

# **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**

## **ACCOUNTS**

**19 DECEMBER 2019 TO 31 MARCH 2021**

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS  
TO 31 MARCH 2021**

**INDEX**

	<b>Page No.</b>
<b>Charity Information</b>	<b>3-4</b>
<b>Trustees' Annual Report</b>	<b>5-12</b>
<b>Treasurer's Report</b>	<b>13-14</b>
<b>Independent examiner's report</b>	<b>15-16</b>
<b>Statement of Financial Activities</b>	<b>17</b>
<b>Balance Sheet</b>	<b>18</b>
<b>Notes to the accounts</b>	<b>19-24</b>

# NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO) CHARITY INFORMATION TO 31 MARCH 2021

## Trustees' Report for the Period Ending 31 March 2021

The Trustees present their Report and Accounts of the National Association for Patient Participation (CIO) for the accounting period ending 31st March 2021. This is the report and accounts of the CIO for its first accounting period, but since the CIO is the successor of the National Association for Patient Participation, which is referred to as “old N.A.P.P.,” it is more meaningful to report for both bodies and to give both separate and combined accounts.

The CIO was registered in December 2019, but did not take over the functions and membership of old N.A.P.P. until 1 February 2021, when the membership and most of the funds were transferred. The bank accounts of old N.A.P.P. were kept open so that members could pay into them until June 2021, when the remaining funds were transferred to the CIO and the accounts were closed. Old N.A.P.P. will provide a report and accounts for a final 15-month period, ending 30 June 2021.

**N.A.P.P. CIO Charity Number** 1187058

**Principal Office** N.A.P.P. CIO, c/o HHAS, Weltech Business Centre, Ridgeway, Welwyn Garden City, Herts, AL7 2AA

**Governing Document** The Constitution of the CIO was agreed by the members of old N.A.P.P. in 2019. and it was registered with the Charity Commission in December 2019.

**Trustees** The following were Trustees of the CIO during the period.

Dr Folarin Majekodunmi	Chair from commencement
Sandy Gower	Vice-chair from commencement
Dr Patricia Wilkie, OBE, PhD, FRCR (Hon), FRCGP (Hon)	
	Trustee from commencement (later resigned 16 June 2021)
Margaret Harrison	Trustee from commencement, retired 31 March 2021

Olivia King Trustee from commencement, resigned February 2020

Jean Ledger Trustee Appointed 5 March 2021 (later resigned 10 June 2021)

Tracey Loftis Trustee Appointed 5 March 2021

Mwamba Nyambe Trustee Appointed 5 March 2021

Graham Reid Trustee Appointed 5 March 2021

Rebekah Raymond Trustee Appointed 5 March 2021 (later resigned 28 May 2021)

**President** Dr Patricia Wilkie, OBE, PhD, FRCR (Hon), FRCGP (Hon)

**Patron** Sir Denis Pereira Gray, OBE, FRCP, FRCGP, FMedSci  
The Patron is actively involved in an advisory capacity

**Bankers** Charities Action Fund (CAF) Bank  
25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME18 4JQ

The details for paying in to CAF Bank are:

Bank: HSBC; Branch: CAF Bank Branch: Sort code: 40-52-40; Account number: 00033795.

The CIO also holds deposits with:

Epworth Affirmative Deposit Fund

9 Bonhill Street, London, EC2A 4PE

**Independent Examiner** Janice Matthews, Menzies LLP, Centrum House, 36 Station Road, Egham, Surrey, TW20 9LF

## **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO) TRUSTEE'S ANNUAL REPORT TO 31 MARCH 2021**

### **Introduction from the Chairman**

The National Association for Patient Participation (N.A.P.P) was established by Deed in 1978 and became a registered charity in 1985. In 2018, 40 years after its establishment, our board of trustees decided to incorporate N.A.P.P into a CIO, due to the greater flexibility and protections allowed for such entities. Transitioning from 'old' N.A.P.P to the CIO required the transfer of all assets, undertakings and liabilities to the newly established CIO and the removal of the unincorporated charity from the register of charities. N.A.P.P was formally registered as a CIO on the 19th of December 2019. This year thus marks the first report of N.A.P.P CIO and the third year of my tenure as Chairman of 'old' N.A.P.P; it is my pleasure to introduce the report for the Trustees for the period covering 19th December to 31st of March 2021.

This year has seen N.A.P.P introduce VeryConnect, our membership engagement platform and define a new approach to capturing the opinions and concerns of our members to ensure that they have a voice in how N.A.P.P represents their views. VeryConnect has provided an excellent online platform for PPG members to engage within and across practices and for N.A.P.P. trustees to engage with members. Many of the challenges which surfaced last year are still present, members have reported that several practices have failed to resume patient engagement activities. VeryConnect has proven a useful channel for sharing relevant guidance including: the contractual obligation for practices to have PPGs and the expectation from NHSEI that PPG engagement has been resumed.

The board has spent the past year focusing on delivering value to its members, having gauged their concerns and opinions through a variety of surveys, member forums and social media posts. These activities have provided insights into members needs and expectations and where additional capacity/ capability is needed in respect to the trustees. We will be using these insights to inform a planned recruitment process in 2021/22 which aims to bring in a number of new trustees with individual and collective knowledge, skills and experience that are aligned to the current needs and interests of N.A.P.P's members. Overall, membership numbers are higher than the previous year; our engagement efforts have borne fruit and we have been successful in attracting a number of lapsed PPG members back to N.A.P.P.

The Covid-19 pandemic and response have resulted in significant disruption to general practice services; engagement with our members shows how disruptive and concerning this has been. This coupled with emerging policy, such as that in relation to General Practice Data for Planning and Research (GPDPR),

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

reduces transparency and runs the risk of limiting patient choice. N.A.P.P is actively representing the patient voice in these discussions and holding the NHS and partner agencies to account in ensuring active patient engagement. Despite the ongoing pandemic, our member PPGs continue to support their practices and find ways to positively influence the quality of services provided and share best practice via VeryConnect. Over the coming year, with our new trustees, we will continue to enhance our efforts to listen to our members and represent PPGs and the voice of patients at national, regional and local levels.

The success of N.A.P.P over the past year and through the pandemic has been highly reliant on the tireless work of our Acting Treasurer Prof. David Wilkie and our webmaster Mrs. Chris Oxtoby and the support and hard work of our volunteer Board of Trustees, our President and former Chair, Dr Patricia Wilkie, and the continued support of our Patron. We look forward to next year and ensuring greater patient-centricity in the health service as it recovers from the impacts of the Covid-19 pandemic.



Dr Folarin Majekodunmi, ARCS, PhD

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

**Principal Activities**

The object for which the Association is established is, through the medium of patient participation, to promote and contribute to the relief of sickness and preservation and protection of health for the public benefit by fostering the highest possible standards of primary medical care through the medium of patient participation by:

1. Giving health professionals and patients the opportunity to meet and discuss topics of mutual interest.
2. Providing a means for patients to make positive suggestions about the practice and their own health care.
3. Encouraging health education activities within the practice.
4. Developing self-help projects to meet the needs of fellow patients.
5. Acting as representatives to attempt to influence the local provision of health and social care.

**1. Overview of activities**

Despite the Covid crisis we have made significant progress against the priorities we defined last year, our key achievements as an organisation are summarised as follows

**(a) Growing our membership:** We have successfully grown our membership over the financial year, with member PPGs representing ~900 practices from Argyll to the Isle of Wight. Although our members cover over ~1 in 10 practices in England, we realise that there is much to do to grow representation in Scotland, Wales and Northern Ireland, this will be an area of focus in the coming year.

**(b) Member Engagement:** VeryConnect has enhanced our ability to engage with our members. Our base of active users currently covers over 900 individuals, representing over 650 PPGs, comprising: patients, GPs, practice managers, finance managers, compliance managers and other primary care professionals. VeryConnect has provided a platform which has enabled both PPG members and practice professionals to share relevant best practice and provide peer support during a particularly challenging time for patients and general practice. From a trustee perspective, the analysis of surveys, member forums and social media posts that VeryConnect has facilitated, have provided insights into member's needs and concerns, and how N.A.P.P's trustees can communicate these in conversations with key national stakeholders. In addition to our efforts in the digital space, we continue to send our members a monthly eBulletin,

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

providing links to matters of interest. In the coming year we aim to further increase the volume and frequency of engagement through forums, blogs and member surveys, using the VeryConnect Platform.

**(c) Building our media profile:** Dr Wilkie, and our Patron Sir Denis Pereira Gray submitted a letter to the Times in response to news of NHS digital plans to data share patient GP medical records, raising important concerns about: (i) the lack of consultation with patient representatives and (ii) the brevity of the opt out period. Several of our members raised similar concerns and asked for N.A.P.P.'s support in bringing these to the attention of decision makers.

As a direct result of the letter from N.A.P.P. along with communications from other quarters, the Health minister Jo Churchill announced, on 8th June, in the Commons that "the General Practice Data for Planning and Research programme would be delayed from 1 July to 1 September, after mounting calls for the scheme to be postponed."

**(d) Strengthening partnerships and increasing N.A.P.P.'s influence:** We have built on the work of previous years to engage with, and seek to influence, a wide range of organisations including: The Royal College of General Practitioners, The General Medical Council, The General Dental Council, NHS England Improvement, NHS Digital and NHS England Improvement Covid-response Directors. We also continued to provide, paid-for consultancy services to NHS England and NHS Improvement as part of a project looking at the involvement of people and communities in Primary Care Networks.

As with the preceding year our participation in conferences and other events has been limited this year largely due to Covid-19 restrictions. Where possible we have contributed to a range of remote/ virtual for a, which have provided opportunities to highlight the importance of PPGs and patient voices.

Alongside our less formal contact with a range of stakeholders, we continue to contribute to a number of national NHS committees and working groups, including the GP Development Reference Group, the Patient Online Stakeholder Forum, the GP/secondary care interface Working Group, the Self Care Forum and the GP Secondary Care Prescribing Group.

We continue to provide our core membership activities through (i) VeryConnect, (ii) our website, (iii) social media and (iv) our bulletin, including to:

- Provide guidance relevant to policy and best practice
- Provide tailored support and guidance for members
- Share expertise and experience in forming and developing PPGs



**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

- Encourage patients to work with healthcare professionals to improve quality
- Promote patient involvement in, and influencing, decision making
- Relay patient opinion based on evidence from engagement with our membership
- Enable patients to influence the provision of healthcare services
- Improve the quality of care through the medium of patient participation
- Publicise N.A.P.P. as "the national voice for patient participation in primary care"

The Trustees thank our Patron, Sir Denis Pereira Gray, for his continued energy, enthusiasm and support. We very much value his advice, wisdom and practical help.

## **2. Governance, structure and management**

Through our engagement with our members and through our work with a range of health service providers, commissioners and arms-length bodies, N.A.P.P. promotes the need to improve quality and standards in primary care, from the patient perspective. PPGs are a key mechanism for helping, informing and empowering patients to better manage their own health and wellbeing. The Trustees have, therefore, complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit, and this is also stated in our governing document.

**Board of Trustees:** The Board is now composed of a President, Dr Patricia Wilkie, Chairman, Dr Folarin Majekodunmi, Vice-Chairman, Sandy Gower and three further Trustees: Tracy Loftis, Mwamba Nyambe and Graham Reid. Margaret Harrison retired in January 2021. Phillip Linnegar resigned in December 2020. Rebekah Raymond resigned in May 2021. We are grateful to them all for the contribution they made as N.A.P.P. trustees. All Trustees are charged with (i) supporting N.A.P.P. by working with its stakeholders, (ii) representing N.A.P. P. at conferences and events, (iii) supporting the running of N.A.P.P. and (iv) presenting and raising the profile of N.A.P.P. nationally and locally.

The Board continues to evaluate the knowledge, skills and experience required to fully support N.A.P.P's members and will use this to inform the next round of trustee recruitment.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

**Governance:** The Board continues to review and update our policies to ensure that we comply fully with the latest SORP regulations (Statement of Recommended Practice set out by the Charity Commission which regulates the conduct and governance of charities). The Board has reviewed and updated its Trustee handbook, the role descriptions and the induction/ onboarding processes for new Trustees and will continue to update these documents and processes, when required. In 2020/21, as entity that processes personal information and in accordance with the Data Protection Act, we registered with the Information Commissioner's Office. The Board also compiled an up-to-date Declaration of Interests of all Trustees.

**3. Other achievements**

In addition to the activities reported above, there have been some other significant achievements for N.A.P. P. over the course of the year:

- (a) **PPG membership:** Our membership number has increased and we have been successful in attracting back a number of lapsed members in addition to completely new members, we anticipate that VeryConnect will support a continued increase in membership numbers and engagement.
- (b) **Annual Conference:** Due to the ongoing pandemic, we made the difficult decision to cancel our annual conference for the second year in a row. However, we are planning a programme of virtual events, which we hope will attract a large number and variety of attendees.
- (c) **Raising awareness of PPGs and N.A.P.P. :** We continue to support a growing number of PPGs and Clinical Commissioning Groups. Given the likely passage of Health and Social Care Bill into law in April 2022, and the formal establishment of Integrated Care Systems as statutory entities, we are also working with the relevant authorities to explore how to ensure that the patient voice informs decision making at an ICS/ system level.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

(d) **Health and Care Arms-Length Bodies and regulators:** We have continued to develop our relationships with professional associations, ALBs and regulators including: the GMC, CQC, MHRA and NHS England Improvement and are in an increasingly strong position to inform future health and care policy/legislation.

**4. Priorities and aspirations for 2021-2022**

The Board are in the process of recruiting additional trustees who will help to guide N.A.P.P's ongoing development. The additional capability and capacity will ensure continued progress against the four key aims we outlined last year in 2019/20, namely to:

- (a) **Strengthen engagement:** e.g. by continuing to increase membership and engagement with members through VeryConnect.
- (b) **Strengthen partnerships:** e.g. by continuing to seek partners for joint work and stakeholders to influence, as well as maintaining key relationships with partner organisations.
- (c) **Strengthen Influence:** e.g. by communicating the needs and concerns of our members with senior decision-makers and holding them to account for the resultant response.
- (d) **Strengthen Quality:** e.g. by developing and sharing evidence of the benefits of active and engaged PPGs with our members (through multiple channels), particularly in relation to the critical dimensions of: (i) service quality, (ii) continuity of care, (iii) patient outcomes and (iv) cost effectiveness.

**Reserves Policy:** The charity maintains a level of unrestricted reserves representing 4-6 months' expenditure, enabling us to continue for a period of limited income.

**Risk Management:** The Board is in the process of conducting an assessment of potential risks to ensure that appropriate steps are taken to minimise risks. We anticipate that this work will be completed in the near future. Where possible we will ensure that risks are covered as appropriate by insurance. Risk management is an ongoing concern and the Board will continue to monitor risks proactively to ensure appropriate mitigations are in place where possible.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TRUSTEE'S ANNUAL REPORT  
TO 31 MARCH 2021  
(continued)**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Charity's trustees are responsible for preparing a trustees' annual report and 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". The trustees are required under the Charities Act 2011 to prepare financial statements for each financial year which gives a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis). In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- a. select suitable accounting policies and apply them consistently;
- b. observe the methods and principles in the Charities SORP (Statement of Recommended Practice);
- c. make judgments and estimates that are reasonable and prudent;
- d. state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- e. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation. The trustees are responsible for keeping accounting records which will disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply



Trustee

Date 30 September 2021



Trustee

## **NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO) TREASURER'S ANNUAL REPORT TO 31 MARCH 2021**

N.A.P.P. CIO was formed and the constitution agreed upon by the members of old N.A.P.P. in December 2019. It was registered with the Charity Commission in December 2019. This means the first set of accounts were due on 30 June 2021, hence the long reporting period. These accounts are therefore late in part due to unprecedented circumstances that the pandemic have brought about. Most of us as Trustees also work for the NHS which made it very difficult to operate as required at full capacity, as we were busy with NHS duties. This also led to paying for administration and consultancy services.

### **Receipts and Payments Accounts**

These Receipts and Payment Accounts have been prepared in accordance with SORP regulations for charity accounts.

#### **1. Revenue**

Combined revenue is £35,207 (Old N.A.P.P. £ 30,086 and CIO £ 5,121). As usual, much the largest part of the income is from affiliation fees from PPGs, often paid directly by GP practices. This is the first set of accounts for N.A.P.P CIO. N.A.P.P CIO took over assets and liabilities of Old N.A.P.P on 1 February 2021. Member were also transferred to N.A.P.P CIO on this date. Members continued to pay affiliation fees to Old N.A.P.P. bank accounts throughout the year, despite constant reminders, hence some of CIO funds are being held in Old N.A.P.P. bank accounts and per notes to the accounts.

The annual conference was not possible which resulted in foregone income of approximately £13k.

As stated above, most of our Trustees also work for the NHS meant that they have been busier than usual and their capacity to support N.A.P.P's activities has been intermittent. This has also led to a few resignations. An imminent need has therefore arisen to recruit more volunteers and Trustees to support N.A.P.P activities going forward.

#### **2. V.A.T**

N.A.P.P. is not registered for V.A.T. We as Trustees are reviewing this and will be seeking professional advise as to the best way forward. We will update you in due course.

#### **3. Expenditure**

The total costs is £43,575 (Old N.A.P.P. £ 38,787 and CIO £ 4,788), 99% of these costs were spent on support provided to members directly or indirectly. This

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
TREASURER'S ANNUAL REPORT  
TO 31 MARCH 2021  
(Continued)**

is mainly attributed to PPGs requiring more support than usual as a result of the pandemic and shortage in Trustee capacity resulting in paying for such services.

N.A.P.P. also invested in a platform – Very Connect - to help improve PPG engagement particularly following what we have all learned from the effects of covid. This has helped with member engagement.

**4. Balance**

The combined end-of-year balance is close to £62,239, with £1,042 net liabilities.

**5. Investment and reserves**

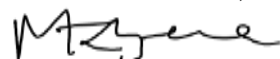
There are adequate reserves to sustain activities for 2021-22.

**6. Annual Affiliation Fees**

The annual flat rate per PPG remains at £40 with the joining fee of £60. The Board is considering alternative fee structures, where the fees may depend in some way on the size of practice. This is particularly important because of the many mergers of practices into larger groupings, with a consequent reduction in the number of PPGs.

**7. Since the year-end**

The Covid-19 epidemic has dominated since the start of the financial year. The Trustees decided in February to abandon the Annual Conference, with no financial loss, but no income or expenditure either. GPs' practices have had so much to do to deal with Covid that working with PPGs, or paying the subscriptions, has taken second place. Although many PPGs have continued to be very active, meeting by Zoom or otherwise, others have found it difficult; not all PPG members have smartphones or PCs to get any internet access. So income is a bit below last year's at the same date. On the other hand expenditure, has also been lower, with the Trustees meeting by Zoom rather than attending meetings in person in London.



Mwamba Nyambe BCOM. MBA(Finance), ACMA, CGMA

30 September 2021

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
INDEPENDENT EXAMINER'S REPORT  
TO 31 MARCH 2021**

I report to the trustees on my examination of the accounts of the National Association for Patient Participation (CIO) for the period ended 31 March 2021.

**Respective Responsibilities of Trustees and Independent Examiner**

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
INDEPENDENT EXAMINER'S REPORT  
TO 31 MARCH 2021  
(continued)**

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:  
  
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02-Nov-2021

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Janice Matthews,  
Menzies LLP,  
Centrum House,  
36 Station Road,  
Egham, Surrey,  
TW20 9LF



**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**STATEMENT OF FINANCIAL ACTIVITIES REPORT**  
**FOR YEAR ENDED 31 MARCH 2021**

FOR PERIOD ENDED 31 MARCH 2021															
			OLD N.A.P.P.	OLD N.A.P.P.	OLD N.A.P.P.		N.A.P.P. (CIO)	N.A.P.P. (CIO)	N.A.P.P. (CIO)		COMBINED		OLD N.A.P.P.	OLD N.A.P.P.	OLD N.A.P.P.
	Notes		Unrestricted	Restricted	Total		Unrestricted	Restricted	Total		Total		Unrestricted	Restricted	Total
			2021	2021	2021		2021	2021	2021		2021		2020	2020	2020
			£	£	£		£	£	£		£		£	£	£
<u>Receipts</u>															
<u>Income from generated funds</u>															
Investment income			205.59	0.00	205.59		0.69	0.00	0.69		206.28		331.00		331.00
<u>Incoming resources from generated funds</u>															
Membership fees received			24,680.00	0.00	24,680.00		5,120.00	0.00	5,120.00		29,800.00		39,700.00		39,700.00
Conference funds received													12,828.00		12,828.00
Donations received			201.00	0.00	201.00		0.00	0.00	0.00		201.00		200.00		200.00
Grants received			0.00	5,000.00	5,000.00		0.00	0.00	0.00		5,000.00				
Other													1,656.00		1,656.00
<u>Total incoming resources</u>			25,086.59	5,000.00	30,086.59		5,120.69	0.00	5,120.69		35,207.28		54,715.00		54,715.00
<u>Resource Expended</u>															
Running costs	2		27,489.24	8,794.00	36,283.24		4,201.57	526.67	4,728.24		41,011.48		37,835.00		37,835.00
Governance costs	3		2,503.43	0.00	2,503.43		59.86	0.00	59.86		2,563.29		2,400.00		2,400.00
<u>Total Resource Expended</u>			29,992.67	8,794.00	38,786.67		4,261.43	526.67	4,788.10		43,574.77		40,235.00		40,235.00
<u>Net incoming/(outgoing) for the year</u>			(4,906.08)	(3,794.00)	(8,700.08)		859.26	(526.67)	332.59		(8,367.49)		14,480.00		14,480.00
Balance of reserves brought forward			63,512.90	7,094.00	70,606.90						70,606.90		49,033.00	7,094.00	56,127.00
<u>Balance of reserves carried forward</u>			<u>58,606.82</u>	<u>3,300.00</u>	<u>61,906.82</u>		<u>859.26</u>	<u>(526.67)</u>	<u>332.59</u>		<u>62,239.41</u>		<u>63,513.00</u>	<u>7,094.00</u>	<u>70,607.00</u>
=====															

There were no recognised gains or losses for the above years other than those in the Statement of Financial Activities. All income and expenditure derive from continuing activities.

The notes on pages 19 to 24 form part of these accounts

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

		<u>CIO</u>	<u>CIO</u>	<u>CIO</u>		<u>OLD N.A.P.P</u>	<u>OLD N.A.P.P</u>	<u>OLD N.A.P.P</u>
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
		2021	2021	2021		2020	2020	2020
		£	£	£		£	£	£
<b><u>Current Assets</u></b>								
Bank and cash	4	60,401.43	2,880.00	63,281.43		66,790.24	7,094.00	73,884.24
<b><u>Debtors and Prepayments</u></b>								
<b><u>Amounts falling due within 1 year</u></b>	5	480.00	0.00	480.00		2,340.00	0.00	2,340.00
						69130.24	7094	76224.24
<b><u>Creditors and Accruals</u></b>								
<b><u>Amounts falling due within 1 year</u></b>	6	1,415.35	106.67	1,522.02		5,617.34	0.00	5,617.34
<b><u>Net Current Assests</u></b>		59,466.08	2,773.33	62,239.41		63,512.90	7,094.00	70,606.90
<b><u>Total Assets less Current Liabilities</u></b>		59,466.08	2,773.33	62,239.41		63,512.90	7,094.00	70,606.90
		=====	=====	=====		=====	=====	=====
<b><u>Capital and Reserves</u></b>								
Current Year Earnings		(4,046.82)	(4,320.67)	(8,367.49)		14,479.72	0.00	14,479.72
Retained Earnings		63,512.90	7,094.00	70,606.90		49,033.18	7,094.00	56,127.18
<b><u>Total Capital and Reserves</u></b>		59,466.08	2,773.33	62,239.41		63,512.90	7,094.00	70,606.90
		=====	=====	=====		=====	=====	=====

The notes on pages 19 to 24 form part of these accounts.

The financial statements on pages 17 to 24 were approved by the board of trustees on 30 September 2021.



Trustee



Trustee

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
NOTES TO THE ACCOUNTS  
TO 31 MARCH 2021**

**1. ACCOUNTING POLICIES**

**Basis of Preparation of Accounts**

The accounts are prepared in accordance with the current Statement of Recommended Practice 'Accounting and Reporting by Charities' and applicable Accounting Standards. They are drawn up on the historical cost accounting basis except that investments are carried at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued on 16 July 2014 and applicable UK Accounting Standards and the Charities Act 2011. The Charity meets the definition of a public benefit entity under FRS 102.

The charity has taken advantage of the exemption in Financial Reporting Standard 102 from requirement to produce a cash flow statement on the grounds that it qualifies as a small charity.

The charity has taken advantage of the exemption from the requirements to prepare group accounts on the grounds that it qualifies as a small group.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Incoming Resources**

Income is accounted for as received by the charity. The income is shown gross.

**Irrecoverable VAT**

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the statement of financial activities.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)  
NOTES TO THE ACCOUNTS  
TO 31 MARCH 2021  
(continued)**

**Governance Costs**

Governance costs consist of expenditure on management and administration of the charity including all expenditure not directly related to the charitable activity or fund-raising ventures. This includes costs of the professional services which enable the charity to function and independent examination.

**Debtors**

Debtors are recognised at the settlement amount due after any discount. Prepayments are valued at the amount prepaid net of any discounts due.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

**Financial instruments**

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**NOTES TO THE ACCOUNTS**  
**TO 31 MARCH 2021**  
**(continued)**

**Critical Accounting Estimates and Judgements**

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. There were no critical accounting estimates during the period.

**2. RUNNING COSTS**

	OLD N.A.P.P.	OLD N.A.P.P.	OLD N.A.P.P.		N.A.P.P. (CIO)	N.A.P.P. (CIO)	N.A.P.P. (CIO)	COMBINED		OLD N.A.P.P.
Running Costs	Unrestricted	Restricted	Total		Unrestricted	Restricted	Total			Total
	2021	2021	2021		2021	2021	2021	2021		2020
										£
Administration Duties	2,154.00	0.00	2,154.00		2,412.50	0.00	2,412.50	4,566.50		19,006.02
Bank Fees	51.00	0.00	51.00		32.00	0.00	32.00	83.00		0.00
Charitable Activities			0.00				0.00	0.00		0.00
Conference			0.00				0.00	0.00		11,569.13
Consulting	16,878.94	3,137.00	20,015.94		1,575.00	526.67	2,101.67	22,117.61		0.00
General Expenses	0.00	0.00	0.00		119.00	0.00	119.00	119.00		1,678.30
HR & Recruitment	155.00	0.00	155.00		0.00	0.00	0.00	155.00		0.00
IT Software and Consumables	2,649.56	5,657.00	8,306.56		63.07	0.00	63.07	8,369.63		0.00
Meetings	2,150.00	0.00	2,150.00		0.00	0.00	0.00	2,150.00		3,451.90
Members Expenses	790.00	0.00	790.00		0.00	0.00	0.00	790.00		1,000.00
Postage, Freight & Courier	321.00	0.00	321.00		0.00	0.00	0.00	321.00		0.00
Printing & Stationery	(135.26)	0.00	(135.26)		0.00	0.00	0.00	(135.26)		0.00
Publicity	2,400.00	0.00	2,400.00		0.00	0.00	0.00	2,400.00		0.00
Travel - National	75.00	0.00	75.00		0.00	0.00	0.00	75.00		1,129.55
<b>Total Payments</b>	<b>27,489.24</b>	<b>8,794.00</b>	<b>36,283.24</b>		<b>4,201.57</b>	<b>526.67</b>	<b>4,728.24</b>	<b>41,011.48</b>		<b>37,834.90</b>
	=====	=====	=====		=====	=====	=====	=====		=====

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**NOTES TO THE ACCOUNTS**  
**TO 31 MARCH 2021**  
**(continued)**

**3. GOVERNANCE COSTS**

	OLD N.A.P.P.	OLD N.A.P.P.	OLD N.A.P.P.		N.A.P.P. (CIO)	N.A.P.P. (CIO)	N.A.P.P. (CIO)	COMBINED		OLD N.A.P.P.
	Unrestricted	Restricted	Total		Unrestricted	Restricted	Total	0.00		Total
	2,021.00	2,021.00	2,021.00		2021	2021	2021	2021		2020
<b>Governance Costs</b>										
Audit & Accountancy fee	2,503.43	0.00	2,503.43		43.20	0.00	43.20	2,546.63		2,400.00
Stripe Fees	0.00	0.00	0.00		16.66	0.00	16.66	16.66		0.00
Total	2,503.43	0.00	2,503.43		59.86	0.00	59.86	2,563.29		2,400.00
	=====	=====	=====		=====	=====	=====	=====		=====

None of the trustees received any remuneration during the above two years for acting as trustees.

No trustee has received any reimbursed expenditure for services provided to the charity, except for spend on behalf of the Charity which is included in creditors sums.

**4. CASH & BANK**

As part of the process to transfer Old N.A.P.P. assets to N.A.P.P. CIO, below is a summary of cash and bank. There was £56, 878 in the CIO Bank accounts as at 31 March 2021 and £6404 still remained in Old N.A.P.P. yet to be transferred across to CIO.

Bank Account as at 31 March 2021			
	CIO	Old NAPP	TOTAL
Unrestricted	56,877.85	5,903.58	62,781.43
Restricted	0.00	500.00	500.00
	56,877.85	6,403.58	63,281.43

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**NOTES TO THE ACCOUNTS**  
**TO 31 MARCH 2021**  
**(continued)**

**5. DEBTORS AND PREPAYMENTS**

As at 1 April 2020, Old N.A.P.P had debtors brought forward balance of £2340, which has since all been received in the year. N.A.P.P. CIO had no brought forward debtors or prepayments at the beginning of the financial year and a movement of £480 which still remains outstanding as at 31 March 2021.

<b>Debtors and Prepayment</b>	<b>£</b>
Balance b/f Old N.A.P.P.	2,340.00
Movement	(2,340.00)
Balance c/f Old N.A.P.P.	0.00
Balance b/f CIO N.A.P.P.	0.00
Movement	480.00
Balance c/f CIO N.A.P.P.	480.00
Balance b/f Combined	2,340.00
Movement	(1,860.00)
Balance c/f Combined	480.00

**NATIONAL ASSOCIATION FOR PATIENT PARTICIPATION (CIO)**  
**NOTES TO THE ACCOUNTS**  
**TO 31 MARCH 2021**  
**(continued)**

**6. CREDITORS AND ACCRUALS**

**Amounts falling due less than one year**

As at 1 April 2020, Old N.A.P.P had a creditors brought forward balance of £5460.50, £4376.72 has since been paid in the year. N.A.P.P. CIO had no brought forward debtors or prepayments at the beginning of the financial year and a movement of £438.24 which still remains outstanding as at 31 March 2021. N.A.P.P. CIO also took over Old N.A.P.P's debt of £1083.78 therefore a closing balance as at 31 March 2021 of £1522.02.

<b>Creditors and Accruals</b>	<b>£</b>
Balance b/f Old N.A.P.P.	5,460.50
Movement	(4,376.72)
Balance c/f Old N.A.P.P.	1,083.78
Balance b/f CIO N.A.P.P.	0.00
Movement	438.24
Balance c/f CIO N.A.P.P.	438.24
Balance b/f Combined	5,460.50
Movement	(3,938.48)
Balance c/f Combined	1,522.02

**7. RELATED PARTY TRANSACTIONS**

Administration and consultancy services were paid for to In-house Business Consultancy Limited owned by a volunteer.