

PEOPLE FIRST FORUM

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025



10 Bridge Street
Christchurch
Dorset
BH23 1EF

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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 Mr J Harris	(Appointed 3 March 2025) (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 Mallings, ME19 4JQ	

PEOPLE FIRST FORUM

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

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.

PEOPLE FIRST FORUM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

- 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 phonenumber 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.

PEOPLE FIRST FORUM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

- 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.

PEOPLE FIRST FORUM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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.

PEOPLE FIRST FORUM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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.



.....
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.

PEOPLE FIRST FORUM

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

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
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	
		<u>442,787</u>		<u>483,733</u>	
Creditors: amounts falling due within one year	16	(215,089)		(338,846)	
Net current assets			227,698		144,887
Total assets less current liabilities			<u>244,368</u>		<u>168,578</u>
The funds of the charity					
Restricted income funds	18		7,250		18,379
Unrestricted funds	19		237,118		150,199
			<u>244,368</u>		<u>168,578</u>

The financial statements were approved by the trustees on 29.9.25.



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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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

PEOPLE FIRST FORUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

5 Income from other trading activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Fundraising events	19	325
	<u> </u>	<u> </u>

6 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Other income	5,626	3,277
	<u> </u>	<u> </u>

PEOPLE FIRST FORUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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
	<u>338,307</u>	<u>243,407</u>
Share of governance costs (see note 9)	6,496	5,862
	<u>344,803</u>	<u>249,269</u>
Analysis by fund		
Unrestricted funds	134,335	133,425
Restricted funds	210,468	115,844
	<u>344,803</u>	<u>249,269</u>
For the year ended 31 March 2024		
Unrestricted funds	133,425	
Restricted funds	115,844	
	<u>249,269</u>	

PEOPLE FIRST FORUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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

PEOPLE FIRST FORUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

12 Employees**Number of employees**

The average monthly number of employees during the year was:

	2025	2024
	Number	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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Retirement benefit schemes

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

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)	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	18,379	199,339	(210,468)	7,250
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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

20 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2025	2025	2025
	£	£	£
At 31 March 2025:			
Tangible assets	9,420	7,250	16,670
Current assets/(liabilities)	227,698	-	227,698
	<u> </u>	<u> </u>	<u> </u>
	237,118	7,250	244,368
	<u> </u>	<u> </u>	<u> </u>
	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
At 31 March 2024:			
Tangible assets	5,312	18,379	23,691
Current assets/(liabilities)	144,887	-	144,887
	<u> </u>	<u> </u>	<u> </u>
	150,199	18,379	168,578
	<u> </u>	<u> </u>	<u> </u>

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, analysts, 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