

# PEOPLE FIRST INDEPENDENT ADVOCACY

England & Wales · Charity number 1184112

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [05438407](#)

**Registered** 2019-06-26

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** People First Conference Centre  
Milbourne Street  
Carlisle  
CA2 5XB

**Phone** 03003038037

**Email** [admin@wearepeoplefirst.co.uk](mailto:admin@wearepeoplefirst.co.uk)

**Website** <https://wearepeoplefirst.co.uk/>

## Activities

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**Objects:** (A) THE RELIEF OF THOSE IN NEED BY REASON OF ILL-HEALTH OR DISABILITY LEADING TO A LACK OF CAPACITY INCLUDING (BUT NOT LIMITED TO) PEOPLE WITH A LEARNING DIFFICULTY OR DEMENTIA;(B) THE ADVANCEMENT OF HEALTH AND THE RELIEF OF THOSE IN NEED BY REASON OF YOUTH, AGE, ILL-HEALTH, DISABILITY OR FINANCIAL HARDSHIP BY:(I) PROVIDING INFORMATION AND ADVICE TO THE GENERAL PUBLIC ABOUT LOCAL HEALTH AND SOCIAL CARE SERVICES;(II) MAKING THE VIEWS AND EXPERIENCES OF MEMBERS OF THE GENERAL PUBLIC KNOWN TO HEALTH AND SOCIAL CARE PROVIDERS;(III) ENABLING LOCAL PEOPLE TO HAVE A VOICE IN THE DEVELOPMENT, DELIVERY AND EQUALITY OF ACCESS TO LOCAL HEALTH AND CARE SERVICES AND FACILITIES;(IV) PROVIDING TRAINING AND THE DEVELOPMENT OF SKILLS FOR VOLUNTEERS AND THE WIDER COMMUNITY IN UNDERSTANDING, SCRUTINIZING, REVIEWING AND MONITORING LOCAL HEALTH AND CARE SERVICES AND FACILITIES;(V) CONDUCTING INVESTIGATION AND RESEARCH INTO RELEVANT HEALTH AND SOCIAL CARE ISSUES AND MAKING PUBLIC THE USEFUL RESULTS OF SUCH WORK.

**Activities:** People First Independent Advocacy provides a wide range of support and information services across the North of England, aimed at helping people to live informed, respected, healthy and fulfilled lives.

## Classification

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- **How:** Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** The General Public/mankind

## Geography

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- Throughout England

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£5,485,286	£4,911,487	£2,418,692	129
2024-03-31	£4,807,819	£4,806,092	£1,844,893	104
2023-03-31	£2,335,789	£2,013,226	£1,485,154	100
2022-03-31	£1,856,532	£1,512,774	£1,162,591	66
2021-03-31	£1,540,116	£1,377,965	£818,833	56

## Trustees

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Name	Role	Appointed
Elaine Chambers		2024-05-28
Imogen Weekes		2023-09-29
Kristine Ward		2023-09-29
Mark Pannone		2023-09-29
Martin Walkingshaw		2026-03-24
Mike Deans		2023-09-29
Nicola Murray		2024-05-28

**PEOPLE FIRST INDEPENDENT ADVOCACY**

England & Wales - Charity number 1184112

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# Accounts

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**COMPANY REGISTRATION NUMBER: 05438407**

**CHARITY REGISTRATION NUMBER: 1184112**

**PEOPLE FIRST INDEPENDENT ADVOCACY**  
**COMPANY LIMITED BY GUARANTEE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**David Allen**

Chartered Accountants & Statutory Auditor

Dalmar House

Barras Lane Estate

Dalston

Carlisle

CA5 7NY

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**REFERENCE AND ADMINISTRATIVE DETAILS**

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<b>Trustees</b>	Mr S Corlett (resigned 31 May 2024) Mr J M Mills (resigned 9 May 2024) Miss L Townson (resigned 18 March 2025) Ms K Ward Miss I G Weekes Mr M J D Pannone Mrs N Murray (appointed 28 May 2024) Mrs E Chambers (appointed 28 May 2024) Mr M G Deans
<b>Charity Registration Number</b>	1184112
<b>Company Registration Number</b>	05438407
<b>Registered Office</b>	People First Conference Centre Milbourne Street Carlisle CA2 5XB
<b>Principal Office</b>	People First Conference Centre Milbourne Street Carlisle CA2 5XB
<b>Auditor</b>	David Allen Chartered Accountants & Statutory Auditor Dalmar House Barras Lane Estate Dalston Carlisle CA5 7NY
<b>Bankers</b>	Unity Trust Bank plc Four Brindley Place Birmingham B1 2JB

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT**

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The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditor's report of the charitable company for the year ended 31 March 2025. The annual report serves the purposes of a trustees' report and a directors' report under company law.

#### **OBJECTIVES AND ACTIVITIES**

The objectives of the charity are:

- The relief of those in need by reason of ill-health or disability leading to a lack of capacity including (but not limited to) people with learning difficulties or dementia.
- The advancement of health and the relief of those in need by reason of youth, age, ill-health, disability or financial hardship by:
  - (i) providing information and advice to the general public about local health and social care services;
  - (ii) making the views and experiences of members of the general public known to health and social care providers;
  - (iii) enabling local people to have a voice in the development, delivery and equality of access to local health and care services and facilities;
  - (iv) providing training and the development of skills for volunteers and the wider community in understanding, scrutinising, reviewing and monitoring local health and care services and facilities; and
  - (v) conducting investigation and research into relevant health and social care issues and making public the useful results of such work.

Our trustees have developed a Business Strategy in consultation with our staff and following engagement with our customers. This strategy is delivered by our Chief Executive and supported by our department Directors. A Business Development plan guides each team's activities to support the achievement of our goals.

People First has continued to deliver a wide range of support services to those in need, these service are delivered under six main departments:

#### **Business and Finance**

This department provides support to all areas of our business, including IT, Human Resources, Legal, Governance, Risk Management, Health and Safety, Policy, Compliance and Finance.

#### **Advocacy**

We deliver a range of advocacy services in Cumbria, Lancashire and the North East, including: Independent Mental Capacity Advocacy, Independent Mental Health Advocacy, Care Act Advocacy, NHS Complaints Advocacy, Generic Advocacy, and Maternity and Neonatal Advocacy all supported by a central Advocacy Hub managing incoming advocacy referrals.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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##### **Healthwatch**

We deliver Healthwatch in Cumberland, Westmorland and Furness and Lancashire, ensuring local people can share their experiences of using health and care services and that those experiences are used to help shape and improve services.

##### **Inclusion**

Working with people who use health and care services to ensure that they are included, listened to and respected, delivered via a range of inclusive projects such as, Self Advocacy Groups, work with universities, education for people with learning disabilities, youth work, as well as projects aimed at helping people who use services to be involved in decision making and quality assurance.

##### **Direct Payments**

Our Direct Payments service provides support to children and adults to employ their own care staff, safely, ensuring that people are in control of their lives, support and homes.

All of the services provided by People First are aimed at helping people to live their best life, we listen to, engage and empower people to be involved, be heard and included in their lives, communities, and the services that they use.

##### **The Well Communities C.I.C.**

During this period, we have developed a partnership with The Well Communities C.I.C., a Community Interest Company that supports people to recover from addiction to drugs and / or alcohol. We provide leadership support and share back office functions, such as HR, finance and business services.

From 15 April 2025 People First Independent Advocacy has become the sole corporate member of The Well Communities.

##### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

##### ***Use of volunteers***

We fundamentally believe that volunteers enhance our capacity across communities by bringing additional skills to our teams. Our volunteer coordinators seek to recruit, train and support volunteers across the whole organisation, supported by each department.

All volunteers are recruited through a safer recruitment process and are provided with extensive support from induction and through participation in events which include those also attended by staff.

We aim to maximise the benefits of working with volunteers by matching skills and experience to roles and tasks.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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#### **ACHIEVEMENTS AND PERFORMANCE**

People First continues to be a vibrant organisation that's increasing the number of people that we support year on year. More and more people need our help and we are rising to the challenge.

The last 12 months has seen us invest in leadership and management development, ensuring our managers have the skills and qualifications they need to support our sustained growth and development.

We continue to strengthen our core business services in a bid to help sustain our vital project and services.

We have further invested in our development team with dedicated staff who support us to tender and bid for new work.

#### **FINANCIAL REVIEW**

During the year income amounted to £5,485,286 (2024: £4,807,819) and total expenditure was £4,911,487 (2024: £4,806,092). This resulted in a net surplus of £573,799 (2024: £1,727).

At the year end the total reserves had increased to £2,418,692 (2024: £1,844,893) these being made up of unrestricted reserves of £1,957,347 (2024: £1,641,689) and restricted reserves of £461,345 (£203,204).

#### ***Policy on reserves***

Reserves are held to ensure the stability and deliverability of our mission and vision over all our activities and to ensure the employment and retention of our staff resources. This is equivalent to the greater of five months' budgeted costs or the potential close down costs.

#### **PLANS FOR FUTURE PERIODS**

##### ***Aims and key objectives for future periods***

- Investment in Senior Leadership Team
- Review of Estates
- Strengthening of Human Resources
- Development of new services

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### ***Nature of governing document***

People First Independent Advocacy was incorporated on 28 April 2005 as a company limited by guarantee with company registration number 05438407, and was registered as a charity with the Charity Commission on 26 June 2019 under charity registration number 1184112. The charitable company is governed by its memorandum and articles.

The registered company address is People First Conference Centre, Milbourne Street, Carlisle, CA2 5XB.

#### ***Recruitment and appointment of trustees***

Trustees have a clear process in place for the recruitment of new trustees and the appointment to key roles such as chair. This year our board has increased in size, adding additional skills and talents to the organisation.

#### ***Pre-election procedures***

In order to protect the charity, the trustees may implement pre-election procedures for assessing potential candidates for election and ensuring their suitability. Only persons approved by the trustees through such procedures may be candidates in the election.

#### ***Induction and training of trustees***

All trustees attend the same induction training as staff and volunteers. This covers the overall vision and mission of the charity as well as information on the individual departments and services. Trustees also receive safeguarding and data protection training.

#### ***Arrangements for setting key management personnel remuneration***

The board of trustees set the remuneration of the Chief Executive Officer (CEO) who in turn sets remuneration for all other members of staff in collaboration with the finance committee.

#### ***Organisational structure***

The board of trustees set the overall five year business strategy, which informs the annual business development plan. There is also a series of committees supporting the board, these include: Finance, Quality and Performance, Our People. The CEO reports to the trustees at every board meeting and directors report annually to the board on their area of responsibility. The board of trustees delegate day to day operational management to the CEO supported by directors.

From 1 April 2023, the trustees of the charitable company took the decision to merge with a Charitable Incorporated Organisation (CIO), People First Services (charity number 1184467). The CIO ceased on 31 March 2023 and the charities merged from 1 April 2023. This transaction has been accounted for as a charity merger.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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##### ***Relationships with related parties***

People First strongly believes in working in partnership in order to advance our objectives. We have a wide network of relationships and partnerships with other organisations in the public, private and third sectors. These relationships help us to deliver our services by providing information, support, funding, collaboration, ideas and challenges.

##### ***Major risks and management of those risks***

We have a Risk Management Policy and Risk Matrix which are kept under regular review. Risks are identified, scored using our agreed tolerance and appetite levels and placed on our Risk Matrix. Management of risk is firmly placed in our governance framework with mitigation being kept under review at the assigned level.

Our current main risks are around failure to resecure current contracts.

##### ***Indemnity insurance***

The charitable company has purchased indemnity insurance during the year on behalf of the trustees.

## **FINANCIAL INSTRUMENTS**

##### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk and cash flow risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

##### ***Cash flow risk***

The charity's activities expose it primarily to the financial risks of interest rates. Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

##### ***Credit risk***

The charity's principal financial assets are bank balances and cash, and trade and other receivables.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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**DISCLOSURE OF INFORMATION TO AUDITOR**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

**REAPPOINTMENT OF AUDITOR**

In accordance with section 485 of the Companies Act 2006, a resolution for the re-appointment of David Allen as auditors of the charity is to be proposed at the forthcoming Annual General Meeting.

**SMALL COMPANIES PROVISION STATEMENT**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 4 November 2025 and signed on its behalf by:

.....  
Mr M J D Pannone  
Trustee

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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The trustees (who are also the directors of People First Independent Advocacy for the purposes of company law) are responsible for preparing the trustees' report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 4 November 2025 and signed on its behalf by:

.....  
Mr M J D Pannone  
Trustee

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY**

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### **OPINION**

We have audited the financial statements of People First Independent Advocacy (the 'charity') for the year ended 31 March 2025, which comprise the Statement of financial activities, Balance sheet, Statement of cash flows, and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **BASIS FOR OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **CONCLUSIONS RELATING TO GOING CONCERN**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **OTHER INFORMATION**

The trustees are responsible for the other information continued within the annual report. The other information comprises the information included in the annual report, including the trustees' report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

#### **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report incorporating the Directors' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

#### **RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the Statement of trustees' responsibilities [set out on page 8], the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **AUDITOR RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our audit procedures were designed to respond to those identified risks, including non-compliance with laws and regulations (irregularities) and fraud that are material to the financial statements. Our audit procedures included but were not limited to:

- Discussing with the Trustees and Management their policies and procedures regarding compliance with laws and regulations;
- Communicating identified laws and regulations throughout our engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- Considering the risk of acts by the charity which were contrary to the applicable laws and regulations, including fraud.

Our audit procedures in relation to fraud included but were not limited to:

- Making enquiries of the Trustees and Management on whether they had knowledge of any actual, suspected or alleged fraud;
- Gaining an understanding of the internal controls established to mitigate risks related to fraud;
- Discussing amongst the engagement team the risks of fraud; and
- Addressing the risks of fraud through management override of controls by performing journal entry testing.

We are not responsible for detecting fraud and preventing non-compliance and cannot be expected to detect all fraud and non-compliance with all laws and regulations. The primary responsibility for the prevention and detection of irregularities including fraud rests with both the Trustees and Management. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **USE OF OUR REPORT**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT  
ADVOCACY (CONTINUED)**

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.....  
ALISON WELTON (Senior Statutory Auditor)  
For and on behalf of  
David Allen  
Chartered Accountants & Statutory Auditor

Dalmar House  
Barras Lane Estate  
Dalston  
Carlisle  
CA5 7NY

Date: 4 November 2025

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL  
RECOGNISED GAINS AND LOSSES)**

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	<b>Note</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2025 £</b>	<b>Total 2024 £</b>
<b>Income from:</b>					
Donations, legacies and grants receivable	3	13,913	385,375	399,288	427,445
Charitable activities	4	4,563,391	421,378	4,984,769	4,341,337
Investment income	5	<u>101,229</u>	<u>-</u>	<u>101,229</u>	<u>39,037</u>
Total income		<u>4,678,533</u>	<u>806,753</u>	<u>5,485,286</u>	<u>4,807,819</u>
<b>Expenditure on:</b>					
Charitable activities	6	<u>(4,344,317)</u>	<u>(567,170)</u>	<u>(4,911,487)</u>	<u>(4,806,092)</u>
Total expenditure		<u>(4,344,317)</u>	<u>(567,170)</u>	<u>(4,911,487)</u>	<u>(4,806,092)</u>
Net income		334,216	239,583	573,799	1,727
Transfers between funds		<u>(18,558)</u>	<u>18,558</u>	<u>-</u>	<u>-</u>
Net movement in funds		315,658	258,141	573,799	1,727
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>1,641,689</u>	<u>203,204</u>	<u>1,844,893</u>	<u>1,843,166</u>
Total funds carried forward	17	<u><u>1,957,347</u></u>	<u><u>461,345</u></u>	<u><u>2,418,692</u></u>	<u><u>1,844,893</u></u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025**

**(CONTINUED)**

**(INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL  
RECOGNISED GAINS AND LOSSES)**

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	<b>Note</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2024 £</b>
<b>Income from:</b>				
Donations, legacies and grants receivable	3	11,971	415,474	427,445
Charitable activities	4	4,279,335	62,002	4,341,337
Investment income	5	<u>39,037</u>	<u>-</u>	<u>39,037</u>
Total income		<u>4,330,343</u>	<u>477,476</u>	<u>4,807,819</u>
<b>Expenditure on:</b>				
Charitable activities	6	<u>(4,378,661)</u>	<u>(427,431)</u>	<u>(4,806,092)</u>
Total expenditure		<u>(4,378,661)</u>	<u>(427,431)</u>	<u>(4,806,092)</u>
Net (expenditure)/income		<u>(48,318)</u>	<u>50,045</u>	<u>1,727</u>
Net movement in funds		(48,318)	50,045	1,727
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>1,690,007</u>	<u>153,159</u>	<u>1,843,166</u>
Total funds carried forward	17	<u>1,641,689</u>	<u>203,204</u>	<u>1,844,893</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2025 and 2024 are shown in note 17.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET AS AT 31 MARCH 2025**

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	<b>Note</b>	<b>2025 £</b>	<b>2024 £</b>
<b>Fixed assets</b>			
Tangible assets	12	139,110	127,878
<b>Current assets</b>			
Debtors	13	817,425	740,364
Cash at bank and in hand		<u>4,929,543</u>	<u>3,801,769</u>
		5,746,968	4,542,133
<b>Creditors: Amounts falling due within one year</b>			
	14	<u>(3,467,386)</u>	<u>(2,825,118)</u>
<b>Net current assets</b>		<u>2,279,582</u>	<u>1,717,015</u>
<b>Net assets</b>		<u>2,418,692</u>	<u>1,844,893</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		461,345	203,204
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>1,957,347</u>	<u>1,641,689</u>
<b>Total funds</b>	17	<u>2,418,692</u>	<u>1,844,893</u>

The financial statements on pages 14 to 38 were approved by the trustees, and authorised for issue on 4 November 2025 and signed on their behalf by:

.....  
Mr M J D Pannone  
Trustee  
Registration number: 05438407

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2025**

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	<b>Note</b>	<b>2025 £</b>	<b>2024 £</b>
<b>Cash flows from operating activities</b>			
Net cash income		573,799	1,727
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		43,425	46,946
Investment income	5	<u>(101,229)</u>	<u>(39,037)</u>
		515,995	9,636
<b>Working capital adjustments</b>			
Increase in debtors	13	(77,061)	(160,997)
Increase in creditors	14	<u>642,268</u>	<u>2,321,892</u>
Net cash flows from operating activities		<u>1,081,202</u>	<u>2,170,531</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	5	101,229	39,037
Purchase of tangible fixed assets	12	<u>(54,657)</u>	<u>(49,364)</u>
Net cash flows from investing activities		<u>46,572</u>	<u>(10,327)</u>
Net increase in cash and cash equivalents		1,127,774	2,160,204
Cash and cash equivalents at 1 April		<u>3,801,769</u>	<u>1,641,565</u>
Cash and cash equivalents at 31 March		<u><u>4,929,543</u></u>	<u><u>3,801,769</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025**

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### **1 CHARITY STATUS**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

People First Conference Centre  
Milbourne Street  
Carlisle  
CA2 5XB

These financial statements were authorised for issue by the trustees on 4 November 2025.

### **2 ACCOUNTING POLICIES**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

People First Independent Advocacy meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

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

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Departures from the SORP**

As noted in the trustees' report, organisational structure section, the charitable company merged with a CIO, People First Services with effect from 1 April 2023. This transaction has been accounted for as a charity merger, which accurately reflects the substance of the transactions. This is a departure from SORP FRS 102 paragraph 27.4A which specifies that a charitable company cannot apply merger accounting to such combinations. The departure from the provisions of the SORP is required in order to give a true and fair view.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

**Income**

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

***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

***Investment income***

Interest on funds held on deposit are included when receivable and the amount can be measured reliably by the charitable company, this is normally upon notification of the interest paid or payable by the bank.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)**

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## **2 ACCOUNTING POLICIES (CONTINUED)**

### ***Charitable activities***

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

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

### **Governance costs**

Governance costs are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## PEOPLE FIRST INDEPENDENT ADVOCACY

### COMPANY LIMITED BY GUARANTEE

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

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## 2 ACCOUNTING POLICIES (CONTINUED)

### Tangible fixed assets

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, fittings and equipment	25% straight line, 20% straight line and 15% reducing balance
Plant and machinery	20% reducing balance
Property improvements - Bistro	straight line over remaining life of leasehold lease
Equipment	20% straight line
Motor vehicles	20% reducing balance

### Debtors

Trade debtors and other debtors are measured at their recoverable amounts. Prepayments are calculated as amounts paid during the financial year, but which relate to a future financial period. Accrued income is recognised where the entity is entitled to the income in the financial year, but the receipt does not occur until a future financial year.

### Cash and cash equivalents

Includes all cash held and in bank current and deposit accounts.

### Creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Accruals are calculated as amounts relating to the financial year, but which are paid for after the year end. Deferred income includes amounts received in the financial year for income relating to future financial periods.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

**Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

**Pensions and other post retirement obligations**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Outstanding pension contributions at the balance sheet date are included within other creditors.

**Employee benefits**

Termination benefits are recognised as an expense in the Statement of Financial Activities immediately. Termination benefits are recognised as a liability and expense only when the charitable company is demonstrably committed either to terminate the employment of an employee or group of employees before the normal retirement date or to provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

Termination benefits are measured at the best estimate of the expenditure that would be required to settle the obligation at the reporting date. In the case of an offer made to encourage voluntary redundancy, measurement is based on the number of employees expected to accept the offer. When termination benefits are due more than 12 months after the end of the reporting period, they shall be measured at their discounted present value.

**Financial instruments**

***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

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**3 INCOME FROM DONATIONS, LEGACIES AND GRANTS RECEIVABLE**

	<b>Unrestricted</b>			
	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>funds</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations and legacies;				
Donations from companies, trusts and similar proceeds	13,913	-	13,913	11,971
Grants, including capital grants;				
NHS North East & North Cumbria ICB - LeDeR project Newcastle Upon Tyne Hospitals NHS Foundation VONNE - Research Engagement Network Development	-	43,750	43,750	-
Cumbria Youth Alliance	-	18,176	18,176	24,236
Cumbria Community Foundation	-	9,852	9,852	24,649
National Lottery Community Fund	-	148,333	148,333	148,333
National Lottery - Awards for All	-	20,000	20,000	-
Manchester Metropolitan University	-	2,000	2,000	-
Cumbria Education Trust	-	1,400	1,400	-
Children in Need - Journies	-	-	-	20,000
Centre for learning	-	20,000	20,000	-
Maternity Voices Partnership	-	-	-	143,160
Skills For People	-	4,800	4,800	-
Safeguarding Voices	-	-	-	24,690
Cumbria Tourism	-	16,812	16,812	-
Francis Scott Charitable Trust	-	10,000	10,000	-
Poverty Reduction Action	-	-	-	3,500
Motability Foundation - Your Voice Counts	-	72,436	72,436	-
	<u>13,913</u>	<u>385,375</u>	<u>399,288</u>	<u>427,445</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

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**4 INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted funds</b>		<b>Total 2025</b>	<b>Total 2024</b>
	<b>General</b>	<b>Restricted</b>	<b>£</b>	<b>£</b>
	<b>£</b>	<b>£</b>		
Income receivable	<u>4,563,391</u>	<u>421,378</u>	<u>4,984,769</u>	<u>4,341,337</u>

**5 INVESTMENT INCOME**

	<b>Unrestricted funds</b>		<b>Total 2025</b>	<b>Total 2024</b>
	<b>General</b>		<b>£</b>	<b>£</b>
	<b>£</b>			
Interest on cash deposits		<u>101,229</u>	<u>101,229</u>	<u>39,037</u>

**6 EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>Activity undertaken directly</b>	<b>Activity support costs</b>	<b>Total 2025</b>	<b>Total 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Charitable activities	<u>4,633,699</u>	<u>277,788</u>	<u>4,911,487</u>	<u>4,806,092</u>

**7 ANALYSIS OF GOVERNANCE AND SUPPORT COSTS**

**SUPPORT COSTS ALLOCATED TO CHARITABLE ACTIVITIES**

	<b>Governance costs</b>	<b>Finance costs</b>	<b>Information technology</b>	<b>Staff costs</b>	<b>Other support costs</b>	<b>Total 2025</b>	<b>Total 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Support costs	<u>14,640</u>	<u>6,278</u>	<u>121,933</u>	<u>34,350</u>	<u>100,587</u>	<u>277,788</u>	<u>304,260</u>

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

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**7 ANALYSIS OF GOVERNANCE AND SUPPORT COSTS (CONTINUED)**

**SUPPORT COSTS ALLOCATED TO CHARITABLE ACTIVITIES**

	<b>Governance costs £</b>	<b>Finance costs £</b>	<b>Information technology £</b>	<b>Staff costs £</b>	<b>Other support costs £</b>	<b>Total funds £</b>
<b>Total for 2024</b>	<u>23,812</u>	<u>4,165</u>	<u>127,371</u>	<u>19,564</u>	<u>129,348</u>	<u>304,260</u>

**GOVERNANCE COSTS**

	<b>Unrestricted funds General £</b>	<b>Total 2025 £</b>
Auditor's fees	<u>14,640</u>	<u>14,640</u>
	<u>14,640</u>	<u>14,640</u>

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>
Accountancy fees	8,812	8,812
Auditor's fees	<u>15,000</u>	<u>15,000</u>
	<u>23,812</u>	<u>23,812</u>

**8 NET INCOMING/OUTGOING RESOURCES**

Net incoming resources for the year include:

	<b>2025 £</b>	<b>2024 £</b>
Operating leases - other assets	78,427	84,594
Audit fees	14,640	15,000
Other non-audit services	-	8,812
Depreciation of fixed assets	<u>43,425</u>	<u>46,946</u>

## PEOPLE FIRST INDEPENDENT ADVOCACY

### COMPANY LIMITED BY GUARANTEE

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

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#### 9 TRUSTEES REMUNERATION AND EXPENSES

During the year the charity made the following transactions with trustees:

##### Miss L Townson

Miss L Townson received remuneration of £780 (2024: £866) during the year.

Miss L Townson completes work as an independent expert by experience to help in delivering independent reviews externally.

Total expenses of £692 were reimbursed to four trustees in respect of travel and subsistence (2024: £514 reimbursed to two trustees).

No trustees have received any other benefits from the charity during the year.

#### 10 STAFF COSTS

The aggregate payroll costs were as follows:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	2,767,052	2,783,089
Social security costs	229,272	220,739
Pension costs	<u>134,222</u>	<u>129,146</u>
	<u><u>3,130,546</u></u>	<u><u>3,132,974</u></u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2025</b>	<b>2024</b>
	<b>No</b>	<b>No</b>
Average number of staff	<u>129</u>	<u>104</u>

99 (2024 - 92) of the above employees participated in the Defined Contribution Pension Schemes. Contributions to the employee pension schemes for the year totalled £134,222 (2024 - £129,146).

During the year, the charity committed to redundancy and/or termination payments which totalled £Nil (2024 - £7,814).

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

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**10 STAFF COSTS (CONTINUED)**

The number of employees whose emoluments fell within the following bands was:

	<b>2025</b>	<b>2024</b>
	<b>No</b>	<b>No</b>
£90,001 - £100,000	1	-
£110,001 - £120,000	<u>-</u>	<u>1</u>

In the previous year the actual salary of the individual concerned in this band was considerably lower. The total included special reimbursements related to additional cover provided in the absence of a Finance Director.

The total employee benefits of the key management personnel of the charity were £408,828 (2024 - £523,668).

**11 TAXATION**

The charity is a registered charity and is therefore exempt from taxation.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

---

**12 TANGIBLE FIXED ASSETS**

	<b>Property improvements - Bistro £</b>	<b>Plant and machinery £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Equipment £</b>	<b>Motor vehicles £</b>	<b>Total £</b>
<b>Cost</b>						
At 1 April 2024	38,225	15,990	450,114	109,945	-	614,274
Additions	-	-	6,006	42,291	6,360	54,657
At 31 March 2025	<u>38,225</u>	<u>15,990</u>	<u>456,120</u>	<u>152,236</u>	<u>6,360</u>	<u>668,931</u>
<b>Depreciation</b>						
At 1 April 2024	22,485	5,812	403,887	54,212	-	486,396
Charge for the year	4,498	2,035	21,114	14,824	954	43,425
At 31 March 2025	<u>26,983</u>	<u>7,847</u>	<u>425,001</u>	<u>69,036</u>	<u>954</u>	<u>529,821</u>
<b>Net book value</b>						
At 31 March 2025	<u>11,242</u>	<u>8,143</u>	<u>31,119</u>	<u>83,200</u>	<u>5,406</u>	<u>139,110</u>
At 31 March 2024	<u>15,740</u>	<u>10,178</u>	<u>46,227</u>	<u>55,733</u>	-	<u>127,878</u>

**13 DEBTORS**

	<b>2025 £</b>	<b>2024 £</b>
Trade debtors	411,110	455,494
Prepayments and accrued income	<u>406,315</u>	<u>284,870</u>
	<u>817,425</u>	<u>740,364</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

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**14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Trade creditors	81,028	167,635
Other taxation and social security	79,793	48,624
Other creditors	2,917,894	2,416,712
Accruals and deferred income	<u>388,671</u>	<u>192,147</u>
	<u><u>3,467,386</u></u>	<u><u>2,825,118</u></u>

Included in other creditors is £2,900,000 (£2,400,000) of funds held not belonging to the charity.

**Deferred income**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2024	150,097	95,135
Resources deferred in the period	212,534	150,097
Amounts released from previous periods	<u>(150,097)</u>	<u>(95,135)</u>
Deferred income at year end	<u><u>212,534</u></u>	<u><u>150,097</u></u>

At the balance sheet date, the charity held grants and funds received in advance relating to the next financial year which amounted to £212,534 (£150,097).

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

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**15 OBLIGATIONS UNDER LEASES AND HIRE PURCHASE CONTRACTS**

**OPERATING LEASE COMMITMENTS**

Total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Land and buildings</b>		
Within one year	67,413	60,072
Between one and five years	<u>108,350</u>	<u>151,250</u>
	<u><u>175,763</u></u>	<u><u>211,322</u></u>
<b>Other</b>		
Within one year	5,224	8,155
Between one and five years	<u>6,342</u>	<u>11,566</u>
	<u><u>11,566</u></u>	<u><u>19,721</u></u>

The amount paid in respect of operating lease payments during the year was £78,427 (2024: £84,594).

**16 PENSION**

**Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £134,222 (2024 - £129,146).

Contributions totalling £17,893 (2024: £15,340) were payable to the scheme at the end of the year and are included in creditors.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

**17 FUNDS**

	<b>Balance at 1 April 2024 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Balance at 31 March 2025 £</b>
<b>Unrestricted funds</b>					
<i>General</i>					
General Funds	1,341,689	4,678,533	(4,344,317)	(18,558)	1,657,347
<i>Designated</i>					
Property costs	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
<b>Total unrestricted funds</b>	<u>1,641,689</u>	<u>4,678,533</u>	<u>(4,344,317)</u>	<u>(18,558)</u>	<u>1,957,347</u>
<b>Restricted funds</b>					
Savoy Educational Trust	83	-	(83)	-	-
National Lottery					
Community Fund	148,333	148,333	(137,604)	-	159,062
Funding for Bistro	2,322	-	(663)	-	1,659
Cumbria Police and Crime Commissioner	988	-	(851)	-	137
Sanitisation Station	689	-	(275)	-	414
Defibrillator funding	150	-	-	-	150
VONNE - Research Engagement Network Development	-	708	(567)	-	141
Newcastle Upon Tyne Hospitals NHS Foundation	-	18,176	(23,692)	5,516	-
Cumbria Youth Alliance	-	17,108	(23,726)	6,618	-
Safeguarding Voices	24,690	-	(24,690)	-	-
Cumbria Community Foundation	24,649	9,852	(28,659)	-	5,842
Inclusion North - Oliver McGowan funding	-	145,314	(82,119)	-	63,195
Healthwatch Cumbria dentistry funding	1,040	-	(1,040)	-	-
Healthwatch W&F dentistry funding	260	-	(260)	-	-
Manchester Metropolitan University	-	2,000	(516)	-	1,484
Cumbria Education Trust	-	1,400	(3,927)	2,527	-
Francis Scott Charitable Trust	-	10,000	(11,116)	1,116	-

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

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**17 FUNDS (CONTINUED)**

	<b>Balance at 1 April 2024 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Balance at 31 March 2025 £</b>
NHS North East and North Cumbria ICB - LMNS project	-	108,033	(67,492)	-	40,541
NHS North East and North Cumbria ICB - MNVP project	-	188,030	(127,015)	-	61,015
NHS North East and North Cumbria ICB - LeDeR project	-	43,750	(20,221)	-	23,529
Skills for People	-	4,800	(7,581)	2,781	-
Your Voice Counts	-	72,436	(3,108)	-	69,328
Cumbria Tourism	-	16,813	(1,951)	-	14,862
National Lottery - Awards for All	-	20,000	(14)	-	19,986
<b>Total restricted funds</b>	<u>203,204</u>	<u>806,753</u>	<u>(567,170)</u>	<u>18,558</u>	<u>461,345</u>
<b>Total funds</b>	<u>1,844,893</u>	<u>5,485,286</u>	<u>(4,911,487)</u>	<u>-</u>	<u>2,418,692</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

**17 FUNDS (CONTINUED)**

	<b>Balance at 1 April 2023</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance at 31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
<i>General</i>				
General Funds	1,390,007	4,330,343	(4,378,661)	1,341,689
<i>Designated</i>				
Property costs	300,000	-	-	300,000
<b>Total unrestricted funds</b>	<b>1,690,007</b>	<b>4,330,343</b>	<b>(4,378,661)</b>	<b>1,641,689</b>
<b>Restricted</b>				
Children in Need - Journies Cumbria Community Foundation - Brian and Ann Clark Fund	(11,763)	20,000	(8,237)	-
Savoy Educational Trust	668	-	(668)	-
National Lottery Community Fund	967	-	(884)	83
Hedley Foundation	2,432	148,333	(2,432)	148,333
Funding for Bistro Cumbria Community Foundation - Virtual groups	3,000	-	(3,000)	-
Social Enterprise Support Fund	8,308	-	(5,986)	2,322
Cumbria Police and Crime Commissioner	4,433	-	(4,433)	-
Sanitisation Station	201	-	(201)	-
Persimmon Community Champions	1,839	-	(851)	988
Defibrillator funding	964	-	(275)	689
Disability Voices Project	1,000	-	(1,000)	-
Lancashire - Safeguarding Voices Project	150	-	-	150
Poverty Reduction Action	67,960	-	(67,960)	-
VONNE - Research Engagement Network Development	33,000	-	(33,000)	-
Newcastle Upon Tyne Hospitals NHS Foundation	40,000	3,500	(43,500)	-
Cumbria Youth Alliance	-	15,500	(15,500)	-
Safeguarding Voices Cumbria Community Foundation	-	24,236	(24,236)	-
	-	11,406	(11,406)	-
	-	24,690	-	24,690
	-	24,649	-	24,649

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

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**17 FUNDS (CONTINUED)**

	<b>Balance at 1 April 2023</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance at 31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Inclusion North - Oliver McGowan funding	-	60,702	(60,702)	-
Healthwatch Cumbria dentistry funding	-	1,040	-	1,040
Healthwatch W&F dentistry funding	-	260	-	260
Maternity Voices Partnership	-	143,160	(143,160)	-
<b>Total restricted funds</b>	<u>153,159</u>	<u>477,476</u>	<u>(427,431)</u>	<u>203,204</u>
<b>Total funds</b>	<u>1,843,166</u>	<u>4,807,819</u>	<u>(4,806,092)</u>	<u>1,844,893</u>

Transfers were made from the unrestricted fund and allocated to the restricted funds of projects that had expenditure exceeding the restricted income and the project was complete.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)**

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##### **17 FUNDS (CONTINUED)**

The Savoy Educational Trust provided funding for the purchase of a coffee machine for the bistro.

The charity received a grant from The National Lottery Community Fund for the Work in Progress project which aims to support people with learning disabilities and autistic people into paid permanent work.

A grant from The National Lottery Community Fund was received in earlier years for capital items in the refurbishment of the kitchen for learners. The balance remaining is the net book value of these items.

Cumbria Police and Crime Commissioner provided funding to help deliver the HERE - All Age Counselling Service to respond to the mental health crisis caused by Covid-19 in previous years. The project also supported the purchase of capital items and the balance remaining is the net book value of these items.

Funding was received for a defibrillator.

Other funding was received for the purchase of a sanitisation station.

The VONNE funding received during the year was to support the Research Engagement Network Development project carried out last year to provide additional funding for vouchers.

Newcastle Upon Tyne Hospitals NHS Foundation - A 3 year grant was provided to fund the People First Cafe at the Northern Centre for Cancer Care, Cumberland Infirmary.

The Cumbria Youth Alliance towards the costs of the Youth Partnership project.

Lancashire County Council provided funding for a Safeguarding Voices Project which will review the involvement of people within the safeguarding process who fall under Blackpool, Blackburn (with Darwen Borough) and Lancashire County Councils. The project's aim is to involve people as fully as possible so that the quality of life, wellbeing and safety of the individual can be improved.

Francis Scott foundation, Awards for All and the Cumberland Building Society all provided capital funding for the bistro and equipment for the bistro.

The Cumbria Community Foundation provided funding through their shared prosperity fund for help towards the Work in Progress project (primarily funded by the National Lottery Community Fund grant).

Inclusion North provided funding for the Oliver McGowan training fund which delivers training on recommended practices for health and social care staff.

Healthwatch Cumbria provided funding for engagement with the public on dentist services in the area.

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## PEOPLE FIRST INDEPENDENT ADVOCACY

### COMPANY LIMITED BY GUARANTEE

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

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#### 17 FUNDS (CONTINUED)

Healthwatch W&F provided funding for engagement with the public on dentist services in the area.

Manchester Metropolitan University provided a grant to fund the Research for WT Project 507935: Mental Health Medications In The Lives Of People With Learning Disabilities.

Cumbria Education Trust provided funding for the workshops as part of the Family Connector project.

A two year grant was provided by The Francis Scott Charitable Trust towards the costs of the Inclusion Insights project.

NHS North East and North Cumbria ICB provided funding for the Local Maternity and Neonatal System partnership.

NHS North East and North Cumbria ICB provided funding for the Maternity and Neonatal Voices Partnership.

Cumbria ICB - LeDeR - provided a grant to support the project Learning from lives and deaths - people with a learning disability and autistic people.

Skills for People provided a grant to fund the hospital prevention work.

The Motability Foundation provided a 2 year partnership grant to fund the Your Voice Counts project to provide accredited training for adults with learning disabilities in the North of England and to support people with learning disabilities to form a regional Travel Champions Network to tackle travel barriers at a strategic level.

Cumbria Tourism provided a grant towards the Helping Hands Training program.

The National Lottery provided an Awards for All grant towards the Youth group.

#### 18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total funds at 31 March 2025</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	137,397	-	1,713	139,110
Current assets	4,987,336	300,000	459,632	5,746,968
Current liabilities	<u>(3,467,386)</u>	<u>-</u>	<u>-</u>	<u>(3,467,386)</u>
Total net assets	<u>1,657,347</u>	<u>300,000</u>	<u>461,345</u>	<u>2,418,692</u>

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025  
(CONTINUED)**

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**18 ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)**

	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total funds at 31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	126,698	-	1,180	127,878
Current assets	4,040,109	300,000	202,024	4,542,133
Current liabilities	<u>(2,825,118)</u>	<u>-</u>	<u>-</u>	<u>(2,825,118)</u>
Total net assets	<u>1,341,689</u>	<u>300,000</u>	<u>203,204</u>	<u>1,844,893</u>

**19 ANALYSIS OF NET FUNDS**

	<b>At 1 April 2024</b>	<b>Financing cash flows</b>	<b>At 31 March 2025</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	<u>3,801,769</u>	<u>1,127,774</u>	<u>4,929,543</u>
Net debt	<u>3,801,769</u>	<u>1,127,774</u>	<u>4,929,543</u>
	<b>At 1 April 2023</b>	<b>Financing cash flows</b>	<b>At 31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	<u>1,641,565</u>	<u>2,160,204</u>	<u>3,801,769</u>
Net debt	<u>1,641,565</u>	<u>2,160,204</u>	<u>3,801,769</u>

**20 RELATED PARTY TRANSACTIONS**

There were no related party transactions in the year.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

England & Wales - Charity number 1184112

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# Accounts

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**COMPANY REGISTRATION NUMBER: 05438407**

**CHARITY REGISTRATION NUMBER: 1184112**

**PEOPLE FIRST INDEPENDENT ADVOCACY**  
**COMPANY LIMITED BY GUARANTEE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**David Allen**

Chartered Accountants & Statutory Auditor

Dalmar House

Barras Lane Estate

Dalston

Carlisle

CA5 7NY

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**REFERENCE AND ADMINISTRATIVE DETAILS**

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<b>Trustees</b>	Mr S Corlett (resigned 31 May 2024) Mr J M Mills (resigned 9 May 2024) Miss L Townson Mr P R Wiggins (resigned 29 September 2023) Mr T Cole (resigned 19 January 2024) Ms K Ward (appointed 29 September 2023) Ms I Weekes (appointed 29 September 2023) Mr M Pannone (appointed 29 September 2023) Mrs N Murray (appointed 28 May 2024) Mrs E Chambers (appointed 28 May 2024) Mr M G Deans (appointed 29 September 2023)
<b>Charity Registration Number</b>	1184112
<b>Company Registration Number</b>	05438407
<b>Registered Office</b>	People First Conference Centre Milbourne Street Carlisle CA2 5XB
<b>Principal Office</b>	People First Conference Centre Milbourne Street Carlisle CA2 5XB
<b>Auditor</b>	David Allen Chartered Accountants & Statutory Auditor Dalmar House Barras Lane Estate Dalston Carlisle CA5 7NY
<b>Bankers</b>	Unity Trust Bank plc Four Brindley Place Birmingham B1 2JB

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT**

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The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2024. The annual report serves the purposes of a trustees' report and a directors' report under company law.

#### **OBJECTIVES AND ACTIVITIES**

The objectives of the charity are:

- The relief of those in need by reason of ill-health or disability leading to a lack of capacity including (but not limited to) people with learning difficulties or dementia.
- The advancement of health and the relief of those in need by reason of youth, age, ill-health, disability or financial hardship by:
  - (i) providing information and advice to the general public about local health and social care services;
  - (ii) making the views and experiences of members of the general public known to health and social care providers;
  - (iii) enabling local people to have a voice in the development, delivery and equality of access to local health and care services and facilities;
  - (iv) providing training and the development of skills for volunteers and the wider community in understanding, scrutinizing, reviewing and monitoring local health and care services and facilities; and
  - (v) conducting investigation and research into relevant health and social care issues and making public the useful results of such work.

Our trustees have developed a Business Strategy in consultation with our staff and following engagement with our customers. This strategy is delivered by our Chief Executive and supported by our department Directors. A Business Development plan guides each team's activities to support the achievement of our goals.

People First has continued to deliver a wide range of support services to those in need, these service are delivered under 5 main departments:

#### **Business and Finance**

This department provides support to all areas of our business, including IT, Human Resources, Legal, Governance, Risk Management, Health and Safety, Policy, Compliance and Finance.

#### **Advocacy**

We deliver a range of advocacy services in Cumbria, Lancashire and the North East, including: Independent Mental Capacity Advocacy, Independent Mental Health Advocacy, Care Act Advocacy, NHS Complaints Advocacy, Generic Advocacy, and Maternity and Neonatal Advocacy all supported by a central Advocacy Hub managing incoming advocacy referrals.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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##### **Healthwatch**

We deliver Healthwatch in Cumberland, Westmorland and Furness and Lancashire, ensuring local people can share their experiences of using health and care services and that those experiences are used to help shape and improve services.

##### **Inclusion**

Working with people who use health and care services to ensure that they are included, listened to and respected, delivered via a range of inclusive projects such as, Self Advocacy Groups, work with universities, education for people with learning disabilities, youth work, as well as projects aimed at helping people who use services to be involved in decision making and quality assurance.

##### **Direct Payments**

Our Direct Payments service provides support to children and adults to employ their own care staff, safely, ensuring that people are in control of their lives, support and homes.

All of the services provided by People First are aimed at helping people to live their best life, we listen to, engage and empower people to be involved, be heard and included in their lives, communities, and the services that they use.

##### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

##### ***Use of volunteers***

We fundamentally believe that volunteers enhance our capacity across communities by bringing additional skills to our teams. Our volunteer coordinators seek to recruit, train and support volunteers across the whole organisation, supported by each department.

All volunteers are recruited through a safer recruitment process and are provided with extensive support from induction and through participation in events which include those also attended by staff.

We aim to maximise the benefits of working with volunteers by matching skills and experience to roles and tasks.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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#### **ACHIEVEMENTS AND PERFORMANCE**

Building on the success from recent years, People First continues to be a thriving, dynamic organisation. Increased numbers of staff and volunteers has enabled us to support more people than ever before.

We have strengthened the skills and experience that sits within our governance arrangements, ensuring that lived experience is at the very heart of what we do, as well as support from professionals to navigate the complex world we operate within.

Our Business and Finance team have worked hard to ensure grip and control over our finances and business processes providing assurance to our board.

The Leadership Team has undergone changes aimed at giving focus and increasing accountability. Head of Services now form a vital part of the Senior Leadership Team.

A new strategy had been co-produced with those we support, staff, volunteers, commissioners and trustees, which include five key pillars;

1. Inclusion - We welcome diversity, making sure everyone feels listened to, respected and valued
2. Independence - We are fearless and brave with clear objectives which identify opportunities and drive our work
3. Impact - We make real differences through delivering local impactful services
4. Intelligence - We use data, evidence, and research to inform our work, our aims and our plans
5. Investment - We build organisational stability and sustainability and invest in our people

#### **FINANCIAL REVIEW**

During the year income amounted to £4,807,819 (2023: £3,329,544) and total expenditure was £4,806,092 (2023: £2,942,667). This resulted in a net surplus of £1,727 (2023: £386,877).

At the year end the total reserves had increased to £1,844,893 (2023: £1,843,166), these being made up of unrestricted reserves of £1,641,689 (2023: £1,690,007) and restricted reserves of £203,204 (2023: £153,159).

#### ***Policy on reserves***

Reserves are held to ensure the stability and deliverability of our mission and vision over all our activities and to ensure the employment and retention of our staff resources. This is equivalent to the greater of 5 months' budgeted costs or the potential close down costs.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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#### **PLANS FOR FUTURE PERIODS**

##### ***Aims and key objectives for future periods***

- Launching a new business strategy.
- Improving finance processes.
- Strengthening HR systems.
- Developing our employment services.
- Increase the training offer for all staff.
- Organisational Development Programme to enhance leadership and performance.
- Increased focus on partnerships and fundraising.
- Recruitment to our Board of Trustees.
- Service growth in existing and new areas.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### ***Nature of governing document***

People First Independent Advocacy was incorporated on 28 April 2005 as a company limited by guarantee with company registration number 05438407, and was registered as a charity with the Charity Commission on 26 June 2019 under charity registration number 1184112. The charitable company is governed by its memorandum and articles.

The registered company address is People First Conference Centre, Milbourne Street, Carlisle, CA2 5XB.

##### ***Recruitment and appointment of trustees***

Trustees have a clear process in place for the recruitment of new trustees and the appointment to key roles such as chair. This year our board has increased in size, adding additional skills and talents to the organisation.

##### ***Pre-election procedures***

In order to protect the charity, the trustees may implement pre-election procedures for assessing potential candidates for election and ensuring their suitability. Only persons approved by the trustees through such procedures may be candidates in the election.

##### ***Induction and training of trustees***

All trustees attend the same induction training as staff and volunteers. This covers the overall vision and mission of the charity as well as information on the individual departments and services. Trustees also receive safeguarding and data protection training.

##### ***Arrangements for setting key management personnel remuneration***

The board of trustees set the remuneration of the Chief Executive Officer (CEO) who in turn sets remuneration for all other members of staff in collaboration with the finance committee.

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## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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##### ***Organisational structure***

The board of trustees set the overall five year business strategy, which informs the annual business development plan. There is also a series of committees supporting the board, these include: Finance, Quality and Performance, Our People. The CEO reports to the trustees at every board meeting and directors report annually to the board on their area of responsibility. The board of trustees delegate day to day operational management to the CEO supported by directors.

From 1 April 2023, the trustees of the charitable company took the decision to merge with a Charitable Incorporated Organisation (CIO), People First Services (charity number 1184467). The CIO ceased on 31 March 2023 and the charities merged from 1 April 2023. This transaction has been accounted for as a charity merger.

##### ***Relationships with related parties***

People First strongly believes in working in partnership in order to advance our objectives. We have a wide network of relationships and partnerships with other organisations in the public, private and third sectors. These relationships help us to deliver our services by providing information, support, funding, collaboration, ideas and challenges.

##### ***Major risks and management of those risks***

We have a Risk Management Policy and Risk Matrix which are kept under regular review. Risks are identified, scored using our agreed tolerance and appetite levels and placed on our Risk Matrix. Management of risk is firmly placed in our governance framework with mitigation being kept under review at the assigned level.

Our current main risks are around failure to resecure current contracts.

##### ***Indemnity insurance***

The charitable company has purchased indemnity insurance during the year on behalf of the trustees.

## **FINANCIAL INSTRUMENTS**

##### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk and cash flow risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

##### ***Cash flow risk***

The charity's activities expose it primarily to the financial risks of interest rates. Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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***Credit risk***

The charity's principal financial assets are bank balances and cash, and trade and other receivables.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

**DISCLOSURE OF INFORMATION TO AUDITOR**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

**REAPPOINTMENT OF AUDITOR**

In accordance with section 485 of the Companies Act 2006, a resolution for the re-appointment of David Allen as auditors of the charity is to be proposed at the forthcoming Annual General Meeting.

**SMALL COMPANIES PROVISION STATEMENT**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 20 December 2024 and signed on its behalf by:

.....  
Mr M Pannone  
Trustee

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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The trustees (who are also the directors of People First Independent Advocacy for the purposes of company law) are responsible for preparing the trustees' report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 20 December 2024 and signed on its behalf by:

.....  
Mr M Pannone  
Trustee

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY**

---

### **OPINION**

We have audited the financial statements of People First Independent Advocacy (the 'charity') for the year ended 31 March 2024, which comprise the Statement of financial activities, Balance sheet, Statement of cash flows, and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **BASIS FOR OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **CONCLUSIONS RELATING TO GOING CONCERN**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **OTHER INFORMATION**

The trustees are responsible for the other information continued within the annual report. The other information comprises the information included in the annual report, including the trustees' report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

#### **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report incorporating the Directors' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

#### **RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the Statement of trustees' responsibilities [set out on page 8], the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **AUDITOR RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our audit procedures were designed to respond to those identified risks, including non-compliance with laws and regulations (irregularities) and fraud that are material to the financial statements. Our audit procedures included but were not limited to:

- Discussing with the Trustees and Management their policies and procedures regarding compliance with laws and regulations;
- Communicating identified laws and regulations throughout our engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- Considering the risk of acts by the charity which were contrary to the applicable laws and regulations, including fraud.

Our audit procedures in relation to fraud included but were not limited to:

- Making enquiries of the Trustees and Management on whether they had knowledge of any actual, suspected or alleged fraud;
- Gaining an understanding of the internal controls established to mitigate risks related to fraud;
- Discussing amongst the engagement team the risks of fraud; and
- Addressing the risks of fraud through management override of controls by performing journal entry testing.

We are not responsible for detecting fraud and preventing non-compliance and cannot be expected to detect all fraud and non-compliance with all laws and regulations. The primary responsibility for the prevention and detection of irregularities including fraud rests with both the Trustees and Management. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **USE OF OUR REPORT**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT  
ADVOCACY (CONTINUED)**

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.....  
ALISON WELTON (Senior Statutory Auditor)  
For and on behalf of  
David Allen  
Chartered Accountants & Statutory Auditor

Dalmar House  
Barras Lane Estate  
Dalston  
Carlisle  
CA5 7NY

Date: 20 December 2024

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL  
RECOGNISED GAINS AND LOSSES)**

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	<b>Note</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
<b>Income from:</b>					
Donations, legacies and grants receivable	3	11,971	415,474	427,445	312,529
Charitable activities	4	4,279,335	62,002	4,341,337	3,002,745
Investment income	5	39,037	-	39,037	9,270
Other income	6	-	-	-	5,000
Total income		<u>4,330,343</u>	<u>477,476</u>	<u>4,807,819</u>	<u>3,329,544</u>
<b>Expenditure on:</b>					
Charitable activities	7	<u>(4,378,661)</u>	<u>(427,431)</u>	<u>(4,806,092)</u>	<u>(2,942,667)</u>
Total expenditure		<u>(4,378,661)</u>	<u>(427,431)</u>	<u>(4,806,092)</u>	<u>(2,942,667)</u>
Net (expenditure)/income		<u>(48,318)</u>	<u>50,045</u>	<u>1,727</u>	<u>386,877</u>
Net movement in funds		(48,318)	50,045	1,727	386,877
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>1,690,007</u>	<u>153,159</u>	<u>1,843,166</u>	<u>1,456,289</u>
Total funds carried forward	18	<u><u>1,641,689</u></u>	<u><u>203,204</u></u>	<u><u>1,844,893</u></u>	<u><u>1,843,166</u></u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024**

**(CONTINUED)**

**(INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL  
RECOGNISED GAINS AND LOSSES)**

---

	<b>Note</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2023 £</b>
<b>Income from:</b>				
Donations, legacies and grants receivable	3	70,063	242,466	312,529
Charitable activities	4	2,937,457	65,288	3,002,745
Investment income	5	9,270	-	9,270
Other income	6	<u>5,000</u>	<u>-</u>	<u>5,000</u>
Total income		<u>3,021,790</u>	<u>307,754</u>	<u>3,329,544</u>
<b>Expenditure on:</b>				
Charitable activities	7	<u>(2,699,211)</u>	<u>(243,456)</u>	<u>(2,942,667)</u>
Total expenditure		<u>(2,699,211)</u>	<u>(243,456)</u>	<u>(2,942,667)</u>
Net income		<u>322,579</u>	<u>64,298</u>	<u>386,877</u>
Net movement in funds		322,579	64,298	386,877
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>1,367,428</u>	<u>88,861</u>	<u>1,456,289</u>
Total funds carried forward	18	<u><u>1,690,007</u></u>	<u><u>153,159</u></u>	<u><u>1,843,166</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2024 and 2023 are shown in note 18.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET AS AT 31 MARCH 2024**

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	<b>Note</b>	<b>2024 £</b>	<b>2023 £</b>
<b>Fixed assets</b>			
Tangible assets	13	127,878	125,459
<b>Current assets</b>			
Debtors	14	740,364	579,367
Cash at bank and in hand		<u>3,801,769</u>	<u>1,641,565</u>
		4,542,133	2,220,932
<b>Creditors: Amounts falling due within one year</b>			
	15	<u>(2,825,118)</u>	<u>(503,225)</u>
<b>Net current assets</b>		<u>1,717,015</u>	<u>1,717,707</u>
<b>Net assets</b>		<u>1,844,893</u>	<u>1,843,166</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		203,204	153,159
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>1,641,689</u>	<u>1,690,007</u>
<b>Total funds</b>	18	<u>1,844,893</u>	<u>1,843,166</u>

The financial statements on pages 14 to 37 were approved by the trustees, and authorised for issue on 20 December 2024 and signed on their behalf by:

.....  
Mr M Pannone  
Trustee  
Registration number: 05438407

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2024**

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	<b>Note</b>	<b>2024 £</b>	<b>2023 £</b>
<b>Cash flows from operating activities</b>			
Net cash income		1,727	386,877
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		46,946	47,435
Investment income	5	<u>(39,037)</u>	<u>(9,270)</u>
		9,636	425,042
<b>Working capital adjustments</b>			
(Increase)/decrease in debtors	14	(160,997)	132,997
Increase/(decrease) in creditors	15	<u>2,321,892</u>	<u>(593,467)</u>
Net cash flows from operating activities		<u>2,170,531</u>	<u>(35,428)</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	5	39,037	9,270
Purchase of tangible fixed assets	13	<u>(49,364)</u>	<u>(42,298)</u>
Net cash flows from investing activities		<u>(10,327)</u>	<u>(33,028)</u>
Net increase/(decrease) in cash and cash equivalents		2,160,204	(68,456)
Cash and cash equivalents at 1 April		<u>1,641,565</u>	<u>1,710,021</u>
Cash and cash equivalents at 31 March		<u><u>3,801,769</u></u>	<u><u>1,641,565</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

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##### **1 CHARITY STATUS**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

People First Conference Centre  
Milbourne Street  
Carlisle  
CA2 5XB

These financial statements were authorised for issue by the trustees on 20 December 2024.

##### **2 ACCOUNTING POLICIES**

###### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

###### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

###### **Basis of preparation**

People First Independent Advocacy meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

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

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)**

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## **2 ACCOUNTING POLICIES (CONTINUED)**

### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

### **Departures from the SORP**

As noted in the trustees' report, organisational structure section, the charitable company merged with a CIO, People First Services with effect from 1 April 2023. This transaction has been accounted for as a charity merger, which accurately reflects the substance of the transactions. This is a departure from SORP FRS 102 paragraph 27.4A which specifies that a charitable company cannot apply merger accounting to such combinations. The departure from the provisions of the SORP is required in order to give a true and fair view.

Additional disclosures regarding the merger transactions can be found detailed in Note 22.

### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

### **Income**

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

### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)**

---

## **2 ACCOUNTING POLICIES (CONTINUED)**

### ***Investment income***

Interest on funds held on deposit are included when receivable and the amount can be measured reliably by the charitable company, this is normally upon notification of the interest paid or payable by the bank.

### ***Charitable activities***

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

### ***Other income***

Other income is recognised when there is evidence of entitlement, receipt is probable and its amount can be measured reliably.

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

### **Governance costs**

Governance costs are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

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**2 ACCOUNTING POLICIES (CONTINUED)**

**Tangible fixed assets**

Individual fixed assets costing £1,000 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, fittings and equipment	25% straight line, 20% straight line and 15% reducing balance
Plant and machinery	20% reducing balance
Property improvements - Bistro	straight line over remaining life of leasehold lease
Equipment - Bistro	20% straight line

**Debtors**

Trade debtors and other debtors are measured at their recoverable amounts. Prepayments are calculated as amounts paid during the financial year, but which relate to a future financial period. Accrued income is recognised where the entity is entitled to the income in the financial year, but the receipt does not occur until a future financial year.

**Cash and cash equivalents**

Includes all cash held and in bank current and deposit accounts.

**Creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Accruals are calculated as amounts relating to the financial year, but which are paid for after the year end. Deferred income includes amounts received in the financial year for income relating to future financial periods.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

**Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

**Pensions and other post retirement obligations**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Outstanding pension contributions at the balance sheet date are included within other creditors.

**Employee benefits**

Termination benefits are recognised as an expense in the Statement of Financial Activities immediately. Termination benefits are recognised as a liability and expense only when the charitable company is demonstrably committed either to terminate the employment of an employee or group of employees before the normal retirement date or to provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

Termination benefits are measured at the best estimate of the expenditure that would be required to settle the obligation at the reporting date. In the case of an offer made to encourage voluntary redundancy, measurement is based on the number of employees expected to accept the offer. When termination benefits are due more than 12 months after the end of the reporting period, they shall be measured at their discounted present value.

**Financial instruments**

***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

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**2 ACCOUNTING POLICIES (CONTINUED)**

***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

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**3 INCOME FROM DONATIONS, LEGACIES AND GRANTS RECEIVABLE**

	<b>Unrestricted</b>			
	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>funds</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations and legacies;				
Donations from companies, trusts and similar proceeds	11,971	-	11,971	75,063
Francis C Scott Charitable Trust	-	-	-	4,000
Arnold Clark Community Fund	-	-	-	1,000
Grants, including capital grants;				
Newcastle Upon Tyne Hospitals NHS Foundation	-	24,236	24,236	-
VONNE - Research Engagement Network	-	15,500	15,500	-
Development	-	11,406	11,406	-
Cumbria Youth Alliance	-	24,649	24,649	-
Cumbria Community Foundation	-	148,333	148,333	-
National Lottery Community Fund	-	-	-	53,506
Children in Need - Next steps	-	20,000	20,000	38,000
Children in need - Journeys	-	143,160	143,160	-
Maternity Voices Partnership	-	-	-	67,960
Disability Voices Project	-	24,690	24,690	33,000
Safeguarding Voices	-	3,500	3,500	40,000
Poverty Reduction Action	-	-	-	-
	<u>11,971</u>	<u>415,474</u>	<u>427,445</u>	<u>312,529</u>

**4 INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted</b>			
	<b>funds</b>			
	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income receivable	<u>4,279,335</u>	<u>62,002</u>	<u>4,341,337</u>	<u>3,002,745</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

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**5 INVESTMENT INCOME**

	<b>Unrestricted funds</b>	<b>Total 2024</b>	<b>Total 2023</b>
	<b>General £</b>	<b>£</b>	<b>£</b>
Interest on cash deposits	<u>39,037</u>	<u>39,037</u>	<u>9,270</u>

**6 OTHER INCOME**

	<b>Total 2024</b>	<b>Total 2023</b>
	<b>£</b>	<b>£</b>
Rental income	<u>-</u>	<u>5,000</u>

**7 EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>Activity undertaken directly £</b>	<b>Activity support costs £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Charitable activities	<u>4,501,832</u>	<u>304,260</u>	<u>4,806,092</u>	<u>2,942,667</u>

**8 ANALYSIS OF GOVERNANCE AND SUPPORT COSTS**

**SUPPORT COSTS ALLOCATED TO CHARITABLE ACTIVITIES**

	<b>Support costs £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
Support costs	<u>304,260</u>	<u>304,260</u>	<u>220,424</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

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**8 ANALYSIS OF GOVERNANCE AND SUPPORT COSTS (CONTINUED)**

**GOVERNANCE COSTS**

	<b>Unrestricted funds General £</b>	<b>Total 2024 £</b>
Accountancy fees	8,812	8,812
Auditor's fees	15,000	15,000
	<u>23,812</u>	<u>23,812</u>

	<b>Unrestricted funds General £</b>	<b>Total 2023 £</b>
Accountancy fees	22,356	22,356
Auditor's fees	4,057	4,057
	<u>26,413</u>	<u>26,413</u>

**9 NET INCOMING/OUTGOING RESOURCES**

Net incoming resources for the year include:

	<b>2024 £</b>	<b>2023 £</b>
Operating leases - other assets	84,594	94,271
Audit fees	15,000	4,057
Other non-audit services	19,469	22,356
Depreciation of fixed assets	<u>46,946</u>	<u>47,436</u>

## PEOPLE FIRST INDEPENDENT ADVOCACY

### COMPANY LIMITED BY GUARANTEE

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

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#### 10 TRUSTEES REMUNERATION AND EXPENSES

During the year the charity made the following transactions with trustees:

##### Miss L Townson

Miss L Townson received remuneration of £866 (2023: £433) during the year.

Miss L Townson completes work as an independent expert by experience to help in delivering independent reviews externally.

Total expenses of £514 were reimbursed to two trustees in respect of travel and subsistence (2023: £1,310 reimbursed to two trustees in respect of travel and subsistence).

No trustees have received any other benefits from the charity during the year.

#### 11 STAFF COSTS

The aggregate payroll costs were as follows:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	2,783,089	1,984,849
Social security costs	220,739	178,223
Pension costs	<u>129,146</u>	<u>89,194</u>
	<u><u>3,132,974</u></u>	<u><u>2,252,266</u></u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2024</b>	<b>2023</b>
	<b>No</b>	<b>No</b>
Average number of staff	<u>104</u>	<u>100</u>

92 (2023 - 95) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £129,146 (2023 - £89,194).

During the year, the charity committed to redundancy and/or termination payments which totalled £7,814 (2023 - £20,073).

## PEOPLE FIRST INDEPENDENT ADVOCACY

### COMPANY LIMITED BY GUARANTEE

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

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#### 11 STAFF COSTS (CONTINUED)

The number of employees whose emoluments fell within the following bands was:

	<b>2024 No</b>	<b>2023 No</b>
£80,001 - £90,000	-	1
£110,001 - £120,000	<u>1</u>	<u>-</u>

The actual salary of the individual concerned in this band is considerably lower. The total includes special reimbursements related to additional cover provided in the absence of a Finance Director.

The total employee benefits of the key management personnel of the charity were £523,668 (2023 - £404,590).

#### 12 TAXATION

The charity is a registered charity and is therefore exempt from taxation.

#### 13 TANGIBLE FIXED ASSETS

	<b>Property improvements - Bistro £</b>	<b>Plant and machinery £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Equipment - Bistro £</b>	<b>Total £</b>
<b>Cost</b>					
At 1 April 2023	38,225	11,375	443,772	71,538	564,910
Additions	<u>-</u>	<u>4,615</u>	<u>6,342</u>	<u>38,407</u>	<u>49,364</u>
At 31 March 2024	<u>38,225</u>	<u>15,990</u>	<u>450,114</u>	<u>109,945</u>	<u>614,274</u>
<b>Depreciation</b>					
At 1 April 2023	17,988	3,445	382,825	35,192	439,450
Charge for the year	<u>4,497</u>	<u>2,367</u>	<u>21,062</u>	<u>19,020</u>	<u>46,946</u>
At 31 March 2024	<u>22,485</u>	<u>5,812</u>	<u>403,887</u>	<u>54,212</u>	<u>486,396</u>
<b>Net book value</b>					
At 31 March 2024	<u>15,740</u>	<u>10,178</u>	<u>46,227</u>	<u>55,733</u>	<u>127,878</u>
At 31 March 2023	<u>20,237</u>	<u>7,930</u>	<u>60,947</u>	<u>36,346</u>	<u>125,460</u>

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

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**14 DEBTORS**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	455,494	489,481
Prepayments and accrued income	284,870	86,235
Other debtors	-	3,651
	<u>740,364</u>	<u>579,367</u>

**15 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade creditors	167,635	55,091
Other taxation and social security	48,624	36,494
Other creditors	2,416,712	271,969
Accruals and deferred income	192,147	139,671
	<u>2,825,118</u>	<u>503,225</u>

Included in other creditors is £2,400,000 of funds held not belonging to the charity.

**Deferred income**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2023	95,135	431,076
Resources deferred in the period	150,097	95,135
Amounts released from previous periods	<u>(95,135)</u>	<u>(431,076)</u>
Deferred income at year end	<u>150,097</u>	<u>95,135</u>

At the balance sheet date, the charity held grants and funds received in advance relating to the next financial year which amounted to £150,097 (£95,135).

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

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**16 OBLIGATIONS UNDER LEASES AND HIRE PURCHASE CONTRACTS**

**OPERATING LEASE COMMITMENTS**

Total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Land and buildings</b>		
Within one year	60,072	60,072
Between one and five years	<u>151,250</u>	<u>206,250</u>
	<u>211,322</u>	<u>266,322</u>
<b>Other</b>		
Within one year	<u>-</u>	<u>2,433</u>

The amount paid in respect of operating lease payments during the year was £84,594 (2023: £94,271).

**17 PENSION**

**Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £129,146 (2023 - £89,194).

**PEOPLE FIRST INDEPENDENT ADVOCACY****COMPANY LIMITED BY GUARANTEE****NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)****18 FUNDS**

	<b>Balance at 1 April 2023</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance at 31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>				
<i>General</i>				
General Funds	1,390,007	4,330,343	(4,378,661)	1,341,689
<i>Designated</i>				
Property costs	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
<b>Total unrestricted funds</b>	<u>1,690,007</u>	<u>4,330,343</u>	<u>(4,378,661)</u>	<u>1,641,689</u>
<b>Restricted funds</b>				
Children in Need - Journies Cumbria Community Foundation - Brian and Ann Clark Fund	(11,763)	20,000	(8,237)	-
Savoy Educational Trust	668	-	(668)	-
National Lottery Community Fund	967	-	(884)	83
Hedley Foundation	2,432	148,333	(2,432)	148,333
Funding for Bistro Cumbria Community Foundation - Virtual groups	3,000	-	(3,000)	-
Social Enterprise Support Fund	8,308	-	(5,986)	2,322
Cumbria Police and Crime Commissioner	4,433	-	(4,433)	-
Sanitisation Station	201	-	(201)	-
Persimmon Community Champions	1,839	-	(851)	988
Defibrillator funding	964	-	(275)	689
Disability Voices Project	1,000	-	(1,000)	-
Lancashire - Safeguarding Voices Project	150	-	-	150
Poverty Reduction Action	67,960	-	(67,960)	-
VONNE - Research Engagement Network Development	33,000	-	(33,000)	-
Newcastle Upon Tyne Hospitals NHS Foundation	40,000	3,500	(43,500)	-
Cumbria Youth Alliance	-	15,500	(15,500)	-
	-	24,236	(24,236)	-
	-	11,406	(11,406)	-

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

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**18 FUNDS (CONTINUED)**

	<b>Balance at 1 April 2023</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance at 31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Safeguarding Voices Cumbria Community Foundation	-	24,690	-	24,690
Inclusion North - Oliver McGowan funding	-	24,649	-	24,649
Healthwatch Cumbria dentistry funding	-	60,702	(60,702)	-
Healthwatch W&F dentistry funding	-	1,040	-	1,040
Maternity Voices Partnership	-	260	-	260
	-	143,160	(143,160)	-
<b>Total restricted funds</b>	<u>153,159</u>	<u>477,476</u>	<u>(427,431)</u>	<u>203,204</u>
<b>Total funds</b>	<u>1,843,166</u>	<u>4,807,819</u>	<u>(4,806,092)</u>	<u>1,844,893</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

**18 FUNDS (CONTINUED)**

	<b>Balance at 1 April 2022 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Balance at 31 March 2023 £</b>
<b>Unrestricted funds</b>				
<i>General</i>				
General Funds	1,067,428	3,021,790	(2,699,211)	1,390,007
<i>Designated</i>				
Property costs	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
<b>Total unrestricted funds</b>	<u>1,367,428</u>	<u>3,021,790</u>	<u>(2,699,211)</u>	<u>1,690,007</u>
<b>Restricted</b>				
Children in Need - Journies	21,272	38,000	(71,035)	(11,763)
Dreamscheme	86	-	(86)	-
Cumbria Community				
Foundation - Brian and Ann				
Clark Fund	1,336	-	(668)	668
Savoy Educational Trust	1,850	-	(883)	967
National Lottery Community				
Fund	-	5,000	(2,568)	2,432
Hedley Foundation	-	3,000	-	3,000
Funding for Bistro	14,295	-	(5,987)	8,308
Children in Need - Next Steps	40,843	53,506	(94,349)	-
Cumbria Community				
Foundation - Virtual groups	4,649	-	(216)	4,433
Social Enterprise Support Fund	-	65,288	(65,087)	201
Cumbria Police and Crime				
Commissioner	2,275	-	(436)	1,839
Sanitisation Station	1,105	-	(141)	964
Persimmon Community				
Champions	1,000	-	-	1,000
Defibrillator funding	150	-	-	150
Albert Hunt	-	2,000	(2,000)	-
Disability Voices Project	-	67,960	-	67,960
Lancashire - Safeguarding				
Voices Project	-	33,000	-	33,000
Poverty Reduction Action	<u>-</u>	<u>40,000</u>	<u>-</u>	<u>40,000</u>
<b>Total restricted funds</b>	<u>88,861</u>	<u>307,754</u>	<u>(243,456)</u>	<u>153,159</u>
<b>Total funds</b>	<u>1,456,289</u>	<u>3,329,544</u>	<u>(2,942,667)</u>	<u>1,843,166</u>

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)**

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#### **18 FUNDS (CONTINUED)**

The specific purposes for which the funds are to be applied are as follows:

Children in Need provided funding for the Journies project. This project will deliver activities and support for young people with learning difficulties and/or autism in West Cumbria to transition through the pandemic, school and employment, leading to improved resilience, self-awareness and self-expression.

Dreamscheme provided funding towards a camera for learners to use.

The Brian and Ann Clark fund provided funding for the hospitality academy garden.

The Savoy Educational Trust provided funding for the purchase of a coffee machine for the bistro.

Francis Scott foundation, Awards for All and the Cumberland Building Society all provided capital funding for the bistro and equipment for the bistro.

Children in need provided funding for the next steps project which delivered support for learning disabled children and young people in North and West Cumbria, who have become anxious and isolated during the pandemic.

Cumbria Community Foundation provided funding for staff and equipment costs for Virtual Self-Advocacy Groups. The grant enabled the charity to launch the Keeping People Connected project, meaning they were able to support vulnerable people throughout the pandemic with a telephone advice and support service.

Disability Voices Project is a fund provided by the Nuclear Decommissioning Authority to engage with disabled people across Cumbria in order to understand what their lives are like and understand what changes need to be made to improve them.

Lancashire County Council provided funding for a Safeguarding Voices Project which will review the involvement of people within the safeguarding process who fall under Blackpool, Blackburn (with Darwen Borough) and Lancashire County Councils. The project's aim is to involve people as fully as possible so that the quality of life, wellbeing and safety of the individual can be improved.

Funding for the poverty reduction action project was provided by Cumberland County Council and Westmorland and Furness for benefits advice.

The Social Enterprise Support Fund provided funding for two hospitality academy tutors and mentors for six months.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)**

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#### **18 FUNDS (CONTINUED)**

Cumbria Police and Crime Commissioner provided funding to help deliver the HERE - All Age Counselling Service to respond to the mental health crisis caused by Covid-19. The project will address the rise in demand for counselling which in turn, will reduce the pressures on the mental health services, other counselling provision, police, NHS and other statutory agencies.

The Persimmon van community champions grant was funding towards the cost of the van.

Other funding was received for the purchase of a sanitisation station.

The charity received a grant from The National Lottery Community Fund for the refurbishment of the on-site catering kitchen for the learners.

Funding was received for a defibrillator.

The Hedley Foundation grant was received to go towards two yearly educational visits at the hospitality academy.

A grant was received from VONNE towards the Research Engagement Network Development Project.

Newcastle Upon Tyne Hospitals NHS Foundation provided a grant to subsidise cafe costs.

A grant was received from Cumbria Youth Alliance towards social action projects that involve young people.

The National Lottery Community Grant - RC North East and Cumbria Region provided funding towards the work in progress project.

The Cumbria Community Foundation provided funding towards the work ready program.

A grant was received from Lancashire Council for a local community voices project.

Inclusion North CIC provided restricted funding to deliver Oliver McGowan training.

Healthwatch provided funding for the survey of residents' experiences in 2023 across the North East and North Cumbria.

Maternity Voices Partnership funding received from the NHS for the North East North Cumbria (NENC) Local Maternity Neonatal System (LMNS) funding for service user involvement.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024  
(CONTINUED)**

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**19 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total funds at 31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	126,698	-	1,180	127,878
Current assets	4,040,109	300,000	202,024	4,542,133
Current liabilities	<u>(2,825,118)</u>	<u>-</u>	<u>-</u>	<u>(2,825,118)</u>
Total net assets	<u>1,341,689</u>	<u>300,000</u>	<u>203,204</u>	<u>1,844,893</u>

	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total funds at 31 March 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	115,315	-	10,144	125,459
Current assets	1,777,917	300,000	143,015	2,220,932
Current liabilities	<u>(503,225)</u>	<u>-</u>	<u>-</u>	<u>(503,225)</u>
Total net assets	<u>1,390,007</u>	<u>300,000</u>	<u>153,159</u>	<u>1,843,166</u>

**20 ANALYSIS OF NET FUNDS**

	<b>At 1 April 2023</b>	<b>Financing cash flows</b>	<b>At 31 March 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	<u>1,641,565</u>	<u>2,160,204</u>	<u>3,801,769</u>
Net debt	<u>1,641,565</u>	<u>2,160,204</u>	<u>3,801,769</u>
	<b>At 1 April 2022</b>	<b>Financing cash flows</b>	<b>At 31 March 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	<u>1,710,021</u>	<u>(68,456)</u>	<u>1,641,565</u>
Net debt	<u>1,710,021</u>	<u>(68,456)</u>	<u>1,641,565</u>

**21 RELATED PARTY TRANSACTIONS**

There were no related party transactions in the year.

## PEOPLE FIRST INDEPENDENT ADVOCACY

### COMPANY LIMITED BY GUARANTEE

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 (CONTINUED)

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#### 22 CHARITY MERGER

##### Analysis of principal SOFA components for the previous reporting period

	People First Independent Advocacy (charity number 1184112)	People First Services (charity number 1184467)	Combined total
	£	£	£
Total income	2,335,789	993,755	3,329,544
Total expenditure	(2,013,226)	(929,441)	(2,942,667)
Net income	322,563	64,314	386,877
Net movement in funds	322,563	64,314	386,877
Total funds brought forward	1,162,591	293,698	1,456,289
<b>Total funds carried forward</b>	<b>1,485,154</b>	<b>358,012</b>	<b>1,843,166</b>

##### Analysis of net assets at the date of merger

	People First Independent Advocacy (charity number 1184112)	People First Services (charity number 1184467)	Combined total
	£	£	£
Net assets	1,485,154	<b>358,012</b>	<b>1,843,166</b>
Represented by:			
Unrestricted funds	1,041,581	348,426	1,390,007
Designated funds	300,000	-	300,000
Restricted income funds	143,573	9,586	153,159
<b>Total funds</b>	<b>1,485,154</b>	<b>358,012</b>	<b>1,843,166</b>

There were no significant adjustments made to the previous periods figures in order to align the accounting policies. Overall, the net assets remain the same, however adjustments were made to remove the balances owed between the two charities.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

England & Wales - Charity number 1184112

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# Accounts

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**COMPANY REGISTRATION NUMBER: 05438407**

**CHARITY REGISTRATION NUMBER: 1184112**

**PEOPLE FIRST INDEPENDENT ADVOCACY**  
**COMPANY LIMITED BY GUARANTEE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**David Allen**

Chartered Accountants & Statutory Auditor

Dalmar House

Barras Lane Estate

Dalston

Carlisle

CA5 7NY

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**REFERENCE AND ADMINISTRATIVE DETAILS**

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<b>Chief Executive Officer</b>	Mr D L Blacklock
<b>Trustees</b>	Mr S Corlett Mr J M Mills Miss L Townson Mr M A Sykes (resigned 23 September 2022) Mr S J Rigby (resigned 26 April 2022) Mr J Fell (resigned 23 September 2022) Mr T Cole (appointed 23 September 2022) Mr P R Wiggins
<b>Secretary</b>	Mr P R Wiggins
<b>Charity Registration Number</b>	1184112
<b>Company Registration Number</b>	05438407
<b>Registered Office</b>	People First Conference Centre Milbourne Street Carlisle CA2 5XB
<b>Principal Office</b>	People First Conference Centre Milbourne Street Carlisle CA2 5XB
<b>Auditor</b>	David Allen Chartered Accountants & Statutory Auditor Dalmar House Barras Lane Estate Dalston Carlisle CA5 7NY
<b>Bankers</b>	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT**

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The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2023. The annual report serves the purposes of a trustees' report and a directors' report under company law.

#### **OBJECTIVES AND ACTIVITIES**

The objectives of the charity are:

- the relief of those in need by reason of ill-health or disability leading to a lack of capacity including (but not limited to) people with learning difficulties or dementia.
- the advancement of health and the relief of those in need by reason of youth, age, ill-health, disability or financial hardship by:
  - (i) providing information and advice to the general public about local health and social care services;
  - (ii) making the views and experiences of members of the general public known to health and social care providers;
  - (iii) enabling local people to have a voice in the development, delivery and equality of access to local health and care services and facilities;
  - (iv) providing training and the development of skills for volunteers and the wider community in understanding, scrutinizing, reviewing and monitoring local health and care services and facilities; and
  - (v) conducting investigation and research into relevant health and social care issues and making public the useful results of such work.

Our trustees have developed a Business Strategy in consultation with our staff and following engagement with our customers. This strategy is delivered by our Chief Executive and supported by our department Directors. A Business Development plan guides each team's activities to support the achievement of our goals.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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People First has four main departments:

Finance and operations; managing finance, human resources, IT, resources, buildings, policy, compliance, legal, health and safety, governance and risk.

Advocacy; managing the delivery of all advocacy services which ensure that those who access the service understand their rights, have a voice and where possible can make their own choices. We deliver Independent Mental Capacity Advocacy, Independent Mental Health Advocacy, Care Act Advocacy, Specialist Advocacy, Generic Advocacy, and a central Advocacy Hub managing incoming advocacy referrals.

Healthwatch; ensuring local people can share their experiences of using health and care services and that those experiences are used to help shape and improve services. Delivered via Healthwatch Cumbria and Healthwatch Lancashire.

Inclusion; working with people who use health and care services to ensure that they are included, listened to and respected, delivered via a range of inclusive projects such as, Self Advocacy Groups, work with universities, education for people with learning disabilities youth work, as well as projects aimed at helping people who use services to be involved in decision making and quality assurance.

All of the services provided by People First are aimed at helping people to live their best life, we listen to, engage and empower people to be involved, be heard and included in their lives, communities, and the services that they use.

#### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### ***Use of volunteers***

We fundamentally believe that volunteers enhance our capacity across communities and by bringing additional skills to our teams. This year we have invested in 2 volunteer co-ordinators whose role it is to recruit, train and support an increased number of volunteers across the organisation.

All volunteers are recruited through a safer recruitment process and are provided with extensive support from induction and through participation in events which include those also attended by staff.

We aim to maximise the benefits of working with volunteers by matching skills and experience to roles and tasks.

We aim to ensure that volunteering with us increases our contribution to social value and is equally rewarding to our volunteers themselves.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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##### **ACHIEVEMENTS AND PERFORMANCE**

Another successful year for the organisation, increasing the number of people we can support across a broader geography. We do however remain very aware of the changing health and care and governmental landscape that we operate within. We have needed to make adjustments to our focus, plans and approach to minimise risks and navigate changing needs and the demands of our customers and commissioners.

We have increased staffing and resources to enable us to deliver high quality support to more people.

Leadership has been enhanced across the organisation, with Senior Manager Roles being created. The Finance Director role was vacant for a significant period of time and the role was covered by the CEO, a permanent appointment has now been made.

We continue to transform the services previously delivered by Disability Association Carlisle and Eden (DaCE), following the transfer of staff we have reviewed systems and processes, increased staffing levels and increased service access. A great deal more remains to be done.

##### **FINANCIAL REVIEW**

During the year income amounted to £2,335,789 (2022: £1,856,532) and total expenditure was £2,013,226 (2022: £1,512,774). This resulted in net surplus of £322,563 (2022: £343,758).

At the year end the total reserves had increased to £1,485,154 (2022: £1,162,591), these being made up of unrestricted funds of £1,341,581 (2022: £1,078,260) and restricted reserves of £143,573 (2022: £84,331).

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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##### ***Policy on reserves***

Reserves are held to ensure the stability and deliverability of our mission and vision over all our activities and to ensure the employment and retention of our staff resources. This is equivalent to the greater of 5 months' budgeted costs or the potential close down costs.

##### **PLANS FOR FUTURE PERIODS**

###### ***Aims and key objectives for future periods***

Over the coming year the key goals we plan to achieve include:

- Launching a new business strategy.
- Improving finance processes.
- Strengthening HR systems.
- Developing our employment services.
- Increase the training offer for all staff.
- Organisational Development Programme to enhance leadership and performance.
- Increased focus on partnerships and fundraising.
- Recruitment to our Board of Trustees.
- Service growth in existing and new areas.

##### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

###### ***Nature of governing document***

People First Independent Advocacy was incorporated on 28 April 2005 as a company limited by guarantee with company registration number 05438407, and was registered as a charity with the Charity Commission on 26 June 2019 under charity registration number 1184112. The charitable company is governed by its memorandum and articles.

The registered company address is People First Conference Centre, Milbourne Street, Carlisle, CA2 5XB.

###### ***Recruitment and appointment of trustees***

The trustees shall from time to time determine procedures for the election of trustees by the members, which may include elections held at the AGM, or a postal ballot of the members conducted prior to the AGM, or any other method considered to be effective and democratic.

###### ***Pre-election procedures***

In order to protect the charity, the trustees may implement pre-election procedures for assessing potential candidates for election and ensuring their suitability. Only persons approved by the trustees through such procedures may be candidates in the election.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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##### ***Induction and training of trustees***

All trustees attend the same induction training as staff and volunteers. This covers the overall vision and mission of the charity as well as information on the individual departments and services. Trustees also receive safeguarding and data protection training.

##### ***Arrangements for setting key management personnel remuneration***

The board of trustees set the remuneration of the Chief Executive Officer (CEO) who in turn sets remuneration for all other members of staff in collaboration with the finance committee.

##### ***Organisational structure***

The board of trustees set the overall 3 to 5 year business strategy, which informs the annual business development plan. There is also a series of committees supporting the board, these include: Finance, Quality and Performance, and Human Resources. The CEO reports to the trustees at every board meeting and directors report annually to the board on their area of responsibility. The board of trustees delegate day to day operational management to the CEO supported by directors.

##### ***Relationships with related parties***

People First strongly believes in working in partnership in order to advance our objectives. We have a wide network of relationships and partnerships with other organisations in the public, private and third sectors. These relationships help us to deliver our services by providing information, support, funding, collaboration, ideas and challenges.

##### ***Major risks and management of those risks***

We have a Risk Management policy and Risk Matrix which are kept under regular review. Risks are identified, scored using our agreed tolerance and appetite levels and placed on our Risk Matrix under the headings of Governance, Operational, Financial, External and Compliance with law and regulation. Management of risk is firmly placed in our governance framework with mitigation being kept under review at the assigned level.

Our current main risks are around recruitment and retention of enough suitably skilled and experienced staff as well as the need to resecure current contracts.

##### ***Indemnity insurance***

The charitable company has purchased indemnity insurance during the year on behalf of the trustees.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

---

**FINANCIAL INSTRUMENTS**

***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk and cash flow risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

***Cash flow risk***

The charity's activities expose it primarily to the financial risks of interest rates. Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

***Credit risk***

The charity's principal financial assets are bank balances and cash, and trade and other receivables.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

**DISCLOSURE OF INFORMATION TO AUDITOR**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

**REAPPOINTMENT OF AUDITOR**

In accordance with section 485 of the Companies Act 2006, a resolution for the re-appointment of David Allen as auditors of the charity is to be proposed at the forthcoming Annual General Meeting.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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**Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 29 September 2023 and signed on its behalf by:

.....  
Mr P R Wiggins  
Company Secretary and Trustee

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

---

The trustees (who are also the directors of People First Independent Advocacy for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 29 September 2023 and signed on its behalf by:

.....  
Mr P R Wiggins  
Company secretary and trustee

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY**

---

### **OPINION**

We have audited the financial statements of People First Independent Advocacy (the 'charity') for the year ended 31 March 2023, which comprise the Statement of financial activities, Balance sheet, Statement of cash flows, and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **BASIS FOR OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **CONCLUSIONS RELATING TO GOING CONCERN**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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#### **OTHER INFORMATION**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report incorporating the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report incorporating the Directors' report has been prepared in accordance with applicable legal requirements.

#### **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report incorporating the Directors' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the Statement of trustees' responsibilities [set out on page 9], the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

---

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **AUDITOR RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our audit procedures were designed to respond to those identified risks, including non-compliance with laws and regulations (irregularities) and fraud that are material to the financial statements. Our audit procedures included but were not limited to:

- Discussing with the Trustees and Management their policies and procedures regarding compliance with laws and regulations;
- Communicating identified laws and regulations throughout our engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- Considering the risk of acts by the charity which were contrary to the applicable laws and regulations, including fraud.

Our audit procedures in relation to fraud included but were not limited to:

- Making enquiries of the Trustees and Management on whether they had knowledge of any actual, suspected or alleged fraud;
- Gaining an understanding of the internal controls established to mitigate risks related to fraud;
- Discussing amongst the engagement team the risks of fraud; and
- Addressing the risks of fraud through management override of controls by performing journal entry testing.

We are not responsible for detecting fraud and preventing non-compliance and cannot be expected to detect all fraud and non-compliance with all laws and regulations. The primary responsibility for the prevention and detection of irregularities including fraud rests with both the Trustees and Management. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the charity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the charity audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT  
ADVOCACY (CONTINUED)**

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**USE OF OUR REPORT**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

.....  
ALISON WELTON (Senior Statutory Auditor)  
For and on behalf of  
David Allen  
Chartered Accountants & Statutory Auditor

Dalmar House  
Barras Lane Estate  
Dalston  
Carlisle  
CA5 7NY

Date:29 September 2023

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL  
RECOGNISED GAINS AND LOSSES)**

---

	<b>Note</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
<b>Income from:</b>					
Donations and legacies	3	61,802	232,466	294,268	350,803
Charitable activities	4	2,038,200	-	2,038,200	1,505,535
Investment income	5	<u>3,321</u>	<u>-</u>	<u>3,321</u>	<u>194</u>
Total income		<u>2,103,323</u>	<u>232,466</u>	<u>2,335,789</u>	<u>1,856,532</u>
<b>Expenditure on:</b>					
Charitable activities	6	<u>(1,840,002)</u>	<u>(173,224)</u>	<u>(2,013,226)</u>	<u>(1,512,774)</u>
Total expenditure		<u>(1,840,002)</u>	<u>(173,224)</u>	<u>(2,013,226)</u>	<u>(1,512,774)</u>
Net income		<u>263,321</u>	<u>59,242</u>	<u>322,563</u>	<u>343,758</u>
Net movement in funds		263,321	59,242	322,563	343,758
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>1,078,260</u>	<u>84,331</u>	<u>1,162,591</u>	<u>818,833</u>
Total funds carried forward	17	<u><u>1,341,581</u></u>	<u><u>143,573</u></u>	<u><u>1,485,154</u></u>	<u><u>1,162,591</u></u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL  
RECOGNISED GAINS AND LOSSES)**

---

	<b>Note</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2022 £</b>
<b>Income from:</b>				
Donations and legacies	3	139,196	211,607	350,803
Charitable activities	4	1,478,535	27,000	1,505,535
Investment income	5	194	-	194
Total income		<u>1,617,925</u>	<u>238,607</u>	<u>1,856,532</u>
<b>Expenditure on:</b>				
Charitable activities	6	<u>(1,316,097)</u>	<u>(196,677)</u>	<u>(1,512,774)</u>
Total expenditure		<u>(1,316,097)</u>	<u>(196,677)</u>	<u>(1,512,774)</u>
Net income		301,828	41,930	343,758
Transfers between funds		<u>(1,465)</u>	<u>1,465</u>	<u>-</u>
Net movement in funds		300,363	43,395	343,758
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>777,897</u>	<u>40,936</u>	<u>818,833</u>
Total funds carried forward	17	<u>1,078,260</u>	<u>84,331</u>	<u>1,162,591</u>

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2022 and 2023 are shown in note 17.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET AS AT 31 MARCH 2023**

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	<b>Note</b>	<b>2023</b> <b>£</b>	<b>2022</b> <b>£</b>
<b>Fixed assets</b>			
Tangible assets	12	90,193	92,962
<b>Current assets</b>			
Debtors	13	461,615	678,084
Cash at bank and in hand		<u>1,153,969</u>	<u>1,013,129</u>
		1,615,584	1,691,213
<b>Creditors: Amounts falling due within one year</b>			
	14	<u>(220,623)</u>	<u>(621,584)</u>
<b>Net current assets</b>		<u>1,394,961</u>	<u>1,069,629</u>
<b>Net assets</b>		<u>1,485,154</u>	<u>1,162,591</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		143,573	84,331
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>1,341,581</u>	<u>1,078,260</u>
<b>Total funds</b>	17	<u>1,485,154</u>	<u>1,162,591</u>

The financial statements on pages 15 to 37 were approved by the trustees, and authorised for issue on 29 September 2023 and signed on their behalf by:

.....  
Mr S Corlett  
Trustee

Registration number: 05438407

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2023**

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	<b>Note</b>	<b>2023 £</b>	<b>2022 £</b>
<b>Cash flows from operating activities</b>			
Net cash income		322,563	343,758
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		39,391	38,061
Investment income	5	<u>(3,321)</u>	<u>(194)</u>
		358,633	381,625
<b>Working capital adjustments</b>			
Decrease/(increase) in debtors	13	216,469	(480,392)
(Decrease)/increase in creditors	14	<u>(400,961)</u>	<u>405,413</u>
Net cash flows from operating activities		<u>174,141</u>	<u>306,646</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	5	3,321	194
Purchase of tangible fixed assets	12	<u>(36,622)</u>	<u>(32,399)</u>
Net cash flows from investing activities		<u>(33,301)</u>	<u>(32,205)</u>
Net increase in cash and cash equivalents		140,840	274,441
Cash and cash equivalents at 1 April		<u>1,013,129</u>	<u>738,688</u>
Cash and cash equivalents at 31 March		<u><u>1,153,969</u></u>	<u><u>1,013,129</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

# **PEOPLE FIRST INDEPENDENT ADVOCACY**

## **COMPANY LIMITED BY GUARANTEE**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

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#### **1 CHARITY STATUS**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

People First Conference Centre  
Milbourne Street  
Carlisle  
CA2 5XB

These financial statements were authorised for issue by the trustees on 29 September 2023.

#### **2 ACCOUNTING POLICIES**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

People First Independent Advocacy meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

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

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

**Income**

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

***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

***Investment income***

Interest on funds held on deposit are included when receivable and the amount can be measured reliably by the charitable company, this is normally upon notification of the interest paid or payable by the bank.

***Charitable activities***

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

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Governance costs**

Governance costs are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Tangible fixed assets**

Individual fixed assets costing £200 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, fittings and equipment	25% straight line and 15% reducing balance
Motor vehicles	15% reducing balance
Property improvements - Bistro	straight line over remaining life of leasehold lease
Equipment - Bistro	20% straight line

**Debtors**

Trade debtors and other debtors are measured at their recoverable amounts. Prepayments are calculated as amounts paid during the financial year, but which relate to a future financial period. Accrued income is recognised where the entity is entitled to the income in the financial year, but the receipt does not occur until a future financial year.

**Cash and cash equivalents**

Includes all cash held and in bank current and deposit accounts.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Accruals are calculated as amounts relating to the financial year, but which are paid for after the year end. Deferred income includes amounts received in the financial year for income relating to future financial periods.

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

**Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

**Pensions and other post retirement obligations**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Outstanding pension contributions at the balance sheet date are included within other creditors.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Employee benefits**

Termination benefits are recognised as an expense in the Statement of Financial Activities immediately. Termination benefits are recognised as a liability and expense only when the charitable company is demonstrably committed either to terminate the employment of an employee or group of employees before the normal retirement date or to provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

Termination benefits are measured at the best estimate of the expenditure that would be required to settle the obligation at the reporting date. In the case of an offer made to encourage voluntary redundancy, measurement is based on the number of employees expected to accept the offer. When termination benefits are due more than 12 months after the end of the reporting period, they shall be measured at their discounted present value.

**Financial instruments**

***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

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**3 INCOME FROM DONATIONS, LEGACIES AND GRANTS RECEIVABLE**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>General</b>	<b>funds</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations and legacies;				
Donations from companies, trusts and similar proceeds	56,802	-	56,802	139,196
Barclays 100x100 Community Relief Funding	-	-	-	89,606
Francis C Scott Charitable Trust	4,000	-	4,000	-
Arnold Clark Community Fund	1,000	-	1,000	-
Grants, including capital grants;				
Children in Need - Talk active	-	-	-	24,929
Children in Need - Next steps	-	53,506	53,506	75,072
Children in need - Journies	-	38,000	38,000	22,000
Disability Voices Project	-	67,960	67,960	-
Safeguarding Voices	-	33,000	33,000	-
Poverty Reduction Action	-	40,000	40,000	-
	<u>61,802</u>	<u>232,466</u>	<u>294,268</u>	<u>350,803</u>

**4 INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted</b>	<b>Total</b>	<b>Total</b>
	<b>funds</b>	<b>2023</b>	<b>2022</b>
	<b>General</b>	<b>£</b>	<b>£</b>
	<b>£</b>		
Income receivable	<u>2,038,200</u>	<u>2,038,200</u>	<u>1,505,535</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

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**5 INVESTMENT INCOME**

	<b>Unrestricted funds</b>	<b>Total 2023</b>	<b>Total 2022</b>
	<b>General £</b>	<b>£</b>	<b>£</b>
Interest on cash deposits	<u>3,321</u>	<u>3,321</u>	<u>194</u>

**6 EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>Activity undertaken directly £</b>	<b>Activity support costs £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Charitable activities	<u>1,792,455</u>	<u>212,937</u>	<u>2,005,392</u>	<u>1,512,774</u>

**7 ANALYSIS OF GOVERNANCE AND SUPPORT COSTS**

**SUPPORT COSTS ALLOCATED TO CHARITABLE ACTIVITIES**

	<b>Support costs £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Support costs	<u>212,937</u>	<u>212,937</u>	<u>128,252</u>

**GOVERNANCE COSTS**

	<b>Unrestricted funds General £</b>	<b>Total 2023 £</b>
Accountancy fees	14,869	14,869
Auditor's fees	<u>4,057</u>	<u>4,057</u>
	<u>18,926</u>	<u>18,926</u>

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

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**7 ANALYSIS OF GOVERNANCE AND SUPPORT COSTS (CONTINUED)**

**GOVERNANCE COSTS (CONTINUED)**

	<b>Unrestricted funds General £</b>	<b>Total 2022 £</b>
Accountancy fees	3,307	3,307
Auditor's fees	<u>3,528</u>	<u>3,528</u>
	<u><u>6,835</u></u>	<u><u>6,835</u></u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

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**8 NET INCOMING/OUTGOING RESOURCES**

Net incoming resources for the year include:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Operating leases - other assets	53,697	49,659
Audit fees	4,057	3,528
Other non-audit services	14,869	3,307
Depreciation of fixed assets	<u>39,391</u>	<u>38,061</u>

**9 TRUSTEES REMUNERATION AND EXPENSES**

During the year the charity made the following transactions with trustees:

**Miss Louise Townson**

Miss Louise Townson received remuneration of £433 (2022: £1,040) during the year.

Miss Louise Townson completes work as an independent expert by experience to help in delivering independent reviews externally.

Total expenses of £1,310 was reimbursed to two trustees during the year in respect of travel and subsistence (2022: £586 reimbursed to three trustees in respect of travel and subsistence).

No trustees have received any other benefits from the charity during the year.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

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**10 STAFF COSTS**

The aggregate payroll costs were as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	1,395,614	1,049,518
Social security costs	121,464	87,115
Pension costs	<u>64,547</u>	<u>49,806</u>
	<u>1,581,625</u>	<u>1,186,439</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2023</b>	<b>2022</b>
	<b>No</b>	<b>No</b>
Average number of staff	<u>100</u>	<u>66</u>

95 (2022 - 42) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £64,547 (2022 - £49,806).

During the year, the charity committed to redundancy and/or termination payments which totalled £20,073 (2022 - £16,238).

The number of employees whose emoluments fell within the following bands was:

	<b>2023</b>	<b>2022</b>
	<b>No</b>	<b>No</b>
£70,001 - £80,000	-	1
£80,001 - £90,000	<u>1</u>	<u>-</u>

The total employee benefits of the key management personnel of the charity were £404,590 (2022 - £280,772).

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

---

**11 TAXATION**

The charity is a registered charity and is therefore exempt from taxation.

**12 TANGIBLE FIXED ASSETS**

	<b>Property improvements - Bistro £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Equipment - Bistro £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 April 2022	38,225	376,607	61,887	476,719
Additions	-	36,622	-	36,622
At 31 March 2023	<u>38,225</u>	<u>413,229</u>	<u>61,887</u>	<u>513,341</u>
<b>Depreciation</b>				
At 1 April 2022	13,491	349,791	20,475	383,757
Charge for the year	4,497	22,590	12,304	39,391
At 31 March 2023	<u>17,988</u>	<u>372,381</u>	<u>32,779</u>	<u>423,148</u>
<b>Net book value</b>				
At 31 March 2023	<u>20,237</u>	<u>40,848</u>	<u>29,108</u>	<u>90,193</u>
At 31 March 2022	<u>24,734</u>	<u>26,816</u>	<u>41,412</u>	<u>92,962</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

---

**13 DEBTORS**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade debtors	375,380	612,598
Prepayments and accrued income	86,235	65,486
	<u>461,615</u>	<u>678,084</u>

**14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade creditors	46,556	93,009
Other taxation and social security	36,494	33,187
Other creditors	12,417	97,506
Accruals and deferred income	125,156	397,882
	<u>220,623</u>	<u>621,584</u>

**Deferred Income**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2022	349,889	143,330
Resources deferred in the period	32,287	349,889
Amounts released from previous periods	<u>(294,487)</u>	<u>(143,330)</u>
Deferred income at year end	<u>87,689</u>	<u>349,889</u>

At the balance sheet date, the charity held grants and funds received in advance relating to the next financial year which amounted to £87,689 (2022 - £349,889)

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

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**15 OBLIGATIONS UNDER LEASES AND HIRE PURCHASE CONTRACTS**

**OPERATING LEASE COMMITMENTS**

Total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Land and buildings</b>		
Within one year	60,072	68,642
Between one and five years	206,250	223,243
After five years	-	41,250
	<u>266,322</u>	<u>333,135</u>
<b>Other</b>		
Within one year	2,433	3,243
Between one and five years	-	2,433
	<u>2,433</u>	<u>5,676</u>

**16 PENSION**

**Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £64,547 (2022 - £49,806).

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

---

**17 FUNDS**

	<b>Balance at 1 April 2022 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Balance at 31 March 2023 £</b>
<b>Unrestricted</b>				
<i>General</i>				
General Funds	778,260	2,103,323	(1,840,002)	1,041,581
<i>Designated</i>				
Property costs	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
<b>Total Unrestricted</b>	<u>1,078,260</u>	<u>2,103,323</u>	<u>(1,840,002)</u>	<u>1,341,581</u>
<b>Restricted</b>				
Children in Need - Journies	21,272	38,000	(71,035)	(11,763)
Dreamscheme	86	-	(86)	-
Cumbria Community Foundation - Brian and Ann Clark Fund	1,336	-	(668)	668
Savoy Educational Trust	1,850	-	(883)	967
Funding for Bistro	14,295	-	(5,987)	8,308
Children in Need - Next Steps	40,843	53,506	(94,349)	-
Cumbria Community Foundation - Virtual groups	4,649	-	(216)	4,433
Disability Voices Project	-	67,960	-	67,960
Lancashire - Safeguarding Voices Project	-	33,000	-	33,000
Poverty Reduction Action	-	40,000	-	40,000
<b>Total restricted</b>	<u>84,331</u>	<u>232,466</u>	<u>(173,224)</u>	<u>143,573</u>
<b>Total funds</b>	<u>1,162,591</u>	<u>2,335,789</u>	<u>(2,013,226)</u>	<u>1,485,154</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

**17 FUNDS (CONTINUED)**

	<b>Balance at 1 April 2021 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Transfers £</b>	<b>Balance at 31 March 2022 £</b>
<b>Unrestricted funds</b>					
<i>General</i>					
General Funds	428,207	1,617,925	(1,316,097)	48,225	778,260
<i>Designated</i>					
Property costs	300,000	-	-	-	300,000
Development Director	49,690	-	-	(49,690)	-
	<u>349,690</u>	<u>-</u>	<u>-</u>	<u>(49,690)</u>	<u>300,000</u>
<b>Total unrestricted funds</b>	<u>777,897</u>	<u>1,617,925</u>	<u>(1,316,097)</u>	<u>(1,465)</u>	<u>1,078,260</u>
<b>Restricted</b>					
Children in Need - Journeys	-	22,000	(728)	-	21,272
Dreamscheme	171	-	(85)	-	86
Cumbria Community Foundation - Brian and Ann Clark Fund	2,004	-	(668)	-	1,336
Savoy Educational Trust	2,734	-	(884)	-	1,850
Funding for Bistro	20,281	-	(5,986)	-	14,295
Children in Need - Talk Active	8,197	24,929	(34,591)	1,465	-
Children in Need - Next Steps	-	75,072	(34,229)	-	40,843
Cumbria Community Foundation - Virtual groups	7,349	-	(2,700)	-	4,649
DeviceDotNow	200	-	(200)	-	-
Barclays 100x100	-	89,606	(89,606)	-	-
Lancashire and South Cumbria NHS Foundation Trust	-	10,000	(10,000)	-	-
Lancashire and South Cumbria Engagement	-	17,000	(17,000)	-	-
	<u>40,936</u>	<u>238,607</u>	<u>(196,677)</u>	<u>1,465</u>	<u>84,331</u>
<b>Total restricted funds</b>	<u>40,936</u>	<u>238,607</u>	<u>(196,677)</u>	<u>1,465</u>	<u>84,331</u>
<b>Total funds</b>	<u>818,833</u>	<u>1,856,532</u>	<u>(1,512,774)</u>	<u>-</u>	<u>1,162,591</u>

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)**

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#### **17 FUNDS (CONTINUED)**

The specific purposes for which the funds are to be applied are as follows:

Children in Need provided funding for the Journies project. This project will deliver activities and support for young people with learning difficulties and/or autism in West Cumbria to transition through the pandemic, school and employment, leading to improved resilience, self-awareness and self-expression.

Dreamscheme provided funding towards a camera for learners to use.

The Brian and Ann Clark fund provided funding for the hospitality academy garden.

The Savoy Educational Trust provided funding for the purchase of a coffee machine for the bistro.

Francis Scott foundation, Awards for All and the Cumberland Building Society all provided capital funding for the bistro and equipment for the bistro.

Children in Need provided funding for the Next Steps project. This project will deliver support for learning disabled children and young people in North and West Cumbria, who have become anxious and isolated due to Covid-19. This will improve their online technology skills, confidence and sense of belonging.

Cumbria Community Foundation provided funding for staff and equipment costs for Virtual Self-Advocacy Groups. The grant enabled the charity to launch the Keeping People Connected project, meaning they were able to support vulnerable people throughout the pandemic with a telephone advice and support service.

Disability Voices Project is a fund provided by the Nuclear Decommissioning Authority to engage with disabled people across Cumbria in order to understand what their lives are like and understand what changes need to be made to improve them.

Lancashire County Council provided funding for a Safeguarding Voices Project which will review the involvement of people within the safeguarding process who fall under Blackpool, Blackburn (with Darwen Borough) and Lancashire County Councils. The project's aim is to involve people as fully as possible so that the quality of life, wellbeing and safety of the individual can be improved.

## PEOPLE FIRST INDEPENDENT ADVOCACY

### COMPANY LIMITED BY GUARANTEE

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023 (CONTINUED)

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#### 17 FUNDS (CONTINUED)

Poverty Reduction Action is a fund provided by the Cumbria County Council to increase the reach of the charity's disability benefits support project to the residents of Carlisle and Eden, ensuring that both the area covered and the numbers of people supported are increased.

Children in Need provided funding for the Young People First Talk Active project. This project will work with young people with learning difficulties to access a range of creative and recreational activities afterschool, on weekends and holidays.

DeviceDotNow provided the charity with a connectivity grant which is to be used to support 10 people in purchasing mobile credit and data packages.

Barclays 100x100 provided funding to UK charities to help deliver impactful support to vulnerable people and communities impacted by COVID-19 and to alleviate the associated social and economic hardship caused by the crisis.

The Lancashire and South Cumbria NHS Foundation Trust provided funding for the development of all-age system strategies for Mental Health, Learning Disabilities and autism.

The Lancashire and South Cumbria Engagement provided funding for the NHS on Emergency Dept winter planning.

#### 18 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General £	Designated £	Restricted £	Total funds at 31 March 2023 £
Tangible fixed assets	82,354	-	7,839	90,193
Current assets	1,179,850	300,000	135,734	1,615,584
Current liabilities	(220,623)	-	-	(220,623)
Total net assets	<u>1,041,581</u>	<u>300,000</u>	<u>143,573</u>	<u>1,485,154</u>
	General £	Designated £	Restricted £	Total funds at 31 March 2022 £
Tangible fixed assets	74,962	-	18,000	92,962
Current assets	1,324,882	300,000	66,331	1,691,213
Current liabilities	(621,584)	-	-	(621,584)
Total net assets	<u>778,260</u>	<u>300,000</u>	<u>84,331</u>	<u>1,162,591</u>

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023  
(CONTINUED)**

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**19 ANALYSIS OF NET FUNDS**

	<b>At 1 April 2022</b>	<b>Financing cash flows</b>	<b>At 31 March 2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	<u>1,013,129</u>	<u>140,840</u>	<u>1,153,969</u>
Net debt	<u>1,013,129</u>	<u>140,840</u>	<u>1,153,969</u>
	<b>At 1 April 2021</b>	<b>Financing cash flows</b>	<b>At 31 March 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	<u>738,688</u>	<u>274,441</u>	<u>1,013,129</u>
Net debt	<u>738,688</u>	<u>274,441</u>	<u>1,013,129</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

England & Wales - Charity number 1184112

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# Accounts

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**COMPANY REGISTRATION NUMBER: 05438407**

**CHARITY REGISTRATION NUMBER: 1184112**

**PEOPLE FIRST INDEPENDENT ADVOCACY  
COMPANY LIMITED BY GUARANTEE  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**David Allen**  
Chartered Accountants & Statutory Auditor  
Dalmar House  
Barras Lane Estate  
Dalston  
Carlisle  
CA5 7NY

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**REFERENCE AND ADMINISTRATIVE DETAILS**

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<b>Chief Executive Officer</b>	Mr D L Blacklock
<b>Trustees</b>	Mr S Corlett Mr J M Mills Miss L Townson Mr M A Sykes Ms E Harkness, (Resigned 14 December 2021) Mrs H M Horne, (Stood down wef 24 June 2021 due to ill health) Mr S J Rigby, (Resigned 26 April 2022) Mr J Fell Mr P R Wiggins
<b>Secretary</b>	Mr P R Wiggins
<b>Charity Registration Number</b>	1184112
<b>Company Registration Number</b>	05438407
<b>Registered Office</b>	People First Conference Centre Milbourne Street Carlisle CA2 5XB
<b>Principal Office</b>	People First Conference Centre Milbourne Street Carlisle CA2 5XB
<b>Auditor</b>	David Allen Chartered Accountants & Statutory Auditor Dalmar House Barras Lane Estate Dalston Carlisle CA5 7NY
<b>Bankers</b>	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT**

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The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2022. The annual report serves the purposes of a trustees' report and a directors' report under company law.

#### **OBJECTIVES AND ACTIVITIES**

##### ***Objects and aims***

The objects of the charity are:

- the relief of those in need by reason of ill-health or disability leading to a lack of capacity including (but not limited to) people with learning difficulties or dementia.
- the advancement of health and the relief of those in need by reason of youth, age, ill-health, disability or financial hardship by:
  - (i) providing information and advice to the general public about local health and social care services;
  - (ii) making the views and experiences of members of the general public known to health and social care providers;
  - (iii) enabling local people to have a voice in the development, delivery and equality of access to local health and care services and facilities;
  - (iv) providing training and the development of skills for volunteers and the wider community in understanding, scrutinizing, reviewing and monitoring local health and care services and facilities; and
  - (v) conducting investigation and research into relevant health and social care issues and making public the useful results of such work.

Our trustees have developed a Business Strategy in consultation with our staff and following engagement with our customers. This strategy is delivered by our Chief Executive and supported by our department Directors. A Business Development plan guides each team's activities to support the achievement of our goals.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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People First has four main departments:

Finance and operations; managing finance, human resources, IT, resources, buildings, policy, compliance, legal, health and safety, governance and risk.

Advocacy; managing the delivery of all advocacy services which ensure that those who access the service understand their rights, have a voice and where possible can make their own choices. We deliver Independent Mental Capacity Advocacy, Independent Mental Health Advocacy, Care Act Advocacy, Specialist Advocacy, and the Advocacy Hub.

Healthwatch; ensuring local people can share their experiences of using health and care services and that those experiences are used to help shape and improve services. Delivered via Healthwatch Cumbria and Healthwatch Lancashire.

Inclusion; working with people who use health and care services to ensure that they are included, listened to and respected, delivered via a range of inclusive projects such as, work with universities, education for people with learning disabilities including the hospitality academy, youth work, as well as projects aimed at helping people who use services to be involved in decision making and quality assurance.

All of the services provided by People First are aimed at helping people to live their best life, we listen to, engage and empower people to be involved, be heard and included in their lives, communities, and the services that they use.

#### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### ***Use of volunteers***

We fundamentally believe that volunteers enhance our capacity across communities and by bringing additional skills to our teams. All volunteers are recruited through a safer recruitment process and are provided with extensive support from induction and through participation in events which include those also attended by staff.

We aim to maximise the benefits of working with volunteers by matching skills and experience to roles and tasks.

We aim to ensure that volunteering with us increases our contribution to social value and is equally rewarding to our volunteers themselves.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

---

#### **ACHIEVEMENTS AND PERFORMANCE**

Despite wide ranging environmental and economic challenges faced during this year, People First has had our most successful year to date.

We have significantly increased the number of people we have been able to support across a wider geography.

We have increased staffing and resources to enable us to deliver high quality support to more people.

Changes in the Senior Leadership Team have enabled a renewed vision-increasing clarity of purpose and an increased energy, all enabling us to drive the organisation further to achieve our aspirations.

We have worked closely with the Disability Association Carlisle and Eden (DaCE) and have seen the transfer of their staff and services to us. This collaboration has meant the continued support of hundreds of people, helping them to live independent lives. Our thanks go out to Fred Wilenius CEO of DaCE for his vision, support and service.

#### **FINANCIAL REVIEW**

During the year income amounted to £1,856,532 (2021: £1,540,116) and total expenditure was £1,512,774 (2021: £1,377,965). This resulted in net income of £343,758 (2021: £162,151).

At the year end the total reserves had increased to £1,162,591 (2021: £818,833), these being made up of unrestricted funds of £1,078,260 (2021: £777,897) and restricted reserves of £84,331 (2021: £40,936).

#### ***Policy on reserves***

Reserves are held to ensure the stability and deliverability of our mission and vision over all our activities and to ensure the employment and retention of our staff resources. This is equivalent to the greater of 5 months' budgeted costs or the potential close down costs.

#### **PLANS FOR FUTURE PERIODS**

##### ***Aims and key objectives for future periods***

Over the coming year the key goals we plan to achieve include:

- Increase the training offer for all staff
- Organisational Development Programme to enhance leadership and performance
- Increased focus on partnerships and fundraising
- Recruitment to our Board of Trustees
- Service growth in existing and new areas

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### ***Nature of governing document***

People First Independent Advocacy was incorporated on 28 April 2005 as a company limited by guarantee with company registration number 05438407, and was registered as a charity with the Charity Commission on 26 June 2019 under charity registration number 1184112. The charitable company is governed by its memorandum and articles.

The registered company address is People First Conference Centre, Milbourne Street, Carlisle, CA2 5XB.

#### ***Recruitment and appointment of trustees***

The trustees shall from time to time determine procedures for the election of trustees by the members, which may include elections held at the AGM, or a postal ballot of the members conducted prior to the AGM, or any other method considered to be effective and democratic.

#### ***Pre-election procedures***

In order to protect the charity, the trustees may implement pre-election procedures for assessing potential candidates for election and ensuring their suitability. Only persons approved by the trustees through such procedures may be candidates in the election.

#### ***Induction and training of trustees***

All trustees attend the same induction training as staff and volunteers. This covers the overall vision and mission of the charity as well as information on the individual departments and services. Trustees also receive safeguarding and data protection training.

#### ***Arrangements for setting key management personnel remuneration***

The board of trustees set the remuneration of the Chief Executive Officer (CEO) who in turn sets remuneration for all other members of staff in collaboration with the finance committee.

#### ***Organisational structure***

The board of trustees set the overall 3 year business strategy, which informs the annual business development plan. There is also a series of committees supporting the board, these include: Finance, Quality and Performance, Our People. The CEO reports to the trustees at every board meeting and directors report annually to the board on their area of responsibility. The board of trustees delegate day to day operational management to the CEO supported by directors.

#### ***Relationships with related parties***

People First strongly believes in working in partnership in order to advance our objectives. We have a wide network of relationship and partnerships with other organisations in the public, private and third sectors. These relationships help us to deliver our services by providing information, support, funding, collaboration, ideas and challenge.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

---

***Major risks and management of those risks***

We have a Risk Management policy and Risk Matrix which are kept under regular review. Risks are identified, scored using our agreed tolerance and appetite levels and placed on our Risk Matrix under the headings of Governance, Operational, Financial, External and Compliance with law and regulation. Management of risk is firmly placed in our governance framework with mitigation being kept under review at the assigned level.

Our current main risks are around recruitment and retention of enough suitably skilled and experienced staff as well as the need to resecure current contracts.

***Indemnity insurance***

The charitable company has purchased indemnity insurance during the year on behalf of the trustees.

**FINANCIAL INSTRUMENTS**

***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk and cash flow risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

***Cash flow risk***

The charity's activities expose it primarily to the financial risks of interest rates. Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

***Credit risk***

The charity's principal financial assets are bank balances and cash, and trade and other receivables.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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**DISCLOSURE OF INFORMATION TO AUDITOR**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

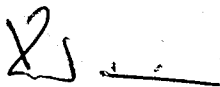
**REAPPOINTMENT OF AUDITOR**

In accordance with section 485 of the Companies Act 2006, a resolution for the re-appointment of David Allen as auditors of the charity is to be proposed at the forthcoming Annual General Meeting.

**Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 23 September 2022 and signed on its behalf by:



.....  
Mr P R Wiggins  
Company Secretary and Trustee

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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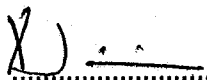
The trustees (who are also the directors of People First Independent Advocacy for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 23 September 2022 and signed on its behalf by:

  
.....

Mr P R Wiggins  
Company secretary and trustee

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT  
ADVOCACY**

---

**OPINION**

We have audited the financial statements of People First Independent Advocacy (the 'charity') for the year ended 31 March 2022, which comprise the Statement of financial activities, Balance sheet, Statement of cash flows, and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**BASIS FOR OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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#### **OTHER INFORMATION**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report incorporating the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report incorporating the Directors' report has been prepared in accordance with applicable legal requirements.

#### **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report incorporating the Directors' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the Statement of Trustees' responsibilities [set out on page 8], the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **AUDITOR RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our audit procedures were designed to respond to those identified risks, including non-compliance with laws and regulations (irregularities) and fraud that are material to the financial statements. Our audit procedures included but were not limited to:

- Discussing with the Trustees and Management their policies and procedures regarding compliance with laws and regulations;
- Communicating identified laws and regulations throughout our engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- Considering the risk of acts by the charity which were contrary to the applicable laws and regulations; including fraud.

Our audit procedures in relation to fraud included but were not limited to:

- Making enquiries of the Trustees and Management on whether they had knowledge of any actual, suspected or alleged fraud;
- Gaining an understanding of the internal controls established to mitigate risks related to fraud;
- Discussing amongst the engagement team the risks of fraud; and
- Addressing the risks of fraud through management override of controls by performing journal entry testing.

We are not responsible for detecting fraud and preventing non-compliance and cannot be expected to detect all fraud and non-compliance with all laws and regulations. The primary responsibility for the prevention and detection of irregularities including fraud rests with both the Trustees and Management. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the charity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the charity audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT  
ADVOCACY (CONTINUED)**

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**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

.....  
ALISON WELTON (Senior Statutory Auditor)  
For and on behalf of  
David Allen  
Chartered Accountants & Statutory Auditor

Dalmar House  
Barras Lane Estate  
Dalston  
Carlisle  
CA5 7NY

Date: 23 September 2022

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL  
RECOGNISED GAINS AND LOSSES)**

	<b>Note</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
<b>Income from:</b>					
Donations and legacies	3	139,196	211,607	350,803	86,769
Charitable activities	4	1,478,535	27,000	1,505,535	1,439,773
Other trading activities	5	-	-	-	11,107
Investment income	6	194	-	194	318
Other income	7	-	-	-	2,149
<b>Total income</b>		<b>1,617,925</b>	<b>238,607</b>	<b>1,856,532</b>	<b>1,540,116</b>
<b>Expenditure on:</b>					
Charitable activities	8	(1,316,097)	(196,677)	(1,512,774)	(1,377,965)
<b>Total expenditure</b>		<b>(1,316,097)</b>	<b>(196,677)</b>	<b>(1,512,774)</b>	<b>(1,377,965)</b>
Net income		301,828	41,930	343,758	162,151
Transfers between funds		(1,465)	1,465	-	-
Net movement in funds		300,363	43,395	343,758	162,151
<b>Reconciliation of funds</b>					
Total funds brought forward		777,897	40,936	818,833	656,682
Total funds carried forward	19	1,078,260	84,331	1,162,591	818,833

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL  
RECOGNISED GAINS AND LOSSES)**

	Note	Unrestricted £	Restricted £	Total 2021 £
<b>Income from:</b>				
Donations and legacies	3	-	86,769	86,769
Charitable activities	4	1,439,773	-	1,439,773
Other trading activities	5	11,107	-	11,107
Investment income	6	318	-	318
Other income	7	2,149	-	2,149
Total income		<u>1,453,347</u>	<u>86,769</u>	<u>1,540,116</u>
<b>Expenditure on:</b>				
Charitable activities	8	<u>(1,288,348)</u>	<u>(89,617)</u>	<u>(1,377,965)</u>
Total expenditure		<u>(1,288,348)</u>	<u>(89,617)</u>	<u>(1,377,965)</u>
Net income/(expenditure)		164,999	(2,848)	162,151
Transfers between funds		<u>4,841</u>	<u>(4,841)</u>	-
Net movement in funds		169,840	(7,689)	162,151
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>608,057</u>	<u>48,625</u>	<u>656,682</u>
Total funds carried forward	19	<u>777,897</u>	<u>40,936</u>	<u>818,833</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 and 2021 are shown in note 19.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET AS AT 31 MARCH 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	14	92,962	98,624
<b>Current assets</b>			
Debtors	15	678,084	197,692
Cash at bank and in hand		<u>1,013,129</u>	<u>738,688</u>
		1,691,213	936,380
<b>Creditors: Amounts falling due within one year</b>	16	<u>(621,584)</u>	<u>(216,171)</u>
<b>Net current assets</b>		<u>1,069,629</u>	<u>720,209</u>
<b>Net assets</b>		<u>1,162,591</u>	<u>818,833</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted	19	84,331	40,936
<b>Unrestricted income funds</b>			
Unrestricted		<u>1,078,260</u>	<u>777,897</u>
<b>Total funds</b>	19	<u>1,162,591</u>	<u>818,833</u>

The financial statements on pages 14 to 36 were approved by the trustees, and authorised for issue on 23 September 2022 and signed on their behalf by:



Mr S Corlett  
Trustee

Registration number: 05438407

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2022**

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	Note	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Net cash income		343,758	162,151
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		38,061	66,961
Investment income	6	<u>(194)</u>	<u>(318)</u>
		381,625	228,794
<b>Working capital adjustments</b>			
(Increase)/decrease in debtors	15	(480,392)	33,327
Increase in creditors	16	<u>405,413</u>	<u>54,516</u>
Net cash flows from operating activities		<u>306,646</u>	<u>316,637</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	6	194	318
Purchase of tangible fixed assets	14	(32,399)	(30,175)
Sale of tangible fixed assets		<u>-</u>	<u>14,731</u>
Net cash flows from investing activities		<u>(32,205)</u>	<u>(15,126)</u>
Net increase in cash and cash equivalents		274,441	301,511
Cash and cash equivalents at 1 April		<u>738,688</u>	<u>437,177</u>
Cash and cash equivalents at 31 March		<u><u>1,013,129</u></u>	<u><u>738,688</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

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##### **1 CHARITY STATUS**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

People First Conference Centre  
Milbourne Street  
Carlisle  
CA2 5XB

These financial statements were authorised for issue by the trustees on 23 September 2022.

##### **2 ACCOUNTING POLICIES**

###### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

###### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

###### **Basis of preparation**

People First Independent Advocacy meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

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

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

**Income**

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

***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

***Other trading activities***

Income from other trading activities is recognised when there is evidence of entitlement, receipt is probable and its amount can be measured reliably.

***Investment income***

Interest on funds held on deposit are included when receivable and the amount can be measured reliably by the charitable company, this is normally upon notification of the interest paid or payable by the bank.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

***Other income***

Other income is recognised when there is evidence of entitlement, receipt is probable and its amount can be measured reliably.

**Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Governance costs**

Governance costs are costs incurred on the charity's operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**Tangible fixed assets**

Individual fixed assets costing £200.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

**Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, fittings and equipment	25% straight line and 15% reducing balance
Motor vehicles	15% reducing balance
Property improvements - Bistro	straight line over remaining life of leasehold lease
Equipment - Bistro	20% straight line

**Debtors**

Trade debtors and other debtors are measured at their recoverable amounts. Prepayments are calculated as amounts paid during the financial year, but which relate to a future financial period. Accrued income is recognised where the entity is entitled to the income in the financial year, but the receipt does not occur until a future financial year.

**Cash and cash equivalents**

Includes all cash held and in bank current and deposit accounts.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Accruals are calculated as amounts relating to the financial year, but which are paid for after the year end. Deferred income includes amounts received in the financial year for income relating to future financial periods.

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

**Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

**Pensions and other post retirement obligations**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Outstanding pension contributions at the balance sheet date are included within other creditors.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (CONTINUED)**

**Employee benefits**

Termination benefits are recognised as an expense in the Statement of Financial Activities immediately. Termination benefits are recognised as a liability and expense only when the charitable company is demonstrably committed either to terminate the employment of an employee or group of employees before the normal retirement date or to provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

Termination benefits are measured at the best estimate of the expenditure that would be required to settle the obligation at the reporting date. In the case of an offer made to encourage voluntary redundancy, measurement is based on the number of employees expected to accept the offer. When termination benefits are due more than 12 months after the end of the reporting period, they shall be measured at their discounted present value.

**Financial instruments**

***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

**3 INCOME FROM DONATIONS, LEGACIES AND GRANTS RECEIVABLE**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>General</b>	<b>funds</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations and legacies;				
Donations from companies, trusts and similar proceeds	139,196	-	139,196	-
Barclays 100x100 Community Relief Funding	-	89,606	89,606	11,114
Grants, including capital grants;				
Children in Need - Talk active	-	24,929	24,929	40,220
Children in Need - Next steps	-	75,072	75,072	4,435
Children in need - Journies	-	22,000	22,000	-
Other grants receivable	-	-	-	31,000
	<u>139,196</u>	<u>211,607</u>	<u>350,803</u>	<u>86,769</u>

**4 INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted</b>		<b>Total</b>	<b>Total</b>
	<b>funds</b>	<b>Restricted</b>	<b>2022</b>	<b>2021</b>
	<b>General</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>£</b>			
Income receivable	<u>1,478,535</u>	<u>27,000</u>	<u>1,505,535</u>	<u>1,439,773</u>

**5 INCOME FROM OTHER TRADING ACTIVITIES**

	<b>Total</b>	<b>Total</b>
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Rent receivable, room hire and refreshments	<u>-</u>	<u>11,107</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

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**6 INVESTMENT INCOME**

	Unrestricted funds		
	General £	Total 2022 £	Total 2021 £
Interest on cash deposits	<u>194</u>	<u>194</u>	<u>318</u>

**7 OTHER INCOME**

	Total 2022 £	Total 2021 £
Coronavirus Job Retention Scheme income	<u>-</u>	<u>2,149</u>

**8 EXPENDITURE ON CHARITABLE ACTIVITIES**

	Activity undertaken directly £	Activity support costs £	Total 2022 £	Total 2021 £
Charitable activities	<u>1,384,522</u>	<u>128,252</u>	<u>1,512,774</u>	<u>1,377,965</u>

**9 ANALYSIS OF GOVERNANCE AND SUPPORT COSTS**

**SUPPORT COSTS ALLOCATED TO CHARITABLE ACTIVITIES**

	Administration costs £	Total 2022 £	Total 2021 £
Support costs	<u>128,252</u>	<u>128,252</u>	<u>118,379</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

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**9 ANALYSIS OF GOVERNANCE AND SUPPORT COSTS (CONTINUED)**

**GOVERNANCE COSTS**

	<b>Unrestricted funds General £</b>	<b>Total 2022 £</b>
Accountancy fees	3,307	3,307
Auditor's fees	3,528	3,528
	<u>6,835</u>	<u>6,835</u>

	<b>Unrestricted funds General £</b>	<b>Total 2021 £</b>
Accountancy fees	2,490	2,490
Auditor's fees	3,360	3,360
	<u>5,850</u>	<u>5,850</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

---

**10 NET INCOMING/OUTGOING RESOURCES**

Net incoming resources for the year include:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Operating leases - other assets	49,659	56,368
Audit fees	3,360	3,360
Other non-audit services	3,187	2,490
Depreciation of fixed assets	<u>38,506</u>	<u>66,961</u>

**11 TRUSTEES REMUNERATION AND EXPENSES**

During the year the charity made the following transactions with trustees:

**Miss Louise Townson**

Miss Louise Townson received remuneration of £1,040 (2021: £1,191) during the year.

Miss Louise Townson completes work as an independent expert by experience to help in delivering independent reviews externally.

**Mrs Helen Horne (Deceased 9 July 2021)**

Mrs Helen Horne received remuneration of £nil (2021: £4,000) during the year.

Mrs Helen Horne was the chair of Healthwatch and received a Honorarium for this as agreed by its independent board.

Total expenses of £586 were reimbursed to three trustees during the year (2021: £nil) in respect of travel and subsistence.

No trustees have received any other benefits from the charity during the year.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

---

**12 STAFF COSTS**

The aggregate payroll costs were as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	1,049,518	876,462
Social security costs	87,115	62,578
Pension costs	49,806	46,997
	<u>1,186,439</u>	<u>986,037</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2022</b>	<b>2021</b>
	<b>No</b>	<b>No</b>
Average number of staff	<u>66</u>	<u>59</u>

42 (2021 - 49) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £49,806 (2021 - £46,977).

During the year, the charity made redundancy and/or termination payments which totalled £16,238 (2021 - Nil).

The number of employees whose emoluments fell within the following bands was:

	<b>2022</b>	<b>2021</b>
	<b>No</b>	<b>No</b>
£60,001 - £70,000	-	1
£70,001 - £80,000.	<u>1</u>	<u>-</u>

The total employee benefits of the key management personnel of the charity were £251,685 (2021 - £296,654).

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

---

**13 TAXATION**

The charity is a registered charity and is therefore exempt from taxation.

**14 TANGIBLE FIXED ASSETS**

	<b>Property improvements - Bistro £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Equipment - Bistro £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 April 2021	38,225	375,061	31,034	444,320
Additions	-	1,546	30,853	32,399
At 31 March 2022	<u>38,225</u>	<u>376,607</u>	<u>61,887</u>	<u>476,719</u>
<b>Depreciation</b>				
At 1 April 2021	8,994	324,288	12,414	345,696
Charge for the year	4,497	25,503	8,061	38,061
At 31 March 2022	<u>13,491</u>	<u>349,791</u>	<u>20,475</u>	<u>383,757</u>
<b>Net book value</b>				
At 31 March 2022	<u>24,734</u>	<u>26,816</u>	<u>41,412</u>	<u>92,962</u>
At 31 March 2021	<u>29,231</u>	<u>50,773</u>	<u>18,620</u>	<u>98,624</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

**15 DEBTORS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade debtors	612,598	130,749
Prepayments and accrued income	65,486	66,349
Other debtors	-	594
	<u>678,084</u>	<u>197,692</u>

**16 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade creditors	93,009	20,523
Other taxation and social security	33,187	25,269
Other creditors	97,506	11,243
Accruals and deferred income	397,882	159,136
	<u>621,584</u>	<u>216,171</u>

**Deferred Income**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2021	143,330	31,215
Resources deferred in the period	392,889	143,330
Amounts released from previous periods	<u>(143,330)</u>	<u>(31,215)</u>
Deferred income at year end	<u>392,889</u>	<u>143,330</u>

At the balance sheet date, the charity held grants and funds received in advance relating to the next financial year which amounted to £392,889.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

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**17 OBLIGATIONS UNDER LEASES AND HIRE PURCHASE CONTRACTS**

**OPERATING LEASE COMMITMENTS**

Total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Land and buildings</b>		
Within one year	68,642	68,000
Between one and five years	223,243	229,750
After five years	41,250	137,500
	<u>333,135</u>	<u>435,250</u>

**Operating leases - lessor**

The total of future minimum lease payments is as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Land and buildings</b>		
Within one year	<u>-</u>	<u>7,182</u>

**18 PENSION**

**Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £49,806 (2021 - £46,997).

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

**19 FUNDS**

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
<b>Unrestricted</b>					
<i>General</i>					
General Funds	428,207	1,617,925	(1,316,097)	48,225	778,260
<i>Designated</i>					
Property costs	300,000	-	-	-	300,000
Development Director	49,690	-	-	(49,690)	-
	<u>349,690</u>	<u>-</u>	<u>-</u>	<u>(49,690)</u>	<u>300,000</u>
<b>Total Unrestricted</b>	<u>777,897</u>	<u>1,617,925</u>	<u>(1,316,097)</u>	<u>(1,465)</u>	<u>1,078,260</u>
<b>Restricted</b>					
Children in Need - Journies	-	22,000	(728)	-	21,272
Dreamscheme	171	-	(85)	-	86
Cumbria Community Foundation - Brian and Ann Clark Fund	2,004	-	(668)	-	1,336
Savoy Educational Trust	2,734	-	(884)	-	1,850
Funding for Bistro	20,281	-	(5,986)	-	14,295
Children in Need - Talk Active	8,197	24,929	(34,591)	1,465	-
Children in Need - Next Steps	-	75,072	(34,229)	-	40,843
Cumbria Community Foundation - Virtual groups	7,349	-	(2,700)	-	4,649
DeviceDotNow	200	-	(200)	-	-
Barclays 100x100	-	89,606	(89,606)	-	-
Lancashire and South Cumbria NHS Foundation Trust	-	10,000	(10,000)	-	-
Lancashire and South Cumbria Engagement	-	17,000	(17,000)	-	-
	<u>40,936</u>	<u>238,607</u>	<u>(196,677)</u>	<u>1,465</u>	<u>84,331</u>
<b>Total restricted</b>	<u>40,936</u>	<u>238,607</u>	<u>(196,677)</u>	<u>1,465</u>	<u>84,331</u>
<b>Total funds</b>	<u>818,833</u>	<u>1,856,532</u>	<u>(1,512,774)</u>	<u>-</u>	<u>1,162,591</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

**19 FUNDS (CONTINUED)**

	<b>Balance at 1 April 2020 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Transfers £</b>	<b>Balance at 31 March 2021 £</b>
<b>Unrestricted funds</b>					
<i>General</i>					
General Funds	608,057	1,453,347	(1,288,348)	(344,849)	428,207
<i>Designated</i>					
Property costs	-	-	-	300,000	300,000
Development Director	-	-	-	49,690	49,690
	-	-	-	349,690	349,690
<b>Total unrestricted funds</b>	<b>608,057</b>	<b>1,453,347</b>	<b>(1,288,348)</b>	<b>4,841</b>	<b>777,897</b>
<b>Restricted</b>					
Dreamscheme	255	-	(84)	-	171
Cumbria Community Foundation - Brian and Ann Clark Fund	5,985	-	(3,981)	-	2,004
Roselands Trust	2,500	-	(2,500)	-	-
Savoy Educational Trust	3,617	-	(883)	-	2,734
Dobies	-	500	(500)	-	-
Vinci UK Foundation	10,000	-	(10,000)	-	-
Funding for Bistro	26,268	-	(5,987)	-	20,281
Children in Need - Talk Active	-	40,219	(32,022)	-	8,197
Children in Need - Next Steps	-	4,436	(4,436)	-	-
Cumbria Community Foundation - Virtual groups	-	10,000	(2,651)	-	7,349
DeviceDotNow	-	600	(400)	-	200
Discharge Pathways	-	9,900	(5,059)	(4,841)	-
Barclays 100x100	-	11,114	(11,114)	-	-
Cumbria Community Foundation - KPC	-	10,000	(10,000)	-	-
<b>Total restricted funds</b>	<b>48,625</b>	<b>86,769</b>	<b>(89,617)</b>	<b>(4,841)</b>	<b>40,936</b>
<b>Total funds</b>	<b>656,682</b>	<b>1,540,116</b>	<b>(1,377,965)</b>	<b>-</b>	<b>818,833</b>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022  
(CONTINUED)**

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**19 FUNDS (CONTINUED)**

The specific purposes for which the funds are to be applied are as follows:

Barclays 100x100 provided funding to UK charities to help deliver impactful support to vulnerable people and communities impacted by COVID-19 and to alleviate the associated social and economic hardship caused by the crisis.

Children in Need provided funding for the Young People First Talk Active project. This project will work with young people with learning difficulties to access a range of creative and recreational activities afterschool, on weekends and holidays.

Children in Need provided funding for the Next steps project. This project will deliver support for learning disabled children and young people in North and West Cumbria, who have become anxious and isolated due to Covid-19. This will improve their online technology skills, confidence and sense of belonging.

Children in Need provided funding for the Journies project. This project will deliver activities and support for young people with learning difficulties and/or autism in West Cumbria to transition through the pandemic, school and employment, leading to improved resilience, self-awareness and self-expression.

Cumbria Community Foundation provided funding for Discharge Pathways. This supported the charity to respond to referrals received through the Hospital Pathway Zero project then through the Health and Welfare Telephone Support Service. The grant has supported people to be discharged from hospital safely and to access other services.

Cumbria Community Foundation provided funding for staff and equipment costs for Virtual Self-Advocacy Groups. The grant enabled the charity to launch the Keeping People Connected project, meaning they were able to support vulnerable people throughout the pandemic with a telephone advice and support service.

## PEOPLE FIRST INDEPENDENT ADVOCACY

### COMPANY LIMITED BY GUARANTEE

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

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#### 19 FUNDS (CONTINUED)

DeviceDotNow provided the charity with a connectivity grant which is to be used to support 10 people in purchasing mobile credit and data packages.

The Brian and Ann Clark fund provided funding for the hospitality academy garden.

The Roselands Trust provided funding for training and assistance with self advocacy.

The Savoy Educational Trust provided funding for the purchase of a coffee machine for the bistro.

Dreamscheme provided funding towards a camera for learners to use.

The Lancashire and South Cumbria NHS Foundation Trust provided funding for the development of all-age system strategies for Mental Health, Learning Disabilities and autism.

The Lancashire and South Cumbria Engagement provided funding for the NHS on Emergency Dept winter planning.

Vinci UK foundation initially provided funding for the hospitality staff breakaway room. These funds have been re-allocated to deliver Virtual Self Advocacy Groups and a Buddy system for people with learning difficulties across Cumbria. This re-allocation was agreed by the grant funders.

Francis Scott foundation, Awards for All and the Cumberland Building Society all provided capital funding for the bistro and equipment for the bistro.

#### 20 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total funds at 31 March 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	74,962	-	18,000	92,962
Current assets	1,324,882	300,000	66,331	1,691,213
Current liabilities	(621,584)	-	-	(621,584)
Total net assets	<u>778,260</u>	<u>300,000</u>	<u>84,331</u>	<u>1,162,591</u>

## PEOPLE FIRST INDEPENDENT ADVOCACY

### COMPANY LIMITED BY GUARANTEE

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

#### 20 ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

	General	Designated	Restricted	Total funds at 31 March 2021
	£	£	£	£
Tangible fixed assets	70,769	-	27,855	98,624
Current assets	573,609	349,690	13,081	936,380
Current liabilities	<u>(216,171)</u>	<u>-</u>	<u>-</u>	<u>(216,171)</u>
Total net assets	<u>428,207</u>	<u>349,690</u>	<u>40,936</u>	<u>818,833</u>

#### 21 ANALYSIS OF NET FUNDS

	At 1 April 2021	Financing cash flows	At 31 March 2022
	£	£	£
Cash at bank and in hand	<u>738,688</u>	<u>274,441</u>	<u>1,013,129</u>
Net debt	<u>738,688</u>	<u>274,441</u>	<u>1,013,129</u>
	At 1 April 2020	Financing cash flows	At 31 March 2021
	£	£	£
Cash at bank and in hand	<u>437,177</u>	<u>301,511</u>	<u>738,688</u>
Net debt	<u>437,177</u>	<u>301,511</u>	<u>738,688</u>

#### 22 RELATED PARTY TRANSACTIONS

During the year the charity made the following related party transactions:

##### People First Services

People First Services (PFS) was incorporated and registered as a charity on 17 July 2019. The charity was setup as a foundation CIO where members are the trustees of People First Independent Advocacy (PFIA).

During the year there was £32 (2021:£nil) of recharges from PFS and £531,719 (2021: £170,175) recharged to PFS from PFIA. At the balance sheet date, £359,062 (2021: £5,471) was due from PFIA to PFS) was due from PFS to PFIA. This balance arises from recharges and amounts owed between entities.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

England & Wales - Charity number 1184112

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# Accounts

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**COMPANY REGISTRATION NUMBER: 05438407**

**CHARITY REGISTRATION NUMBER: 1184112**

**PEOPLE FIRST INDEPENDENT ADVOCACY**  
**COMPANY LIMITED BY GUARANTEE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**David Allen**

Chartered Accountants & Statutory Auditor

Dalmar House

Barras Lane Estate

Dalston

Carlisle

CA5 7NY

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**REFERENCE AND ADMINISTRATIVE DETAILS**

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<b>Chief Executive Officer</b>	Mr D L Blacklock
<b>Trustees</b>	Mr S Corlett Mr J M Mills Miss L Townson Mr M A Sykes Ms E Harkness Mr P R Wiggins Mrs H M Horne (Deceased 9 July 2021) Mr S J Rigby Mr J Fell (appointed 23 February 2021)
<b>Secretary</b>	Mr P R Wiggins
<b>Principal Office</b>	People First Conference Centre Milbourne Street Carlisle CA2 5XB
<b>Registered Office</b>	People First Conference Centre Milbourne Street Carlisle CA2 5XB
<b>Company Registration Number</b>	05438407
<b>Charity Registration Number</b>	1184112
<b>Bankers</b>	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB
<b>Auditor</b>	David Allen Chartered Accountants & Statutory Auditor Dalmar House Barras Lane Estate Dalston Carlisle CA5 7NY

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT**

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The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021. The annual report serves the purposes of a trustees' report and a directors' report under company law.

#### **OBJECTIVES AND ACTIVITIES**

##### ***Objects and aims***

The objects of the charity are:

- the relief of those in need by reason of ill-health or disability leading to a lack of capacity including (but not limited to) people with learning difficulties or dementia.
- the advancement of health and the relief of those in need by reason of youth, age, ill-health, disability or financial hardship by:
  - (i) providing information and advice to the general public about local health and social care services;
  - (ii) making the views and experiences of members of the general public known to health and social care providers;
  - (iii) enabling local people to have a voice in the development, delivery and equality of access to local health and care services and facilities;
  - (iv) providing training and the development of skills for volunteers and the wider community in understanding, scrutinizing, reviewing and monitoring local health and care services and facilities; and
  - (v) conducting investigation and research into relevant health and social care issues and making public the useful results of such work.

Our trustees have developed a Business Strategy in consultation with our staff and following engagement with our customers. This strategy is delivered by our Chief Executive and supported by our department Directors. A Business Development plan guides each team's activities to support the achievement of our goals.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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People First has four main departments:

Finance and operations; managing finance, human resources, IT, resources, buildings, policy, compliance, legal, health and safety, governance and risk.

Advocacy; managing the delivery of all advocacy services which ensure that those who access the service understand their rights, have a voice and where possible can make their own choices. We deliver Independent Mental Capacity Advocacy, Independent Mental Health Advocacy, Care Act Advocacy, Specialist Advocacy, and the Advocacy Hub.

Healthwatch; ensuring local people can share their experiences of using health and care services and that those experiences are used to help shape and improve services. Delivered via Healthwatch Cumbria and Healthwatch Lancashire.

Research, Education and Inclusion; working with people who use health and care services to ensure that they are included, listened to and respected, delivered via a range of inclusive projects such as, work with universities, education for people with learning disabilities including the hospitality academy and bistro, youth work, as well as projects aimed at helping people who use services to be involved in decision making and quality assurance.

All of the services provided by People First are aimed at helping people to live their best life, we listen to, engage and empower people to be involved, be heard and included in their lives, communities, and the services that they use.

#### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### ***Use of volunteers***

We fundamentally believe that volunteers enhance our capacity across communities and by bringing additional skills to our teams. All volunteers are recruited through a safer recruitment process and are provided with extensive support from induction and through participation in events which include those also attended by staff.

We aim to maximise the benefits of working with volunteers by matching skills and experience to roles and tasks.

We aim to ensure that volunteering with us increases our contribution to social value and is equally rewarding to our volunteers themselves.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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##### **ACHIEVEMENTS AND PERFORMANCE**

In one of our most challenging years to date due to the Covid pandemic, we are proud of our response. We have not only managed to keep all our services running with minimal disruption; we have established a wide range of new support services to meet the increased needs of our communities.

New services included:

Keeping People Connected - A telephone helpline supporting vulnerable, isolated people during the Covid pandemic. This temporary service supported 431 people to maintain regular contact across Cumbria, Lancashire, and Northumberland conducting 4,815 calls in total.

Lancashire 246 - A project carrying out welfare checks on 246 individuals across Lancashire on behalf of Lancashire County Council. A temporary Covid service.

All other services continued to thrive delivering outstanding support through listening to the views of the public, advocacy, information sharing and training to those in need.

##### **FINANCIAL REVIEW**

During the year income amounted to £1,540,116 (2020: £1,643,253) and total expenditure was £1,377,965 (2020: £1,534,340). This resulted in net income of £162,151 (2020: £108,913).

At the year end the total reserves had increased to £818,833 (2020: £656,682), these being made up of unrestricted funds of £777,897 (2020: £608,057) and restricted reserves held of £40,936 (2020: £48,625).

##### ***Policy on reserves***

Reserves are held to ensure the stability and deliverability of our mission and vision over all our activities and to ensure the employment and retention of our staff resources. This is equivalent to the greater of 5 months' budgeted costs or the potential close down costs.

##### **PLANS FOR FUTURE PERIODS**

##### ***Aims and key objectives for future periods***

Our focus in the coming year will be on recovering from the pandemic. Returning our staff to more normal working practices whilst retaining good new practice established. We will seek to further develop our structure, strength and offer.

A new department will be created to support us to grow our offer and help more people who are in need by supporting increased funding.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### ***Nature of governing document***

People First Independent Advocacy was incorporated on 28 April 2005 as a company limited by guarantee with company registration number 05438407, and was registered as a charity with the Charity Commission on 26 June 2019 under charity registration number 1184112. The charitable company is governed by its memorandum and articles.

The registered company address is People First Conference Centre, Milbourne Street, Carlisle, CA2 5XB.

#### ***Recruitment and appointment of trustees***

The trustees shall from time to time determine procedures for the election of trustees by the members, which may include elections held at the AGM, or a postal ballot of the members conducted prior to the AGM, or any other method considered to be effective and democratic.

#### ***Pre-election procedures***

In order to protect the charity, the trustees may implement pre-election procedures for assessing potential candidates for election and ensuring their suitability. Only persons approved by the trustees through such procedures may be candidates in the election.

#### ***Induction and training of trustees***

All trustees attend the same induction training as staff and volunteers. This covers the overall vision and mission of the charity as well as information on the individual departments and services. Trustees also receive safeguarding and data protection training.

#### ***Arrangements for setting key management personnel remuneration***

The board of trustees set the remuneration of the CEO who in turn sets remuneration for all other members of staff in collaboration with the finance committee.

#### ***Organisational structure***

The board of trustees set the overall 3 year business strategy, which informs the annual business development plan. There is also a series of committees supporting the board, these include: Finance, Quality and Performance, Our People, and Customer Voice; a committee which the board plans to establish during 2021/22. The CEO reports to the trustees at every board meeting and directors report annually to the board on their area of responsibility. The board of trustees delegate day to day operational management to the CEO supported by directors.

#### ***Relationships with related parties***

People First strongly believes in working in partnership in order to advance our objectives. We have a wide network of relationship and partnerships with other organisations in the public, private and third sectors. These relationships help us to deliver our services by providing information, support, funding, collaboration, ideas and challenge.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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##### ***Major risks and management of those risks***

We have a Risk Management policy and Risk Matrix which are kept under regular review. Risks are identified, scored using our agreed tolerance and appetite levels and placed on our Risk Matrix under the headings of Governance, Operational, Financial, External and Compliance with law and regulation. Management of risk is firmly placed in our governance framework with mitigation being kept under review at the assigned level.

The main risks now relate to financial sustainability due to uncertainty following Covid-19 and the percentage of our business which is dependent on Local Authority contracts. Delivering outstanding services, growing our business and diversification are the main strands of mitigation in place to address this.

##### ***Indemnity insurance***

The charitable company has purchased indemnity insurance during the year on behalf of the trustees.

#### **FINANCIAL INSTRUMENTS**

##### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

##### ***Cash flow risk***

The charity's activities expose it primarily to the financial risks of interest rates. Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

##### ***Credit risk***

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

##### ***Liquidity risk***

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance. Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES' REPORT INCORPORATING DIRECTORS' REPORT (CONTINUED)**

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**DISCLOSURE OF INFORMATION TO AUDITOR**

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

**REAPPOINTMENT OF AUDITOR**

In accordance with section 485 of the Companies Act 2006, a resolution for the re-appointment of David Allen as auditors of the charity is to be proposed at the forthcoming Annual General Meeting.

**Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 24 August 2021 and signed on its behalf by:

.....  
Mr P R Wiggins  
Company Secretary and Trustee

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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The trustees (who are also the directors of People First Independent Advocacy for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 24 August 2021 and signed on its behalf by:

.....  
Mr P R Wiggins  
Company Secretary and Trustee

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY**

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### **OPINION**

We have audited the financial statements of People First Independent Advocacy (the 'charity') for the year ended 31 March 2021, which comprise the Statement of financial activities, Balance sheet, Statement of cash flows, and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **BASIS FOR OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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##### **OTHER INFORMATION**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

##### **OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report incorporating the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report incorporating the Directors' report has been prepared in accordance with applicable legal requirements.

##### **MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report incorporating the Directors' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

##### **RESPONSIBILITIES OF TRUSTEES**

As explained more fully in the Statement of Trustees' responsibilities [set out on page 8], the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT ADVOCACY (CONTINUED)**

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In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

Our audit procedures were designed to respond to those identified risks, including non-compliance with laws and regulations (irregularities) and fraud that are material to the financial statements. Our audit procedures included but were not limited to:

- Discussing with the Trustees and Management their policies and procedures regarding compliance with laws and regulations;
- Communicating identified laws and regulations throughout our engagement team and remaining alert to any indications of non-compliance throughout our audit; and
- Considering the risk of acts by the charity which were contrary to the applicable laws and regulations, including fraud.

Our audit procedures in relation to fraud included but were not limited to:

- Making enquiries of the Trustees and Management on whether they had knowledge of any actual, suspected or alleged fraud;
- Gaining an understanding of the internal controls established to mitigate risks related to fraud;
- Discussing amongst the engagement team the risks of fraud; and
- Addressing the risks of fraud through management override of controls by performing journal entry testing.

We are not responsible for detecting fraud and preventing non-compliance and cannot be expected to detect all fraud and non-compliance with all laws and regulations. The primary responsibility for the prevention and detection of irregularities including fraud rests with both the Trustees and Management. As with any audit, there remained a risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal controls.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

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**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PEOPLE FIRST INDEPENDENT  
ADVOCACY (CONTINUED)**

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**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

.....  
ALISON WELTON (Senior Statutory Auditor)  
For and on behalf of  
David Allen  
Chartered Accountants & Statutory Auditor

Dalmar House  
Barras Lane Estate  
Dalston  
Carlisle  
CA5 7NY

Date:.....

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL  
RECOGNISED GAINS AND LOSSES)**

---

	<b>Note</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Income from:</b>					
Donations and legacies	3	-	86,769	86,769	59,551
Charitable activities	4	1,439,773	-	1,439,773	1,486,511
Other trading activities	5	11,107	-	11,107	94,520
Investment income	6	318	-	318	1,085
Other income	7	2,149	-	2,149	1,586
Total income		<u>1,453,347</u>	<u>86,769</u>	<u>1,540,116</u>	<u>1,643,253</u>
<b>Expenditure on:</b>					
Charitable activities	8	<u>(1,288,348)</u>	<u>(89,617)</u>	<u>(1,377,965)</u>	<u>(1,534,340)</u>
Total expenditure		<u>(1,288,348)</u>	<u>(89,617)</u>	<u>(1,377,965)</u>	<u>(1,534,340)</u>
Net income/(expenditure)		164,999	(2,848)	162,151	108,913
Transfers between funds		<u>4,841</u>	<u>(4,841)</u>	-	-
Net movement in funds		169,840	(7,689)	162,151	108,913
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>608,057</u>	<u>48,625</u>	<u>656,682</u>	<u>547,769</u>
Total funds carried forward	19	<u><u>777,897</u></u>	<u><u>40,936</u></u>	<u><u>818,833</u></u>	<u><u>656,682</u></u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

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

**(CONTINUED)**

**(INCLUDING INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF TOTAL  
RECOGNISED GAINS AND LOSSES)**

---

	<b>Note</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2020 £</b>
<b>Income from:</b>				
Donations and legacies	3	-	59,551	59,551
Charitable activities	4	1,486,286	225	1,486,511
Other trading activities	5	94,520	-	94,520
Investment income	6	1,085	-	1,085
Other income	7	1,586	-	1,586
Total income		<u>1,583,477</u>	<u>59,776</u>	<u>1,643,253</u>
<b>Expenditure on:</b>				
Charitable activities	8	<u>(1,481,981)</u>	<u>(52,359)</u>	<u>(1,534,340)</u>
Total expenditure		<u>(1,481,981)</u>	<u>(52,359)</u>	<u>(1,534,340)</u>
Net income		101,496	7,417	108,913
Transfers between funds		<u>(3,008)</u>	<u>3,008</u>	-
Net movement in funds		98,488	10,425	108,913
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>509,569</u>	<u>38,200</u>	<u>547,769</u>
Total funds carried forward	19	<u>608,057</u>	<u>48,625</u>	<u>656,682</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 and 2020 are shown in note 19.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET AS AT 31 MARCH 2021**

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	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Fixed assets</b>			
Tangible assets	14	98,624	150,141
<b>Current assets</b>			
Debtors	15	197,692	231,019
Cash at bank and in hand		<u>738,688</u>	<u>437,177</u>
		936,380	668,196
<b>Creditors: Amounts falling due within one year</b>			
	16	<u>(216,171)</u>	<u>(161,655)</u>
<b>Net current assets</b>			
		<u>720,209</u>	<u>506,541</u>
<b>Net assets</b>			
		<u>818,833</u>	<u>656,682</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted	19	40,936	48,625
<b>Unrestricted income funds</b>			
Unrestricted		<u>777,897</u>	<u>608,057</u>
<b>Total funds</b>			
	19	<u>818,833</u>	<u>656,682</u>

The financial statements on pages 13 to 33 were approved by the trustees, and authorised for issue on 24 August 2021 and signed on their behalf by:

.....  
Mr S Corlett  
Trustee  
Registration number: 05438407

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021**

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	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Cash flows from operating activities</b>			
Net cash income		162,151	108,913
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		66,961	66,823
Investment income	6	<u>(318)</u>	<u>(1,085)</u>
		228,794	174,651
<b>Working capital adjustments</b>			
Decrease/(increase) in debtors	15	33,327	(78,355)
Increase in creditors	16	<u>54,516</u>	<u>16,248</u>
Net cash flows from operating activities		<u>316,637</u>	<u>112,544</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	6	318	1,085
Purchase of tangible fixed assets	14	(30,175)	(108,709)
Sale of tangible fixed assets		<u>14,731</u>	<u>764</u>
Net cash flows from investing activities		<u>(15,126)</u>	<u>(106,860)</u>
Net increase in cash and cash equivalents		301,511	5,684
Cash and cash equivalents at 1 April		<u>437,177</u>	<u>431,493</u>
Cash and cash equivalents at 31 March		<u><u>738,688</u></u>	<u><u>437,177</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 CHARITY STATUS**

The charity is limited by guarantee, incorporated in England and Wales.

The address of its registered office is:

People First Conference Centre

Milbourne Street

Carlisle

CA2 5XB

These financial statements were authorised for issue by the trustees on 24 August 2021.

### **2 ACCOUNTING POLICIES**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

People First Independent Advocacy meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

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

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (continued)**

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

**Income**

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

***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

***Other trading activities***

Income from other trading activities is recognised when there is evidence of entitlement, receipt is probable and its amount can be measured reliably.

***Investment income***

Interest on funds held on deposit are included when receivable and the amount can be measured reliably by the charitable company, this is normally upon notification of the interest paid or payable by the bank.

***Other income***

Other income is recognised when there is evidence of entitlement, receipt is probable and its amount can be measured reliably.

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)**

---

## **2 ACCOUNTING POLICIES (continued)**

### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### **Tangible fixed assets**

Individual fixed assets costing £200.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (continued)**

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures, fittings and equipment	25% straight line and 15% reducing balance
Motor vehicles	15% reducing balance
Property improvements - Bistro	straight line over remaining life of leasehold lease
Equipment - Bistro	20% straight line

**Trade debtors**

Trade debtors and other debtors are measured at their recoverable amounts. Prepayments are calculated as amounts paid during the financial year, but which relate to a future financial period. Accrued income is recognised where the entity is entitled to the income in the financial year, but the receipt does not occur until a future financial year.

**Cash and cash equivalents**

Includes all cash held and in bank current and deposit accounts.

**Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Accruals are calculated as amounts relating to the financial year, but which are paid for after the year end. Deferred income includes amounts received in the financial year for income relating to future financial periods.

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

---

**2 ACCOUNTING POLICIES (continued)**

**Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

**Pensions and other post retirement obligations**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Outstanding pension contributions at the balance sheet date are included within other creditors.

**Financial instruments**

***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

---

**3 INCOME FROM DONATIONS, LEGACIES AND GRANTS RECEIVABLE**

	<b>Restricted funds £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Donations and legacies;			
Barclays 100x100 Community Relief Funding	11,114	11,114	-
Grants, including capital grants;			
Children in Need - Talk active	40,220	40,220	40,039
Children in Need - Next steps	4,435	4,435	-
Other grants receivable	31,000	31,000	14,512
Cumberland Building Society Community Fund	-	-	5,000
	<u>86,769</u>	<u>86,769</u>	<u>59,551</u>

**4 INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted funds General £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Income receivable	<u>1,439,773</u>	<u>1,439,773</u>	<u>1,486,511</u>

**5 INCOME FROM OTHER TRADING ACTIVITIES**

	<b>Unrestricted funds General £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Rent receivable, room hire and refreshments	<u>11,107</u>	<u>11,107</u>	<u>94,520</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

---

**6 INVESTMENT INCOME**

	<b>Unrestricted funds</b>		
	<b>General</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
Interest on cash deposits	<u>318</u>	<u>318</u>	<u>1,085</u>

**7 OTHER INCOME**

	<b>Unrestricted funds</b>		
	<b>General</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
Coronavirus Job Retention Scheme income	2,149	2,149	-
Insurance income	<u>-</u>	<u>-</u>	<u>1,586</u>
	<u>2,149</u>	<u>2,149</u>	<u>1,586</u>

**8 EXPENDITURE ON CHARITABLE ACTIVITIES**

	<b>Activity undertaken directly</b>	<b>Activity support costs</b>		
	<b>£</b>	<b>£</b>	<b>Total</b>	<b>Total</b>
			<b>2021</b>	<b>2020</b>
			<b>£</b>	<b>£</b>
Charitable activities	<u>1,259,586</u>	<u>118,379</u>	<u>1,377,965</u>	<u>1,534,340</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

---

**9 ANALYSIS OF SUPPORT COSTS**

**Support costs allocated to charitable activities**

	<b>Administration costs £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Support costs	<u>118,379</u>	<u>118,379</u>	<u>162,688</u>

**10 NET INCOMING/OUTGOING RESOURCES**

Net incoming resources for the year include:

	<b>2021 £</b>	<b>2020 £</b>
Operating leases - other assets	56,368	119,849
Audit fees	3,360	3,360
Other non-audit services	2,490	4,948
Depreciation of fixed assets	<u>66,961</u>	<u>66,823</u>

**11 TRUSTEES REMUNERATION AND EXPENSES**

During the year the charity made the following transactions with trustees:

**Miss Louise Townson**

Louise received remuneration of £1,191 (2020: £1,040) during the year.

Louise completes work as an independent expert by experience to help in delivering independent reviews externally.

**Mrs Helen Horne (Deceased 9 July 2021)**

Helen received remuneration of £4,000 (2020: £4,000) during the year.

Helen was the chair of Healthwatch and received a Honorarium for this as agreed by its independent board.

No trustees have received any reimbursed expenses (2020: £610) or any other benefits from the charity during the year.

## PEOPLE FIRST INDEPENDENT ADVOCACY

### COMPANY LIMITED BY GUARANTEE

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

---

#### 12 STAFF COSTS

The aggregate payroll costs were as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	876,462	901,870
Social security costs	62,578	68,347
Pension costs	46,997	52,577
	<u>986,037</u>	<u>1,022,794</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2021</b>	<b>2020</b>
	<b>No</b>	<b>No</b>
Average number of staff	<u>56</u>	<u>58</u>

49 (2020 - 48) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £46,997 (2020 - £52,577).

The number of employees whose emoluments fell within the following bands was:

	<b>2021</b>	<b>2020</b>
	<b>No</b>	<b>No</b>
£60,001 - £70,000	<u>1</u>	<u>1</u>

The total employee benefits of the key management personnel of the charity were £296,654 (2020 - £306,986).

#### 13 TAXATION

The charity is a registered charity and is therefore exempt from taxation.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

---

**14 TANGIBLE FIXED ASSETS**

	<b>Property improvements - Bistro £</b>	<b>Motor vehicles £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Equipment - Bistro £</b>	<b>Total £</b>
<b>Cost</b>					
At 1 April 2020	38,225	23,986	344,886	31,034	438,131
Additions	-	-	30,175	-	30,175
Disposals	-	(23,986)	-	-	(23,986)
At 31 March 2021	<u>38,225</u>	<u>-</u>	<u>375,061</u>	<u>31,034</u>	<u>444,320</u>
<b>Depreciation</b>					
At 1 April 2020	4,497	9,255	268,031	6,207	287,990
Charge for the year	4,497	-	56,257	6,207	66,961
Eliminated on disposals	-	(9,255)	-	-	(9,255)
At 31 March 2021	<u>8,994</u>	<u>-</u>	<u>324,288</u>	<u>12,414</u>	<u>345,696</u>
<b>Net book value</b>					
At 31 March 2021	<u>29,231</u>	<u>-</u>	<u>50,773</u>	<u>18,620</u>	<u>98,624</u>
At 31 March 2020	<u>33,728</u>	<u>14,731</u>	<u>76,855</u>	<u>24,827</u>	<u>150,141</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

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**15 DEBTORS**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	130,749	159,648
Prepayments and accrued income	66,349	67,777
Other debtors	594	3,594
	<u>197,692</u>	<u>231,019</u>

**16 CREDITORS: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	20,523	72,027
Other taxation and social security	25,269	15,502
Other creditors	11,243	1,373
Accruals and deferred income	159,136	72,753
	<u>216,171</u>	<u>161,655</u>

**Deferred Income**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Deferred income at 1 April 2020	31,215	60,428
Resources deferred in the period	143,330	31,215
Amounts released from previous periods	<u>(31,215)</u>	<u>(60,428)</u>
Deferred income at year end	<u>143,330</u>	<u>31,215</u>

At the balance sheet date, the charity held funds received in advance for grants relating to the next financial year which amounted to £143,330.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

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**17 OBLIGATIONS UNDER LEASES AND HIRE PURCHASE CONTRACTS**

**Operating lease commitments**

Total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Land and buildings</b>		
Within one year	68,000	67,250
Between one and five years	229,750	242,750
After five years	<u>137,500</u>	<u>192,500</u>
	<u>435,250</u>	<u>502,500</u>

**Operating leases - lessor**

The total of future minimum lease payments is as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Land and buildings</b>		
Within one year	<u>7,182</u>	<u>7,182</u>

**18 PENSION**

**Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £46,997 (2020 - £52,577).

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

**19 FUNDS**

	<b>Balance at 1 April 2020 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Transfers £</b>	<b>Balance at 31 March 2021 £</b>
<b>Unrestricted</b>					
<i>General</i>					
General Funds	608,057	1,453,347	(1,288,348)	(344,849)	428,207
<i>Designated</i>					
Property costs	-	-	-	300,000	300,000
Development Director	-	-	-	49,690	49,690
	<u>-</u>	<u>-</u>	<u>-</u>	<u>349,690</u>	<u>349,690</u>
<b>Total Unrestricted</b>	<u>608,057</u>	<u>1,453,347</u>	<u>(1,288,348)</u>	<u>4,841</u>	<u>777,897</u>
<b>Restricted</b>					
Dreamscheme	255	-	(84)	-	171
Cumbria Community Foundation - Brian and Ann Clark Fund	5,985	-	(3,981)	-	2,004
Roselands Trust	2,500	-	(2,500)	-	-
Savoy Educational Trust	3,617	-	(883)	-	2,734
Dobies	-	500	(500)	-	-
Vinci UK Foundation	10,000	-	(10,000)	-	-
Funding for Bistro	26,268	-	(5,987)	-	20,281
Children in Need - Talk Active	-	40,219	(32,022)	-	8,197
Children in Need - Next Steps	-	4,436	(4,436)	-	-
Cumbria Community Foundation - Virtual groups	-	10,000	(2,651)	-	7,349
DeviceDotNow	-	600	(400)	-	200
Discharge Pathways	-	9,900	(5,059)	(4,841)	-
Barclays 100x100	-	11,114	(11,114)	-	-
Cumbria Community Foundation - KPC	-	10,000	(10,000)	-	-
	<u>-</u>	<u>10,000</u>	<u>(10,000)</u>	<u>-</u>	<u>-</u>
<b>Total restricted</b>	<u>48,625</u>	<u>86,769</u>	<u>(89,617)</u>	<u>(4,841)</u>	<u>40,936</u>
<b>Total funds</b>	<u>656,682</u>	<u>1,540,116</u>	<u>(1,377,965)</u>	<u>-</u>	<u>818,833</u>

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

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**19 FUNDS (continued)**

	<b>Balance at 1 April 2019 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Transfers £</b>	<b>Balance at 31 March 2020 £</b>
<b>Unrestricted</b>					
<i>General</i>					
General Funds	509,569	1,583,477	(1,481,981)	(3,008)	608,057
<b>Restricted</b>					
Children in Need	944	40,039	(43,876)	2,893	-
Dreamscheme	-	225	(85)	115	255
Cumbria Community Foundation - Brian and Ann Clark Fund	-	5,985	-	-	5,985
Roselands Trust	-	2,500	-	-	2,500
Savoy Educational Trust	-	4,500	(883)	-	3,617
Sellafield Charity Snowball	-	1,327	(1,327)	-	-
Dobies	-	200	(200)	-	-
Vinci UK Foundation	10,000	-	-	-	10,000
Funding for Bistro	27,256	5,000	(5,988)	-	26,268
<b>Total restricted</b>	<u>38,200</u>	<u>59,776</u>	<u>(52,359)</u>	<u>3,008</u>	<u>48,625</u>
<b>Total funds</b>	<u>547,769</u>	<u>1,643,253</u>	<u>(1,534,340)</u>	<u>-</u>	<u>656,682</u>

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)**

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#### **19 FUNDS (continued)**

The specific purposes for which the funds are to be applied are as follows:

Barclays 100x100 provided funding to UK charities to help deliver impactful support to vulnerable people and communities impacted by COVID-19 and to alleviate the associated social and economic hardship caused by the crisis.

Children in Need provided funding for the Young People First Talk Active project. This project will work with young people with learning difficulties to access a range of creative and recreational activities afterschool, on weekends and holidays.

Children in Need provided funding for the Next steps project. This project will deliver support for learning disabled children and young people in North and West Cumbria, who have become anxious and isolated due to Covid-19. This will improve their online technology skills, confidence and sense of belonging.

Cumbria Community Foundation provided funding for Discharge Pathways. This supported the charity to respond to referrals received through the Hospital Pathway Zero project then through the Health and Welfare Telephone Support Service. The grant has supported people to be discharged from hospital safely and to access other services.

Cumbria Community Foundation provided funding for staff and equipment costs for Virtual Self-Advocacy Groups. The grant enabled the charity to launch the Keeping People Connected project, meaning they were able to support vulnerable people throughout the pandemic with a telephone advice and support service.

DeviceDotNow provided the charity with a connectivity grant which is to be used to support 10 people in purchasing mobile credit and data packages.

The Brian and Ann Clark fund provided funding for the hospitality academy garden.

The Roselands Trust provided funding for training and assistance with self advocacy.

The Savoy Educational Trust provided funding for the purchase of a coffee machine for the bistro.

Dobies provided funding as a contribution towards computers.

Vinci UK foundation initially provided funding for the hospitality staff breakaway room. These funds have been re-allocated to deliver Virtual Self Advocacy Groups and a Buddy system for people with learning difficulties across Cumbria. This re-allocation was agreed by the grant funders.

Francis Scott foundation, Awards for All and the Cumberland Building Society all provided capital funding for the bistro and equipment for the bistro.

**PEOPLE FIRST INDEPENDENT ADVOCACY**

**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021  
(CONTINUED)**

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**20 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total funds at 31 March 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	70,769	-	27,855	98,624
Current assets	573,609	349,690	13,081	936,380
Current liabilities	<u>(216,171)</u>	<u>-</u>	<u>-</u>	<u>(216,171)</u>
Total net assets	<u>428,207</u>	<u>349,690</u>	<u>40,936</u>	<u>818,833</u>

	<b>General</b>	<b>Restricted</b>	<b>Total funds at 31 March 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	120,000	30,141	150,141
Current assets	649,712	18,484	668,196
Current liabilities	<u>(161,655)</u>	<u>-</u>	<u>(161,655)</u>
Total net assets	<u>608,057</u>	<u>48,625</u>	<u>656,682</u>

**21 ANALYSIS OF NET FUNDS**

	<b>At 1 April 2020</b>	<b>Financing cash flows</b>	<b>At 31 March 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	<u>437,177</u>	<u>301,511</u>	<u>738,688</u>
Net debt	<u>437,177</u>	<u>301,511</u>	<u>738,688</u>

	<b>At 1 April 2019</b>	<b>Financing cash flows</b>	<b>At 31 March 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Cash at bank and in hand	<u>431,493</u>	<u>5,684</u>	<u>437,177</u>
Net debt	<u>431,493</u>	<u>5,684</u>	<u>437,177</u>

## **PEOPLE FIRST INDEPENDENT ADVOCACY**

### **COMPANY LIMITED BY GUARANTEE**

#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)**

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#### **22 RELATED PARTY TRANSACTIONS**

During the year the charity made the following related party transactions:

During the year the charity incurred rent of £12,500 (2020: £27,500) for the lease of a property owned by Perfect Properties, a business in which Mr D L Blacklock CEO has an interest. As of 31 August 2020 the charity no longer occupies these premises and the lease has been terminated. Consequently, £5,235 was paid to Perfect Properties for moving costs.

#### **People First Services**

People First Services (PFS) was incorporated and registered as a charity on 17 July 2019. The charity was setup as a foundation CIO where members are the trustees of People First Independent Advocacy (PFIA). PFIA made a donation of £82,500 to PFS to provide 6 months working capital as well as to fund the Cafe refurbishments.

At the balance sheet date, £5,471 was due to PFS from PFIA. This balance arises from recharges between entities.