

Charity registration number 1181332

Company registration number CE016033 (England and Wales)

COMMUNITY FIRST (PETERBOROUGH)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

COMMUNITY FIRST (PETERBOROUGH)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M Naheed M Saeed M Shahid R Kauser H Yardley M C Arif
Secretary	M Naheed
Charity number	1181332
Company number	CE016033
Registered office	277 Cromwell Road Peterborough PE1 2HQ
Independent examiner	3 Sixty Accountants Laxton House 191 Lincoln Road Peterborough PE1 2PN

COMMUNITY FIRST (PETERBOROUGH)

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COMMUNITY FIRST (PETERBOROUGH)

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees present their report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The CIO's objects are which are solely for the public benefit of the inhabitants of the Peterborough op can-do area, are as follows:

1. To preserve and promote good health through services that have a proven beneficial effect to the people residing in the area of benefit by:
 - a. Providing activities, such as exercise classes, to improve general health.
 - a. Providing opportunities to attend informational sessions relating to specific health needs, such as mental health and dementia care, of those residing in the area of benefit, that are not readily available via the statutory services.
2. To promote for the benefit of the inhabitants of the specified area of benefit the provision of facilities for recreation or other leisure time occupations by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances with the object of improving the condition of life of said inhabitants by:
 - a. Providing opportunities to socialise and integrate through recreational activities such as social gatherings, gardening groups, litter picking etc.
3. To help young people who are inhabitants of the specified area of benefit, especially but not exclusively through leisure time activities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society.
4. To advance the education of children and young people in Peterborough by providing and assisting in the provision of facilities for education and training.
 - a. To advance for the public benefit the education of children and young people in such ways as the Trustees think fit, including but not limited to:
 1. The provision of extra-curriculum tuition in subjects such as Mathematics, English and Science.
 1. The development of individual capabilities, competencies and understanding through interventions such as mentoring.
 2. To provide for the recreation of children and young people by providing facilities and services to them, with the particular (but not limited) aim of helping students gain places at Universities, Colleges or Institutions of Higher Education.
 3. To provide skill-based training in vocational subjects including but not limited to: plumbing, electrical, carpentry and vehicle mechanics.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the CIO should undertake.

COMMUNITY FIRST (PETERBOROUGH)

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Achievements and performance

COVID and Food Distribution

Due to funding from PCVS, Community First (Peterborough) employed Robert Orton to help with the COVID recovery project. In addition to his COVID duties Robert has been keen to encourage litter picking in the area and has worked hard to maintain all our community planters and continue to grow edible produce at the Allama Iqbal centre.

Cost of Living Support

From December Community First (Peterborough) has been funded through Peterborough City council to deliver food to people in need because of the cost of living crisis. A limited number of parcels will be available every week and will include essential store cupboard items to supplement family's monthly food shops. This will be a 12-month project and will run throughout 2023

Environment

Community First (Peterborough) were delighted to receive a grant from National Lottery Awards For All this year so we can make real improvements to all the planters in the area. Work has already begun as we have erected the new planters on Hankey Street and few look forward to planting in the new year and encouraging the community to plant with us.

Litter picking

Both Robert Orton and Helen Walkinshaw have continued to encourage residents to get out litter picking. Peterborough Litter Wombles have been running weekly picks in conjunction with Community First (Peterborough) but residents are reluctant to get involved. Community First (Peterborough) attended Gladstone Park Academy with Peterborough Litter Wombles to encourage school kids to get involved at a special litter assembly.

Getting Millfield Growing – Millfield Festival

Thanks to our supporters at Hettys Herbs and Plants, Community first offered over 100 children and adults a chance to grow their own herbs at this year's Millfield Festival with a donation of lavender, thyme and dill. Using paper planters, kids got creative designing their gardens and enjoyed making seed bombs to plant in the community with wildflower seeds and clay.

COMMUNITY FIRST (PETERBOROUGH)

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Social Inclusion

THINK Communities Partnership

Community First (Peterborough) worked closely with the THINK communities' team at Peterborough City Council this year, encouraging local people to start activities for local people. The team ran 3 workshops focussing on how local groups can apply for funding and get projects up and running. 10 start up grants were awarded to help kick start local activities. Funding was offered to

- Westgate Church – small grant to provide lunchboxes at weekend for children on low incomes
- Bengali Sanskrit Association small grant to start monthly community lunches
- Peterborough Litter Wombles – small grant for high vis tops
- St Marks Church – sewing group
- Refugee Football Group – small grant to help provide equipment for the group
- Living Keys – small grant so women could make decorations and sell them to fund craft activities
- Lithuanian Association – small grant for outreach activity for pancake day

Further grants will be awarded in the new year.

Domestic Abuse Forum

Community First (Peterborough) continues to chair the Domestic Abuse Forum for Peterborough Council for Voluntary Service. This group has been instrumental in bringing together community groups and statutory organisations to benefit survivors and the links made by this group have made it possible for us to offer a tailored service to women in need (see advocacy).

Advocacy

Community First (Peterborough) trustees and staff are being called on more frequently to support members of the community who have complex needs, including women fleeing domestic abuse who have no recourse to public funds. In emergencies, Community First (Peterborough) has provided hotel accommodation and transport for women fleeing violence. In the past year Community First (Peterborough) has offered one to one support to more than 30 local residents.

Referrals and Partnerships

Community First (Peterborough) has partnered with the Trussell Trust and with Carezone in Peterborough, training advisors to make referrals to these agencies so they can access these services when they need them.

Gladstone Park Academy – Parents Evenings

To make sure local people have access to the services they need Community First (Peterborough) has worked closely with Gladstone Park academy to offer residents support from agencies from Healthwatch to debt advisors at their quarterly parent's evenings. Although not many people engage with the agencies on the evening, by developing closer ties the school has gone on to make appropriate referrals to all agencies.

COMMUNITY FIRST (PETERBOROUGH)

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Youth Services

This has been a busy year as our youth group, Nex-Gen has changed its focus to support young people aged 13 plus who are struggling in education and their families in new ways. The group attracts up to 15-20 young people every week. We are also working with schools, councillors and other Community organisations for direct referrals of children that need our support. There is an element of one to one work with the young person along with group activities at the Gladstone Park Community Centre.

During the summer the group has been doing outreach work with young people on a weekly basis, with activities planned for indoors during the winter.

This year the group has received a grant from Cambridge Community Foundation and so has been able to invest in new equipment including a playstation and repaired the damaged pool table, which was bought back to life after it had been put into storage by the Community Centre. Plans for next year include taking young people on educational visits.

Staff development is a key factor for our youth team and we are investing in NVQ training, First aid and safeguarding training for our youth workers.

Financial review

It is the policy of the CIO that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the CIO's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The Trustees have assessed the major risks to which the CIO is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

M Naheed
M Saeed
M Shahid
R Kauser
H Yardley
M C Arif

Trustees may be nominated and appointed by the Board. Named officers are the chair, vice-chair, secretary and treasurer

(1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to skills, knowledge and experience needed for the effective administration of the CIO.

None of the Trustees has any beneficial interest in the company.

COMMUNITY FIRST (PETERBOROUGH)

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2022*

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts;
and
- pay in accordance with the company's contractual and other legal obligations.

The Trustees report was approved by the Board of Trustees.

M Saeed
Chairman

31 October 2023

COMMUNITY FIRST (PETERBOROUGH)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF COMMUNITY FIRST (PETERBOROUGH)

I report to the Trustees on my examination of the financial statements of Community First (Peterborough) (the CIO) for the year ended 31 December 2022.

Responsibilities and basis of report

As the Trustees of the CIO (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the CIO are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the CIO's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the CIO as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

3 Sixty Accountants

Laxton House
191 Lincoln Road
Peterborough
PE1 2PN

Dated: 31 October 2023

COMMUNITY FIRST (PETERBOROUGH)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

		Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	Notes	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Income from:							
Donations and legacies	3	239	86,559	86,798	1,432	61,299	62,731
Expenditure on:							
Charitable activities	4	3,771	41,380	45,151	1,507	48,292	49,799
Net (expenditure)/income for the year/ Net movement in funds							
		(3,532)	45,179	41,647	(75)	13,007	12,932
Fund balances at 1 January 2022							
		7,144	61,493	68,637	7,218	48,487	55,705
Fund balances at 31 December 2022							
		3,612	106,672	110,284	7,143	61,494	68,637

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

COMMUNITY FIRST (PETERBOROUGH)

BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Cash at bank and in hand		110,984		69,237	
Creditors: amounts falling due within one year	8	<u>(700)</u>		<u>(600)</u>	
Net current assets			<u>110,284</u>		<u>68,637</u>
Income funds					
Restricted funds			106,672		61,494
Unrestricted funds			<u>3,612</u>		<u>7,143</u>
			<u>110,284</u>		<u>68,637</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The member has not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 31 October 2023

M Saeed
Chairman

Company registration number CE016033

COMMUNITY FIRST (PETERBOROUGH)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

Charity information

Community First (Peterborough) is a private company limited by guarantee incorporated in England and Wales. The registered office is 277 Cromwell Road, Peterborough, PE1 2HQ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the CIO's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The CIO is a Public Benefit Entity as defined by FRS 102.

The CIO has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the CIO has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the CIO.

1.4 Income

Income is recognised when the CIO is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the CIO has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the CIO has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

COMMUNITY FIRST (PETERBOROUGH)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the CIO's contractual obligations expire or are discharged or cancelled.

2 Critical accounting estimates and judgements

In the application of the CIO's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

COMMUNITY FIRST (PETERBOROUGH)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	239	86,559	86,798	1,432	61,299	62,731
	<u>239</u>	<u>86,559</u>	<u>86,798</u>	<u>1,432</u>	<u>61,299</u>	<u>62,731</u>

COMMUNITY FIRST (PETERBOROUGH)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

4 Charitable activities

	2022 £	2021 £
Charitable expenditure	45,151	49,799
	<u>45,151</u>	<u>49,799</u>
Analysis by fund		
Unrestricted funds	3,771	1,507
Restricted funds	41,380	48,292
	<u>45,151</u>	<u>49,799</u>

5 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the CIO during the year.

6 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Employees	2	1
	<u>2</u>	<u>1</u>

There were no employees whose annual remuneration was more than £60,000.

7 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

8 Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals and deferred income	700	600
	<u>700</u>	<u>600</u>

COMMUNITY FIRST (PETERBOROUGH)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

9 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 December 2022 are represented by:						
Current assets/(liabilities)	7,143	61,494	110,284	7,218	48,487	68,637
	<u>7,143</u>	<u>61,494</u>	<u>110,284</u>	<u>7,218</u>	<u>48,487</u>	<u>68,637</u>

10 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).