



**Person to Person**  
**Citizen Advocacy**

# **Annual Report**

# **2021**

**Registered Charity No: 1047265**

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# Chairpersons Address



**Alun Thomas**

*Person to Person Chairperson*

I would like to express my thanks to everyone who has been involved with Person to Person over the past year. In particular, the trustees are proud of the work done by the Citizen Advocates and our staff in endeavouring to help improve the lives of people with learning disabilities in what has been an extremely challenging year.

The year began in April 2020 with Person to Person Citizen Advocacy starting life as a CIO, a Charitable Incorporated Organisation, following our registration with the Charity Commission.

The restrictions that have been in place over the year due to the Covid-19 pandemic have meant that Person to Person, along with all other organisations across the UK, have had to adapt its working practices.

In a year where peoples' lives have been disrupted in many ways, the concept of Citizen Advocacy has been particularly important to many individuals. Citizen Advocacy is where –

*“An ordinary citizen develops a relationship with another person who risks social exclusion or other unfair treatment because of a disability. As the relationship develops, the advocate chooses ways to understand, respond to and represent the other person's interests as if they were the advocate's own.” (John O'Brien).*

# Chairpersons Address

Lockdown and the closure of many services have impacted individuals to different degrees in both positive and negative ways. Social distancing rules and the difficulty in travelling have meant that for a number of people the social isolation that they may already have been experiencing has been increased quite dramatically. For others, the closure of formal services has enabled them to experience more community based activities.

Citizen Advocates, themselves caught up in the constraints and concerns of the pandemic, have had to find innovative ways of keeping in touch with their partners. I would like to thank the Citizen Advocates and our Citizen Advocate Co-ordinator for providing support to the partners in extremely difficult circumstances.

My thanks, once again, to Caerphilly County Borough for their continued funding which has made it possible for the organisation to maintain its core function of providing a Citizen Advocacy service. Person to Person has become an integral part of advocacy and learning disabilities in Caerphilly County Borough.

Once again, I would like to acknowledge the work done by the citizen advocates, our Citizen Advocate Co-ordinator, our Office Manager and the management committee for their work over the last twelve months.



**Chairperson**

## Reference and Administrative details

**Will Thomas** - **Treasurer**

**Lynne Gornicki** - **Secretary**

**Linda Davies** - **Trustee**

### Employees:

**Jackie Hughes** - **Caerphilly Citizen Advocacy Coordinator**

**Kate Fussell** - **Office Manager**

# Citizen Advocacy



**Jackie Hughes**  
*Caerphilly Citizen*

I would like to thank everyone connected to our project for all the on-going support that they have given me in my role as the advocacy coordinator. A huge THANK YOU to all our Volunteers, Funders and the Management Committee (who are also volunteers) and to Kate our Office Manager.

The coronavirus has continued to cause disruption for everyone again this year, with lockdowns came the closure of libraries, cafes, social groups and recourse bases. It has been difficult to network in the local area, and sadly this has impacted on our recruitment of new volunteers.

Currently we have 26 partnerships in the Borough with 19 people on the waiting list, waiting to be matched to volunteer citizen advocates as they become available.

During the past year we have been operating a citizen advocacy service that has been delivered in many different ways, such as, online via zoom, Microsoft Teams, Face Time, telephone, meetings outside (anywhere considered to be a safe environment!)

We have, where possible, maintained contact and kept up to date with all our partnerships, offering on-going support and friendship. Many partners have needed to overcome issues in their lives such as health problems, illness, death of loved ones, problems with housemates in shared living, finances, transport, opening bank accounts, viewing possible new accommodation, booking holidays and days out etc.

# Citizen Advocacy

Many of the people we support have become anxious about the future. People have been unable to see their friends and families to enjoy a hug, a chat and enjoy their local community with all that it offers. This has impacted on people's confidence and the way they live their lives.

However, with the rollout of the vaccination programme, we are finally beginning to see the gradual reopening of the places we all love: social clubs, libraries, cafes and churches etc. so I look forward to meeting with everyone in coming months and hopefully to recruiting new volunteers to support adults with learning disabilities in the Caerphilly Borough!

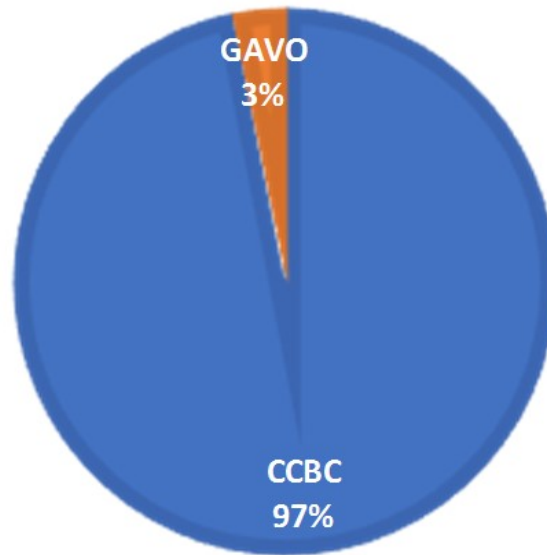


# Financial Report

## INCOME

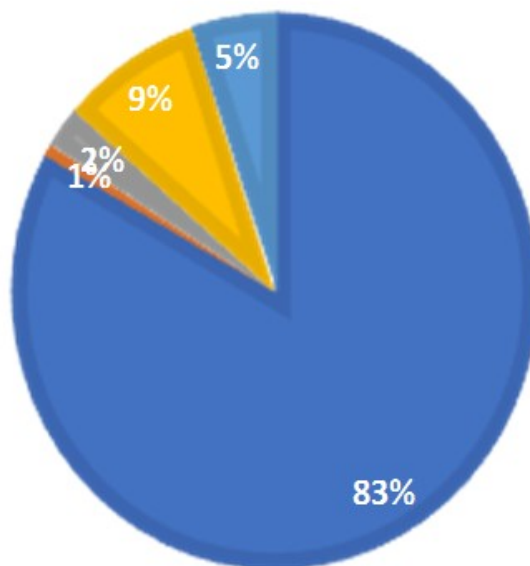
■ CCBC ■ GAVO

INCOME	
CCBC	30500
GAVO	980
	£ 31,480.00
EXPENDITURE	
Wages	24544
Travel	211
Accommodation	711
Office costs	2535
Professional fees	1502
	£ 29,503.00



## EXPENDITURE

■ Wages ■ Travel ■ Accommodation ■ Office costs ■ Professional fees



# Current Supporters



Many thanks to all the members of our  
Management Committee for all their  
hard work and commitment to  
*Person to Person Citizen Advocacy*

**Alun Thomas** (Chairperson)

**Lynne Gornicki** (Secretary)

**Will Thomas** (Treasurer)

**Linda Davies** (Trustee)

**Many thanks as always to the organisations that have  
supported our project over the last year:**



Cymdeithas  
Mudiadau  
Gwirfoddol  
Gwent



Gwent  
Association of  
Voluntary  
Organisations

Rhif Elusen Gofrestredig / Registered Charity Number: 1113558  
Cwmni Cyfyngedig Drwy Wariant / Company Limited By Guarantee: 5590517



**Registered Charity Number**

1185625

**PERSON TO PERSON CITIZEN ADVOCACY**

Statement of Account

For the Year Ended

**31<sup>ST</sup> MARCH 2021**

## **PERSON TO PERSON CITIZEN ADVOCACY**

### **TRUSTEES**

A Thomas (Chairperson)  
L Gorniki (Secretary)  
Will Thomas (Treasurer)  
Linda Davies

### **ADDRESS**

YMCA  
Aaron Place, Gilfach, Bargoed,  
Caerphilly, CF81 8JA

### **REGISTERED CHARITY NUMBER**

1185625

### **ACCOUNTANTS**

Mace and Partners, Chartered Accountants  
52 Talbot Road, Talbot Green, Pontyclun,  
Rhondda Cynon Taff. CF72 8AF.

### **BANKERS**

The Co-Operative Bank Plc  
P O Box 250, Skelmersdale,  
WN8 6WT

## **ACCOUNTS – 31<sup>ST</sup> MARCH 2021**

### **PAGES**

1 - 2 Trustees Report  
3 Independent Examiners Report  
4 Statement of Financial Activities  
5 Balance Sheet  
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**PERSON TO PERSON CITIZEN ADVOCACY**

**TRUSTEES REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

The Managing Committee present their report for the year ended 31<sup>st</sup> March 2021.

The members of the Managing Committee during the year are as follows:-

Alun Thomas	(Chairperson)
Will Thomas	(Treasurer)
Lynne Gorniki	(Secretary)
Linda Davies	

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Managing Committee members are elected or appointed on an annual basis.

The Charity was established by Trust Deed dated 9<sup>th</sup> May 1995 and is registered with the Charity Commission number 1185625. The Charity's address is YMCA, Aaron Place, Gilfach, Bargoed, CF81 8JA.

**Objects, Organisation and Activities**

The Charity is established to promote the relief of people with a learning disability within the boundaries of the former Mid Glamorgan and to assist those people to realise their full potential to lead fulfilling lives by the provision of a service calculated to:-

- i. assist persons as defined above to obtain their full rights and privileges as a citizen:
- ii. provide long term friendship and support:
- iii. provide information to people with a learning disability.

Membership of the Organisation shall be open to all individuals or organisations in sympathy with its aims and all advocates and partners within the Organisation.

**Change of charitable status**

Person to Person Citizen Advocacy was registered with the Charity Commission as a CIO - FOUNDATION on 04 Oct 2019.

The Charity Commission informed us that the new charity, Person to Person Citizen Advocacy, Charity Number 1185625, had been registered.

The old organisation, Charity Number 1047265, closed at the end of the financial year (2019/2020) and its assets transferred to the new charity. This took place on 6<sup>th</sup> April 2020.

### **Review of Progress and Achievements**

I am pleased to share a review of another year in the life of Person to Person Citizen Advocacy.

The restrictions that have been in place over the last 12 months due to the Covid-19 pandemic have meant that Person to Person, along with all other organisations across the UK, have had to adapt its working practices.

Support given to Citizen Advocates and their partners has been provided by the Citizen Advocacy Co-ordinator through a variety of forms of social media. Citizen Advocates have been given advice and support on how best they can keep in touch with their partners in a safe and effective way.

Citizen Advocacy partnerships have continued to flourish in Caerphilly . The regular funding from Caerphilly County Borough along with top up funding from various independent funders has enabled the prolonged development of Citizen Advocacy in the Borough. To this end I would like to thank Caerphilly County Borough Council. The organisation has continued to identify other avenues of funding in order to further enhance the project.

We believe that our Citizen Advocacy Co-ordinator has become a vital element in the partnership working model so encouraged by the Welsh Assembly Government. Whilst there is a great demand on the time of our Co-ordinator with regard to recruiting advocates, matching and supporting partnerships, involvement and participation with other agencies is seen as crucial and the Co-ordinator prioritises this part of the work accordingly.

Person to Person has had a presence in the Caerphilly County Borough area for over 25 years and, as a result, the citizen advocates recruited by the organisation have played an integral part in the lives of many individuals. The Citizen Advocacy Co-ordinator's contribution to the development of advocacy across the borough has been extensive and continues to this day.

### **Reserves Policy**

It is the policy of the Charity to maintain unrestricted funds, which are the free reserves of the Charity, at a level which will enable the Charity to continue with its unrestricted work for the next two to three months.

The unrestricted funds reserve at the end of the year stood at £12613 with £16146 reserves in the restricted funds.

The charity is funded by grants which are shown at note 2 to the accounts.

**Risk Management**

The trustees have examined the major strategic business and operational risks which the Charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen those risks.

**Declaration**

I declare, in my capacity of charity trustee, that:

- i. The trustees have approved the report above; and
- ii. Have authorised me to sign it on their behalf.



.....  
**Alun Thomas** (Chair)

**Dated : 10/11/2021**

**INDEPENDENT EXAMINERS REPORT TO THE  
TRUSTEES OF PERSON TO PERSON CITIZEN ADVOCACY**

I report on the accounts of the Trust for the year ended 31st March 2021, which are set out on pages 4 to 9.

This report is made solely to the charity's trustees, as a body, in accordance with your instructions. Our work has been undertaken so that we might report to you those matters you have required us to state in our 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 charity and its trustees as a body for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Charity's Trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:-

- i. examine the accounts (under section 145 of the 2011 Act);
- ii. to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act);  
and
- iii. to state whether particular matters have come to my attention.

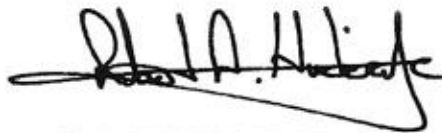
**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the account, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## **INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - a) to keep accounting records in accordance with section 130, of the 2011 Act; and
  - b) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**R.A. HUCKRIDGE**  
Chartered Accountant  
Mace and Partners  
52 Talbot Green  
Pontyclun  
Rhondda Cynon Taff  
CF72 8AF

**Date: 10<sup>th</sup> November 2021**

**PERSON TO PERSON CITIZEN ADVOCACY**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE**  
**YEAR ENDED 31ST MARCH 2021**

	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>2021</u> <u>Total</u>	<u>2020</u> <u>Total</u>
<b><u>INCOME</u></b>					
Grants	2	<u>12000</u>	<u>19480</u>	<u>31480</u>	<u>44500</u>
<b><u>EXPENDITURE</u></b>					
Wages, Employers NIC and Pension Contributions	3	4875	19669	24544	28925
Travelling Expenses		-	194	194	3127
Training Expenses	4	-	17	17	244
Premises Expenses	5	1335	98	1433	1150
Office Expenses	6	1329	1140	2469	1779
Independent Examiners Fees		780	-	780	780
Loss on Office Equipment		-	-	-	3598
Depreciation:- Office Equipment		<u>37</u>	<u>29</u>	<u>66</u>	<u>74</u>
<b><u>TOTAL EXPENDITURE</u></b>		<u>8356</u>	<u>21147</u>	<u>29503</u>	<u>39677</u>
<b><u>NET INCOME/</u></b>					
<b><u>EXPENDITURE FOR THE YEAR</u></b>		3644	(1667)	1977	4823
Fund balance brought forward		<u>8969</u>	<u>17813</u>	<u>26782</u>	<u>21959</u>
<b><u>FUND BALANCE CARRIED FORWARD</u></b>		<u>12613</u>	<u>16146</u>	<u>28759</u>	<u>26782</u>



**PERSON TO PERSON CITIZEN ADVOCACY**

**BALANCE SHEET AS AT 31ST MARCH 2021**

	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>2021</u>	<u>2020</u>
<b><u>FIXED ASSETS</u></b>					
Office Equipment	7	<u>340</u>	<u>260</u>	<u>600</u>	<u>666</u>
<b><u>CURRENT ASSETS</u></b>					
Debtors	9	56	-	56	55
Cash at Bank		12819	16433	29252	27338
Cash in Hand		<u>131</u>	<u>-</u>	<u>131</u>	<u>133</u>
		13006	16433	29439	27526
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b><u>CURRENT LIABILITIES</u></b>					
Creditors	8	<u>1280</u>	<u>-</u>	<u>1280</u>	<u>1410</u>
<b><u>NET CURRENT ASSETS</u></b>		<u>11726</u>	<u>16433</u>	<u>28159</u>	<u>26116</u>
<b><u>NET ASSETS</u></b>		<u>12066</u>	<u>16693</u>	<u>28759</u>	<u>26782</u>
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**Represented By:-**

**FUNDS**

<b><u>Accumulated Fund Account</u></b>	12066	16693	28759	26782
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Trustee.....*AS Thomas*.....  
 Trustee.....*M. L. Carrick*.....

For and on behalf of the Managing Committee  
 Dated 10<sup>th</sup> November 2021

**PERSON TO PERSON CITIZEN ADVOCACY****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31ST MARCH 2021****1. PRINCIPAL ACCOUNTING POLICIES****a) Accounting Convention**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities SORP2015 (Accounting and Reporting by Charities), and comply with the Charities Act 2011.

**b) Incoming resources**

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

**c) Resources expended and basis of allocation of costs**

Expenditure is included on an accruals basis.

Expenditure on operational programmes is recognised in the period in which it is incurred. A designated fund is established for expenditure which has been committed to projects, but remains unspent at the year end.

The majority of costs are directly attributable to specific activities. Certain shared costs are apportioned to activities in furtherance of the objects of the charity.

**d) Capitalisation and depreciation of tangible fixed assets**

All assets are capitalised.

The cost of the tangible fixed assets is written off at 10% per annum on a reducing balance basis.

**e) Funds accounting**

Funds held by the charity are:-

**Unrestricted general funds**

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**Restricted funds**

These are funds that can only be for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**f) Operating leases**

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lesser are charged to the statement of financial activities.

PERSON TO PERSON CITIZEN ADVOCACYNOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021  
(CONTINUED)

2.	<b><u>GRANTS RECEIVED</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	GAVO	980	-
	Coalfields	-	7000
	Peoples Postcode	-	5000
	Didymas Trust	-	2000
	Caerphilly C.B.C.	<u>30500</u>	<u>30500</u>
		<u>31480</u>	<u>44500</u>
3.	<b><u>STAFF COSTS AND TRUSTEES REMUNERATION</u></b>		
	Salaries & Employers NIC	24544	28425
	Honorarium	-	500
		<u>24544</u>	<u>28925</u>

The average weekly number of employees during the year calculated on a full time equivalent basis was:- 2 (2 in 2020)

No employees received remuneration amounting to more than £50,000 in either year.

Mr. W. Thomas of the Executive Committee received a Honorarium of NIL (2020 £500).

4.	<b><u>TRAINING EXPENSES</u></b>		
	Refreshments	<u>17</u>	<u>244</u>
		<u>17</u>	<u>244</u>

PERSON TO PERSON CITIZEN ADVOCACYNOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021  
(CONTINUED)

5.	<b><u>PREMISES EXPENSES</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	Rent	570	460
	Insurance	680	690
	Repairs & Renewals	<u>183</u>	<u>-</u>
		<u>1433</u>	<u>1150</u>
6.	<b><u>OFFICE EXPENSES</u></b>		
	Printing, Postage, Stationery & Adverts	403	553
	Telephone	251	660
	A.G.M. Expenses	-	210
	Sundry Expenses	120	8
	Computer Expenses	<u>1695</u>	<u>348</u>
		<u>2469</u>	<u>1779</u>
7.	<b><u>TANGIBLE FIXED ASSETS</u></b>		
	<b><u>Cost</u></b>		
	At 1 <sup>st</sup> April 2020	<u>20280</u>	
	At 31 <sup>st</sup> March 2021	<u>20280</u>	
	<b><u>Depreciation</u></b>		
	At 1 <sup>st</sup> April 2020	19614	
	Charge for the Year	<u>66</u>	
	At 31 <sup>st</sup> March 2021	<u>19680</u>	
	<b><u>Net Book Value</u></b>		
	At 31 <sup>st</sup> March 2021	600	
	At 31 <sup>st</sup> March 2020	666	
8.	<b><u>CREDITORS</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	Wages	500	500
	Travelling	-	130
	Independent Examiners Fee	<u>780</u>	<u>780</u>
		<u>1280</u>	<u>1410</u>

PERSON TO PERSON CITIZEN ADVOCACYNOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021(CONTINUED)

9.	<b><u>DEBTORS</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	Prepayments	<u>56</u>	<u>55</u>
		<u>56</u>	<u>55</u>

10. **FUNDS**

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.

Restricted funds are funds which have been given for particular purposes and projects.

11. **TRANSACTIONS WITH RELATED PARTIES**

Mr Alun Thomas (Chair) received NIL in travelling expenses for the year (2020 £329)

**Registered Charity Number**

1185625

**PERSON TO PERSON CITIZEN ADVOCACY**

Statement of Account

For the Year Ended

**31<sup>ST</sup> MARCH 2021**

## **PERSON TO PERSON CITIZEN ADVOCACY**

### **TRUSTEES**

A Thomas (Chairperson)  
L Gorniki (Secretary)  
Will Thomas (Treasurer)  
Linda Davies

### **ADDRESS**

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### **REGISTERED CHARITY NUMBER**

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## **ACCOUNTS – 31<sup>ST</sup> MARCH 2021**

### **PAGES**

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**PERSON TO PERSON CITIZEN ADVOCACY**

**TRUSTEES REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

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The members of the Managing Committee during the year are as follows:-

Alun Thomas	(Chairperson)
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**Risk Management**

The trustees have examined the major strategic business and operational risks which the Charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen those risks.

**Declaration**

I declare, in my capacity of charity trustee, that:

- i. The trustees have approved the report above; and
- ii. Have authorised me to sign it on their behalf.



.....  
**Alun Thomas** (Chair)

**Dated : 10/11/2021**

**INDEPENDENT EXAMINERS REPORT TO THE  
TRUSTEES OF PERSON TO PERSON CITIZEN ADVOCACY**

I report on the accounts of the Trust for the year ended 31st March 2021, which are set out on pages 4 to 9.

This report is made solely to the charity's trustees, as a body, in accordance with your instructions. Our work has been undertaken so that we might report to you those matters you have required us to state in our 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 charity and its trustees as a body for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Charity's Trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:-

- i. examine the accounts (under section 145 of the 2011 Act);
- ii. to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act);  
and
- iii. to state whether particular matters have come to my attention.

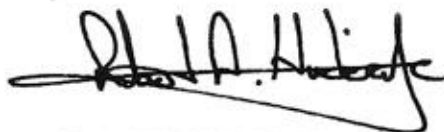
**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the account, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## **INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - a) to keep accounting records in accordance with section 130, of the 2011 Act; and
  - b) To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**R.A. HUCKRIDGE**  
Chartered Accountant  
Mace and Partners  
52 Talbot Green  
Pontyclun  
Rhondda Cynon Taff  
CF72 8AF

**Date: 10<sup>th</sup> November 2021**

**PERSON TO PERSON CITIZEN ADVOCACY**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE**  
**YEAR ENDED 31ST MARCH 2021**

	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>2021</u> <u>Total</u>	<u>2020</u> <u>Total</u>
<b><u>INCOME</u></b>					
Grants	2	<u>12000</u>	<u>19480</u>	<u>31480</u>	<u>44500</u>
<b><u>EXPENDITURE</u></b>					
Wages, Employers NIC and Pension Contributions	3	4875	19669	24544	28925
Travelling Expenses		-	194	194	3127
Training Expenses	4	-	17	17	244
Premises Expenses	5	1335	98	1433	1150
Office Expenses	6	1329	1140	2469	1779
Independent Examiners Fees		780	-	780	780
Loss on Office Equipment		-	-	-	3598
Depreciation:- Office Equipment		<u>37</u>	<u>29</u>	<u>66</u>	<u>74</u>
<b><u>TOTAL EXPENDITURE</u></b>		<u>8356</u>	<u>21147</u>	<u>29503</u>	<u>39677</u>
<b><u>NET INCOME/</u></b>					
<b><u>EXPENDITURE FOR THE YEAR</u></b>		3644	(1667)	1977	4823
Fund balance brought forward		<u>8969</u>	<u>17813</u>	<u>26782</u>	<u>21959</u>
<b><u>FUND BALANCE CARRIED FORWARD</u></b>		<u>12613</u>	<u>16146</u>	<u>28759</u>	<u>26782</u>

**PERSON TO PERSON CITIZEN ADVOCACY**

**BALANCE SHEET AS AT 31ST MARCH 2021**

	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>2021</u>	<u>2020</u>
<b><u>FIXED ASSETS</u></b>					
Office Equipment	7	<u>340</u>	<u>260</u>	<u>600</u>	<u>666</u>
<b><u>CURRENT ASSETS</u></b>					
Debtors	9	56	-	56	55
Cash at Bank		12819	16433	29252	27338
Cash in Hand		<u>131</u>	<u>-</u>	<u>131</u>	<u>133</u>
		13006	16433	29439	27526
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b><u>CURRENT LIABILITIES</u></b>					
Creditors	8	<u>1280</u>	<u>-</u>	<u>1280</u>	<u>1410</u>
<b><u>NET CURRENT ASSETS</u></b>		<u>11726</u>	<u>16433</u>	<u>28159</u>	<u>26116</u>
<b><u>NET ASSETS</u></b>		<u>12066</u>	<u>16693</u>	<u>28759</u>	<u>26782</u>
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**Represented By:-**

**FUNDS**

<b><u>Accumulated Fund Account</u></b>	12066	16693	28759	26782
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Trustee.....*AS Thomas*.....

Trustee.....*M. L. Carrick*.....

For and on behalf of the Managing Committee  
Dated 10<sup>th</sup> November 2021

**PERSON TO PERSON CITIZEN ADVOCACY****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31ST MARCH 2021****1. PRINCIPAL ACCOUNTING POLICIES****a) Accounting Convention**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities SORP2015 (Accounting and Reporting by Charities), and comply with the Charities Act 2011.

**b) Incoming resources**

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

**c) Resources expended and basis of allocation of costs**

Expenditure is included on an accruals basis.

Expenditure on operational programmes is recognised in the period in which it is incurred. A designated fund is established for expenditure which has been committed to projects, but remains unspent at the year end.

The majority of costs are directly attributable to specific activities. Certain shared costs are apportioned to activities in furtherance of the objects of the charity.

**d) Capitalisation and depreciation of tangible fixed assets**

All assets are capitalised.

The cost of the tangible fixed assets is written off at 10% per annum on a reducing balance basis.

**e) Funds accounting**

Funds held by the charity are:-

**Unrestricted general funds**

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**Restricted funds**

These are funds that can only be for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**f) Operating leases**

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lesser are charged to the statement of financial activities.

**PERSON TO PERSON CITIZEN ADVOCACY****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021**  
**(CONTINUED)**

2.	<b><u>GRANTS RECEIVED</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	GAVO	980	-
	Coalfields	-	7000
	Peoples Postcode	-	5000
	Didymas Trust	-	2000
	Caerphilly C.B.C.	30500	30500
		<u>31480</u>	<u>44500</u>
3.	<b><u>STAFF COSTS AND TRUSTEES REMUNERATION</u></b>		
	Salaries & Employers NIC	24544	28425
	Honorarium	-	500
		<u>24544</u>	<u>28925</u>

The average weekly number of employees during the year calculated on a full time equivalent basis was:- 2 (2 in 2020)

No employees received remuneration amounting to more than £50,000 in either year.

Mr. W. Thomas of the Executive Committee received a Honorarium of NIL (2020 £500).

4.	<b><u>TRAINING EXPENSES</u></b>		
	Refreshments	17	244
		<u>17</u>	<u>244</u>



PERSON TO PERSON CITIZEN ADVOCACYNOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021  
(CONTINUED)

5.	<b><u>PREMISES EXPENSES</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	Rent	570	460
	Insurance	680	690
	Repairs & Renewals	<u>183</u>	<u>-</u>
		<u>1433</u>	<u>1150</u>
6.	<b><u>OFFICE EXPENSES</u></b>		
	Printing, Postage, Stationery & Adverts	403	553
	Telephone	251	660
	A.G.M. Expenses	-	210
	Sundry Expenses	120	8
	Computer Expenses	<u>1695</u>	<u>348</u>
		<u>2469</u>	<u>1779</u>
7.	<b><u>TANGIBLE FIXED ASSETS</u></b>		
	<b><u>Cost</u></b>		
	At 1 <sup>st</sup> April 2020	<u>20280</u>	
	At 31 <sup>st</sup> March 2021	<u>20280</u>	
	<b><u>Depreciation</u></b>		
	At 1 <sup>st</sup> April 2020	19614	
	Charge for the Year	<u>66</u>	
	At 31 <sup>st</sup> March 2021	<u>19680</u>	
	<b><u>Net Book Value</u></b>		
	At 31 <sup>st</sup> March 2021	600	
	At 31 <sup>st</sup> March 2020	666	
8.	<b><u>CREDITORS</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	Wages	500	500
	Travelling	-	130
	Independent Examiners Fee	<u>780</u>	<u>780</u>
		<u>1280</u>	<u>1410</u>

PERSON TO PERSON CITIZEN ADVOCACYNOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021  
(CONTINUED)

9.	<b><u>DEBTORS</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	Prepayments	<u>56</u>	<u>55</u>
		<u>56</u>	<u>55</u>

10. **FUNDS**

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.

Restricted funds are funds which have been given for particular purposes and projects.

11. **TRANSACTIONS WITH RELATED PARTIES**

Mr Alun Thomas (Chair) received NIL in travelling expenses for the year (2020 £329)