250	244,368

	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 31 March 2024:			
Tangible assets	5,312	18,379	23,691
Current assets/(liabilities)	144,887	-	144,887
	150,199	18,379	168,578

21 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

PEOPLE FIRST FORUM
CHARITY NUMBER 1178213
COMPANY NUMBER CE013981

Principal Office:

Rossmore Leisure Centre
Herbert Avenue
Poole
Dorset
BH12 4HR

TC Group
10 Bridge Street
Christchurch
Dorset
BH23 1EF

Dear Accountants

LETTER OF REPRESENTATION FOR THE YEAR ENDED 31 MARCH 2025

We confirm to the best of our knowledge and belief that we have made appropriate enquiries of management and staff with relevant knowledge and experience and, where necessary, have inspected supporting documentation sufficient to satisfy ourselves that we can properly make each of the following representations to you in connection with your independent examination of the financial statements of People First Forum for the year ended 31 March 2025.

1 Trustees' Responsibility for the Financial Statements

We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter and under the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your independent examination and all the transactions undertaken by the Charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of management meetings, have been made available to you.

The accounting policies used are detailed in the financial statements and are consistent with those used for the previous financial statements.

The financial statements are free of material misstatements, including omissions.

2 Internal Control and Fraud

We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysis, regulators or others.

Continued.../

3 Laws and Regulations

We are not aware of any irregularities, including fraud, involving management or employees of the Charity; nor are we aware of any breaches or possible breaches of statute, regulations, contracts, or agreements or the Charity's governing documents which might prejudice the Charity's going concern status or that might result in the Charity suffering significant penalties or other loss. No allegations of such irregularities, including fraud, or such breaches have come to our notice.

4 Assets and Liabilities

The Charity has a satisfactory title to all assets included in the Statement of Financial Position and no assets belonging to the Charity have been omitted from the financial statements. There are no mortgages, liens or encumbrances on the Charity's assets, except for those that are disclosed in the notes to the financial statements.

We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the notes to the financial statements all guarantees that we have given to third parties.

We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

5 Accounting Estimates

Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

6 Provisions for Losses

Provisions have been made in the financial statements for all losses of a material amount which have resulted from, or may be expected to result from events which had occurred by the year end date.

7 Legal Claims

We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for, and disclosed in, the financial statements.

8 Loans to Trustees and Similar Arrangements

The Charity has not had nor entered into at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit facilities) for trustees nor to guarantee or provide security for such matters.

Continued.../

9 Transactions with Related Parties

Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Charities Act 2011 or accounting standards.

We understand that a related party is where one party has direct or indirect control of the other, both parties are under common control, one party has influence over the financial and operational policies of the other, or where one party has subordinated its own separate interest.

10 Subsequent Events

There have been no events since the year end date which necessitate revision of the figures included in the financial statements or inclusion of a note thereto. Should further material events occur, which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, we will advise you accordingly.

11 Going Concern

We believe that the Charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the Charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the Charity's ability to continue as a going concern need to be made in the financial statements.

12 Grants, donations and legacies

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income. No notification of legacies has been received since the date of the financial year and the signing date. All income has been recognised in line with the Charity SORP FRS 102 framework.

We confirm that the 'Safe Places' grant received from BCP in the year has no restrictions on its use and it therefore correct to be recognised as unrestricted income in the financial statements.

13 Restricted Funds

We confirm that all restricted funds are correctly stated in the financial statements and there are no other transactions that should be recorded as restricted funds.

14 Donated goods and services

We confirm the charity does not receive any material donated goods and services that should be recognised in the financial statements.

Continued.../

15 Profit reconciliation

We confirm that we have reviewed the attached profit reconciliation which shows all the accounting adjustments made to the financial statements. We agree that these are necessary to enable the financial statements to show a true and fair view of the state of the affairs of the charity at the year end.

16 Sanction compliance

We confirm that we have reviewed the UK Sanctions list (https://www.gov.uk/government/publications/the-uksanctions-list) and confirm that to our knowledge the charity has not had any transactions with any entity connected to those listed. We confirm we have complied with the requirements of the UK sanctions regime throughout the financial year and subsequently.

Yours faithfully

.....

Signed on behalf of the Board of Trustees
People First Forum

Date: 15.9.2025

PEOPLE FIRST FORUM

England & Wales - Charity number 1178213

Accounts

Charity Registration No. 1178213

PEOPLE FIRST FORUM

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

10 Bridge Street
Christchurch
Dorset
BH23 1EF

PEOPLE FIRST FORUM

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PEOPLE FIRST FORUM

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms A Bale Mr S Shave Mr S Hayward Ms L Selby Mr C Sheldrick Ms R Crook Mr W Shaw Mr L Hebditch Mr M Dyde Ms S Peters Mr D Murray Mr I Gavin Mr A Williams Ms A Parsons (Manager) Ms A Frost (Assistant Manager with Learning Disabilities)
Charity number	1178213
Independent examiner	TC Group 10 Bridge Street Christchurch Dorset BH23 1EF
Bankers	CAF Bank Limited, 25 Kings Hill Avenue, West Malling, ME19 4JQ

The Charity Trustees present their report and the financial statements for the year ended 31 March 2024.

Status and Administration
The Charity became an incorporated and registered charity on 2 May 2018. The Charity commenced its activities on 1 July 2018 as a Charitable Incorporated Organisation (CIO) by combining the assets, liabilities and operations of Bournemouth People First and of Poole Forum both registered charities and limited companies which ceased all their activities at the same time.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016).

Objectives and activities
The charity's objectives are to promote any charitable purpose for the benefit of persons who have a learning disability in the county of Dorset.

The principal activities of the charity are:

- Promoting self-advocacy for Forum members so that they can individually and collectively express their needs and aspirations.
- Enabling the Forum members to influence initiatives and policies which affect their lives.
- Providing information to members and the wider community about the Forum and the lives of people with learning disabilities.

Organisational Structure
People First Forum is governed by its Board of Trustees, which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of People First Forum and for ensuring that the charity satisfies its legal and contractual obligations. The Trustees meet every six weeks or as a minimum quarterly and delegate the day-to-day operation of the organisation to the Managers. The Trustees are independent from management.

Appointment of Charity Trustees
At the second annual general meeting of the members of the CIO all the charity trustees shall retire from office. At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office by rotation. Trustees may at any time decide to appoint a new charity trustee, but a person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term, unless the charity trustees consider it is in the best interests of the CIO to do so but may be reappointed after an interval of at least three years.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Review of Activities and Future Developments

The year ended 31 March 2024 has been a particularly busy year, which has seen the continuation and expansion of our services.

People First Forum has continued to deliver a range of activities, promoting the rights, choices, and equality of people with learning disabilities living in Bournemouth, Christchurch, and Poole.
All our work is underpinned by the Bill of Rights, which was written by people with learning disabilities across all of Dorset. Whilst maintaining our independence, we continued to work closely with our many partners including BCP Council and NHS Dorset.

This year we were successful in getting a couple of grant funding applications which allowed us to expand our services. We have run many activities as well as having stalls and visits at various places including schools, day centres and residential homes. There has also been a lot more of a focus on developing and delivering learning disability and autism awareness training, including our involvement in the Oliver McGowan Mandatory Training Programme locally.

Some of our key areas of work from 1st April 2023 - 31st March 2024

- Friends Forum continues once a month online as this seems to still be a popular choice for our members. Speakers and activities have also included: County Lines awareness, the right care and support, having a good life. In August we also ran one face to face session, a picnic in the park as an opportunity for getting together.

- Our Self Advocates work in our easy read information service, producing information for ourselves and other organisations including internet safety tips, updates to BCP Council factsheets, Healthwatch information and the BCP council Terms of Reference.

- We have successfully developed and delivered training packages both online and face to face. This includes BCP Care Certificate, Learning Disability and Autism Awareness and expanding to deliver Oliver McGowan Mandatory training across Dorset.

- We are on our second year of The National Lottery, Reaching Communities Fund, for a project called ‘On The Move’. The project hired a new staff member from April 2023 and purchased a van for going to where our members need us. Speaking up groups, workshops and activities are being delivered monthly and have been highly successful so far. This also enabled us to restart Go Forum, a monthly speaking up group.

- Our work with our statutory partners has continued throughout the year and our core work has included**:**

    - The BCP Learning Disability Partnership Board is still online but is planning several face-to-face meetings a year. We have been involved in the co-production and co-leadership of the Board meetings and their Action Groups. This has included keeping our members updated on; health, keeping safe and housing/support.
    - We have been involved with updating BCP Council's Big Plan for learning disabilities.
    - We continue to be part of the Safe Places National Network. We have updated all the Safe Places and have been supporting BCP Council to get ready for a trial to expand the scheme, opening it up to all, starting in Bournemouth.
    - We continued to use our Facebook page for 'Go Live' videos on Facebook. Staff with learning disabilities have got more involved in the planning and delivery of the 'Go Live' videos, taking the lead.
    - We continue to have a phoneline for Advice, Information and Advocacy diverting to staff mobile phones. We have raised ongoing concerns to BCP Council about a few of our members home support.
    - We continue to take part and speak up about the needs of people with learning disabilities at many other groups and Boards including Dorset Healthcare Engagement Forum, LeDer meetings (which look at the early deaths of people with learning disabilities) and the CPS Hate Crime Scrutiny Panel and now a Dorset Healthcare Easy Read Information Group.
    - Working with NHS Dorset we have been updating the Yellow Health Books and making them editable online.

- People First Forum employs people with learning disabilities to deliver our services. In addition, it offers a range of voluntary opportunities to members, including project work, administration work, peer representation, delivering training and leadership of the organisation. We continued to support staff with staff team meetings online and phone calls.

- We have continued to run our very successful Witness Preparation and Profiling Service supporting victims and witness' through the justice system. This project goes from strength to strength and is funded by the Office of Dorset Police Crime Commissioner and BCP Council.

- We have organised and run two more face to face Big Night Out's With Suttles. We have an additional room within the club, and it goes from strength to strength. 5 new people were trained as DJ's, expanding, and making our DJ collective more diverse. All the DJ's got to showcase their skills at the Big Night's Out With Suttles.

- Some of our DJ's were lucky enough to DJ again at Camp Bestival, they even met Sam Ryder. Camp Bestival is a fantastic platform for showing the public what people with learning disabilities can achieve.

- We have been attending meetings called 'Your Voice' online to talk with other self-advocacy organisation's across the country about how we can help our members. These meetings have been very helpful in sharing information and resources.

- BCP Council have been reviewing their Day Opportunities which we have been fully involved in. We have supported people with learning disabilities to have their say and make sure the review is being done in co-production.

- At our AGM we elected our new Management Committee, ensuring all groups of people with learning disabilities are represented. We also welcomed Extraordinary Bodies to tell us about their work and inspire our members.

The future

We will continue to reach more members with our 'On The Move' project and become better known within our community. We have just been contracted to continue delivering Oliver McGowan Mandatory training across Dorset, which will see a big increase in our work output. We will also invest in People First Forum's future planning, supported by Lloyds Bank Foundation for England & Wales.

Financial review

The unrestricted incoming resources for the year amounted to £192,954 (2023 £133,599) from which expenditure of £133,425 (2023 £145,947) was incurred. The general reserves at the end of the year were £150,199 (2023 £90,670).

The restricted incoming resources for the year amounted to £119,683 (2023 £108,328) from which expenditure of £115,844 (2023 £64,568) was incurred. The restricted fund balances at the end of the year were £18,379 (2023 £14,540).

Reserves

People First Forum is required to ensure that free monies are available to meet any reasonably foreseeable contingency in each financial year.

The Trustees have set a minimum of £50,000 as their internal reserves policy. The reserves should only be spent on keeping the charity and its services going.

Risk Assessment
The major risks, to which the charity is exposed, as identified by the Charity Trustees, have been reviewed and systems have been established to mitigate those risks. To that end People First Forum is continually monitoring and managing its risk and ensuring action plans are in place to mitigate its key risks.

Public Benefit
The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with of the Charity Commission's General Guidance on Public Benefit (January 2013).

The paragraphs above set out our activities, achievements and performance during the year which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through providing help, advice and facilities to any members of the public with learning disabilities in the local community who request help. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission Principles on Public Benefit.

Volunteers
Volunteers work a mix of days and hours, but a total of 16 hours are given by our volunteers each week i.e. almost £278.40 using hourly rates from the Office for National Statistics Annual Survey of Hours and Earnings.

Structure, governance and management
The charity is a Charitable Incorporated Organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:
Ms A Bale
Mr S Shave
Mr S Hayward
Ms L Selby
Mr C Sheldrick
Ms R Crook
Mr W Shaw
Mr L Hebditch
Mr M Dyde
Ms S Peters
Mr D Murray
Mr I Gavin
Mr A Williams

The trustees' report was approved by the Board of Trustees.

Mr W Shaw
Trustee
Dated: 28 October 2024

PEOPLE FIRST FORUM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PEOPLE FIRST FORUM

I report to the trustees on my examination of the financial statements of People First Forum (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements 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 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

INDEPENDENT EXAMINER'S REPORT (CONTINUED)

TO THE TRUSTEES OF PEOPLE FIRST FORUM

I have completed my examination. I confirm that no 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 2011 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements 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 financial statements to be reached.

Dean Pullen FCCA
TC Group

10 Bridge Street
Christchurch
Dorset
BH23 1EF

Dated: 31 October 2024

PEOPLE FIRST FORUM

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Income from:					
Donations and grants	**3**	51,410	119,683	171,093	115,379
Charitable activities	**4**	137,942	-	137,942	125,963
Other trading activities	**5**	325	-	325	-
Investments	**6**	3,277	-	3,277	585
Total income		192,954	119,683	312,637	241,927
Expenditure on:					
Charitable activities	**7**	133,425	115,844	249,269	210,515
Net income for the year/ Net movement in funds		59,529	3,839	63,368	31,412
Fund balances at 1 April 2023		90,670	14,540	105,210	73,798
Fund balances at 31 March 2024		150,199	18,379	168,578	105,210

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

PEOPLE FIRST FORUM

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	**12**		23,691		26,785
Current assets					
Debtors	**13**	309,338		328,973	
Cash at bank and in hand		174,395		83,209	
		483,733		412,182	
Creditors: amounts falling due within one year	**14**	(338,846)		(333,757)	
Net current assets			144,887		78,425
Total assets less current liabilities			168,578		105,210
Income funds					
Restricted funds	**15**		18,379		14,540
Unrestricted funds			150,199		90,670
			168,578		105,210

The financial statements were approved by the Trustees on 28 October 2024

Mr W Shaw
Trustee

1 Accounting policies

Charity information

People First Forum is a Charitable Incorporated Organisation. The registered office is Rossmore Leisure Centre, Herbert Avenue, Parkstone, Poole, Dorset, BH12 4HR

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are unrestricted funds which have been earmarked for a particular purpose, within the objects of the charitable company, by the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1 Accounting policies **(Continued)**

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

1.5 Resources expended

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and payroll etc which supports the charity's activities. All support costs are deemed to relate to the charitable activity. Governance costs are those support costs incurred to meet the statutory and constitutional requirements of the charitable company.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	33% straight line
Motor vehicles	20% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1 Accounting policies (Continued)

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and grants

	Unrestricted funds	Restricted funds	Total	Total
	2024	**2024**	**2024**	2023
	£	**£**	**£**	£
Donations and gifts	60	-	60	51
Grants	51,350	119,683	171,033	115,328
	51,410	119,683	171,093	115,379
For the year ended 31 March 2023	7,051	108,328		115,379

Included within the unrestricted grant income of £51,350 is:

a) £25,000 supported by Lloyds Bank Foundation for England & Wales.
b) £25,000 awarded by the Postcode Lottery. This work has been made possible by an award from Postcode Local Trust, a grant-giving charity funded entirely by players of People's Postcode Lottery.

4 Charitable activities

	2024	2023
	£	£
BCP Council/NHS Dorset	100,940	100,206
Dorset Healthcare University NHS Foundation Trust	2,500	2,500
Big Night Out With Suttles	4,809	3,343
Easy Read Production	2,580	1,750
DWP Access to work	10,478	5,375
NHS Dorset Health Projects	-	6,775
Learning Disability Awareness training	15,411	5,300
Other	1,224	714
	137,942	125,963

5 Other trading activities

	Unrestricted funds	Total
	2024	2023
	£	£
Fundraising events	325	-

6 Investments

	Unrestricted funds	Total
	2024	2023
	£	£
Investment income	3,277	585

7 Charitable activities

	2024	2023
	£	£
Staff costs	194,046	164,887
Depreciation and impairment	6,622	2,435
Training	1,167	216
Travel and Subsistence	3,599	2,192
Premises & Room Hire	4,484	4,646
Insurance	2,976	3,315
Marketing, Publicity and Promotion	7,463	4,140
Stationery and Office Expenses	395	159
Printing & copying	2,375	1,907
Communications	2,977	2,975
Equipment rental	1,298	1,272
Gifts & Donations	80	56
Bank charges	120	144
IT - software & support	5,850	12,585
Miscellaneous expense	5,751	3,847
Payroll Fees	1,015	892
Other charitable expenditure	3,189	-
	243,407	205,668
Share of governance costs (see note 9)	5,862	4,847
	249,269	210,515
Analysis by fund		
Unrestricted funds	133,425	145,947
Restricted funds	115,844	64,568
	249,269	210,515
For the year ended 31 March 2023		
Unrestricted funds	145,947	
Restricted funds	64,568	
	210,515	

8 Charitable activities - 2024 breakdown by fund

	General Fund	On The Move	Witness Profiling	Total
Access to work	1,475	-	-	1,475
Activity Costs	-	492	-	492
Advertising/Promotional	2,689	(100)	-	2,589
AGM	2,167	-	-	2,167
Bank Charges	120	-	-	120
Big Night out - expenses	1,577	-	-	1,577
Dues and Subscriptions	545	-	-	545
Equipment Rental	1,298	-	-	1,298
Gifts & Donations	80	-	-	80
Group & Volunteer expenses	21	1,506	315	1,842
Independent Examination	2,700	-	-	2,700
Insurance	1,654	1,322	-	2,976
IT - software & support	1,860	-	2,800	4,660
Learning Disability Awareness training costs	1,714	-	-	1,714
Marketing & Publicity	3,374	-	1,500	4,874
Miscellaneous Expense	187	-	700	887
Office Expense	883	-	-	883
Office Hospitality	871	-	79	950
Office Stationery	383	-	4	387
Office Supplies	78	-	-	78
Organisational development	(1,250)	1,250	-	-
Payroll fees	1,015	-	-	1,015
Postage and Delivery	370	-	25	395
Premises - Rent	3,960	-	-	3,960
Printing & Copying	965	-	62	1,027
Professional Fees	450	-	-	450
Project, research and learning & evaluation	-	1,190	-	1,190
Salares & Wages	103,449	48,117	31,050	182,616
Salaries - Pensions	8,435	1,879	1,116	11,430
Telephone & Broadband	2,977	-	-	2,977
Training	327	442	399	1,168
Travel and Meetings	2,778	-	822	3,600
Vehicle Expense	-	524	-	524
Contribution to overheads	(20,350)	10,350	10,000	-
Depreciation	6,623	-	-	6,623
Total expenses	133,425	66,972	48,872	249,269

9 Support costs

	Support costs	Governance costs	2024	2023
	£	£	£	£
Legal and professional	-	-	-	100
Independent Examination	-	3,150	3,150	1,950
Subscriptions & registration fees	-	545	545	499
AGM & Annual Report	-	2,167	2,167	2,298
	-	5,862	5,862	4,847
Analysed between				
Charitable activities	-	5,862	5,862	4,847

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Staff - no. of part timers	16	15

Employment costs	**2024**	**2023**
	£	**£**
Wages and salaries	170,125	143,469
Social security costs	12,491	11,282
Other pension costs	11,430	10,136
	194,046	164,887

Total remuneration of key management personnel during the year was £82,938 (2023: £68,432). Total remuneration includes pension contributions. Pension contributions were paid to 8 (2023: 7) staff under a defined contribution scheme. There were £nil (2023: £899) of accrued pension costs at the balance sheet date. There were no employees whose annual remuneration was £60,000 or more.

The average number of employees in the year was 16 (2023 – 15).

The full time equivalent staff numbers in the year was 5 (2023 - 5).

12 Tangible fixed assets

	Computers	Motor vehicles	Total
	£	£	£
Cost			
At 1 April 2023	-	29,220	29,220
Additions	3,528	-	3,528
At 31 March 2024	3,528	29,220	32,748
Depreciation and impairment			
At 1 April 2023	-	2,435	2,435
Depreciation charged in the year	778	5,844	6,622
At 31 March 2024	778	8,279	9,057
Carrying amount			
At 31 March 2024	2,750	20,941	23,691
At 31 March 2023	-	26,785	26,785

13 Debtors

	2024	2023
Amounts falling due within one year:	£	£
Other debtors	307,846	327,580
Prepayments and accrued income	1,492	1,393
	309,338	328,973

14 Creditors: amounts falling due within one year

	Notes	2024	2023
		£	£
Deferred income		333,081	327,580
Accruals		5,765	6,177
		338,846	333,757

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds		
	Balance at 1 April 2023	**Incoming resources**	**Resources expended**	**Balance at 31 March 2024**
	£	**£**	**£**	**£**
National Lottery Community Fund - On The Move	14,540	69,734	(66,972)	17,302
Witness profiling service	-	49,949	(48,872)	1,077
	14,540	119,683	(115,844)	18,379

Dorset Police/BCP Council fund the Witness Profiling Learning Disability Advisor role which supports victims and witnesses of crime through the criminal justice system.

The National Lottery, Reaching Communities has funded our 5 year project called On The Move. This will enable us to adapt our services to the needs of our members and go to where we are needed in the community; delivering workshops, speaking up and taking part in activities.

16 Analysis of net assets between funds

	Unrestricted funds	**Restricted funds**	**Total**	Total
	2024	**2024**	**2024**	2023
	£	**£**	**£**	£
Fund balances at 31 March 2024 are represented by:				
Tangible assets	3,889	19,802	23,691	26,785
Current assets/(liabilities)	144,887	-	144,887	78,425
	148,776	19,802	168,578	105,210

17 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

Charity Registration No. 1178213

PEOPLE FIRST FORUM

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

10 Bridge Street
Christchurch
Dorset
BH23 1EF

PEOPLE FIRST FORUM

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PEOPLE FIRST FORUM

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms A Bale Mr S Shave Mr S Hayward Ms L Selby Mr C Sheldrick Ms R Crook Mr W Shaw Mr L Hebditch Mr M Dyde Ms S Peters Mr D Murray Mr I Gavin Mr A Williams Ms A Parsons (Manager) Ms A Frost (Assistant Manager with Learning Disabilities)
Charity number	1178213
Independent examiner	TC Group 10 Bridge Street Christchurch Dorset BH23 1EF
Bankers	CAF Bank Limited, 25 Kings Hill Avenue, West Malling, ME19 4JQ

The Charity Trustees present their report and the financial statements for the year ended 31 March 2024.

Status and Administration
The Charity became an incorporated and registered charity on 2 May 2018. The Charity commenced its activities on 1 July 2018 as a Charitable Incorporated Organisation (CIO) by combining the assets, liabilities and operations of Bournemouth People First and of Poole Forum both registered charities and limited companies which ceased all their activities at the same time.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016).

Objectives and activities
The charity's objectives are to promote any charitable purpose for the benefit of persons who have a learning disability in the county of Dorset.

The principal activities of the charity are:

- Promoting self-advocacy for Forum members so that they can individually and collectively express their needs and aspirations.
- Enabling the Forum members to influence initiatives and policies which affect their lives.
- Providing information to members and the wider community about the Forum and the lives of people with learning disabilities.

Organisational Structure
People First Forum is governed by its Board of Trustees, which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of People First Forum and for ensuring that the charity satisfies its legal and contractual obligations. The Trustees meet every six weeks or as a minimum quarterly and delegate the day-to-day operation of the organisation to the Managers. The Trustees are independent from management.

Appointment of Charity Trustees
At the second annual general meeting of the members of the CIO all the charity trustees shall retire from office. At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office by rotation. Trustees may at any time decide to appoint a new charity trustee, but a person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term, unless the charity trustees consider it is in the best interests of the CIO to do so but may be reappointed after an interval of at least three years.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Review of Activities and Future Developments

The year ended 31 March 2024 has been a particularly busy year, which has seen the continuation and expansion of our services.

People First Forum has continued to deliver a range of activities, promoting the rights, choices, and equality of people with learning disabilities living in Bournemouth, Christchurch, and Poole.
All our work is underpinned by the Bill of Rights, which was written by people with learning disabilities across all of Dorset. Whilst maintaining our independence, we continued to work closely with our many partners including BCP Council and NHS Dorset.

This year we were successful in getting a couple of grant funding applications which allowed us to expand our services. We have run many activities as well as having stalls and visits at various places including schools, day centres and residential homes. There has also been a lot more of a focus on developing and delivering learning disability and autism awareness training, including our involvement in the Oliver McGowan Mandatory Training Programme locally.

Some of our key areas of work from 1st April 2023 - 31st March 2024

- Friends Forum continues once a month online as this seems to still be a popular choice for our members. Speakers and activities have also included: County Lines awareness, the right care and support, having a good life. In August we also ran one face to face session, a picnic in the park as an opportunity for getting together.

- Our Self Advocates work in our easy read information service, producing information for ourselves and other organisations including internet safety tips, updates to BCP Council factsheets, Healthwatch information and the BCP council Terms of Reference.

- We have successfully developed and delivered training packages both online and face to face. This includes BCP Care Certificate, Learning Disability and Autism Awareness and expanding to deliver Oliver McGowan Mandatory training across Dorset.

- We are on our second year of The National Lottery, Reaching Communities Fund, for a project called ‘On The Move’. The project hired a new staff member from April 2023 and purchased a van for going to where our members need us. Speaking up groups, workshops and activities are being delivered monthly and have been highly successful so far. This also enabled us to restart Go Forum, a monthly speaking up group.

- Our work with our statutory partners has continued throughout the year and our core work has included**:**

    - The BCP Learning Disability Partnership Board is still online but is planning several face-to-face meetings a year. We have been involved in the co-production and co-leadership of the Board meetings and their Action Groups. This has included keeping our members updated on; health, keeping safe and housing/support.
    - We have been involved with updating BCP Council's Big Plan for learning disabilities.
    - We continue to be part of the Safe Places National Network. We have updated all the Safe Places and have been supporting BCP Council to get ready for a trial to expand the scheme, opening it up to all, starting in Bournemouth.
    - We continued to use our Facebook page for 'Go Live' videos on Facebook. Staff with learning disabilities have got more involved in the planning and delivery of the 'Go Live' videos, taking the lead.
    - We continue to have a phoneline for Advice, Information and Advocacy diverting to staff mobile phones. We have raised ongoing concerns to BCP Council about a few of our members home support.
    - We continue to take part and speak up about the needs of people with learning disabilities at many other groups and Boards including Dorset Healthcare Engagement Forum, LeDer meetings (which look at the early deaths of people with learning disabilities) and the CPS Hate Crime Scrutiny Panel and now a Dorset Healthcare Easy Read Information Group.
    - Working with NHS Dorset we have been updating the Yellow Health Books and making them editable online.

- People First Forum employs people with learning disabilities to deliver our services. In addition, it offers a range of voluntary opportunities to members, including project work, administration work, peer representation, delivering training and leadership of the organisation. We continued to support staff with staff team meetings online and phone calls.

- We have continued to run our very successful Witness Preparation and Profiling Service supporting victims and witness' through the justice system. This project goes from strength to strength and is funded by the Office of Dorset Police Crime Commissioner and BCP Council.

- We have organised and run two more face to face Big Night Out's With Suttles. We have an additional room within the club, and it goes from strength to strength. 5 new people were trained as DJ's, expanding, and making our DJ collective more diverse. All the DJ's got to showcase their skills at the Big Night's Out With Suttles.

- Some of our DJ's were lucky enough to DJ again at Camp Bestival, they even met Sam Ryder. Camp Bestival is a fantastic platform for showing the public what people with learning disabilities can achieve.

- We have been attending meetings called 'Your Voice' online to talk with other self-advocacy organisation's across the country about how we can help our members. These meetings have been very helpful in sharing information and resources.

- BCP Council have been reviewing their Day Opportunities which we have been fully involved in. We have supported people with learning disabilities to have their say and make sure the review is being done in co-production.

- At our AGM we elected our new Management Committee, ensuring all groups of people with learning disabilities are represented. We also welcomed Extraordinary Bodies to tell us about their work and inspire our members.

The future

We will continue to reach more members with our 'On The Move' project and become better known within our community. We have just been contracted to continue delivering Oliver McGowan Mandatory training across Dorset, which will see a big increase in our work output. We will also invest in People First Forum's future planning, supported by Lloyds Bank Foundation for England & Wales.

Financial review

The unrestricted incoming resources for the year amounted to £192,954 (2023 £133,599) from which expenditure of £133,425 (2023 £145,947) was incurred. The general reserves at the end of the year were £150,199 (2023 £90,670).

The restricted incoming resources for the year amounted to £119,683 (2023 £108,328) from which expenditure of £115,844 (2023 £64,568) was incurred. The restricted fund balances at the end of the year were £18,379 (2023 £14,540).

Reserves

People First Forum is required to ensure that free monies are available to meet any reasonably foreseeable contingency in each financial year.

The Trustees have set a minimum of £50,000 as their internal reserves policy. The reserves should only be spent on keeping the charity and its services going.

Risk Assessment
The major risks, to which the charity is exposed, as identified by the Charity Trustees, have been reviewed and systems have been established to mitigate those risks. To that end People First Forum is continually monitoring and managing its risk and ensuring action plans are in place to mitigate its key risks.

Public Benefit
The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with of the Charity Commission's General Guidance on Public Benefit (January 2013).

The paragraphs above set out our activities, achievements and performance during the year which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through providing help, advice and facilities to any members of the public with learning disabilities in the local community who request help. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission Principles on Public Benefit.

Volunteers
Volunteers work a mix of days and hours, but a total of 16 hours are given by our volunteers each week i.e. almost £278.40 using hourly rates from the Office for National Statistics Annual Survey of Hours and Earnings.

Structure, governance and management
The charity is a Charitable Incorporated Organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:
Ms A Bale
Mr S Shave
Mr S Hayward
Ms L Selby
Mr C Sheldrick
Ms R Crook
Mr W Shaw
Mr L Hebditch
Mr M Dyde
Ms S Peters
Mr D Murray
Mr I Gavin
Mr A Williams

The trustees' report was approved by the Board of Trustees.

Mr W Shaw
Trustee
Dated: 28 October 2024

PEOPLE FIRST FORUM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PEOPLE FIRST FORUM

I report to the trustees on my examination of the financial statements of People First Forum (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements 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 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

INDEPENDENT EXAMINER'S REPORT (CONTINUED)

TO THE TRUSTEES OF PEOPLE FIRST FORUM

I have completed my examination. I confirm that no 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 2011 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements 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 financial statements to be reached.

Dean Pullen FCCA
TC Group

10 Bridge Street
Christchurch
Dorset
BH23 1EF

Dated: 31 October 2024

PEOPLE FIRST FORUM

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Income from:					
Donations and grants	**3**	51,410	119,683	171,093	115,379
Charitable activities	**4**	137,942	-	137,942	125,963
Other trading activities	**5**	325	-	325	-
Investments	**6**	3,277	-	3,277	585
Total income		192,954	119,683	312,637	241,927
Expenditure on:					
Charitable activities	**7**	133,425	115,844	249,269	210,515
Net income for the year/ Net movement in funds		59,529	3,839	63,368	31,412
Fund balances at 1 April 2023		90,670	14,540	105,210	73,798
Fund balances at 31 March 2024		150,199	18,379	168,578	105,210

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

PEOPLE FIRST FORUM

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	**12**		23,691		26,785
Current assets					
Debtors	**13**	309,338		328,973	
Cash at bank and in hand		174,395		83,209	
		483,733		412,182	
Creditors: amounts falling due within one year	**14**	(338,846)		(333,757)	
Net current assets			144,887		78,425
Total assets less current liabilities			168,578		105,210
Income funds					
Restricted funds	**15**		18,379		14,540
Unrestricted funds			150,199		90,670
			168,578		105,210

The financial statements were approved by the Trustees on 28 October 2024

Mr W Shaw
Trustee

1 Accounting policies

Charity information

People First Forum is a Charitable Incorporated Organisation. The registered office is Rossmore Leisure Centre, Herbert Avenue, Parkstone, Poole, Dorset, BH12 4HR

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are unrestricted funds which have been earmarked for a particular purpose, within the objects of the charitable company, by the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1 Accounting policies **(Continued)**

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

1.5 Resources expended

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and payroll etc which supports the charity's activities. All support costs are deemed to relate to the charitable activity. Governance costs are those support costs incurred to meet the statutory and constitutional requirements of the charitable company.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	33% straight line
Motor vehicles	20% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1 Accounting policies (Continued)

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and grants

	Unrestricted funds	Restricted funds	Total	Total
	2024	**2024**	**2024**	2023
	£	**£**	**£**	£
Donations and gifts	60	-	60	51
Grants	51,350	119,683	171,033	115,328
	51,410	119,683	171,093	115,379
For the year ended 31 March 2023	7,051	108,328		115,379

Included within the unrestricted grant income of £51,350 is:

a) £25,000 supported by Lloyds Bank Foundation for England & Wales.
b) £25,000 awarded by the Postcode Lottery. This work has been made possible by an award from Postcode Local Trust, a grant-giving charity funded entirely by players of People's Postcode Lottery.

4 Charitable activities

	2024	2023
	£	£
BCP Council/NHS Dorset	100,940	100,206
Dorset Healthcare University NHS Foundation Trust	2,500	2,500
Big Night Out With Suttles	4,809	3,343
Easy Read Production	2,580	1,750
DWP Access to work	10,478	5,375
NHS Dorset Health Projects	-	6,775
Learning Disability Awareness training	15,411	5,300
Other	1,224	714
	137,942	125,963

5 Other trading activities

	Unrestricted funds	Total
	2024	2023
	£	£
Fundraising events	325	-

6 Investments

	Unrestricted funds	Total
	2024	2023
	£	£
Investment income	3,277	585

7 Charitable activities

	2024	2023
	£	£
Staff costs	194,046	164,887
Depreciation and impairment	6,622	2,435
Training	1,167	216
Travel and Subsistence	3,599	2,192
Premises & Room Hire	4,484	4,646
Insurance	2,976	3,315
Marketing, Publicity and Promotion	7,463	4,140
Stationery and Office Expenses	395	159
Printing & copying	2,375	1,907
Communications	2,977	2,975
Equipment rental	1,298	1,272
Gifts & Donations	80	56
Bank charges	120	144
IT - software & support	5,850	12,585
Miscellaneous expense	5,751	3,847
Payroll Fees	1,015	892
Other charitable expenditure	3,189	-
	243,407	205,668
Share of governance costs (see note 9)	5,862	4,847
	249,269	210,515
Analysis by fund		
Unrestricted funds	133,425	145,947
Restricted funds	115,844	64,568
	249,269	210,515
For the year ended 31 March 2023		
Unrestricted funds	145,947	
Restricted funds	64,568	
	210,515	

8 Charitable activities - 2024 breakdown by fund

	General Fund	On The Move	Witness Profiling	Total
Access to work	1,475	-	-	1,475
Activity Costs	-	492	-	492
Advertising/Promotional	2,689	(100)	-	2,589
AGM	2,167	-	-	2,167
Bank Charges	120	-	-	120
Big Night out - expenses	1,577	-	-	1,577
Dues and Subscriptions	545	-	-	545
Equipment Rental	1,298	-	-	1,298
Gifts & Donations	80	-	-	80
Group & Volunteer expenses	21	1,506	315	1,842
Independent Examination	2,700	-	-	2,700
Insurance	1,654	1,322	-	2,976
IT - software & support	1,860	-	2,800	4,660
Learning Disability Awareness training costs	1,714	-	-	1,714
Marketing & Publicity	3,374	-	1,500	4,874
Miscellaneous Expense	187	-	700	887
Office Expense	883	-	-	883
Office Hospitality	871	-	79	950
Office Stationery	383	-	4	387
Office Supplies	78	-	-	78
Organisational development	(1,250)	1,250	-	-
Payroll fees	1,015	-	-	1,015
Postage and Delivery	370	-	25	395
Premises - Rent	3,960	-	-	3,960
Printing & Copying	965	-	62	1,027
Professional Fees	450	-	-	450
Project, research and learning & evaluation	-	1,190	-	1,190
Salares & Wages	103,449	48,117	31,050	182,616
Salaries - Pensions	8,435	1,879	1,116	11,430
Telephone & Broadband	2,977	-	-	2,977
Training	327	442	399	1,168
Travel and Meetings	2,778	-	822	3,600
Vehicle Expense	-	524	-	524
Contribution to overheads	(20,350)	10,350	10,000	-
Depreciation	6,623	-	-	6,623
Total expenses	133,425	66,972	48,872	249,269

9 Support costs

	Support costs	Governance costs	2024	2023
	£	£	£	£
Legal and professional	-	-	-	100
Independent Examination	-	3,150	3,150	1,950
Subscriptions & registration fees	-	545	545	499
AGM & Annual Report	-	2,167	2,167	2,298
	-	5,862	5,862	4,847
Analysed between				
Charitable activities	-	5,862	5,862	4,847

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Staff - no. of part timers	16	15

Employment costs	**2024**	**2023**
	£	**£**
Wages and salaries	170,125	143,469
Social security costs	12,491	11,282
Other pension costs	11,430	10,136
	194,046	164,887

Total remuneration of key management personnel during the year was £82,938 (2023: £68,432). Total remuneration includes pension contributions. Pension contributions were paid to 8 (2023: 7) staff under a defined contribution scheme. There were £nil (2023: £899) of accrued pension costs at the balance sheet date. There were no employees whose annual remuneration was £60,000 or more.

The average number of employees in the year was 16 (2023 – 15).

The full time equivalent staff numbers in the year was 5 (2023 - 5).

12 Tangible fixed assets

	Computers	Motor vehicles	Total
	£	£	£
Cost			
At 1 April 2023	-	29,220	29,220
Additions	3,528	-	3,528
At 31 March 2024	3,528	29,220	32,748
Depreciation and impairment			
At 1 April 2023	-	2,435	2,435
Depreciation charged in the year	778	5,844	6,622
At 31 March 2024	778	8,279	9,057
Carrying amount			
At 31 March 2024	2,750	20,941	23,691
At 31 March 2023	-	26,785	26,785

13 Debtors

	2024	2023
Amounts falling due within one year:	£	£
Other debtors	307,846	327,580
Prepayments and accrued income	1,492	1,393
	309,338	328,973

14 Creditors: amounts falling due within one year

	Notes	2024	2023
		£	£
Deferred income		333,081	327,580
Accruals		5,765	6,177
		338,846	333,757

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds		
	Balance at 1 April 2023	**Incoming resources**	**Resources expended**	**Balance at 31 March 2024**
	£	**£**	**£**	**£**
National Lottery Community Fund - On The Move	14,540	69,734	(66,972)	17,302
Witness profiling service	-	49,949	(48,872)	1,077
	14,540	119,683	(115,844)	18,379

Dorset Police/BCP Council fund the Witness Profiling Learning Disability Advisor role which supports victims and witnesses of crime through the criminal justice system.

The National Lottery, Reaching Communities has funded our 5 year project called On The Move. This will enable us to adapt our services to the needs of our members and go to where we are needed in the community; delivering workshops, speaking up and taking part in activities.

16 Analysis of net assets between funds

	Unrestricted funds	**Restricted funds**	**Total**	Total
	2024	**2024**	**2024**	2023
	£	**£**	**£**	£
Fund balances at 31 March 2024 are represented by:				
Tangible assets	3,889	19,802	23,691	26,785
Current assets/(liabilities)	144,887	-	144,887	78,425
	148,776	19,802	168,578	105,210

17 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

PEOPLE FIRST FORUM
CHARITY NUMBER 1178213

Principal Office:

Rossmore Leisure Centre
Herbert Avenue
Poole
Dorset
BH12 4HR

TC Group
10 Bridge Street
Christchurch
Dorset
BH23 1EF

Dear Accountants

LETTER OF REPRESENTATION FOR THE YEAR ENDED 31 MARCH 2024

We confirm to the best of our knowledge and belief that we have made appropriate enquiries of management and staff with relevant knowledge and experience and, where necessary, have inspected supporting documentation sufficient to satisfy ourselves that we can properly make each of the following representations to you in connection with your independent examination of the financial statements of People First Forum for the year ended 31 March 2024.

1 Trustees' Responsibility for the Financial Statements

We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter and under the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your independent examination and all the transactions undertaken by the Charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of management meetings, have been made available to you.

The accounting policies used are detailed in the financial statements and are consistent with those used for the previous financial statements.

The financial statements are free of material misstatements, including omissions.

2 Internal Control and Fraud

We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysis, regulators or others.

Continued…/

3 Laws and Regulations

We are not aware of any irregularities, including fraud, involving management or employees of the Charity; nor are we aware of any breaches or possible breaches of statute, regulations, contracts, or agreements or the Charity's governing documents which might prejudice the Charity's going concern status or that might result in the Charity suffering significant penalties or other loss. No allegations of such irregularities, including fraud, or such breaches have come to our notice.

4 Assets and Liabilities

The Charity has a satisfactory title to all assets included in the Statement of Financial Position and no assets belonging to the Charity have been omitted from the financial statements. There are no mortgages, liens or encumbrances on the Charity's assets, except for those that are disclosed in the notes to the financial statements.

We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the notes to the financial statements all guarantees that we have given to third parties.

We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

5 Accounting Estimates

Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

6 Provisions for Losses

Provisions have been made in the financial statements for all losses of a material amount which have resulted from, or may be expected to result from events which had occurred by the year end date.

7 Legal Claims

We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for, and disclosed in, the financial statements.

8 Loans to Trustees and Similar Arrangements

The Charity has not had nor entered into at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit facilities) for trustees nor to guarantee or provide security for such matters.

Continued…/

9 Transactions with Related Parties

Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Charities Act 2011 or accounting standards.

We understand that a related party is where one party has direct or indirect control of the other, both parties are under common control, one party has influence over the financial and operational policies of the other, or where one party has subordinated its own separate interest.

10 Subsequent Events

There have been no events since the year end date which necessitate revision of the figures included in the financial statements or inclusion of a note thereto. Should further material events occur, which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, we will advise you accordingly.

11 Going Concern

We believe that the Charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the Charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the Charity's ability to continue as a going concern need to be made in the financial statements.

12 Grants, donations and legacies

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income. No notification of legacies has been received since the date of the financial year and the signing date. All income has been recognised in line with the Charity SORP FRS 102 framework.

13 Restricted Funds

We confirm that all restricted funds are correctly stated in the financial statements and there are no other transactions that should be recorded as restricted funds.

14 Donated goods and services

We confirm the charity does not receive any material donated goods and services that should be recognised in the financial statements.

Continued…/

15 Profit reconciliation

We confirm that we have reviewed the attached profit reconciliation which shows all the accounting adjustments made to the financial statements. We agree that these are necessary to enable the financial statements to show a true and fair view of the state of the affairs of the charity at the year end.

16 Sanction compliance

We confirm that we have reviewed the UK Sanctions list (https://www.gov.uk/government/publications/the-uksanctions-list) and confirm that to our knowledge the charity has not had any transactions with any entity connected to those listed. We confirm we have complied with the requirements of the UK sanctions regime throughout the financial year and subsequently.

Yours faithfully

.....
Signed on behalf of the Board of Trustees
People First Forum

Date: .....

PEOPLE FIRST FORUM

England & Wales - Charity number 1178213

Accounts

Charity Registration No. 1178213

PEOPLE FIRST FORUM

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

tc accounts · tax · legal · financial planning

10 Bridge Street
Christchurch
Dorset
BH23 1EF

PEOPLE FIRST FORUM

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PEOPLE FIRST FORUM

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms A Bale	
	Mr S Shave	
	Mr S Hayward	
	Ms L Selby	
	Mr C Sheldrick	
	Ms R Crook	
	Mr W Shaw	
	Mr L Hebditch	
	Mr M Dyde	
	Ms S Peters	
	Mr D Murray	
	Mr I Gavin	(Appointed 8 September 2022)
	Mr A Williams	(Appointed 26 April 2022)
Key management personnel	Ms E Snelling (Manager)	
	Ms A Parsons (Manager)	
	Ms A Frost (Assistant Manager with Learning Disabilities)	
Charity number	1178213	
Principal address	Rossmore Leisure Centre	
	Herbert Avenue	
	Parkstone	
	Poole	
	Dorset	
	BH12 4HR	
Independent examiner	TC Group	
	10 Bridge Street	
	Christchurch	
	Dorset	
	BH23 1EF	
Bankers	CAF Bank Limited, 25 Kings Hill Avenue, West Malling, ME19 4JQ	

The Charity Trustees present their report and the financial statements for the year ended 31 March 2023.

Status and Administration
The Charity became an incorporated and registered charity on 2 May 2018. The Charity commenced its activities on 1 July 2018 as a Charitable Incorporated Organisation (CIO) by combining the assets, liabilities and operations of Bournemouth People First and of Poole Forum both registered charities and limited companies which ceased all their activities at the same time.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016).

Objectives and activities
The charity's objectives are to promote any charitable purpose for the benefit of persons who have a learning disability in the county of Dorset.

The principal activities of the charity are:

- Promoting self-advocacy for Forum members so that they can individually and collectively express their needs and aspirations.
- Enabling the Forum members to influence initiatives and policies which affect their lives.
- Providing information to members and the wider community about the Forum and the lives of people with learning disabilities.

Organisational Structure
People First Forum is governed by its Board of Trustees, which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of People First Forum and for ensuring that the charity satisfies its legal and contractual obligations. The Trustees meet every six weeks or as a minimum quarterly and delegate the day to day operation of the organisation to the Managers. The Trustees are independent from management.

Appointment of Charity Trustees
At the second annual general meeting of the members of the CIO all the charity trustees shall retire from office. At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office by rotation. Trustees may at any time decide to appoint a new charity trustee but a person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term, unless the charity trustees consider it is in the best interests of the CIO to do so, but may be reappointed after an interval of at least three years.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Review of Activities and Future Developments

The year ended 31 March 2023 has been a particularly exciting year, which has seen the continuation and expansion of our services.

People First Forum has continued to deliver a range of activities, promoting the rights, choices and equality of people with learning disabilities living in Bournemouth, Christchurch and Poole.
All of our work is underpinned by the Bill Of Rights, which was written by people with learning disabilities across all of Dorset. Whilst maintaining our independence, we continued to work closely with our many partners including BCP Council and NHS Dorset.

This year we were successful in getting a couple of grant funding applications which allowed us to expand our services and do more activities and speaking up groups in the community. We have run many activities as well as having stalls and visits at various places including schools, day centres, Bournemouth University and residential homes.

Some of our key areas of work from 1st April 2022 - 31st March 2023

- Friends Forum continues once a month online as this seems to still be a popular choice for our members. Speakers and activities have also included: Mental Health, Citizens Advice, safe relationships and a face to face picnic in the park.

- Our Self Advocates work in our easy read information service, producing information for ourselves and other organisations including the SEND Co-production charter and BCP Council Day Opportunities Executive Summary. The service also provided advice to Tricuro, Arts by the Sea and reviewed information on Cancer Screening to provide recommendations.

- We have successfully developed and delivered training packages both online and face to face. This includes BCP Care Certificate, Learning Disability Awareness to LiveWell Dorset and expanding to deliver Oliver McGowan training across Dorset.

- We were successful in getting The National Lottery, Reaching Communities Fund, for a 5 year project called 'On The Move' which started on 1st October 2022. The project has hired a new staff member from April 2023 and purchased a van for going to where our members need us. Speaking up groups, workshops and activities are being delivered monthly and have been highly successful so far.

- Our work with our statutory partners has continued throughout the year and our core work has included:

- The BCP Learning Disability Partnership Board continues online but is planning one face to face meeting a year. We have been involved in the co-production and co-leadership of the Board meetings and their Action Groups. This has included keeping our members updated on; health, keeping safe and housing/support.

- We continue to be part of the Safe Places National Network. We have updated all the Safe Places and have been in discussions with BCP Council about if the scheme should become open to all.

- We continued to use our Facebook page for 'Go Live' videos on Facebook. Staff with learning disabilities have got more involved in the planning and delivery of the 'Go Live' videos, taking the lead.

- We continue to have a phoneline for Advice, Information and Advocacy diverting to staff mobile phones. We have raised ongoing concerns to BCP Council about a few of our members home support.

- We continue to take part and speak up about the needs of people with learning disabilities at many other groups and Boards including Dorset Healthcare Engagement Forum, LeDer meetings (which look at the early deaths of people with learning disabilities) and the CPS Hate Crime Scrutiny Panel.

- Working with People First Dorset and NHS Dorset we supported the development of an Annual Health Check toolkit and called all GP surgeries across BCP to see how they were getting on with the toolkit.

- People First Forum employs people with learning disabilities to deliver our services. In addition, it offers a range of voluntary opportunities to members, including project work, administration work, peer representation, delivering training and leadership of the organisation. We continued to support staff with staff team meetings online and phone calls.

- We have continued to run our very successful Witness Preparation and Profiling Service supporting victims and witness' through the justice system. This project goes from strength to strength and is funded by the Office of Dorset Police Crime Commissioner and BCP Council.

- We have organised and run our first face to face Big Night Out With Suttles since before covid. We have an additional room within the club and it was our biggest event yet! We have also enabled our members to book for events for the first time online, which worked well and will be ongoing. Our DJ's were invited back to Camp Bestival in 2022 and we also took two younger members who want to DJ as an amazing taster experience for them.

- We have been attending Learning Disability England meetings called 'Your Voice' online to talk with other self-advocacy organisations across the country about how we can help our members. These meetings have been very helpful in sharing information and resources.

- BCP Council have been reviewing their Day Opportunities which we have been fully involved in. We have supported people with learning disabilities to have their say and make sure the review is being done in co-production.

- Dorset Community Foundation gave us some funding to explore the use of social media with small groups of our members. As part of this we bought action cameras and our members tried out vlogging, blogging and photography.

The future

We trust that we will continue to reach more members with our new 'On The Move' project and become better known within our community. We hope that we can also get the contract to continue delivering Oliver McGowan training across Dorset and generally increase our income with robust planning.

Financial review

The unrestricted incoming resources for the year amounted to £133,599 (2022: £152,843) from which expenditure of £146,301 (2022: £143,251) was incurred. The general fund balances at the end of the year were £90,316 (2022: £73,798).

The restricted incoming resources for the year amounted to £108,328 (2022: £48,484) from which expenditure of £64,214 (2022: £52,803) was incurred. The general fund balances at the end of the year were £14,894 (2022: £nil).

Included this year is a transfer of £29,220 from restricted funds to unrestricted funds (2022: £nil). This represents capital additions.

Reserves

People First Forum is required to ensure that free monies are available to meet any reasonable foreseeable contingency in each financial year.

The Trustees have set a minimum of £50,000 as their internal reserves policy. The reserves should only be spent on keeping the charity and its services going.

Risk Assessment

The major risks, to which the charity is exposed, as identified by the Charity Trustees, have been reviewed and systems have been established to mitigate those risks. To that end People First Forum is continually monitoring and managing its risk and ensuring action plans are in place to mitigate its key risks.

Public Benefit

The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with of the Charity Commission's General Guidance on Public Benefit (January 2013).

The paragraphs above set out our activities, achievements and performance during the year which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through providing help, advice and facilities to any members of the public with learning disabilities in the local community who request help. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission Principles on Public Benefit.

Volunteers

Volunteers work a mix of days and hours but a total of 12.5 hours are given by our volunteers each week i.e. almost £197.63 using hourly rates from the Office for National Statistics Annual Survey of Hours and Earnings.

Structure, governance and management

The charity is a Charitable Incorporated Organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

Ms A Bale	
Mr S Shave	
Mr S Hayward	
Ms L Selby	
Mr C Sheldrick	
Ms R Crook	
Mr W Shaw	
Mr L Hebditch	
Mr M Dyde	
Ms S Peters	
Mr D Murray	
Mr I Gavin	(Appointed 8 September 2022)
Mr A Williams	(Appointed 26 April 2022)

The trustees' report was approved by the Board of Trustees.

Mr W Shaw
Trustee
Dated: 7 November 2023

PEOPLE FIRST FORUM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PEOPLE FIRST FORUM

I report to the trustees on my examination of the financial statements of People First Forum (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements 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 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements 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 financial statements to be reached.

Dean Pullen FCCA
TC Group

10 Bridge Street
Christchurch
Dorset
BH23 1EF

Dated: 16 November 2023

PEOPLE FIRST FORUM

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Income from:					
Donations and grants	**3**	7,051	108,328	115,379	72,205
Charitable activities	**4**	125,963	-	125,963	129,106
Investments	**5**	585	-	585	16
Total income		133,599	108,328	241,927	201,327
Expenditure on:					
Charitable activities	**6**	145,947	64,568	210,515	196,324
Net (outgoing)/incoming resources before transfers		(12,348)	43,760	31,412	5,003
Gross transfers between funds		29,220	(29,220)	-	-
Net income for the year/ Net movement in funds		16,872	14,540	31,412	5,003
Fund balances at 1 April 2022		73,798	-	73,798	68,795
Fund balances at 31 March 2023		90,670	14,540	105,210	73,798

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

PEOPLE FIRST FORUM

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	**11**		26,785		-
Current assets					
Debtors	**12**	328,973		1,449	
Cash at bank and in hand		83,209		110,249	
		412,182		111,698	
Creditors: amounts falling due within one year	**13**	(333,757)		(37,900)	
Net current assets			78,425		73,798
Total assets less current liabilities			105,210		73,798
Income funds					
Restricted funds	**14**		14,540		-
Unrestricted funds					
Designated funds	**15**	-		4,964	
General unrestricted funds		90,670		68,834	
			90,670		73,798
			105,210		73,798

The financial statements were approved by the Trustees on 7 November 2023

Mr W Shaw
Trustee

1 Accounting policies

Charity information

People First Forum is a Charitable Incorporated Organisation. The registered office is Rossmore Leisure Centre, Herbert Avenue, Parkstone, Poole, Dorset, BH12 4HR

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are unrestricted funds which have been earmarked for a particular purpose, within the objects of the charitable company, by the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1 Accounting policies **(Continued)**

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

1.5 Resources expended

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and payroll etc which supports the charity's activities. All support costs are deemed to relate to the charitable activity. Governance costs are those support costs incurred to meet the statutory and constitutional requirements of the charitable company.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Motor vehicles	20% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1 Accounting policies **(Continued)**

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and grants

	Unrestricted funds	Restricted funds	Total	Total
	2023	**2023**	**2023**	2022
	£	**£**	**£**	£
Donations and gifts	51	-	51	17,238
Grants	7,000	108,328	115,328	54,967
	7,051	108,328	115,379	72,205
For the year ended 31 March 2022	23,721	48,484		72,205

4 Charitable activities

	2023	2022
	£	£
BCP Council/Dorset Clinical Commissioning Group	100,206	100,500
Dorset Healthcare University NHS Foundation Trust	2,500	-
Big Night Out With Suttles	3,343	753
Easy Read Production	1,750	2,335
DWP Access to work	5,375	5,448
NHS Dorset Health Projects	6,775	18,480
Learning Disability Awareness training	5,300	965
Other	714	625
	125,963	129,106

5 Investments

	Unrestricted funds	Total
	2023	2022
	£	£
Investment income	585	16

6 Charitable activities

	2023	2022
	£	£
Staff costs	164,887	162,570
Depreciation and impairment	2,435	-
Training	216	263
Travel and Subsistence	2,192	1,774
Premises & Room Hire	4,646	3,862
Insurance	3,315	1,443
Marketing, Publicity and Promotion	4,140	3,185
Stationery and Office Expenses	159	399
Printing & copying	1,907	891
Communications	2,975	2,896
Equipment rental	1,272	1,328
Gifts & Donations	56	99
Bank charges	144	200
IT - software & support	12,585	11,395
Miscellaneous expense	3,847	1,512
Payroll Fees	892	1,293
Other charitable expenditure	-	163
	205,668	193,273
Share of governance costs (see note 8)	4,847	3,051
	210,515	196,324
Analysis by fund		
Unrestricted funds	145,947	143,521
Restricted funds	64,568	52,803
	210,515	196,324
For the year ended 31 March 2022		
Unrestricted funds	143,521	
Restricted funds	52,803	
	196,324	

7 Charitable activities - 2023 breakdown by fund

	2023 - General Fund	2023 - On The Move	2023 - Witness Profiling	2023 - Total
Activity Costs	-	(20.00)	-	(20.00)
Advertising/Promotional	-	655.00	-	655.00
AGM	2,298.00	-	-	2,298.00
Bank Charges	144.00	-	-	144.00
Big Night Out-expense	2,021.00	-	-	2,021.00
Dues and Subscriptions	499.00	-	-	499.00
Equipment Rental	1,086.00	-	-	1,086.00
Gifts & Donations	56.00	-	-	56.00
Group & Volunteer Expenses	406.00	110.00	-	516.00
Independent Examination	1,950.00	-	-	1,950.00
Insurance	2,806.00	509.00	-	3,315.00
IT - software & support	12,836.00	-	-	12,836.00
Marketing & Publicity	3,485.00	-	-	3,485.00
Miscellaneous Expense	-	-	600.00	600.00
Office Expense	689.00	-	-	689.00
Office Hospitality	763.00	-	67.00	830.00
Office Stationery	253.00	-	5.00	258.00
Office Supplies	71.00	-	-	71.00
Payroll Fees	892.00	-	-	892.00
Post & Delivery	31.00	-	5.00	36.00
Postage and Delivery	123.00	-	-	123.00
Premises - Rent	3,000.00	-	-	3,000.00
Printing & Copying	847.00	-	41.00	888.00
Professional Fees	-	-	-	-
Repairs and Maintenance	-	-	-	-
Rent and Rates	600.00	-	-	600.00
Salaries - Pensions	8,091.00	499.00	1,546.00	10,136.00
Salaries & Wages	109,893.00	12,671.00	32,186.00	154,750.00
Telephone	31.00	-	-	31.00
Telephone & Broadband	2,881.00	-	-	2,881.00
Training	216.00	-	-	216.00
Travel and Meetings	1,155.00	-	1,037.00	2,192.00
Vehicle Expense	-	1,046.00	-	1,046.00
Contribution to overheads	(13,611.00)	4,944.00	8,667.00	-
Depreciation	2,435.00	-	-	2,435.00
Total Expenses	**145,947.00**	**20,414.00**	**44,154.00**	**210,515.00**

8 Support costs

	Support costs	Governance costs	2023	2022
	£	£	£	£
Legal and professional	-	100	100	875
Independent Examination	-	1,950	1,950	1,500
Subscriptions & registration fees	-	499	499	676
AGM & Annual Report	-	2,298	2,298	-
	-	4,847	4,847	3,051
Analysed between				
Charitable activities	-	4,847	4,847	3,051

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year, nor the the year ending 31 March 2022.

During the year one trustee was reimbursed a total of £47 for travel expenses (2022: £nil).

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Staff - no. of part timers	15	15

Employment costs	2023 £	2022 £
Wages and salaries	143,469	142,355
Social security costs	11,282	10,115
Other pension costs	10,136	10,100
	164,887	162,570

Total remuneration of key management personnel during the year was £63,854 (2022: £61,825) and employers pensions £4,578 (2022: £4,483). Pension contributions were paid to 7 (2022: 7) staff under a defined contribution scheme. There were £899 (2022: £812) of accrued pension costs at the balance sheet date. There were no employees whose annual remuneration was £60,000 or more.

The average number of employees in the year was 15 (2022 – 15).

The full time equivalent staff numbers in the year was 5 (2022 - 5).

11 Tangible fixed assets

	Motor vehicles £
Cost	
Additions	29,220
At 31 March 2023	29,220
Depreciation and impairment	
Depreciation charged in the year	2,435
At 31 March 2023	2,435
Carrying amount	
At 31 March 2023	26,785

12 Debtors

	2023	2022
Amounts falling due within one year:	**£**	**£**
Other debtors	327,580	-
Prepayments and accrued income	1,393	1,449
	328,973	1,449

13 Creditors: amounts falling due within one year

	Notes	2023	2022
		£	**£**
Deferred income		327,580	31,583
Accruals		6,177	6,317
		333,757	37,900

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023
	£	**£**	**£**	**£**
National Lottery Community Fund - On the move	64,174	(20,060)	(29,220)	14,894
Witness profiling service	44,154	(44,154)	-	-
DIFFERENCE TO ANALYSE				(354)
	108,328	(64,214)	(29,220)	14,540

Dorset Police/BCP Council fund the Witness Profiling Learning Disability Advisor role which supports victims and witnesses of crime through the criminal justice system.

The National Lottery, Reaching Communities has funded our 5 year project called On the Move. This will enable us to adapt our services to the needs of our members and go to where we are needed in the community; delivering workshops, speaking up and taking part in activities. The transfer against this fund represents the capital item purchased from this fund during the year.

15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2022	Resources expended	Balance at 31 March 2023
	£	£	£
Dorset community foundation	4,964	(4,964)	-
	4,964	(4,964)	-

Dorset Community Foundation is designed to make fundamental changes to the way in which the charity delivers services to Learning Disability (LD) communities by researching opportunities for working off-site & for embedding delivery of services within the mainstream community to improve reach, wider community acceptance & sustainability.

16 Analysis of net assets between funds

	Unrestricted funds 2023	Restricted funds 2023	Total 2023	Total 2022
	£	£	£	£
Fund balances at 31 March 2023 are represented by:				
Tangible assets	-	26,785	26,785	-
Current assets/(liabilities)	90,316	(11,891)	78,425	73,798
	90,316	14,894	105,210	73,798

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

Charity Registration No. 1178213

PEOPLE FIRST FORUM

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

tc accounts · tax · legal · financial planning

10 Bridge Street
Christchurch
Dorset
BH23 1EF

PEOPLE FIRST FORUM

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PEOPLE FIRST FORUM

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms A Bale	
	Mr S Shave	
	Mr S Hayward	
	Ms L Selby	
	Mr C Sheldrick	
	Ms R Crook	
	Mr W Shaw	
	Mr L Hebditch	
	Mr M Dyde	
	Ms S Peters	
	Mr D Murray	
	Mr I Gavin	(Appointed 8 September 2022)
	Mr A Williams	(Appointed 26 April 2022)
Key management personnel	Ms E Snelling (Manager)	
	Ms A Parsons (Manager)	
	Ms A Frost (Assistant Manager with Learning Disabilities)	
Charity number	1178213	
Principal address	Rossmore Leisure Centre	
	Herbert Avenue	
	Parkstone	
	Poole	
	Dorset	
	BH12 4HR	
Independent examiner	TC Group	
	10 Bridge Street	
	Christchurch	
	Dorset	
	BH23 1EF	
Bankers	CAF Bank Limited, 25 Kings Hill Avenue, West Malling, ME19 4JQ	

The Charity Trustees present their report and the financial statements for the year ended 31 March 2023.

Status and Administration
The Charity became an incorporated and registered charity on 2 May 2018. The Charity commenced its activities on 1 July 2018 as a Charitable Incorporated Organisation (CIO) by combining the assets, liabilities and operations of Bournemouth People First and of Poole Forum both registered charities and limited companies which ceased all their activities at the same time.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016).

Objectives and activities
The charity's objectives are to promote any charitable purpose for the benefit of persons who have a learning disability in the county of Dorset.

The principal activities of the charity are:

- Promoting self-advocacy for Forum members so that they can individually and collectively express their needs and aspirations.
- Enabling the Forum members to influence initiatives and policies which affect their lives.
- Providing information to members and the wider community about the Forum and the lives of people with learning disabilities.

Organisational Structure
People First Forum is governed by its Board of Trustees, which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of People First Forum and for ensuring that the charity satisfies its legal and contractual obligations. The Trustees meet every six weeks or as a minimum quarterly and delegate the day to day operation of the organisation to the Managers. The Trustees are independent from management.

Appointment of Charity Trustees
At the second annual general meeting of the members of the CIO all the charity trustees shall retire from office. At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office by rotation. Trustees may at any time decide to appoint a new charity trustee but a person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term, unless the charity trustees consider it is in the best interests of the CIO to do so, but may be reappointed after an interval of at least three years.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Review of Activities and Future Developments

The year ended 31 March 2023 has been a particularly exciting year, which has seen the continuation and expansion of our services.

People First Forum has continued to deliver a range of activities, promoting the rights, choices and equality of people with learning disabilities living in Bournemouth, Christchurch and Poole.
All of our work is underpinned by the Bill Of Rights, which was written by people with learning disabilities across all of Dorset. Whilst maintaining our independence, we continued to work closely with our many partners including BCP Council and NHS Dorset.

This year we were successful in getting a couple of grant funding applications which allowed us to expand our services and do more activities and speaking up groups in the community. We have run many activities as well as having stalls and visits at various places including schools, day centres, Bournemouth University and residential homes.

Some of our key areas of work from 1st April 2022 - 31st March 2023

- Friends Forum continues once a month online as this seems to still be a popular choice for our members. Speakers and activities have also included: Mental Health, Citizens Advice, safe relationships and a face to face picnic in the park.

- Our Self Advocates work in our easy read information service, producing information for ourselves and other organisations including the SEND Co-production charter and BCP Council Day Opportunities Executive Summary. The service also provided advice to Tricuro, Arts by the Sea and reviewed information on Cancer Screening to provide recommendations.

- We have successfully developed and delivered training packages both online and face to face. This includes BCP Care Certificate, Learning Disability Awareness to LiveWell Dorset and expanding to deliver Oliver McGowan training across Dorset.

- We were successful in getting The National Lottery, Reaching Communities Fund, for a 5 year project called 'On The Move' which started on 1st October 2022. The project has hired a new staff member from April 2023 and purchased a van for going to where our members need us. Speaking up groups, workshops and activities are being delivered monthly and have been highly successful so far.

- Our work with our statutory partners has continued throughout the year and our core work has included:

- The BCP Learning Disability Partnership Board continues online but is planning one face to face meeting a year. We have been involved in the co-production and co-leadership of the Board meetings and their Action Groups. This has included keeping our members updated on; health, keeping safe and housing/ support.

- We continue to be part of the Safe Places National Network. We have updated all the Safe Places and have been in discussions with BCP Council about if the scheme should become open to all.

- We continued to use our Facebook page for 'Go Live' videos on Facebook. Staff with learning disabilities have got more involved in the planning and delivery of the 'Go Live' videos, taking the lead.

- We continue to have a phoneline for Advice, Information and Advocacy diverting to staff mobile phones. We have raised ongoing concerns to BCP Council about a few of our members home support.

- We continue to take part and speak up about the needs of people with learning disabilities at many other groups and Boards including Dorset Healthcare Engagement Forum, LeDer meetings (which look at the early deaths of people with learning disabilities) and the CPS Hate Crime Scrutiny Panel.

- Working with People First Dorset and NHS Dorset we supported the development of an Annual Health Check toolkit and called all GP surgeries across BCP to see how they were getting on with the toolkit.

- People First Forum employs people with learning disabilities to deliver our services. In addition, it offers a range of voluntary opportunities to members, including project work, administration work, peer representation, delivering training and leadership of the organisation. We continued to support staff with staff team meetings online and phone calls.

- We have continued to run our very successful Witness Preparation and Profiling Service supporting victims and witness' through the justice system. This project goes from strength to strength and is funded by the Office of Dorset Police Crime Commissioner and BCP Council.

- We have organised and run our first face to face Big Night Out With Suttles since before covid. We have an additional room within the club and it was our biggest event yet! We have also enabled our members to book for events for the first time online, which worked well and will be ongoing. Our DJ's were invited back to Camp Bestival in 2022 and we also took two younger members who want to DJ as an amazing taster experience for them.

- We have been attending Learning Disability England meetings called 'Your Voice' online to talk with other self-advocacy organisations across the country about how we can help our members. These meetings have been very helpful in sharing information and resources.

- BCP Council have been reviewing their Day Opportunities which we have been fully involved in. We have supported people with learning disabilities to have their say and make sure the review is being done in co-production.

- Dorset Community Foundation gave us some funding to explore the use of social media with small groups of our members. As part of this we bought action cameras and our members tried out vlogging, blogging and photography.

The future
We trust that we will continue to reach more members with our new 'On The Move' project and become better known within our community. We hope that we can also get the contract to continue delivering Oliver McGowan training across Dorset and generally increase our income with robust planning.

Financial review
The unrestricted incoming resources for the year amounted to £133,599 (2022: £152,843) from which expenditure of £145,947 (2022: £143,521) was incurred. The general fund balances at the end of the year were £90,670 (2022: £73,798).

The restricted incoming resources for the year amounted to £108,328 (2022: £48,484) from which expenditure of £64,568 (2022: £52,803) was incurred. The restricted fund balances at the end of the year were £14,540 (2022: £nil).

Included this year is a transfer of £29,220 from restricted funds to unrestricted funds (2022: £nil). This represents capital additions.

Reserves
People First Forum is required to ensure that free monies are available to meet any reasonable foreseeable contingency in each financial year.

The Trustees have set a minimum of £50,000 as their internal reserves policy. The reserves should only be spent on keeping the charity and its services going.

Risk Assessment
The major risks, to which the charity is exposed, as identified by the Charity Trustees, have been reviewed and systems have been established to mitigate those risks. To that end People First Forum is continually monitoring and managing its risk and ensuring action plans are in place to mitigate its key risks.

Public Benefit
The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with of the Charity Commission's General Guidance on Public Benefit (January 2013).

The paragraphs above set out our activities, achievements and performance during the year which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through providing help, advice and facilities to any members of the public with learning disabilities in the local community who request help. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission Principles on Public Benefit.

Volunteers
Volunteers work a mix of days and hours but a total of 12.5 hours are given by our volunteers each week i.e. almost £197.63 using hourly rates from the Office for National Statistics Annual Survey of Hours and Earnings.

Structure, governance and management
The charity is a Charitable Incorporated Organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

Ms A Bale	
Mr S Shave	
Mr S Hayward	
Ms L Selby	
Mr C Sheldrick	
Ms R Crook	
Mr W Shaw	
Mr L Hebditch	
Mr M Dyde	
Ms S Peters	
Mr D Murray	
Mr I Gavin	(Appointed 8 September 2022)
Mr A Williams	(Appointed 26 April 2022)

The trustees' report was approved by the Board of Trustees.

.....

Mr W Shaw

Trustee

Dated: .....

PEOPLE FIRST FORUM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PEOPLE FIRST FORUM

I report to the trustees on my examination of the financial statements of People First Forum (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements 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 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or
2 the financial statements do not accord with those records; or
3 the financial statements 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 financial statements to be reached.

Dean Pullen FCCA
TC Group

10 Bridge Street
Christchurch
Dorset
BH23 1EF

Dated: .....

PEOPLE FIRST FORUM

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Income from:					
Donations and grants	**3**	7,051	108,328	115,379	72,205
Charitable activities	**4**	125,963	-	125,963	129,106
Investments	**5**	585	-	585	16
Total income		133,599	108,328	241,927	201,327
Expenditure on:					
Charitable activities	**6**	145,947	64,568	210,515	196,324
Net (outgoing)/incoming resources before transfers		(12,348)	43,760	31,412	5,003
Gross transfers between funds		29,220	(29,220)	-	-
Net income for the year/ Net movement in funds		16,872	14,540	31,412	5,003
Fund balances at 1 April 2022		73,798	-	73,798	68,795
Fund balances at 31 March 2023		90,670	14,540	105,210	73,798

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

PEOPLE FIRST FORUM

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	**11**		26,785		-
Current assets					
Debtors	**12**	328,973		1,449	
Cash at bank and in hand		83,209		110,249	
		412,182		111,698	
Creditors: amounts falling due within one year	**13**	(333,757)		(37,900)	
Net current assets			78,425		73,798
Total assets less current liabilities			105,210		73,798
Income funds					
Restricted funds	**14**		14,540		-
Unrestricted funds					
Designated funds	**15**	-		4,964	
General unrestricted funds		90,670		68,834	
			90,670		73,798
			105,210		73,798

The financial statements were approved by the Trustees on .....

.....
Mr W Shaw
Trustee

1 Accounting policies

Charity information

People First Forum is a Charitable Incorporated Organisation. The registered office is Rossmore Leisure Centre, Herbert Avenue, Parkstone, Poole, Dorset, BH12 4HR

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are unrestricted funds which have been earmarked for a particular purpose, within the objects of the charitable company, by the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1 Accounting policies **(Continued)**

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

1.5 Resources expended

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and payroll etc which supports the charity's activities. All support costs are deemed to relate to the charitable activity. Governance costs are those support costs incurred to meet the statutory and constitutional requirements of the charitable company.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Motor vehicles	20% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1 Accounting policies **(Continued)**

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and grants

	Unrestricted funds	Restricted funds	Total	Total
	2023	**2023**	**2023**	2022
	£	**£**	**£**	£
Donations and gifts	51	-	51	17,238
Grants	7,000	108,328	115,328	54,967
	7,051	108,328	115,379	72,205
For the year ended 31 March 2022	23,721	48,484		72,205

4 Charitable activities

	2023	2022
	£	£
BCP Council/NHS Dorset	100,206	98,000
Dorset Healthcare University NHS Foundation Trust	2,500	2,500
Big Night Out With Suttles	3,343	753
Easy Read Production	1,750	2,335
DWP Access to work	5,375	5,448
NHS Dorset Health Projects	6,775	18,480
Learning Disability Awareness training	5,300	965
Other	714	625
	125,963	129,106

5 Investments

	Unrestricted funds	Total
	2023	2022
	£	£
Investment income	585	16

6 Charitable activities

	2023	2022
	£	£
Staff costs	164,887	162,570
Depreciation and impairment	2,435	-
Training	216	263
Travel and Subsistence	2,192	1,774
Premises & Room Hire	4,646	3,862
Insurance	3,315	1,443
Marketing, Publicity and Promotion	4,140	3,185
Stationery and Office Expenses	159	399
Printing & copying	1,907	891
Communications	2,975	2,896
Equipment rental	1,272	1,328
Gifts & Donations	56	99
Bank charges	144	200
IT - software & support	12,585	11,395
Miscellaneous expense	3,847	1,512
Payroll Fees	892	1,293
Other charitable expenditure	-	163
	205,668	193,273
Share of governance costs (see note 8)	4,847	3,051
	210,515	196,324
Analysis by fund		
Unrestricted funds	145,947	143,521
Restricted funds	64,568	52,803
	210,515	196,324
For the year ended 31 March 2022		
Unrestricted funds	143,521	
Restricted funds	52,803	
	196,324	

7 Charitable activities - 2023 breakdown by fund

	2023 General Fund £	2023 On The Move £	2023 Witness Profiling £	2023 Total £
Activity Costs	-	(20)	-	(20)
Advertising/Promotional	-	655	-	655
AGM	2,298	-	-	2,298
Bank Charges	144	-	-	144
Big Night Out-expense	2,021	-	-	2,021
Dues and Subscriptions	499	-	-	499
Equipment Rental	1,086	-	-	1,086
Gifts & Donations	56	-	-	56
Group & Volunteer Expenses	406	110	-	516
Independent Examination	1,950	-	-	1,950
Insurance	2,806	509	-	3,315
IT - software & support	12,836	-	-	12,836
Marketing & Publicity	3,485	-	-	3,485
Miscellaneous Expense	-	-	600	600
Office Expense	689	-	-	689
Office Hospitality	763	-	67	830
Office Stationery	253	-	5	258
Office Supplies	71	-	-	71
Payroll Fees	892	-	-	892
Post & Delivery	31	-	5	36
Postage and Delivery	123	-	-	123
Premises - Rent	3,000	-	-	3,000
Printing & Copying	847	-	41	888
Professional Fees	-	-	-	-
Repairs and Maintenance	-	-	-	-
Rent and Rates	600	-	-	600
Salaries - Pensions	8,091	499	1,546	10,136
Salaries & Wages	109,893	12,671	32,186	154,750
Telephone	31	-	-	31
Telephone & Broadband	2,881	-	-	2,881
Training	216	-	-	216
Travel and Meetings	1,155	-	1,037	2,192
Vehicle Expense	-	1,046	-	1,046
Contribution to overheads	(13,611)	4,944	8,667	-
Depreciation	2,435	-	-	2,435
Total Expenses	**145,947**	**20,414**	**44,154**	**210,515**

8 Support costs

	Support costs	Governance costs	2023	2022
	£	£	£	£
Legal and professional	-	100	100	875
Independent Examination	-	1,950	1,950	1,500
Subscriptions & registration fees	-	499	499	676
AGM & Annual Report	-	2,298	2,298	-
	-	4,847	4,847	3,051
Analysed between				
Charitable activities	-	4,847	4,847	3,051

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year, nor the year ending 31 March 2022.

During the year one trustee was reimbursed a total of £47 for travel expenses (2022: £nil).

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Staff - no. of part timers	15	15

Employment costs	**2023**	**2022**
	£	**£**
Wages and salaries	143,469	142,355
Social security costs	11,282	10,115
Other pension costs	10,136	10,100
	164,887	162,570

Total remuneration of key management personnel during the year was £63,854 (2022: £61,825) and employers pensions £4,578 (2022: £4,483). Pension contributions were paid to 7 (2022: 7) staff under a defined contribution scheme. There were £899 (2022: £812) of accrued pension costs at the balance sheet date. There were no employees whose annual remuneration was £60,000 or more.

The average number of employees in the year was 15 (2022 – 15).

The full time equivalent staff numbers in the year was 5 (2022 - 5).

11 Tangible fixed assets

	Motor vehicles
	£
Cost	
Additions	29,220
At 31 March 2023	29,220
Depreciation and impairment	
Depreciation charged in the year	2,435
At 31 March 2023	2,435
Carrying amount	
At 31 March 2023	26,785

12 Debtors

	2023	2022
Amounts falling due within one year:	**£**	**£**
Other debtors	327,580	-
Prepayments and accrued income	1,393	1,449
	328,973	1,449

13 Creditors: amounts falling due within one year

	Notes	2023	2022
		£	**£**
Deferred income		327,580	31,583
Accruals		6,177	6,317
		333,757	37,900

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023
	£	**£**	**£**	**£**
National Lottery Community Fund - On The Move	64,174	(20,414)	(29,220)	14,540
Witness profiling service	44,154	(44,154)	-	-
	108,328	(64,568)	(29,220)	14,540

Dorset Police/BCP Council fund the Witness Profiling Learning Disability Advisor role which supports victims and witnesses of crime through the criminal justice system.

The National Lottery, Reaching Communities has funded our 5 year project called On The Move. This will enable us to adapt our services to the needs of our members and go to where we are needed in the community; delivering workshops, speaking up and taking part in activities. The transfer against this fund represents the capital item purchased from this fund during the year.

15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2022	Resources expended	Balance at 31 March 2023
	£	£	£
Dorset community foundation	4,964	(4,964)	-
	4,964	(4,964)	-

Dorset Community Foundation is designed to make fundamental changes to the way in which the charity delivers services to Learning Disability (LD) communities by researching opportunities for working off-site & for embedding delivery of services within the mainstream community to improve reach, wider community acceptance & sustainability.

16 Analysis of net assets between funds

	Unrestricted funds 2023	Restricted funds 2023	Total 2023	Total 2022
	£	£	£	£
Fund balances at 31 March 2023 are represented by:				
Tangible assets	-	26,785	26,785	-
Current assets/(liabilities)	90,670	(12,245)	78,425	73,798
	90,670	14,540	105,210	73,798

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

PEOPLE FIRST FORUM
CHARITY NUMBER 1178213

Principal Office:

Rossmore Leisure Centre
Herbert Avenue
Poole
Dorset
BH12 4HR

TC Group
10 Bridge Street
Christchurch
Dorset
BH23 1EF

Dear Accountants

LETTER OF REPRESENTATION FOR THE YEAR ENDED 31 MARCH 2023

We confirm to the best of our knowledge and belief that we have made appropriate enquiries of management and staff with relevant knowledge and experience and, where necessary, have inspected supporting documentation sufficient to satisfy ourselves that we can properly make each of the following representations to you in connection with your independent examination of the financial statements of People First Forum for the year ended 31 March 2023.

1 Trustees' Responsibility for the Financial Statements

We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter and under the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your independent examination and all the transactions undertaken by the Charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of management meetings, have been made available to you.

The accounting policies used are detailed in the financial statements and are consistent with those used for the previous financial statements.

The financial statements are free of material misstatements, including omissions.

We believe that the effects of uncorrected misstatements (as set out in the appendix to this letter) are immaterial both individually and in total, and in consequence, the financial statements have not been adjusted to reflect these amounts.

Continued…/

2 Internal Control and Fraud

We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysis, regulators or others.

3 Laws and Regulations

We are not aware of any irregularities, including fraud, involving management or employees of the Charity; nor are we aware of any breaches or possible breaches of statute, regulations, contracts, or agreements or the Charity's governing documents which might prejudice the Charity's going concern status or that might result in the Charity suffering significant penalties or other loss. No allegations of such irregularities, including fraud, or such breaches have come to our notice.

4 Assets and Liabilities

The Charity has a satisfactory title to all assets included in the Statement of Financial Position and no assets belonging to the Charity have been omitted from the financial statements. There are no mortgages, liens or encumbrances on the Charity's assets, except for those that are disclosed in the notes to the financial statements.

We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the notes to the financial statements all guarantees that we have given to third parties.

We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

5 Accounting Estimates

Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

6 Provisions for Losses

Provisions have been made in the financial statements for all losses of a material amount which have resulted from, or may be expected to result from events which had occurred by the year end date.

7 Legal Claims

We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for, and disclosed in, the financial statements.

8 Loans to Trustees and Similar Arrangements

The Charity has not had nor entered into at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including loans, quasi-loans or credit facilities) for trustees nor to guarantee or provide security for such matters.

Continued…/

9 Transactions with Related Parties

Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Charities Act 2011 or accounting standards.

We understand that a related party is where one party has direct or indirect control of the other, both parties are under common control, one party has influence over the financial and operational policies of the other, or where one party has subordinated its own separate interest.

10 Subsequent Events

There have been no events since the year end date which necessitate revision of the figures included in the financial statements or inclusion of a note thereto. Should further material events occur, which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, we will advise you accordingly.

11 Going Concern

We believe that the Charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the Charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the Charity's ability to continue as a going concern need to be made in the financial statements.

12 Surplus Reconciliation

We confirm that we have reviewed the attached surplus reconciliation which shows all the accounting adjustments made to the financial statements. We agree that these are necessary to enable the financial statements to show a true and fair view of the state of the affairs of the company at the year end date.

13 Grants, donations and legacies

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income. No notification of legacies has been received since the date of the financial year and the signing date. All income has been recognised in line with the Charity SORP FRS 102 framework.

14 Restricted Funds

We confirm that all restricted funds are correctly stated in the financial statements and there are no other transactions that should be recorded as restricted funds.

Continued…/

15 Donated goods and services

We confirm the charity does not receive any material donated goods and services that should be recognised in the financial statements.

Yours faithfully

.....
Signed on behalf of the Board of Trustees
People First Forum

Date: .....

PEOPLE FIRST FORUM

England & Wales - Charity number 1178213

Accounts

Charity Registration No. 1178213

PEOPLE FIRST FORUM

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

tc accounts · tax · legal · financial planning

10 Bridge Street
Christchurch
Dorset
BH23 1EF

PEOPLE FIRST FORUM

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PEOPLE FIRST FORUM

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms A Bale Mr S Shave Mr S Hayward Ms L Selby Mr C Sheldrick Ms R Crook Mr W Shaw Mr L Hebditch Mr M Dyde Ms S Peters Mr D Murray
Key management personnel	Ms E Snelling (Manager) Ms A Parsons (Manager) Ms A Frost (Assistant Manager with Learning Disabilities)
Charity number	1178213
Principal address	Rossmore Leisure Centre Herbert Avenue Parkstone Poole Dorset BH12 4HR
Independent examiner	TC Group 10 Bridge Street Christchurch Dorset BH23 1EF
Bankers	CAF Bank Limited, 25 Kings Hill Avenue, West Malling, ME19 4JQ

The Charity Trustees present their report and the financial statements for the year ended 31 March 2022.

Status and Administration

The Charity became an incorporated and registered charity on 2 May 2018. The Charity commenced its activities on 1 July 2018 as a Charitable Incorporated Organisation (CIO) by combining the assets, liabilities and operations of Bournemouth People First and of Poole Forum both registered charities and limited companies which ceased all their activities at the same time.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016).

Objectives and activities

The charity's objectives are to promote any charitable purpose for the benefit of persons who have a learning disability in the county of Dorset.

The principal activities of the charity are:

- Promoting self-advocacy for Forum members so that they can individually and collectively express their needs and aspirations.
- Enabling the Forum members to influence initiatives and policies which affect their lives.
- Providing information to members and the wider community about the Forum and the lives of people with learning disabilities.

Organisational Structure

People First Forum is governed by its Board of Trustees, which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of People First Forum and for ensuring that the charity satisfies its legal and contractual obligations. The Trustees meet every six weeks or as a minimum quarterly and delegate the day to day operation of the organisation to the Managers. The Trustees are independent from management.

Appointment of Charity Trustees

At the second annual general meeting of the members of the CIO all the charity trustees shall retire from office. At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office by rotation. Trustees may at any time decide to appoint a new charity trustee but a person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term, unless the charity trustees consider it is in the best interests of the CIO to do so, but may be reappointed after an interval of at least three years.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Review of Activities and Future Developments

The year ended 31 March 2022 has continued to be very busy and feel the impact of Covid-19. People First Forum focussed on adjusting our services in line with government guidance and the safety of our members with learning disabilities.

People First Forum has continued to deliver a range of activities, promoting the rights, choices and equality of people with learning disabilities living in Bournemouth, Christchurch and Poole.
All of our work is underpinned by the Bill Of Rights, which was written by people with learning disabilities across all of Dorset. Whilst maintaining our independence, we continued to work closely with our partners in BCP Council and the local NHS.

This year we adapted our services continuous changing based on the current Covid-19 guidance on opening services back up and some face to face work restarted. Some of our staff remained on furlough and we sought funding to add ventilation to our office to make sure it was safe to return to. In November 2021 we were successful in getting Community Infrastructure Levy funding for this. Some staff continued to work from home and others returned to the office socially distanced and wearing personal protective equipment until the ventilation was installed.

Some of our key areas of work from 1st April 2021 - 31st March 2022

- Friends Forum continues once a month online as this seems to still be a popular choice for our members. Speakers and activities have also included: Facial relaxation exercise, Parks in Mind, Internet Safety, Citizens Advice Bureau and the Dorset Police Crime Commissioner.

- Our Self Advocates work in our easy read information service, producing information for ourselves and other organisations including for Clinical Commissioning Group, BCP Council, Safeguarding, Maternity Mental Health. This has been another busy year for the service.

- We have successfully developed and delivered training packages online including learning disability training to BCP housing staff and Social Prescribers within GP surgeries. Our Care Certificate training has also started again but online. These are all delivered by people with learning disabilities.

- We organised 25 face to face meet ups for members through the year, discussing topics that match our monthly theme based on our Bill Of Rights e.g.The right to feel safe.

- Our work with our statutory partners has continued throughout the year and our core work has included:

- The BCP Learning Disability Partnership Board continues online but is planning 1 face to face meeting a year. We have been involved in the co-production and co-leadership of the Board meetings and their Action Groups. This has included keeping our members updated on; health, keeping safe and housing/ support.

- We continue to be part of the National Safe Place Scheme. We have updated all the Safe Places but these might have changed again as businesses may have closed because of Covid-19. Work also included discussions around the safety of our members within Poole Bus Station.

- We continued to use our Facebook page which became a vital link with our members throughout Covid-19. We started 'Go Live' videos on Facebook. Initially they were held most days and then reduced as lockdown changed. Since then, our members and staff with learning disabilities have got more involved in the planning and delivery of the 'Go Live' videos, taking the lead.

- We continue to have a phoneline for Advice, Information and Advocacy diverting to staff mobile phones. We have a call list of people we have rated as high risk of becoming isolated, anxious or vulnerable and have been calling them to see if they are ok. Our main enquiry was about emotional wellbeing. Our advice and advocacy line continued to be in higher demand for most of the year but has started to settle back down post covid. As part of this we also raised 8 safeguarding concerns across the year.

- We currently cannot do any Quality Checking but we are continuing to be in contact with many homes and services reporting any issues.

- We continue to take part and speak up about the needs of people with learning disabilities at many other groups and Boards including Dorset Healthcare's Engagement Forum, LeDer meetings (which look at the early deaths of people with learning disabilities) and the Hate Crime Scrutiny Panel.

- Working with People First Dorset and the Clinical Commissioning Group we supported the development of an Annual Health Check toolkit and did a survey about the use of Yellow Health Books.

- People First Forum employs people with learning disabilities to deliver our services. In addition, it offers a range of voluntary opportunities to members, including project work, administration work, peer representation and leadership of the organisation. We continued to support staff with staff team meetings online and phone calls.

- We have continued to run our very successful Witness Preparation and Profiling Service supporting victims and witness' through the justice system. This project goes from strength to strength and continued to work in Court during most of Covid-19.

- We have organised and run 1 club night for people with learning disabilities called the "Big Night In With Suttles" along with partner organisations and supported our members to attend. This year the club night took place online due to Covid-19 restrictions. Our DJ's also performed at this year's Camp Bestival with covid safety precautions in place.

- Our For The Record project funded by the Heritage Lottery was extended until October 2021 due to delay from Covid-19. This project looked at the difference Poole Forum and Bournemouth People First made to the lives of people with learning disabilities. The project was successfully delivered and evaluated and including the involvement of 70 people in reminisce groups 12 interviews and 43 questionnaires completed.

- We have been attending Learning Disability England meetings online to talk with other self-advocacy organisations across the country about how we can help our members. These meetings have been very helpful in sharing information and resources.

The future

We are adjusting to our new normal; the office is open with ventilation and we will start welcoming visitors again. We will continue to learn and adapt as meetings become hybrids and staff have a variety of places they can work from. We are awaiting the results of a Big Lottery Reaching Communities Fund application which will support our organisation to develop from what we have learnt during covid, reaching more people with learning disabilities across the BCP area, delivering advocacy and advice on the move, going to where we are needed.

Financial review

The unrestricted incoming resources for the year amounted to £152,843 (2021: £144,120) from which expenditure of £143,521 (2021: £139,117) was incurred. The general fund balances at the end of the year were £73,798 (2021: £68,795).

Reserves

People First Forum is required to ensure that free monies are available to meet any reasonable foreseeable contingency in each financial year.

Risk Assessment

The major risks, to which the charity is exposed, as identified by the Charity Trustees, have been reviewed and systems have been established to mitigate those risks. To that end People First Forum is continually monitoring and managing its risk and ensuring action plans are in place to mitigate its key risks.

Public Benefit

The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with of the Charity Commission's General Guidance on Public Benefit (January 2013).

The paragraphs above set out our activities, achievements and performance during the year which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through providing help, advice and facilities to any members of the public with learning disabilities in the local community who request help. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission Principles on Public Benefit.

Volunteers

Volunteers work a mix of days and hours but a total of 13.5 hours are given by our volunteers each week i.e. almost £220.19 using hourly rates from the Office for National Statistics Annual Survey of Hours and Earnings.

Structure, governance and management

The charity is a Charitable Incorporated Organisation.

The trustees who served during the year and up to the date of signature of the financial statements were:

Ms A Bale
Mr S Shave
Mr S Hayward
Ms L Selby
Mr C Sheldrick
Ms R Crook
Mr W Shaw
Ms D M Hiscutt (Resigned 4 May 2021)
Mr L Hebditch
Mr M Dyde
Ms S Peters
Mr D Murray

The trustees' report was approved by the Board of Trustees.

.....

Mr W Shaw
Trustee
Dated: 22.11.22

PEOPLE FIRST FORUM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PEOPLE FIRST FORUM

I report to the trustees on my examination of the financial statements of People First Forum (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements 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 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 2011 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements 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 financial statements to be reached.

Lucy Filer FCA
TC Group

10 Bridge Street
Christchurch
Dorset
BH23 1EF

Dated: 1/12/22

PEOPLE FIRST FORUM

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Income from:					
Donations and grants	3	23,721	48,484	72,205	101,117
Charitable activities	4	129,106	-	129,106	108,570
Investments	5	16	-	16	37
Total income		152,843	48,484	201,327	209,724
Expenditure on:					
Charitable activities	6	143,521	52,803	196,324	200,402
Net income/(expenditure) for the year/ Net movement in funds		9,322	(4,319)	5,003	9,322
Fund balances at 1 April 2021		64,476	4,319	68,795	59,473
Fund balances at 31 March 2022		73,798	-	73,798	68,795

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

PEOPLE FIRST FORUM

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Debtors	**10**	1,449		725	
Cash at bank and in hand		110,249		120,348	
		111,698		121,073	
Creditors: amounts falling due within one year	**11**	(37,900)		(52,278)	
Net current assets			73,798		68,795
Income funds					
Restricted funds	**12**		-		4,319
Unrestricted funds					
Designated funds	**13**		4,964		-
General unrestricted funds			68,834		64,476
			73,798		68,795

The financial statements were approved by the Trustees on 20.10.22.

.....

Mr W Shaw

Trustee

1 Accounting policies

Charity information

People First Forum is a Charitable Incorporated Organisation. The registered office is Rossmore Leisure Centre, Herbert Avenue, Parkstone, Poole, Dorset, BH12 4HR

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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 amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are unrestricted funds which have been earmarked for a particular purpose, within the objects of the charitable company, by the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

1 Accounting policies (Continued)

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

1.5 Resources expended

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and payroll etc which supports the charity's activities. All support costs are deemed to relate to the charitable activity. Governance costs are those support costs incurred to meet the statutory and constitutional requirements of the charitable company.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

1 Accounting policies **(Continued)**

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and grants

		Unrestricted funds	Restricted funds	Total	Total
		2022	**2022**	**2022**	2021
		£	**£**	**£**	£
Donations and gifts		17,238	-	17,238	13,398
Grants	**Note 12**	6,483	48,484	54,967	87,719
		23,721	48,484	72,205	101,117
For the year ended 31 March 2021		39,643	61,474		101,117

4 Charitable activities

	2022	2021
	£	£
BCP Council/Dorset Clinical Commissioning Group	98,000	98,000
Dorset Healthcare University NHS Foundation Trust	2,500	-
Big Night In With Suttles	753	723
Easy Read Production	2,335	2,125
Access to work	5,448	3,404
Speaking Up Skills	-	4,130
Dorset Clinical Commissioning Group	18,480	-
Learning Disability Awareness training	965	-
Other	625	188
	129,106	108,570
Analysis by fund		
Unrestricted funds	129,106	104,440
Restricted funds	-	4,130
For the year ended 31 March 2021		
Unrestricted funds	104,440	
Restricted funds	4,130	
	108,570	

5 Investments

	Unrestricted funds	Total
	2022	2021
	£	£
Investment income	16	37

6 Charitable activities

	2022	2021
	£	£
Staff costs	162,570	162,056
Training	263	30
Travel and Subsistence	1,774	916
Premises & Room Hire	3,862	4,300
Insurance	1,443	975
Marketing, Publicity and Promotion	3,185	11,212
Stationery and Office Expenses	399	1,910
Printing & copying	891	210
Communications	2,896	3,037
Equipment rental	1,328	1,311
Gifts & Donations	99	119
Bank charges	200	138
IT - software & support	11,395	12,114
Miscellaneous expense	1,512	186
Payroll Fees	1,293	795
Other charitable expenditure	163	-
	193,273	199,309
Share of governance costs (see note 7)	3,051	1,093
	196,324	200,402
Analysis by fund		
Unrestricted funds	143,521	139,117
Restricted funds	52,803	61,285
	196,324	200,402
For the year ended 31 March 2021		
Unrestricted funds	139,117	
Restricted funds	61,285	
	200,402	

7 Support costs

	Support costs	Governance costs	2022	2021
	£	£	£	£
Legal and professional	-	875	875	-
Independent Examination	-	1,500	1,500	800
Subscriptions & registration fees	-	676	676	373
AGM & Annual Report	-	-	-	(80)
	-	3,051	3,051	1,093
Analysed between				
Charitable activities	-	3,051	3,051	1,093

8 Trustees

None of the trustees received any remuneration or benefits from the charity during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Staff - no. of part timers	15	16

Employment costs

	2022 £	2021 £
Wages and salaries	142,355	145,937
Social security costs	10,115	9,804
Other pension costs	10,100	6,315
	162,570	162,056

Total remuneration of key management personnel during the year was £61,825 (2021: £58,983) and employers pensions £4,483 (2021: £4,350). Pension contributions were paid to 7 (2021: 8) staff under a defined contribution scheme. There were £812 (2021:£856) of accrued pension costs at the balance sheet date. There were no employees whose annual remuneration was £60,000 or more.

The full time equivalent staff numbers in the year was 5 (2021 - 5).

10 Debtors

Amounts falling due within one year:	2022 £	2021 £
Prepayments and accrued income	1,449	725

11 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Deferred income		31,583	48,083
Accruals		6,317	4,195
		37,900	52,278

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2021	Movement in funds: Incoming resources	Movement in funds: Resources expended	Balance at 31 March 2022
	£	£	£	£
Heritage fund	4,319	4,330	(8,649)	-
Witness profiling service	-	44,154	(44,154)	-
	4,319	48,484	(52,803)	-

Dorset Police/BCP Council fund the Witness Profiling Learning Disability Advisor role which supports victims and witnesses of crime through the criminal justice system. Heritage Fund monies are "For The Record", an oral history project that will identify and record the heritage work of two learning disability user-led advocacy organisations.

13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds: Incoming resources	Balance at 31 March 2022
	£	£
Dorset community foundation	4,964	4,964
	4,964	4,964

Dorset Community Foundation is designed to make fundamental changes to the way in which the charity delivers services to Learning Disability (LD) communities by researching opportunities for working off-site & for embedding delivery of services within the mainstream community to improve reach, wider community acceptance & sustainability.

PEOPLE FIRST FORUM

England & Wales - Charity number 1178213

Accounts

Trustees' Report and Financial Statements

For the Year Ended 31 March 2021

Charity Number 1178213

Registered in England

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ORGANISATION INFORMATION

Status

The organisation is a Charitable Incorporated Organisation ("CIO"), incorporated and registered as a charity on 2 May 2018.

Charity Trustees
Alison Bale
Simon Shave
Shaun Hayward
Lisa Selby
Charlie Sheldrick
Ruth Crook
Bill Shaw
Debbie Mary Hiscutt
Leslie Hebditch
Mark Dyde
Sarah Peters
Daniel Murray

Registered Office
Rossmore Leisure Centre
Herbert Avenue
Parkstone
Poole
BH12 4HR

Independent Accountant
Bryan Tizzard, FCA
31a Alumhurst Road
Bournemouth
BH4 8EN

Bankers
CAF Bank Ltd

PEOPLE FIRST FORUM

Report of the Charity Trustees for the year ended 31 March 2021

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

Status and Administration

The Charity became an incorporated and registered charity on 2 May 2018.
The Charity commenced its activities on 1 July 2018 as a Charitable Incorporated Organisation (CIO) by combining the assets, liabilities and operations of Bournemouth People First and of Poole Forum both registered charities and limited companies which ceased all their activities at the same time.

Objects

The charity's objects are to promote any charitable purpose for the benefit of persons who have a learning disability in the county of Dorset.

The principal activities of the charity are:

- Promoting self advocacy for Forum members so that they can individually and collectively express their needs and aspirations.
- Enabling the Forum members to influence initiatives and policies which affect their lives.
- Providing information to members and the wider community about the Forum and the lives of people with learning disabilities.

Organisational Structure

People First Forum is governed by its Board of Trustees, which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of People First Forum and for ensuring that the charity satisfies its legal and contractual obligations. The Trustees meet every six weeks or as a minimum quarterly and delegate the day to day operation of the organisation to the Managers. The Trustees are independent from management.

Appointment of Charity Trustees

At the second annual general meeting of the members of the CIO all the charity trustees shall retire from office. At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office by rotation. Trustees may at any time decide to appoint a new charity trustee but a person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term, unless the charity trustees consider it is in the best interests of the CIO to do so, but may be reappointed after an interval of at least three years.

Review of Activities and Future Developments

The year ended 31 March 2021 has been very busy. People First Forum focussed on the impact of Covid-19 and how we adjusted our services in line with government guidance and the safety of our members with learning disabilities.

PEOPLE FIRST FORUM

People First Forum has continued to deliver a range of activities, promoting the rights, choices and equality of people with learning disabilities living in Bournemouth, Christchurch and Poole. All of our work is underpinned by the Bill Of Rights, which was written by people with learning disabilities across all of Dorset. Whilst maintaining our independence, we continued to work closely with our partners in BCP Council and the local NHS.

We found ourselves in a very different situation with the UK in the lockdowns because of Covid-19. This year we adapted our services to support our members through the pandemic. Some of our staff with learning disabilities were put on furlough because they did not have internet access, equipment, or support at home. Staff that could continue to work from home did so. We were able to bring some of our staff with learning disabilities back off furlough by equipping them with the I.T needed, securing additional funding and offering extra support. We also received additional funding to be able to continue to reach people and provide our members with more support and advice through what has been such a difficult and challenging year.

Some of our key areas of work throughout from 1st April 2020 - 31st March 2021

- After consultation with the members of both Go Forum and our Friends United groups, they reformed and renamed to become Friends Forum. Due to Covid-19 we had to move our Friends Forum meetings online, providing a wide range of information and support to members. Friends Forum meet twice a month, one takes place in the afternoon, the other in the evening. This group provides opportunities for members to make new/continue friendships, support each other, develop skills and confidence, find information about local services and especially understanding government advice on Covid-19 and the lockdowns. It has been a very difficult time for our members who have found this time isolating and confusing. Speakers and activities have also included: Mental Health, Annual Health Checks, Yellow Health Books, Anxiety related to Covid and Covid Vaccination etc.

- Our Self Advocates work in our easy read information service, producing information for ourselves and other organisations including for Clinical Commissioning Group, BCP Council, Wessex Voices, Dorset HealthCare and Parent Carers Together. This has been a busy year for the service.

- We have agreed for Poole Hospital to continue to use our training powerpoint for their online training until our trainers with learning disabilities can restart delivering it. We are adapting our training in the hope that our trainers can deliver it online soon.

- We applied for and received funding to design and post out Covid-19 Survival Packs to our members. The packs had all the current advice from the local and national government and health services, recipes, games and a lot more. These packs helped our members to stay connected to People First Forum and have accessible information to feel more informed and less isolated. Members have said that this has been a lifeline to them over the year.

- We received funding to buy 12 tablets to help get some of our members online. Made an easy read manual to help people use Teams and Zoom, set up the tablets, bought webcams and gave ongoing support. The tablets have meant that most of our staff and volunteers with learning disabilities have been able to come back to work for some of their hours.

PEOPLE FIRST FORUM

- Our work with our statutory partners has continued throughout the year and our core work has included:

- The BCP Learning Disability Partnership Board took a break and resumed online mid way through the year. When able to we have been involved in the co-production and co-leadership of the Board meetings and their Action Groups. This has included keeping our members updated on the health issues and information and keeping safe through the joint work of the Health and Keeping Safe Action Groups
- We have joined the National Safe Place Scheme. We have updated all the Safe Places but these might have changed again as businesses may have closed because of Covid-19.
- We continued to use our Facebook page which became a vital link with our members throughout Covid-19. We started 'Go Live' videos on Facebook. Initially they were held most days and then reduced as lockdown changed. Since then, our members and staff will learning disabilities have got more involved in the planning and delivery of the 'Go Live' videos, taking the lead.
- We designed and launched our new website with our committee, including up to date information on Covid-19.
- We gave learning disability awareness training and talked about the Bill Of Rights Charter to BCP Councillors. After this, the full BCP council cabinet went on to vote in favour of continuing to support our Bill Of Rights Charter.
- We continue to have a phoneline for Advice, Information and Advocacy diverting to staff mobile phones. We have a call list of people we have rated as high risk of becoming isolated, anxious or vulnerable and have been calling them regularly to see if they are ok or need any support. Our 3 main enquiries were about: emotional wellbeing, our groups and events and speaking up. Our advice and advocacy has supported a great deal more people this year than last.
- We currently cannot do any Quality Checking but we are continuing to be in contact with many homes and services reporting any issues.

- People First Forum employs people with learning disabilities to deliver our services. In addition, it offers a range of voluntary opportunities to members, including project work, administration work, peer representation and leadership of the organisation. We continued to support staff with staff team meetings online and phone calls.

- We have continued to run our very successful Witness Preparation and Profiling Service supporting victims and witness' through the justice system. This project goes from strength to strength and we were able to restart face to face work within the court setting using their Covid-19 safe guidelines in July 2020.

- We have organised and run 1 club night for people with learning disabilities called the "Big Night In With Suttles" along with partner organisations and supported our members to attend. This year the club night took place online due to Covid-19 restrictions. Our DJ's were unable to perform at this year's Camp Bestival due to it being cancelled but we hope to return in summer 2021.

- Last year we received money from PramaCare and ran cancer awareness workshops for older people with learning disabilities. We were able to do the majority before Covid-19 but did run the last one successfully online this year.

- Our For The Record project funded by the Heritage Lottery is in its second year. This project looks at the difference Poole Forum and Bournemouth People First made to the

lives of people with learning disabilities. It promotes the importance of self-advocacy to the wider public. We have had to change the project because of Covid-19, we talked with the Heritage Lottery and made a Coronavirus Diary as part of the For The Record project. We posted them to all our members. We are also doing interviews with our members online.

- We have been attending Learning Disability England meetings online to talk with other self-advocacy organisations across the country about how we can help our members during the Coronavirus. These meetings have been very helpful in sharing information and resources. We did a presentation at one of the meetings about our DJ's and Camp Bestival, this was to show how to be part of the wider community.

- Last year we received money from Awards For All to deliver speaking up groups for people with learning disabilities, this has included a group of workshops to Parkstone Connect and Christchurch Connect. We finished the last few speaking up groups online.

The future

As of 1st April 2021 we find ourselves coming out of the 3rd lockdown because of Covid-19. We have planned our own road map, in-line with the government's national road map. We feel proud of how we have adapted and what we have learnt through this time. We will take this learning and go from strength to strength for the benefit of our members. We will continue to provide our services when and how possible, reviewing continuously. We will speak with funders to adapt our projects where necessary. We hope to start more face to face work with our members and seek additional funding to improve ventilation within our office, as well as funding to start new projects in the community looking at inclusive healthy living.

Review of Financial Results
The unrestricted incoming resources for the year amounted to £144,120 (2020 £132,416) from which expenditure of £139,117 (2020 £123,901) was incurred. The general reserves at the end of the year were £68,795 (2020 £59,473).

Reserves
People First Forum is required to ensure that free monies are available to meet any reasonable foreseeable contingency in each financial year.

RiskAssessment
The major risks, to which the charity is exposed, as identified by the Charity Trustees, have been reviewed and systems have been established to mitigate those risks. To that end People First Forum is continually monitoring and managing its risk and ensuring action plans are in place to mitigate its key risks.

Public Benefit
The Trustees have given due regard to public benefit when planning the charity's activities, in accordance with of the Charity Commission's General Guidance on Public Benefit (January 2013).

The paragraphs above set out our activities, achievements and performance during the year which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through providing help, advice and facilities to any members of the public with learning disabilities in the local community who request help. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission Principles on Public Benefit.

Volunteers
Volunteers work a mix of days and hours but a total of 12.5 hours are given by our volunteers each week i.e. almost £197.63 using hourly rates from the Office for National Statistics Annual Survey of Hours and Earnings.

Approved by the Trustees on 2021

and signed on its behalf by Charlie Sheldrick

PEOPLE FIRST FORUM

STATEMENT OF FINANCIAL ACTIVITIES

1 April 2020 to 31 March 2021

	Note	2021 year			2020 year
		General Fund	Restricted Funds	Total	Total
Income from		£		£	£
Donations/Grants	3	39,643	61,474	101,117	22,563
Charitable Activities	4	104,440	4,130	108,570	183,536
Investments		37		37	106
		144,120	65,604	209,724	206,205
Expenditure on Charitable Activities	5	139,117	61,285	200,402	197,690
Total Expenditure		139,117	61,285	200,402	197,690
Net Income/(expenditure)		5,003	4,319	9,322	8,515
Gross transfers between funds		0		0	0
Net Movement in Funds		5,003	4,319	9,322	8,515
Reconciliation of Funds					
Brought Forward		59,473		59,473	50,958
Total Funds Carried Forward		64,476	4,319	68,795	59,473

PEOPLE FIRST FORUM

BALANCE SHEET

as at 31 March 2021

	Note	31 March 2021 Unrestricted Funds £	31 March 2021 Restricted Funds £	31 March 2021 Total	31 March 2020
Current Assets					
Cash at Bank		92,362	27,902	120,264	104,397
Cash in Hand		84		84	84
Debtors & Prepayments	9	725		725	657
		93,171	27,902	121,073	105,138
Creditors					
Amounts falling due within one year	10	28,695	23,583	52,278	45,665
Net Current Assets		64,476	4,319	68,795	59,473
Total Net Assets		64,476	4,319	68,795	59,473
Represented by:					
Funds of the Charity					
Unrestricted Funds					
Accumulated Fund	12	64,656		64,656	59,473
Restricted Funds	12		4,139	4,139	0
		64,656	4,139	68,795	59,473

The financial statements were approved by the Trustees on 2021
and signed on its behalf by Charlie Sheldrick

Trustee

The notes on pages 10 to 13 form part of these accounts.

1 Accounting policies

1.1 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 accounts 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 with the Charities Act 2011.
The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Cashflow Statement

The charity has taken advantage of the provisions within section 14.1 of the SORP (FRS 102) Update Bulletin 1 to not prepare a cashflow statement on the basis that the charity is defined as small.

1.3 Income

Income from government and other grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.
Bank interest is included in the statement of financial activities on a receivable basis.
Sales of services are included in the statement of financial activities in the period to which they relate.
Contractual income and performance related grants is only included in the SOFA once the charity has provided the related goods or services or met the related conditions.
The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

1.4 Resources expended

Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates on an accruals basis.
All resources expended 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 fund activity are allocated directly, others are apportioned on an appropriate basis.

1.5 Pension costs

The Charity operates a defined contribution pension scheme (NEST). Contributions are charged to the Statement of Financial Activities as they become payable.

1.6 Restricted Funds

Income received for restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated. Information about such funds is given at Note 9.

1.7 Designated Funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes.
The use of such funds is at the trustees' discretion.

1.8 Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

1.9 Donated services and facilities

Donated professional services are recognised as income when the charity has control over the item, and conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the SORP (FRS102) the general volunteer time is not recognised and refer to the Trustees annual report for more information about their contribution.

PEOPLE FIRST FORUM

Notes to the financial statements for the twelve months ended 31 March 2021

		2021 Year	2020 Year
2	Net incoming resources for the year		
	This is stated after charging:	£	£
	Depreciation	0	0
	Accountancy	800	800

		2021 year			2020 year
		General Fund	Restricted Funds	Total	
3	**Donations/Grants**				
	General Fund Talbot Village Trust Covid-19 Emergency Re	8,000		8,000	0
	CAF Coronavirus Emergency Fund	5,000		5,000	0
	AmazonSmile donation	53		53	0
	The Valentine Charitable Trust			0	10,000
	Alice Ellen Cooper Dean			0	10,000
	Co-Op			0	20
	Bucket collections and Bag packing			0	464
	PayPal Giving Fund			0	391
	Mayors Charity			0	881
	Other donations	345		345	807
		13,398		13,398	22,563
	Dorset Police		17,000	17,000	17,000
	BCP Council		27,154	53,399	24,410
	HMRC Furlough Grant	11,346			
	Dorset Community Foundation - Coronavirus fund	8,655			
	SeeAbility	1,000			
	Disability Action	5,244			
	Heritage Fund		17,320	17,320	21,650
	Lifelink Project				4,920
		39,643	61,474	101,117	90,543
4	**Income from Charitable Activities - General Fund**				
	BCP Council/Clinical Commissioning Group	98,000		98,000	0
				0	86,750
	Big Night In With Suttles	723		723	4,082
	Learning Disabilities Awareness Training			0	1,913
	Easy Read Production	2,125		2,125	5,678
	Fund Raising Events			0	3,097
	Access to work	3,404		3,404	5,970
	Speaking Up Skills grant		4,130	4,130	0
				0	5,781
	Other Income	188		188	2,285
		104,440	4,130	108,570	115,556

PEOPLE FIRST FORUM

Notes to the financial statements for the twelve months ended 31 March 2021

5	**Cost of Charitable Activities**	General Fund	2021 Year Restricted Funds	Total	2020 Year Total
5.1	**Staff**				
	Salaries and wages	109,317	36,620	145,937	138,290
	Social Security costs	6,683	3,121	9,804	9,932
	Pensions employer contribution	4,575	1,740	6,315	9,816
	Payroll Fees	795	0	795	915
	Training	30	0	30	621
	Travel and Subsistence	204	712	916	3,047
		121,604	42,193	163,797	162,620
5.2	**Premises**				
	Premises & Room Hire	4,300	0	4,300	6,783
	Repairs and Maintenance	0	0	0	173
	Insurance	975	0	975	862
		5,275	0	5,275	7,818
5.3	**Activities & Operations**				
	Marketing, Publicity and Promotion	10,590	622	11,212	2,747
	Stationery and Office Expenses	1,709	201	1,910	4,796
	Printing & copying	140	70	210	1,275
	IT - software & support	12,114		12,114	9,229
	Communications	3,037	0	3,037	2,640
	Equipment rental	1,311	0	1,311	1,114
	Group Events & Volunteer expenses	29		29	206
	Big Night In With Suttles-expense	173	0	173	1,244
	Go Forum costs	0	0	0	41
	Easy Read costs	-835	0	-835	568
	Gifts & Donations	119	0	119	0
	Bank charges	138	0	138	120
	Miscellaneous expense	175	644	819	930
	Contribution to Overheads	-17,555	17,555	0	0
	Legal and Professional	0	0	0	71
		11,145	19,092	30,237	24,980
	Governance costs				
	AGM & Annual Report	-80		-80	1,363
	Subscriptions & registration fees	373		373	107
	Independent Examination	800		800	800
	Trustee Expenses	0		0	0
		1,093	0	1,093	2,271
	Total Expenditure on Charitable Activities	139,117	61,285	200,402	197,690

PEOPLE FIRST FORUM

Notes to the financial statements for the twelve months ended 31 March 2021

		2021 year	2020 year
7	The average weekly number of employees during the period was:		
	Staff - no. of part-timers	16	15
	Staff - full time equivalents	5.35	5.19

8 **Taxation**

The charity is exempt from Corporation Tax on its charitable activities

		2021	2020
9	**Debtors and Prepayments**	31 March	31 March
	Prepayments	725	257
	Other Debtors	0	400
		725	657

10 **Creditors and accruals**

		General Fund	Restricted Funds	Total 2021	Total 2020
			£		
Amounts falling due within one year		4,195		4,195	4,541
Deferred Income	Restricted		23,583	23,583	23,583
	Unrestricted	24,500		24,500	16,333
		28,695	23,583	52,278	45,665

11 **Restricted and Designated Reserves**

Restricted Funds:

Dorset Police/BCP Council fund the Witness Profiling Learning Disability Advisor role which supports victims and witnesses of crime through the criminal justice system.
Heritage Fund monies are "For The Record", an oral history project that will identify and record the heritage work of two learning disability user-led advocacy organisations.
National Lottery Awards for All has funded the Speaking Up Skills project by bringing people together to build strong relationships across communities and enabling more people to fulfil their potential by having their voices heard.

12 **Movement in funds**

	Balance At 1 April 2020	Incoming Resources	Outgoing Resources	Transfers	Balance At 31 March 2021
Unrestricted	59,473	144,120	139,117		64,656
Total Unrestricted	59,473	144,120	139,117	0	64,656
Restricted Funds:					
Witness Profiling Service	0	44,154	44,154		0
Heritage Fund	0	17,320	13,001		4,319
Speaking Up Skills	0	4,130	4,130		0
Total Restricted Funds	0	65,604	61,285	0	4,319
Total All Funds	59,473	209,724	200,402	0	68,795

The founding charities Bournemouth People First and Poole Forum transferred their reserves to this charity on 1 July 2018

Dorset Clinical Commissioning Group Annual Healthcheck Project received £16,500 to be spent in 2021-22

13 **Financial Commitments**

There were no capital commitments at 31st March 2021

Operating lease commitments

At the balance sheet date the charity has no annual commitments under cancellable operating leases:

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name
People First Forum

On accounts for the twelve months ended

Twelve months ended 31 March 2021

Charity no (if any) 1178213

Set out on pages

1 to 13
(remember to include the page numbers of additional sheets)

Responsibilties and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the twelve months ended 31st March 2021 DD / MM / YYYY.

As the charity's 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 Trust's accounts carried out under section 145 of the 2011 Act and 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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: **Date:** 18 June 2021

Name: Bryan Tizzard

Relevant professional qualification(s) or body (if any): Chartered Accountant

Address: 31a Alumhurst Road, Bournemouth, BH4 8EN

Section B	Disclosure
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	