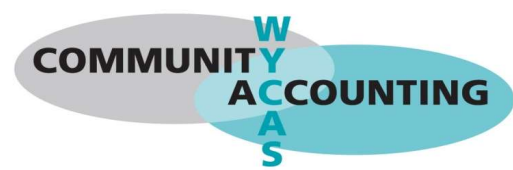


Bradford People First

Charity number 1122294

Annual Report and Financial Statements
for the year ended 30 September 2020



West Yorkshire Community Accounting Service

Bradford People First

Annual Report and Financial Statements for the year ended 30 September 2020

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Prepared by West Yorkshire Community Accounting Service

Bradford People First

Trustees' report for the year ended 30 September 2020

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Robert Wardle	Chair	To 5 March 2020
Katie Wrigglesworth	Secretary	
Martin McCann	Co-Treasurer	
Anne Marie Osborne-Fitzgerald	Co-Treasurer	
Debbie Robertson		Resigned 5 March 2020
Craig Clayton		Resigned 5 March 2020
Surekha Thind	Chair	From 5 March 2020
Obaid Malik	Co-Chair	From 5 March 2020
Mehtab Ahmed		Appointed 5 March 2020
Maariyaah Khan		Appointed 5 March 2020
Gary Allsopp		Appointed 5 March 2020

Charity number 1122294 Registered in England and Wales

Registered and principal address

Office F13
Mayfield Centre
Broadway Avenue
Bradford
BD5 9NP

Bankers

Yorkshire Bank plc
14 Broadway
Bradford
BD1 1EZ

Independent examiner

Stephen Procter

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is governed by a constitution adopted on 25 January 2005, as amended 18 December 2007, 30 March 2011 and 17 August 2016.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Bradford People First

Trustees' report (continued) for the year ended 30 September 2020

Objectives and activities

The charity's objects

To promote the relief of people with learning disabilities through self-advocacy.

To promote the advancement of education of the public, professionals and people with learning disabilities in issues relating to learning disabilities.

The charity's main activities

Bradford People First is a self-advocacy organisation run by and for people with learning disabilities. The aim of the organisation is to give support to people with learning disabilities through self-advocacy, to make their lives better and make sure they are treated fairly and with respect.

Bradford People First works in partnership with service providers and other voluntary sector organisations to make sure people with learning disabilities receive the right services and that these are accessible.

The organisation also represents people with learning disabilities in Bradford, in meetings and consultation events, to make sure the views of people with learning disabilities are heard.

Bradford People First also educates and trains people with learning disabilities, carers, professionals and the general public about things that are important to people with learning disabilities and how to meet their needs.

Bradford People First employs volunteers who have learning disabilities to run their offices and carry out the work of the organisation.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the promotion of self-advocacy for people with learning disabilities, the promotion of equality and diversity and the advancement of education.

Funding

In March 2018 we along with Equality Together and Keighley & Craven People First were awarded a new contract with Bradford Council for 3 years funding. This is viewed as core funding and will keep us operational until March 2021, as of the 16 December 2020 this has now been extended to March 2022.

Due to the cut in funding from April 2018 the volunteers now only work on Tuesday, Wednesday and Thursdays. Our self-advocate volunteers now work on a range of issues, topics, training & concerns instead of distinct projects. We have 17 self-advocate volunteers.

In August 2020 a £10,000 COVID emergency relief grant was awarded to BPF from the local authority.

Achievements and performance

Bradford People First still runs its offices from the Mayfield Centre BD5 9NP. The organisation employed five part time staff to support 17 volunteers who have learning disabilities (and who are also members of the organisation) to carry out our work.

We continue to work on health issues

We work on the Mencap Legacy Reasonable Adjustments Project (RAT) Annual Health checks and other health issues. The groups worked closely with local hospitals and medical professional in close partnership to not only improve their services but also our own. We have also joined Mencap's national "Treat Me Well" campaign. We also carried out various training for adults with learning disabilities, professionals and others.

Safeguarding

We are heavily involved or manage several initiatives and projects designed to improve safeguarding measures, scam awareness and protected characteristic. Our Co-ordinator also sits on several trustee boards along with death review panels, sharing best practice.

The Committee

The committee is made up of 8 Volunteers who have a learning disability and 1 volunteer without a learning disability. Surekha Thind is now the chair. The committee is representative of postcode demographics. We continue to look for other funding that matches our aims and policies. The charity works in partnership with other organisations and is a respected part of Bradford, participating in numerous initiatives which promote equality and diversity.

Bradford People First

Trustees' report (continued) for the year ended 30 September 2020

COVID -19

Our office closed in the last week in March 2020 as social distancing and lock down was introduced. This meant we could not continue most of the work we had planned for the near future. We had our telephone line redirected and staff began working from home.

At the end of March we started implementing welfare telephone calls to our volunteers and members concentrating initially on ones who lived alone, were medically vulnerable, and whom we felt needed the most support. This was then extended to all volunteers including some past members.

We worked on establishing the frequency of contact people needed/wanted. This was mainly weekly welfare checks by phone for almost (a few have chosen less frequent contact) all people. These calls focused on, checking everyone was safe and well, monitoring mental well-being, giving ideas for occupying time, understanding and implementing of social distancing, any food provision/medication collection issues, looking out for any other issues of concern and general reassurance.

We are also having phone conversations and checks with carers, families, other professionals, and support workers to determine/act on any issues people have, and to share information and resources. Due to offices being closed for 3 months we were unable to access our computer system to retrieve information we would normally need.

At the end of March we began working with our Lot 2 partners and other organisation's on generating ideas on how to support people through the Coronavirus lockdown. We worked together on setting up social media sites that people can assess for information, activities, and ideas to prevent boredom at home.

We are jointly administrating a 'Stay Healthy & Stay Well' Facebook Page (working in partnership with 2 other charities) in addition to our own Facebook Page. We have also begun to use Zoom Video calls and set up a WhatsApp group to continue our work. We have secured tablets and sent out wellbeing packs as well to people. These initiatives for individuals and groups have helped to explain and provide information about coronavirus, prevent isolation and loneliness, discuss issues, and catch up with friends. We have worked hard to develop technological skills and plan to continue to develop these skills with people as much as possible throughout Covid recovery.

No financial instabilities or uncertainties are currently known and we are in a stable position currently. As an organisation we are sourcing additional funding streams in light of the new challenges we are facing.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Financial review

The net income for the year was £20,107, including net income of £6,524 on unrestricted funds and net income of £13,583 on restricted funds.

Reserves policy

The charity's free reserves at the year end were £38,982.

The reserves policy states that the organisation should have no more than 6 months and no less than 3 months running costs as reserves.

Signed on behalf of the board of trustees:

Signed..... (Trustee)

Name.....

Date.....

Bradford People First

Independent examiner's report to the trustees of Bradford People First

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30 September 2020, which are set out on pages 6 to 11.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 charity as required by section 130 of the Charities Act;
- 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.

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

Signed: Name: Stephen Procter

Date:

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bradford People First
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 30 September 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Grants and donations	(2)	10,660	72,574	83,234	54,099
Training fees		1,471	-	1,471	205
Fees and charges		548	-	548	990
Total income		12,679	72,574	85,253	55,294
Expenditure on:					
Salaries, NIC's and pensions	(3)	5,344	33,764	39,108	39,772
Payroll charges		-	774	774	863
Project costs and activities		-	-	-	218
Training and conferences		-	10	10	236
Travel and subsistence		-	133	133	470
Refreshments		-	70	70	429
Rent and rates		-	16,036	16,036	13,078
Phone and internet		-	908	908	947
Postage, printing and office supplies		-	1,618	1,618	896
Insurance		-	1,062	1,062	1,070
Independent examination		-	840	840	840
Professional services		763	671	1,434	1,332
Memberships and subscriptions		-	425	425	425
Repairs and maintenance		-	177	177	152
Computers and software		-	1,634	1,634	1,582
Room hire		-	60	60	155
DBS checks		-	254	254	-
Volunteer expenses and training		-	-	-	446
Advertising and publicity		-	550	550	144
Other expenses		48	5	53	29
Total expenditure		6,155	58,991	65,146	63,084
Net income / (expenditure)		6,524	13,583	20,107	(7,790)
Fund balances brought forward		32,408	3,679	36,087	43,877
Fund balances carried forward	(4)	38,932	17,262	56,194	36,087

All incoming resources and resources expended derive from continuing activities.

Bradford People First
Balance sheet
as at 30 September 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(5) 10,432	4,333	14,765	8,031
Cash at bank and in hand	(6) 29,340	12,929	42,269	28,896
Total current assets	<u>39,772</u>	<u>17,262</u>	<u>57,034</u>	<u>36,927</u>
Current liabilities:				
amounts falling due within one year				
Accruals	(7) 840	-	840	840
Total current liabilities	<u>840</u>	<u>-</u>	<u>840</u>	<u>840</u>
Net current assets	<u>38,932</u>	<u>17,262</u>	<u>56,194</u>	<u>36,087</u>
Total assets less current liabilities	<u>38,932</u>	<u>17,262</u>	<u>56,194</u>	<u>36,087</u>
Net assets	<u>38,932</u>	<u>17,262</u>	<u>56,194</u>	<u>36,087</u>
Funds				
Unrestricted funds	38,932	-	38,932	32,408
Restricted funds	-	17,262	17,262	3,679
Total funds	<u>38,932</u>	<u>17,262</u>	<u>56,194</u>	<u>36,087</u>

The financial statements were approved by the board of trustees on

Date:

Signed:

(Trustee)

Name

Bradford People First

Notes to the accounts

for the year ended 30 September 2020

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Bradford People First
Notes to the accounts continued
for the year ended 30 September 2020

2 Grants and donations	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford VCS Alliance	-	-	-	1,540
Bradford Council (Covid-19)	10,000	-	10,000	-
BTM Projects	-	-	-	500
Equality Together (Lot 2)	-	52,000	52,000	52,000
Equality Together (Innovations)	-	3,750	3,750	-
Mencap	-	16,824	16,824	-
Donations	660	-	660	59
	<u>10,660</u>	<u>72,574</u>	<u>83,234</u>	<u>54,099</u>

3 Staff costs and numbers	2020	2019
	£	£
Gross salaries	38,900	39,599
Social security costs	1,287	801
Employment allowance	(1,287)	(801)
Pensions	208	173
	<u>39,108</u>	<u>39,772</u>

The average number employees during the year was 4.2, being an average of 1.3 full time equivalent (2019: 5.6, 1.6 FTE).

Defined contribution pension scheme	2020	2019
	£	£
Costs of the scheme to the charity for the year	208	173
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Bradford VCS Alliance	903	-	903	-
BTM Projects	294	-	294	-
Equality Together (Lot 2)	-	52,000	52,000	-
Equality Together (Innovations)	-	3,750	-	3,750
Mencap	-	16,824	3,312	13,512
West Yorkshire Police (POCA)	605	-	605	-
Lottery Community Fund	704	-	704	-
Co-op	1,173	-	1,173	-
	<u>3,679</u>	<u>72,574</u>	<u>58,991</u>	<u>17,262</u>

Bradford People First

Notes to the accounts continued

for the year ended 30 September 2020

4 Restricted funds (continued)

Fund name	Purpose of restriction
Bradford VCS Alliance	Towards health messaging work.
BTM Projects	For the 'Big Conversation' project.
Equality Together (Lot 2)	Towards the costs of non-statutory advocacy work.
Equality Together (Innovations)	Bradford Innovations fund grant.
Mencap	For the 'Reasonable Adjustments Project' (RATS).
West Yorkshire Police (POCA)	To provide training for people with learning disabilities, young people and professionals about disability hate crime.
Lottery Community Fund	For the 'Citizens Project'. To enable people with learning disabilities in Bradford to have better lives by being involved in their community and being responsible citizens.
Co-op	Towards the costs of training.

5 Debtors and prepayments

	2020	2019
	£	£
Debtors	4,333	-
Balance on payroll account (BCPA)	10,432	8,031
	<u>14,765</u>	<u>8,031</u>

6 Cash at bank and in hand

	2020	2019
	£	£
Yorkshire Bank current account	42,163	28,688
Cash in hand	106	208
	<u>42,269</u>	<u>28,896</u>

7 Accruals

	2020	2019
	£	£
WYCAS independent examination	840	840
	<u>840</u>	<u>840</u>

8 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Co-ordinators. The total employee benefits received by the Co-ordinators were £14,103 (previous year: £16,517).

Bradford People First

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 30 September 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants and donations	10,660	59	72,574	54,040	83,234	54,099
Training fees	1,471	205	-	-	1,471	205
Fees and charges	548	990	-	-	548	990
Total income	12,679	1,254	72,574	54,040	85,253	55,294
Expenditure						
Salaries, NIC's and pensions	5,344	-	33,764	39,772	39,108	39,772
Payroll charges	-	-	774	863	774	863
Project costs and activities	-	-	-	218	-	218
Training and conferences	-	165	10	71	10	236
Travel and subsistence	-	-	133	470	133	470
Refreshments	-	-	70	429	70	429
Rent and rates	-	-	16,036	13,078	16,036	13,078
Phone and internet	-	-	908	947	908	947
Postage, printing and office supplies	-	-	1,618	896	1,618	896
Insurance	-	-	1,062	1,070	1,062	1,070
Independent examination	-	-	840	840	840	840
Professional services	763	513	671	819	1,434	1,332
Memberships and subscriptions	-	-	425	425	425	425
Repairs and maintenance	-	-	177	152	177	152
Computers and software	-	-	1,634	1,582	1,634	1,582
Room hire	-	-	60	155	60	155
DBS checks	-	-	254	-	254	-
Volunteer expenses and training	-	6	-	440	-	446
Advertising and publicity	-	-	550	144	550	144
Other expenses	48	13	5	16	53	29
Total expenditure	6,155	697	58,991	62,387	65,146	63,084
Net income / (expenditure)	6,524	557	13,583	(8,347)	20,107	(7,790)
Transfers between funds	-	(5,737)	-	5,737	-	-
Net movement in funds	6,524	(5,180)	13,583	(2,610)	20,107	(7,790)
Fund balances brought forward	32,408	37,588	3,679	6,289	36,087	43,877
Fund balances carried forward	38,932	32,408	17,262	3,679	56,194	36,087