

Charity Registration No. 1087865

Company Registration No. 04165317 (England and Wales)

NATIONAL PORTAGE ASSOCIATION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

NATIONAL PORTAGE ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs J Rickman Ms T Harvey Mrs J McHale Mrs C Silver Mrs S Ensor Ms S Shaikh Ms V Boys Mrs J Palmer
Secretary	Mrs J McHale
Charity number	1087865
Company number	04165317
Principal address	Kings Court 17 School Road Hall Green Birmingham B28 8JG
Registered office	Kings Court 17 School Road Hall Green Birmingham B28 8JG
Auditor	Griffiths Marshall Beaumont House 172 Southgate Street Gloucester GL1 2EZ

NATIONAL PORTAGE ASSOCIATION

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NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

The Trustees present their report and financial statements for the year ended 31 March 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's articles of association, 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 2015)"

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on the 21 February 2001 and registered as a charity on the 6 August 2001. It was established under a Memorandum of Association, which established the objects of the charitable company and is governed under its Articles of Association. Under those articles:

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantors at 31st March 2018 was 546.

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:

Mrs J Rickman

Ms T Harvey

Mrs J McHale

Mrs C Silver

Mrs S Ensor

Ms S Shaikh

Ms V Boys

Mrs J Palmer

Organisational Structure

The NPA has a Board of Trustees that undertakes to manage the business of the Association. The Trustees are representatives elected from the membership of the National Portage Association. The Chair is responsible for the day to day management of the Association, in liaison with the Office Manager

The Membership of the Association is divided into Regions. Each Region elects one of its members to serve as its Regional Representative on the Board of Trustees.

At both Board and Regional level, elected officers are drawn from members who may be parents/carers and practitioners directly involved in Portage Services.

Board members fulfil their role in a voluntary capacity. Some aspects of the work are carried out by a small number of staff employed directly by or contracted by the NPA.

The Board is composed of up to 17 Trustees. These positions are currently under review to ensure that they meet the needs of the Association.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2019

The elected Board of Trustees comprises:

- Honorary Officers (Chairperson, Vice-Chairperson and Treasurer)
- Three Parent Representatives
- Seven Regional Representatives
- Two representatives of sub-committees appointed by the Board (Training and Monitoring; and Project Steering Group)
- Co-opted Trustees (up to three members of the Association may be co-opted as Trustees as required, who may serve until the next AGM following their appointment).

Trustees are also Directors of the Company.

Others in attendance at Board meetings at any time may include Regional Project Managers, the Conference Coordinator and the Office Manager.

The members of the Board are elected as follows:

- Officers and general members are elected at the AGM to serve a period of three years.
- Honorary Treasurer is elected at the AGM to serve a period of one year.
- Regional Representatives are elected at Regional Meetings held prior to the AGM to serve a period of three years.
- Co-opted members are appointed to the committee by the committee, to serve a period of one year.

Trustee Induction

New trustees undergo two orientation sessions one with the Chairperson to receive their induction pack and to be briefed on the committee and decision making process. The second session is with the Treasurer and Company Secretary to receive information on their legal obligations under charity and company law as well as internal financial processes. Trustees receive individual support from outgoing post holders. They are encouraged to attend appropriate training events where this will facilitate the understanding of their role.

Objectives and activities

The company's objectives and prime activities are:

- Offering a Code of Practice as a framework for delivering Portage services which was revised during this year.
- Supporting quality of service by providing training with an agreed curriculum as a basic standard for Portage Home Visitors.
- Listening and responding to members individual or selective concerns at local, regional and national level.
- Encouraging new developments in the delivery of Portage support.
- Developing a training curriculum that responds to the training needs of parents, Portage services and professionals associated with the Portage Model.
- Working collaboratively with other services dedicated to supporting families and young children.
- Campaigning for all families with a young child with additional support needs to have early access to Portage or other appropriate home visiting services.
- Keeping members informed about Portage via local study days, an annual conference and the Portage Hub.

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

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

The Charity's policy is to consult and discuss with employees, through unions, staff councils and at meetings, matters likely to affect employees' interests.

Information of matters of concern to employees is given through information bulletins and reports which seek to achieve a common awareness on the part of all employees of the financial and economic factors affecting the group's performance.

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the Charity continues and that the appropriate training is arranged. It is the policy of the Charity that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

Achievements and performance

DfE/NPA Project

The NPA was awarded a grant of £65,000 for April to September 2018 to: provide parent information on the website; provide SEND training for the Early Years workforce; to develop new trainers; to develop a new training module 'In the Picture' and to promote the Portage stamp of approval scheme..

The grant project objectives for April to September 2018 were mostly achieved, although NPA had an underspend on the grant of £11,834 which could not be carried forward. It proved difficult to arrange training in the 6 month time frame, although services were offered funding to run workshops.

Thanks to Kerry Bailey, NPA Regional Project Manager, who managed the grant work for the 6 months and in previous years. Unfortunately her post was funded by DfE grants and could not be sustained without further funding.

NPA bid for a further 18 month grant from October 2018 but the bid was unsuccessful.

Financial Review

Thanks to Kathleen Scoble, Finance Officer, for preparing the 2018/19 accounts for the auditors and for her efficiency in managing the accounts through the year.

The statement of financial activities shows that the total assets less current liabilities of the company at 31st March 2019 stood at £186,629. Total incoming resources over the financial year were £130,574 and the total resources expended were £125,163 showing an overall profit of £5,411 for 2018/19.

Income: Compared with figures from 2018, the decrease in income is explained by the smaller grant received from the DfE.

Expenditure: Compared with figures from 2017/18, this year's accounts show a decrease in expenditure, mainly due to the reduction in grant related activities.

Total Assets: Stand at £186,629, an increase on 2017/18.

Reserves policy

The Trustees follow an established policy. Designated funds have been set up to ensure that each area of work has sufficient funds set aside to ensure the smooth running of each activity. The value of each fund is assessed annually to determine whether it is at an appropriate level and transfers made where necessary. The cost of planned work and the potential liability determines the level of each designated fund. The unrestricted funds (the general reserve and the designated funds, excluding those invested in tangible fixed assets and stock) should be between 3 and 6 months of resources expended. The unrestricted funds stand at £118,468; budgeted expenditure for 2019/20 is £70,250 and therefore the required reserves are between £17,562 and £35,125 for 19/20 as at 31 March 2019.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

Investment policy

The present policy of the Trustees is to hold all funds in short term interest bearing accounts, having regard to the reserves policy and the liquidity requirements of the NPA. Although the Trustees are disappointed at the low interest rates currently available in these accounts, it has received advice that it would be unwise to start to invest in longer term savings accounts at a time when cash flow requires careful oversight and management.

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

Planning for the Future

Without DfE grant funding the NPA are reviewing all aspects of the organisation during 2019 to ensure continued viability. Developments are reviewed regularly at Board Meetings. The Trustees are focusing on core activities:

- To improve outcomes for children with SEND by ensuring that all children and families in UK who need Portage receives it.
- To ensure high quality level of service delivery.
- To develop, deliver and support high quality training and learning.
- To develop sustainable income streams.

The recently revised Portage Workshop designed to increase the knowledge and skills of Early Years practitioners in their work supporting children with Special Educational Needs and Disabilities and their families continues to be highly evaluated. The emphasis on using the Portage Principles to support all children and their families in settings has proved to be very successful. This Workshop is being used to form the basis of a commercial programme that will provide the Association with a new revenue stream.

Funding will be requested from grant making trusts, although competition for such funding is fierce in the current economic climate, where charities have been losing central and local government funding.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

Membership

The regional membership distribution figures for 31st March 2019 compared to a similar time in 2017 and 2018 are as follows:

	2017	2018	2019
Eastern	42	39	36
London & S E	155	159	153
Midlands	61	58	58
Northern	153	158	159
North East	31	29	32
South West	76	78	80
Wales	26	25	23
TOTAL	544	546	541

Membership numbers are gradually decreasing, although there has been some variation by region. The numbers paying by Direct Debit are continuing to increase, which is very positive and it is hoped that this continues.

There is clearly a need to continue to increase the membership numbers in order for the NPA to continue to be a viable organisation. Existing members are asked to encourage colleagues and families to consider joining the NPA by promoting the many benefits of membership including having access to Portage materials and to quality training, affiliation to a professional body, supporting the national voice of the NPA and quality assurance of Portage services so that they continue to deliver high quality teaching to future generations of children and families. This is all in addition to the continuing development of the Portage Hub, which gives members access to case studies, resources, information on training and development as well as providing a forum to share tips, ideas and questions.

The NPA continued to offer 2 complimentary annual memberships to parents in each registered service.

Related Parties

Since April 2004 the charity has had a close working relationship with the DfE undertaking direct commissioned work for the department to develop and extend Portage Services in England and to provide training and information to the Early Years workforce. The projects are run on jointly negotiated targets and budget agreed and reviewed annually by the NPA and DfE. A steering group drawn from key trustees (Chairperson, Treasurer and Parent Representative) initially provided the link between the Project Team and the Board, revised management arrangements were put in place in 2015/16 and these have continued.

The NPA were successful in a grant bid for £65,000 from the DfE for the period April to September 2018. However NPA was unsuccessful in obtaining funding for future years.

The NPA retains its membership of the National Children Bureau's Early Childhood Forum. Liaison with other early years and voluntary organisations such as Pen Green, Action for Children, Council for Disabled Children and Sense has been facilitated through the DfE grant programme.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2019*

Auditor

The auditor, Griffiths Marshall, is deemed to be reappointed under section 487(2) of the Companies Act 2006.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees report was approved by the Board of Trustees.

Mrs J Rickman

Mrs C Silver

Dated: 30 August 2019

Dated:30 August 2019

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

Chair's Report

The National Portage Association (NPA) continues to be a dynamic organisation. It is forward thinking and constantly looking to ensure that it reflects current practice in the support of children with special educational needs and their families. The Portage Workshop trains Early Years practitioners to use Portage Principles in their work, as well as those who want to become Portage Home Visitors. This Training is constantly under review, with consideration being given to updating some of the modules to reflect changes in organisational structures and national policy. The NPA website is also under review, with plans to make some sections more relevant to current practice in addition to making sure that information is easier to find!

Open Awards Level 3 The Portage Model: A Small Steps Approach to Learning for Children with Special Educational Needs, is now the qualification used by the NPA to support practitioners to deepen their understanding of the Portage Principles. Some learners have already started their studies towards achieving this award and feedback from them has shown that it has been invaluable in extending their thinking. Feedback from our first External Quality Review was very positive.

Completion of this qualification allows the Student:

- To gain experience of using Portage principles with children who have additional needs
- Work with and learn from parents and other professionals
- To gain access to support from highly skilled Portage professionals working in the field of early years/ SEND
- Improve their everyday practice to the benefit of all children, not just those with additional needs
- Develop an understanding of how to achieve real, meaningful inclusion
- Increase their confidence in working with disabled children

The Open Awards certification is available to all practitioners who have completed the Portage Workshop – there is no need to be working within a Portage Service to complete this award. It is about demonstrating that the student is able to apply what has been learnt within the training and within practice.

Level 3 Open Awards has replaced the BTEC Level 3.

For more information about Open Awards please go to the NPA Website <https://www.portage.org.uk/support/training/types-training/open-awards>

We are pleased to welcome two new Board Members, who have been co-opted during this year, Janice McKinley and Kate Jordan. However, there are still vacancies, particularly from those who have skills or interest to support the development of our Website. We also need someone who may be interested in being elected Treasurer in the future. The Board meets five times a year in Birmingham, the meetings are informal and fun, and expenses are reimbursed. If you are interested, please do speak to one of the Trustees or email chair@portage.org.uk

The NPA has been fortunate to receive grants from the Department for Education for a number of years but unfortunately, our last bid was not successful. This means that our only income now is from membership, Service Registration and Stamp of Approval, which is not sufficient to meet all our costs. The Board is exploring ways of reducing costs and increasing income through the selling of training. I would urge you to encourage your colleagues to become members of the NPA and to support your local settings to apply for Stamp of Approval to safeguard the future of our Association.

NATIONAL PORTAGE ASSOCIATION

TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

Training

In her role as Chair of Training, Veronica Boys has continued to organise our programme of training process review and the update of training materials.

The new one day Training for Trainers Workshop was successfully trialed in September 2018 and the next Workshop is being planned. During the year 19 people registered as Trainee Trainers, 45 Portage Workshops were registered, 37 Trainers renewed their Accreditation and 7 Trainee Trainers gained Accredited Trainer Status.

The NPA has received enquiries from overseas about delivering training and supporting setting up Portage services. Negotiations are underway with one country to deliver the training next year, which is very positive as it means that more families will benefit from the Portage model and it will generate income for the NPA.

NPA Development Day

The NPA Board has now delivered two Development Days, both of which have received excellent evaluations. As this format has been met with approval by members, the Board agreed to facilitate a similar event later this year and this has been planned for November, there will be a range of topics available rather than one single theme.

The NPA office in Birmingham is at the heart of the Association, and is a great support to the Board, Services and Members due to the efficient and highly effective hard work of our small staff team. The Board thanks Chris, Office Manager, Kathleen, Finance Officer and Ellie, Office Administrator for their continued assistance, dedication and enthusiasm for the NPA.

Finally, I would like to thank the Trustees, staff, volunteers and members for their commitment and tireless support for the NPA.

Signed on behalf of the Trustees on 31st August 2019

Janet Rickman, Chairperson

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2019

The Trustees, who are also the directors of National Portage Association for the purpose of company law, are responsible for preparing the Trustees Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF NATIONAL PORTAGE ASSOCIATION

Opinion

We have audited the financial statements of National Portage Association (the 'Charity') for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF NATIONAL PORTAGE ASSOCIATION

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the statement of trustees responsibilities, the Trustees, who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

NATIONAL PORTAGE ASSOCIATION

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF NATIONAL PORTAGE ASSOCIATION

**Chris Bourne (Senior Statutory Auditor)
for and on behalf of Griffiths Marshall**

30 August 2019

**Chartered Accountants
Statutory Auditor**

Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
Income from:					
Donations and legacies	3	20,723	-	20,723	22,081
Charitable activities	6	54,884	53,166	108,050	157,412
Other trading activities	4	1,420	-	1,420	1,289
Investments	5	381	-	381	152
Total income		<u>77,408</u>	<u>53,166</u>	<u>130,574</u>	<u>180,934</u>
Expenditure on:					
Charitable activities	7	72,226	53,166	125,392	181,934
Net incoming/(outgoing) resources before transfers		5,182	-	5,182	(1,000)
Gross transfers between funds		230	(230)	-	-
Net income/(expenditure) for the year/ Net movement in funds		<u>5,412</u>	<u>(230)</u>	<u>5,182</u>	<u>(1,000)</u>
Fund balances at 1 April 2018		163,130	18,317	181,447	182,448
Fund balances at 31 March 2019		<u><u>168,542</u></u>	<u><u>18,087</u></u>	<u><u>186,629</u></u>	<u><u>181,448</u></u>

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.

NATIONAL PORTAGE ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	11		490		654
Current assets					
Stocks	12	1,147		2,057	
Debtors	13	9,691		33,446	
Cash at bank and in hand		189,396		187,066	
		<u>200,234</u>		<u>222,569</u>	
Creditors: amounts falling due within one year	14	<u>(14,095)</u>		<u>(41,775)</u>	
Net current assets			186,139		180,794
Total assets less current liabilities			<u>186,629</u>		<u>181,448</u>
Income funds					
Restricted funds	16		18,087		18,317
<u>Unrestricted funds</u>					
Designated funds	17	21,476		34,524	
General unrestricted funds		147,066		128,607	
		<u>168,542</u>		<u>163,131</u>	
			<u>186,629</u>		<u>181,448</u>

The financial statements were approved by the Trustees on 30 August 2019

Mrs J Rickman
Trustee

Mrs C Silver
Trustee

Company Registration No. 04165317

NATIONAL PORTAGE ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Cash flows from operating activities					
Cash generated from operations	18		1,949		30,698
Investing activities					
Interest received		381		152	
Net cash generated from investing activities			381		152
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			2,330		30,850
Cash and cash equivalents at beginning of year			187,066		156,216
Cash and cash equivalents at end of year			189,396		187,066
Relating to:					
Cash at bank and in hand			189,396		187,066

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Charity information

National Portage Association is a private company limited by guarantee incorporated in England and Wales. The registered office is Kings Court, 17 School Road, Hall Green, Birmingham, B28 8JG.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], 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)" (as amended for accounting periods commencing from 1 January 2016). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. 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 Charity 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 unless the funds have been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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 Charity.

1.4 Incoming resources

Income is recognised when the Charity 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 Charity 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 Charity 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.

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Resources expended

Expenditure is recorded on the accruals basis and liabilities are included when the legal obligation has been created.

Expenditure in charitable activities represents the costs incurred in carrying out the charitable objectives of the project.

Governance costs represent the cost of general administration functions of the charity

Basis of apportionment of expenditure:

- Staff costs are allocated on a basis of time spent on each category of activity.
- Premises costs are allocated by floor area used for the activity.
- Depreciation provision is allocated on the basis of use of the assets.
- All other overheads are allocated to projects as a percentage of direct expenditure.

As a registered charity, the activities are generally except from Income Tax and Capital Gains Tax in connection with its direct charitable purpose, but not from VAT.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

1.9 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.

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

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 Charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

2 Critical accounting estimates and judgements

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

The estimates and underlying assumptions are reviewed on an 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.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Donations and gifts				
General	-	-	-	930
Registered Services	-	-	-	893
Gift Aid	-	-	-	1,151
Members Subscriptions	-	-	-	19,107
Other	20,723	-	20,723	-
	<u>20,723</u>	<u>-</u>	<u>20,723</u>	<u>22,081</u>
	<u><u>20,723</u></u>	<u><u>-</u></u>	<u><u>20,723</u></u>	<u><u>22,081</u></u>
For the year ended 31 March 2018	<u>21,188</u>	<u>893</u>		<u>22,081</u>

4 Other trading activities

	Unrestricted funds	Total
	2019	2018
	£	£
Fundraising events	-	299
Other income	1,420	990
	<u>1,420</u>	<u>1,289</u>
Other trading activities	<u><u>1,420</u></u>	<u><u>1,289</u></u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

5 Investments

	Unrestricted funds	Total
	2019 £	2018 £
Interest receivable	381	152

6 Charitable activities

	Conferences & Training	Registration of Portage Services	Sales of Training & Information Publications	DFE Grant	Total 2019	Total 2018
	£	£	£	£	£	£
Donations, Grant & Subscriptions	-	-	-	53,166	53,166	124,486
Sales of Goods & Services	43,619	9,067	2,198	-	54,884	32,926
	<u>43,619</u>	<u>9,067</u>	<u>2,198</u>	<u>53,166</u>	<u>108,050</u>	<u>157,412</u>
Analysis by fund						
Unrestricted funds	43,619	9,067	2,198	-	54,884	
Restricted funds	-	-	-	53,166	53,166	
	<u>43,619</u>	<u>9,067</u>	<u>2,198</u>	<u>53,166</u>	<u>108,050</u>	
For the year ended 31 March 2018						
Unrestricted funds	20,065	10,576	2,285	-		32,926
Restricted funds	-	-	-	124,486		124,486
	<u>20,065</u>	<u>10,576</u>	<u>2,285</u>	<u>124,486</u>		<u>157,412</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

7 Charitable activities

	Conferences & Training	Registration of Portage Services	Training & Information publications	Voluntary Income & Activities for generating funds	DfEd	Total 2019	Total 2018
	£	£	£	£	£	£	£
Staff costs	-	-	-	-	14,803	14,803	59,097
Consultancy	200	-	-	-	6,000	6,200	4,500
Training Fees	9,312	-	-	-	18,490	27,802	52,104
Cost of Goods Sold/Written Off	-	-	911	-	-	911	3,711
Hotel/Room Hire	11,299	-	-	-	1,070	12,369	6,791
Travel	2,695	-	-	-	1,253	3,948	6,419
Printing and Reproduction	-	-	-	-	-	-	764
Miscellaneous	215	-	-	204	1,500	1,919	675
Audit Fees	-	-	-	-	3,000	3,000	2,880
Service Donations	-	-	-	-	-	-	1,229
	<u>23,721</u>	<u>-</u>	<u>911</u>	<u>204</u>	<u>46,116</u>	<u>70,952</u>	<u>138,170</u>
Share of support costs (see note 8)	17,194	9,552	3,821	7,641	7,050	45,258	38,691
Share of governance costs (see note 8)	4,316	918	1,193	2,755	-	9,182	5,073
	<u>45,231</u>	<u>10,470</u>	<u>5,925</u>	<u>10,600</u>	<u>53,166</u>	<u>125,392</u>	<u>181,934</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

7 Charitable activities

(Continued)

Analysis by fund

Unrestricted funds	45,231	10,470	5,925	10,600	-	72,226
Restricted funds	-	-	-	-	53,166	53,166
	<u>45,231</u>	<u>10,470</u>	<u>5,925</u>	<u>10,600</u>	<u>53,166</u>	<u>125,392</u>
	<u><u>45,231</u></u>	<u><u>10,470</u></u>	<u><u>5,925</u></u>	<u><u>10,600</u></u>	<u><u>53,166</u></u>	<u><u>125,392</u></u>
For the year ended 31 March 2018						
Unrestricted funds	33,974	7,167	6,888	8,190	-	56,219
Restricted funds	-	-	-	1,229	124,486	125,715
	<u>33,974</u>	<u>7,167</u>	<u>6,888</u>	<u>9,419</u>	<u>124,486</u>	<u>181,934</u>
	<u><u>33,974</u></u>	<u><u>7,167</u></u>	<u><u>6,888</u></u>	<u><u>9,419</u></u>	<u><u>124,486</u></u>	<u><u>181,934</u></u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

8 Support costs

	Support costs	Governance costs	2019	2018	Basis of allocation
	£	£	£	£	
Depreciation	139	24	163	217	Usage
Premises Expenses	8,343	-	8,343	7,743	Floor area
General Office	36,034	5,803	41,837	33,751	Staff time
Consultancy	433	76	509	1,308	Usage
Bank Charges	62	11	73	77	Usage
Hotel/Room Hire	-	1,084	1,084	151	
Travel	247	1,569	1,816	243	
Miscellaneous	-	615	615	274	
	<u>45,258</u>	<u>9,182</u>	<u>54,440</u>	<u>43,764</u>	
Analysed between Charitable activities	<u>45,258</u>	<u>9,182</u>	<u>54,440</u>	<u>43,764</u>	

9 Trustees

In accordance with the Association's Memorandum of Association, agreed with the Charity Commission, up to five trustees may receive reasonable payment for work in respect of the Association's Training for Trainers course and PW Validation. In the financial year two trustees received £2,400 (One - £2,500- 2018)

Out of Pocket Expenses were reimbursed to trustees during the as follows:

Travel to Board Meetings	£1,332	(2018 - £1,263)
Travel to Other Meetings	£1,060	(2018 - £573)
Other	£102	(2018 - £144)

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2019 Number	2018 Number
	<u>4</u>	<u>5</u>
Employment costs	2019	2018
	£	£
Wages and salaries	<u>49,653</u>	<u>85,566</u>

During the year no members of staff were paid in excess of £60,000

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

11 Tangible fixed assets		Fixtures, fittings & equipment
		£
Cost		
At 1 April 2018		6,483
At 31 March 2019		<u>6,483</u>
Depreciation and impairment		
At 1 April 2018		5,830
Depreciation charged in the year		163
At 31 March 2019		<u>5,993</u>
Carrying amount		
At 31 March 2019		<u>490</u>
At 31 March 2018		<u><u>654</u></u>
12 Stocks		
	2019	2018
	£	£
Finished goods and goods for resale	1,147	2,057
	<u>1,147</u>	<u>2,057</u>
13 Debtors		
	2019	2018
Amounts falling due within one year:	£	£
Trade debtors	9,691	33,446
	<u>9,691</u>	<u>33,446</u>
14 Creditors: amounts falling due within one year		
	2019	2018
	£	£
Other taxation and social security	2,195	5,995
Trade creditors	327	14,277
Deferred income	7,150	19,020
Accruals	4,423	2,483
	<u>14,095</u>	<u>41,775</u>
	<u><u>14,095</u></u>	<u><u>41,775</u></u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

15 Deferred income

Deferred income is included in the financial statements as follows:

	2019 £	2018 £
Accredited trainer fees 2019-20	450	
2018 Development day moved from March to June		10,920
Other deferred income	6,700	8,100
	<u>7,150</u>	<u>19,020</u>

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Balance at 31 March 2019 £
DFE 17/18	-	53,166	(53,166)	-
Conference	4,388	-	-	4,388
Rosie's Fund	12,372	-	(230)	12,142
Kushlick Legacy	414	-	-	414
Service Donations	1,143	-	-	1,143
	<u>18,317</u>	<u>53,166</u>	<u>(53,396)</u>	<u>18,087</u>

NATIONAL PORTAGE ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2018	Transfers	Balance at 31 March 2019
	£	£	£
Stock Book	2,057	(910)	1,147
Fixed Assets	890	(400)	490
Conference reserve	2,305	(2,305)	-
Training & info materials restocking fund	5,000	(5,000)	-
Training & info material development fund	7,626	(7,626)	-
Promotional goods restocking fund	1,873	(1,873)	-
Promotional goods development fund	2,560	(2,560)	-
Training development reserve	12,213	7,626	19,839
	<u>34,524</u>	<u>(13,048)</u>	<u>21,476</u>

18 Cash generated from operations

	2019	2018
	£	£
Surplus/(deficit) for the year	5,182	(1,000)
Adjustments for:		
Investment income recognised in statement of financial activities	(381)	(152)
Depreciation and impairment of tangible fixed assets	163	218
Movements in working capital:		
Decrease in stocks	910	3,712
Decrease in debtors	23,755	7,159
(Decrease)/increase in creditors	(27,680)	20,761
Cash generated from operations	<u>1,949</u>	<u>30,698</u>