

**CARDIFF PEOPLE FIRST**

**COMPANY NUMBER :04421449**

**COMPANY LIMITED BY GUARANTEE**

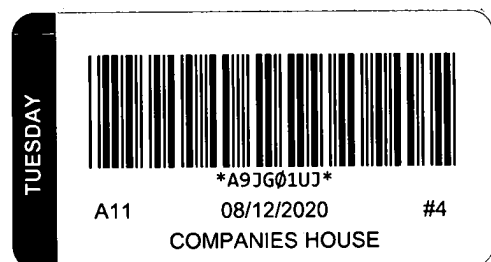
**REGISTERED CHARITY NUMBER : 1109221**

**UNAUDITED REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST MARCH 2020**

**ROBLINS**

**CHARTERED ACCOUNTANTS**



## **CARDIFF PEOPLE FIRST**

### **CONTENTS**

1	Directors/Trustees Report
2	Independent Examiners' Report
3	Statement of Comprehensive Income
4	Statement of Financial Position
5 - 11	Notes to the Accounts
12	Management Information
13	Income & Expenditure Account

## **CARDIFF PEOPLE FIRST REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2020**

### **Trustees/Directors Report**

The charity trustees (who are also directors for the purpose of company law) present their annual report, which also meets the requirements of a director's report for Companies Act purposes, and financial statements including notes for the year ended 31<sup>st</sup> March 2020 on pages 3-11. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) incorporating section 1a for smaller entities.

### **Public Benefit**

The Trustees have paid due regard to Charity Commission guidance in planning and managing the activities and work of the organisation for public benefit. Details of the main activities are described in the following two sections. Referrals are received from a number of sources including support providers, social services and the public and cover all sections of society and anyone in Cardiff with a learning disability.

### **Objectives and Activities**

Cardiff People First is a self-advocacy organisation run by and for people with a learning disability in Cardiff. It works to stand up for people's rights, to change attitudes, to get better services and to enjoy more opportunities. The policies, ideals and aims behind Cardiff People First come from our Full Members - all people with a learning disability, and more than half of our Directors/Trustees are people with a learning disability. We provide training to professionals to improve the services received by our members, and we run community groups to make sure that people are heard by decision makers.

### **Achievements and Performance**

#### **Chairpersons report by Simon Richards**

Cardiff County Council continues to fund Cardiff People First to enable us to find out the opinions of people with a learning disability. This core funding enables the charity to do the good work it does and represent the views of people with a learning disability at local and national level. It enables us to campaign to ensure that people with a learning disability are heard and valued, and services continue to improve and are accessible for people with a learning disability.

We are grateful to MIND for funding our Pink Ladies project (Wishing Well). This is a ladies only group to help them make friends with people with similar interests. As a result of this funding lots of women have felt more confident socialising and have formed genuine friendships.

We received funding from People's Health Trust for our Come Together project which has enabled people with a learning disability from different areas in Cardiff to take part in activities within their local and surrounding areas. This has helped with isolation and forming friendships.

We are particularly proud of our training team and the hard work the staff put in. We are also proud of the fact that we only employ people with a learning disability as Project Officers and trainers. We believe that this is the right thing to do because the only experts on learning disability are people with a learning disability themselves. Within this year we have continued to train medical, nursing, social work, psychology and audiology students, and Public Health Wales Screeners.

It has been a very challenging year for us all and personally I would like to thank everyone for all their hard work to make sure we can still run meetings and most importantly keep Cardiff people first running

THANKS- Ashlea for her efforts in securing various funding for this year and into 2021  
Our hard working staff team- Joe, Joanna, James, George, Zarah, Dawn Jeff, Stephen and their PA's, Fiona

Thank you to Joe for continuing to run Standing Up Speaking Out meetings on Zoom- guest speakers included Cardiff Bus, GWR, All Wales forum of parents and carers, multisports many others

Our Come Together team for keeping in touch with members through video calls, phone calls and FB messenger

Fellow trustees for their help and advice on moving forward

To our members for getting involved, giving suggestions and for being part of CPF.

We continue to run weekly Standing Up Speaking Out meetings on Thursdays 1pm  
Come Together groups have weekly catchups

Training sessions done online- thanks Joe and team

### **Financial Review and Reserves Policy**

The accounts show a deficit for the 2020 year of £28,256 (2019 surplus £37,897) on income of £149,991 (2019 £183,878). The restricted reserves at 31<sup>st</sup> March 2020 were £4,321. The unrestricted reserves brought forward of £20,447 have increased by £603 to leave unrestricted funds held of £21,050 as at 31<sup>st</sup> March 2020. The current reserves policy is to have at least two months expenditure in free reserves which would be approximately £29,741 although six months would be the optimum. The trustees understand the need to build up unrestricted reserves and believe the balance of £21,050 held at the year end 31<sup>st</sup> March 2020, although lower than the level they aspire to hold, is reasonable and they are pleased the unrestricted

reserves are increasing and they are aiming to increase the reserves further over the next few years.

### **Structure, Governance and Management**

The charity is constituted as a company limited by guarantee and is therefore governed by Memorandum and Articles of Association. The Executive Committee of trustees has the power to appoint additional trustees as it considers appropriate. New trustees are appointed by vote of Full Members at the AGM. The Executive Committee aim to meet at least quarterly to manage its affairs and receive regular reports from the staff.

### **Risk Review**

The Trustees are aware that the organisation is subject to a range of potential risks in finance, operations, governance and compliance, and by external factors. The Trustees meet regularly and have discussed and reviewed risks that are significant to Cardiff People First to ensure the safety and safeguarding of the Charity's assets, staff and those who benefit from its work.

### **Reference and Administrative details**

**Charity Number:** 1109221

**Company Number:** 4421449

#### **Principal Registered Office:**

Canton House  
435 - 451 Cowbridge Road East,  
Cardiff,  
CF5 1JH

#### **Directors and Trustees:**

Simon Richards (Chair)  
Paul Bird (Treasurer)  
Helen Jessop (Secretary)  
Sandra O'Keefe (resigned April 19)  
Ann O'Lea  
Lisa Pickard  
Andrew Selway  
Cian O'Donoghue (appointed May 19)

**Company Secretary:** Ashlea Harris

**Company Banks:** Unity Trust Bank plc  
Nine Brindley place  
Birmingham B1 2HB

**Independent Examiner:** Roblins  
Registered Auditors & Chartered Accountants  
Unit 3 Deryn Court  
Pentwyn  
Cardiff  
CF23 7HA

### **Plans for the Future**

We intend to continue with our ongoing remaining successful projects and commence our new projects with our funding awarded in 2020/2021 and to expand to support other communities of interest as appropriate. We will continue to work in partnership with other appropriate organisations in order to benefit people with a learning disability in Cardiff. The Trustees have considered the next 12 months from the accounting year end 31st March 2020 and believe that Cardiff People First can continue as a going concern with new funding secured and the trustees continuing their efforts to raise unrestricted funds through fundraising.

### **STATEMENT OF TRUSTEES/DIRECTORS RESPONSIBILITY**

The charity Trustees (who are also the directors for the purpose of company law) are responsible for preparing in accordance with applicable law and regulations and in accordance with United Kingdom Generally Accepted Accounting Practice, the trustee/directors report and the financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources including its income and expenditure of the company and the surplus/deficit of the charity for that period.

In preparing these financial statements, the trustees/directors are required to:

- a. Select suitable accounting policies and then apply them consistently;
- b. Observe the methods and principles in the Charity SORP;
- c. Make judgements and estimates that are reasonable and prudent;
- d. State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees/directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions:

#### **STATEMENT AS TO DISCLOSURE TO OUR INDEPENDENT EXAMINER**

In so far as the trustees/directors are aware at the time of approving our trustee's annual report:

- a. There is no relevant information, being information needed by the examiner in connection with preparing their report, of which the examiner is unaware, and
- b. The trustees have taken all steps that they are obliged to take as directors in order to make themselves aware of any relevant information and to establish that the examiner is aware.

The Trustees declare that they have approved the trustees' report (incorporating directors' report) above.

 CIAN O'DONOGHUE

Signed on behalf of the Trustees/Directors: (Print name)

Approved by the Board on:

3<sup>RD</sup> DECEMBER 2020

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF  
CARDIFF PEOPLE FIRST**

**YEAR ENDED 31ST MARCH 2020**

I report on the financial statements of the company (number 4421449 and charity certificate number 1109221) for the year ended 31st March 2020, which comprises the statement of comprehensive income, statement of financial position and the related notes, as set out on pages 3 to 11.

**Respective Responsibilities of Trustees/Directors and Examiner**

The trustees (who are also the directors of the company for the purposes of company law) 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 of the Charities Act 2011 (the Charities Act) and not subject to an audit under company law part 16 of Companies Act 2006 and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit and is eligible for independent examination, it is my responsibility to:

- 1) examine the accounts under section 145 of the Charities Act;
- 2) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the Charities Act; and
- 3) to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

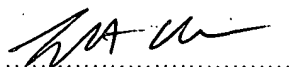
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any 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 to indicate that:

- 1) accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- 2) the accounts do not accord with such records;
- 3) where accounts are prepared on a accruals basis, whether they fail to comply with the accounting requirements of section 396 of the Companies Act 2006 or are not consistent with the Charities SORP (FRS 102);
- 4) any matter which the examiner believes should be drawn in order to enable a proper understanding of the accounts.

Mr L A Roblin



Dated 23 October 2020

Roblins  
Chartered Accountants  
3 Deryn Court  
Wharfedale Road  
Pentwyn  
Cardiff  
CF23 7HA



**CARDIFF PEOPLE FIRST****STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

		Unrestricted Funds 2020	Restricted Funds 2020	Total Funds 2020	Total Funds 2019
<b><u>Income and endowments from:</u></b>	<b><u>Note</u></b>				
Donations and legacies		633	-	633	1,065
Charitable activities		60,025	52,691	112,716	153,309
Other trading activities		9,387	-	9,387	14,220
Income generated by fundraising		638		638	785
Investment income		63	-	63	72
Other income		26,554	-	26,554	14,427
<b>Total Income</b>	<b>3</b>	<b>97,300</b>	<b>52,691</b>	<b>149,991</b>	<b>183,878</b>
<b><u>Expenditure on:</u></b>					
Raising funds	4	-	-	-	150
Charitable activities	5	92,097	81,550	173,647	144,218
Other trading activities	4	4,800	-	4,800	1,613
<b>Total Expenditure</b>		<b>96,897</b>	<b>81,550</b>	<b>178,447</b>	<b>145,981</b>
<b>Net (expenditure)/income and net movement in funds</b>		<b>403</b>	<b>(28,859)</b>	<b>(28,456)</b>	<b>37,897</b>

**RECONCILIATION OF FUNDS**

Total funds as at 1st April 2019		20,447	33,180	53,627	15,730
<b>Total funds as at 31st March 2020</b>	<b>10 &amp; 11</b>	<b>20,850</b>	<b>4,321</b>	<b>25,171</b>	<b>53,627</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 5 - 11 form part of these accounts.

**CARDIFF PEOPLE FIRST**  
**STATEMENT OF FINANCIAL POSITION AS AT 31ST MARCH 2020**

	Note	£	2020	£	2019	£
<b>FIXED ASSETS</b>	6		1,059		1,199	
<b><u>CURRENT ASSETS</u></b>						
Debtors	9		16,107		19,283	
Cash at Bank & In Hand			<u>14,158</u>		<u>42,007</u>	
			30,265		61,290	
<b><u>CREDITORS:</u></b>						
Amounts Falling Due within one year	8		<u>6,153</u>		<u>8,862</u>	
<b>NET CURRENT ASSETS</b>			<u>24,112</u>		<u>52,428</u>	
<b>NET ASSETS</b>			<u>25,171</u>		<u>53,627</u>	
<b><u>FUNDS</u></b>						
Unrestricted	10		20,850		20,447	
Restricted	11		<u>4,321</u>		<u>33,180</u>	
			<u>25,171</u>		<u>53,627</u>	

The directors/trustees are satisfied that the company for the year ended 31st March 2020 was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

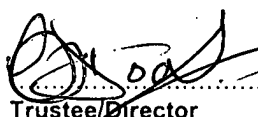
The trustees/directors acknowledge their responsibility for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the 2006 Act; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its incoming or outgoing resources for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Charities SORP FRS102 incorporating section 1a for smaller companies.

These financial statements were approved by the Trustees/Directors and authorised for issue by the board

on 3rd DEC 2020 and are signed on their behalf by:

 CIAN O'DONOGHUE  
Trustee/Director      Print name

Company Number: 4421449

Charity certificate Number: 1109221

The notes on pages 5 to 11 form part of these accounts.

**CARDIFF PEOPLE FIRST****NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2020****1 GENERAL INFORMATION AND STATEMENT OF COMPLIANCE**

The entity is a private company limited by guarantee and a charity registered in England and Wales. The registered office is Canton House, 435-451 Cowbridge Road East, Cardiff, CF5 1JH. The entities principal activity is to provide advocacy, advice and information for people with learning disabilities. The entity meets the definition of a public benefit under FRS 102.

The financial statements have been prepared in accordance with the Companies Act 2006, Charities Act 2011, Charities SORP FRS 102 and in compliance with The Financial Reporting Standard applicable in the UK and the Republic of Ireland, incorporating section 1A for smaller entities.

**STATUS**

The Company was incorporated on 22nd April 2002 and the company number is 4421449. The entity was registered as a Charity 26th April 2005 and the certificate number is 1109221. Under the Charities Act 2011 the entity is exempt from taxation on its charitable activities.

**LIABILITIES OF MEMBERS**

The Company is limited by guarantee and has no share capital. The Memorandum of Association provides that every member is liable to contribute a sum not exceeding £1 in the event of the company being wound up while they are a member, or within one year of ceasing to be a member.

**2 ACCOUNTING POLICIES****Basis of preparation**

The financial statements are presented in sterling which is the functional currency of the company and rounded to the nearest £ and have been prepared on the historical cost basis with items recognised at cost or transaction value unless otherwise stated in the relevant notes.

**Going concern**

There are no material uncertainties about the charities ability to continue as a going concern.

**Fund accounting**

Restricted Funds are to be used for specified purposes as laid down by the Donor. Expenditure which meets these criteria is identified to the Fund, together with a fair allocation of management and support costs.

**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

**Fund accounting continued**

Unrestricted Funds are those Funds received or generated for the objects of the Charity without further specified purpose and are available as General Funds, and for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

**Income**

All incoming resources are included in the statement of comprehensive income when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of comprehensive income when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in the accounts.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**Expenditure**

- Expenditure is recognised on an accrual basis as a liability is incurred.
- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services. It includes both directly allocated costs and indirect costs allocated on a usage basis necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity including a proportion of support costs in relation to achieving this.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis i.e. staff usage.

**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

**Cost of Tangible assets and depreciation**

Tangible Fixed Assets are included at cost. Depreciation is provided on all Tangible Fixed Assets at rates calculated to write off the cost of each asset over its estimated useful life. Generally this is on a 25% reducing balance basis but some computer equipment is depreciated over 3 years straight line.

**Pension**

The organisation operates a defined contribution scheme for all employees. The assets of the defined contribution scheme are held separately from those of the Organisation. The contributions to the defined contribution scheme are charged fully to the Profit and Loss Account and allocated per funds as appropriate with the salary expenditure.

**Cash Flow Statement**

The company has not prepared a Cash Flow Statement on the grounds that the company is small.

**3 INCOME**

	<b><u>2020</u></b>	<b><u>2019</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Donations and legacies</u></b>		
Unrestricted donations received	518	965
Unrestricted membership received	115	100
	<u>633</u>	<u>1,065</u>

**Charitable activities:**

	<b><u>2020</u></b>	<b><u>2019</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b><u>Unrestricted Grants Received</u></b>		
CCC Grant	<u>60,025</u>	<u>58,791</u>

**Restricted Grants Received**

Big Lottery Fund - Community Voices	-	33,304
Big Lottery Fund - Aint no mountain high enough	-	36,412
People's Heath Trust - Come together	22,812	13,688
MIND Grant - Wishing Well	13,584	11,114
Active Inclusion grant - Events for all	13,734	-
WCVA - Self advocacy project	2,561	-
	<u>52,691</u>	<u>94,518</u>

**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

	<u>2020</u>	<u>2019</u>
<b><u>Other trading activities</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
Provision of goods & services	543	6,381
Training fees receivable	8,844	7,839
	<u>9,387</u>	<u>14,220</u>

All other trading activities income is unrestricted in the 2020 and 2019 year

**Income generated on raising funds**

Cardiff 1/2 Marathan (2019 : Big night out) fundraising events	<u>638</u>	<u>785</u>
--	------------	------------

All fundraising income is unrestricted

**Investments**

Bank interest received ( unrestricted)	<u>63</u>	<u>72</u>
--	-----------	-----------

**Other income**

	<b><u>£</u></b>	<b><u>£</u></b>
Miscellaneous	1,227	559
DWP - Access to work monies receivable	25,327	13,868
	<u>26,554</u>	<u>14,427</u>

All other income is unrestricted in the 2020 and 2019 year

**4 EXPENDITURE**

**Raising funds**

Unrestricted Fundraising expenses	<u>-</u>	<u>150</u>
-----------------------------------	----------	------------

There is no fundraising expenditure 2020 year.

**Other trading activities**

	<b><u>£</u></b>	<b><u>£</u></b>
Training fees	4,800	1,458
Photocopier charges	-	155
	<u>4,800</u>	<u>1,613</u>

All other trading expenditure is unrestricted in the 2020 and 2019 year

**CARDIFF PEOPLE FIRST**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020**

**5. Expenditure on charitable activities**

Costs directly allocated to activities	Basis of Allocation	Unrestricted General Charity Activities	Unrestricted Costs on providing training etc	Com Voices Big Lottery Fund	ANMHE Big Lottery Fund	Come together People's Heath Trust	Wishing Well MIND Grant	Active Inclusion grant for all	Self Advocacy WCVA	2020 Total	2019 Total
Staff Costs	Direct	41,401	14,361	5,832	3,446	21,468	13,329	14,292	3,231	117,360	99,236
Travel & Subsistence	Direct	507	797	53	113	85	270		8	1,833	2,335
Training	Direct			2,105	96		100			2,301	1,456
		<b>41,908</b>	<b>15,158</b>	<b>7,990</b>	<b>3,655</b>	<b>21,553</b>	<b>13,699</b>	<b>14,292</b>	<b>3,239</b>	<b>121,494</b>	<b>103,027</b>
<b>Support Costs allocated to activities</b>											
Premises costs	Usage	15,551	2,859		208	683	1,177			20,478	20,690
Cleaning	Usage	391								391	259
Volunteer expenses	Usage					115	1,192			1,307	250
Sundry expenses	Usage	497	3	241		189	30	113	22	1,095	238
Subscriptions	Usage	60		40						100	40
Printing, Stationery , Resources & IT	Usage	3,724	655	39	40	154	65	10	20	4,707	4,283
Repairs & Renewals	Usage	800					35			835	-
Telephone & Postage	Usage	1,404	240		30	130	150	40	92	2,086	2,386
Publicity & Promotion	Usage	78		594						672	242
Members Travel	Usage	11	672				1,052	135	10	1,880	2,170
Other Events	Usage			600	7,075		3,130	220		11,025	3,659
Professional Fees	Usage	2,170								2,170	1,678
Depreciation	Usage	251		235	141		138			765	891
Governance Costs	Usage	4,042	-	-	-	600				4,642	4,405
		<b>28,979</b>	<b>4,429</b>	<b>1,749</b>	<b>7,494</b>	<b>1,871</b>	<b>6,969</b>	<b>518</b>	<b>144</b>	<b>52,153</b>	<b>41,191</b>
Expenses covered by unrestricted funds		1,623	-	547				- 1,076		-	-
		<b>72,510</b>	<b>19,587</b>	<b>9,192</b>	<b>11,149</b>	<b>23,424</b>	<b>20,668</b>	<b>13,734</b>	<b>3,383</b>	<b>173,647</b>	<b>144,218</b>
<b>Governance Costs</b>											
Staff Costs	Usage	2,566								2,566	2,458
Independent Examiners Fees	Usage	1,476				600				2,076	1,668
Trustee Travel	Usage									-	279
		<b>4,042</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,642</b>	<b>4,405</b>

**CARDIFF PEOPLE FIRST**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

6 TANGIBLE FIXED ASSETS	Fixtures &		Total
	Equipment	Fittings	
<b>COST</b>			
At 1st April 2019	19,685	7,414	27,099
Additions	625	-	625
At 31st March 2020	20,310	7,414	27,724
<b>DEPRECIATION</b>			
At 1st April 2019	18,486	7,414	25,900
Charge for the Year	765	-	765
At 31st March 2020	19,251	7,414	26,665
<b>NET BOOK VALUE</b>			
At 31st March 2020	1,059	-	1,059
At 31st March 2019	1,199	-	1,199
All assets are included at cost			
<b>7 PROFIT FOR THE YEAR</b>	<b>2020</b>	<b>2019</b>	
Surplus/(Deficit) is stated after charging:			
Independent Examiners Fees	2,076	1,668	
Depreciation	765	891	
	<b>2,841</b>	<b>2,559</b>	
<b>8 CREDITORS &amp; DEFERRED INCOME</b>			
Amounts falling due within one year			
Accrued expenses	5,473	5,963	
Photocopier creditor	680	2,899	
	<b>6,153</b>	<b>8,862</b>	
<b>9 DEBTORS</b>			
Amounts falling due within one year			
Prepayments	1,492	3,874	
Debtors	12,054	15,409	
Grant income receivable	2,561	-	
	<b>16,107</b>	<b>19,283</b>	
<b>10 ACCUMULATED FUND - UNRESTRICTED</b>			
At 1st April 2019	20,447	6,871	
(Deficit) / Surplus for the year	403	13,576	
At 31st March 2020	<b>20,850</b>	<b>20,447</b>	



**NOTES TO ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31ST MARCH 2020**

**11 RESTRICTED FUNDS**

	Balance B/Fwd	Incoming Resources	Outgoing Resources	Closing Balance
Big Lottery Fund - Community Voices	9,427	-	9,192	235
Big Lottery Fund - ANMHE	11,290	-	11,149	141
People's Heath Trust - Come together	5,241	22,812	23,424	4,629
MIND Grant - Wishing well	7,222	13,584	20,668	138
Active Inclusion grant - Events for all	-	13,734	13,734	-
WCVA - Self advocacy project	-	2,561	3,383	(822)
	<b>33,180</b>	<b>52,691</b>	<b>81,550</b>	<b>4,321</b>

Of the £4,321 carried forward held at 31st March 2020 per restricted funds, £514 is included in the net book value of fixed assets & £4,629 of restricted funds are carried forward held in the bank.

The £822 is a timing difference where additional expenses were incurred at start of project ahead of grant money being receivable.

	<u>2020</u>	<u>2019</u>
<b>UNRESTRICTED GRANT INCOME</b>		
CCC	<u>60,025</u>	<u>58,791</u>

**12 STAFF COSTS AND NUMBERS**

Salaries & Wages	116,366	98,674
Social Security Costs	2,748	2,081
Pension Contributions	812	939
	<u>119,926</u>	<u>101,694</u>

Allocated as follows:

Staff costs - charitable activities	117,360	99,236
Governance	2,566	2,458
	<u>119,926</u>	<u>101,694</u>

No employee received emoluments of more than £60,000

The number of employees, some of whom are part time, during the year was as follows:-

	<u>2020</u>	<u>2019</u>
Advocacy & Advice	15.9	15.9
Governance Costs	0.1	0.1
	<u>16</u>	<u>16</u>

**13 RELATED PARTY TRANSACTIONS**

The Trustees received no remuneration during the year. The Trustees were reimbursed for travel expenses incurred during the year in their capacity as members but no expenses were incurred while carrying out their duties as Trustees.

No other related party transactions occurred in the year.

**14 FINANCIAL INSTRUMENTS**

The Charity has only basic financial instruments and accounts for these on their initial recognition.

**CARDIFF PEOPLE FIRST**  
**MANAGEMENT INFORMATION**

We have prepared the information on the following page from the books and records of the Charity and it is for Management purposes only.

**CARDIFF PEOPLE FIRST**  
**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED**  
**31ST MARCH 2020**

<u>2019</u>			<u>2020</u>	
£	£	INCOMING RESOURCES	£	£
	58,791	CCC Grant		60,025
	13,868	DWP - Access to work monies receivable		25,327
	33,304	Big Lottery Fund - Community Voices		-
	36,412	Big Lottery Fund - Aint no mountain high enough		-
	13,688	People's Heath Trust - Come together		22,812
	11,114	MIND Grant - Wishing Well		13,584
	-	Active Inclusion grant - Events for all		13,734
	-	WCVA - Self advocacy project		2,561
	14,220	Provision of goods & services		9,387
	1,065	Donations & memberships		633
	785	Income generated by fundraising		638
	559	Other Income		1,227
	72	Bank Interest Received		63
	<u>183,878</u>	<b>TOTAL INCOMING RESOURCES</b>		<u>149,991</u>
		<b>DEDUCT RESOURCES EXPENDED</b>		
		<b>DIRECT CHARITABLE EXPENDITURE</b>		
101,694		Salaries, N.I. & Pensions	119,926	
2,335		Travel	1,833	
2,914		Training	7,101	
<u>106,943</u>		<b>TOTAL EMPLOYMENT COSTS</b>	<u>128,860</u>	
		<b>OF THE CHARITY</b>		
20,690		Premises Costs	20,478	
259		Cleaning	391	
250		Volunteer expenses	1,307	
238		Sundry Expenses	1,095	
40		Subscriptions	100	
4,283		Printing, Stationery, Resources & IT	4,707	
155		Photocopier rental costs reimbursed	-	
-		Repairs & Renewals	835	
2,386		Postage & Telephone	2,086	
242		Publicity & Promotion	672	
2,170		Members Travel	1,880	
3,659		Other Events	11,025	
150		Raising funds expenditure	-	
1,668		Independent Examiners Fees	2,076	
1,678		Professional Fees	2,170	
279		Trustees travel	-	
891		Depreciation	765	
<u>39,038</u>		<b>TOTAL ADMINISTRATION COSTS</b>	<u>49,587</u>	
	<u>145,981</u>	<b>TOTAL EXPENDITURE</b>		<u>178,447</u>
	<u>37,897</u>	<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>		<u>(28,456)</u>