

Charity registration number 1070674 (England and Wales)

Charity registration number SCO38991 (Scotland)

Company registration number 3482943 (England and Wales)

**NATIONAL ACTIVITY PROVIDERS ASSOCIATION**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	S Ascot S Cooper S Goldsmith (Treasurer) T Paine O Thomas (Chairman) G V Haynes (Vice Chairman) C Wills-Cole E Watkinson
<b>Secretary</b>	Ms Hilary Woodhead
<b>Charity number (England and Wales)</b>	1070674
<b>Charity number (Scotland)</b>	SC038991
<b>Company number</b>	3482943
<b>Registered office</b>	C/O Cansdales Business Advisers Limited St Marys Court The Broadway Amersham Bucks HP7 0UT
<b>Independent examiner</b>	Samir Shah Ramon Lee Ltd Chartered Accountants 93 Tabernacle Street London EC2A 4BA
<b>Bankers</b>	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4TA

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# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

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# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## CHAIRMAN'S REPORT

**FOR THE YEAR ENDED 31 MARCH 2024**

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Let me start, rather than end, this year's Chairman's words by thanking the NAPA team, both my fellow Trustees and those who work so hard during 2023/24 to achieve the positive impact we know NAPA membership can have on the way in which people are looked after, on how fulfilled their lives are and the support that those who provide that care receive.

Our helpline provides direct support, advice and, if necessary, comfort to anyone who may need it, free of charge; we provide ideas for every day of the week through our Activities Calendar to help those on the front line and we provide a wide range (developed still further in 2024/25!) of training courses to extend knowledge, skills and confidence. We fundraise, develop new relationships across the sector and have put on events and award ceremonies to recognise the efforts and achievements of those providing care across the country.

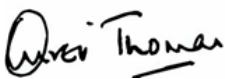
The list is long and reflects the hard work of every single one of the team.

The Trustees provide tremendous support to the NAPA team that I know is greatly valued. They give freely of their time and advice and their constant support and contribution is much appreciated, especially by myself!

For the last few years I have begun these words with reference to the pandemic, one of those (hopefully) once in a century events that impacts the whole world. I suspect that future historians will look back on this period as one that generated significant change. The world of work is very different than it was a few years ago; people have and continue to suffer from the consequences of Covid 19; who knows what the long term effects will be on the education of several years of children and young adults having a very different University 'experience' or the long term impact on the mental health of individuals; whole economies have been affected and are in need of repair. Add to that conflict in Ukraine and the Middle East and it is no wonder that the world currently feels in turmoil.

If all that sounds full of doom and gloom we shouldn't forget that we, mostly, came through the pandemic period. Scientists found solutions, quickly, which were shared around the world. It wasn't perfect or always equitable, the social restrictions weren't always welcome and individuals and families were deeply affected but we have come through it.

And why does that matter to NAPA? Simply put we do not operate in isolation. Inflation and the state of the economy affects us and our budgets and what we can do just as it does everyone else; our members feel that impact as well; our staff team and those we recruit live in the world of work where 'working from home' is far more extensive than it was; our members need different services provided in different ways. We have done a great deal to adapt over the last few years and in 2024/25 will continue to do so. Thank you to everyone for your support, commitment and contribution to NAPA.



Oliver Thomas  
Chairman, NAPA

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

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The trustees present their report and financial statements for the year ended 31 March 2024.

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 charitable company's [governing document], the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) 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**

This report highlights NAPA's key achievements against our strategic aims in 2023.

**Our History** - NAPA was originally founded in 1997 to raise the profile of activity provision and Activity Providers. It started at a time when the role of Activity Provider was new to the sector and activity and engagement were not prioritised. NAPA aimed to establish a membership network of care providers committed to improving the experience of older people living in care homes. Since 1997 NAPA has supported the sector to prioritise wellbeing; focussing on improving the experience of people who use care and support services by providing professional and practice development opportunities for Activity Providers and care teams and promoting the importance of activity and engagement.

**Our Vision** - A UK where activity and engagement is an integral part of care provision, where people with care and support needs live meaningful lives.

### **Our Mission - NAPA**

- Sets standards and provides guidance that supports positive activity and engagement.
- Advances the role of the Activity Provider by offering professional and practice development services that enhance knowledge and skills.
- Supports positive practice by celebrating and sharing examples of outstanding practice.
- Seeks and represents the views of Activity Providers and care services to influence change.
- Influences the sector to recognise the importance of activity and engagement.

**We Champion** - Activity Provision, which prioritises connection, is respectful, creative, innovative, and meaningful and enabled by skilled Activity Providers.

**Our Approach** - The aspirations and experiences of the people we support drive everything we do at NAPA and have underpinned and informed all the developments we have made. We have consulted extensively with our staff, trustees, volunteers, members, and supporters to help us decide which areas to focus on. And we will continue the conversations to keep us on track and accountable.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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NAPA's Values - Everything we do is underpinned by our values which capture the essence of who we are. The behaviours we each demonstrate every day are how we bring our values to life.

- **Inclusion.** We are determined to provide an inclusive experience, where difference is valued, and no one is left out.
- **Collaboration.** We bring people together and make connections. We believe that by sharing, learning, and working together, we can achieve much more.
- **Expertise.** We are professional, organised, and competent. We adapt to changes in policy and the law, keeping our advice and support as helpful and accessible as possible. We value and support our experienced and skilled team, the majority of whom have been Activity Providers themselves. We champion the expertise of Activity Providers.
- **Creativity.** We think creatively, seeing potential and possibility, finding a way forward.
- **Celebration.** Achievements are worth celebrating. Supporting people to live content, creative and connected lives bring meaning and purpose. We notice and celebrate positive practice, inspiring us all to keep going.
- **Dignity and respect.** We believe that everyone has the right to be treated with dignity and respect. We are determined to create an inclusive culture that supports every NAPA team member and every 'Activity Provider' to flourish and reach their potential.

Our services are co-created with our members, affiliate members, advisory panels and are directed by our Executive Director and governed by the NAPA board of Trustees. We pride ourselves on our inclusive approach and appreciate the contributions and ideas of all who work alongside us to prioritise wellbeing.

**This report highlights NAPA's key achievements against our strategic aims in 2023.**

NAPA continued to support the care sector following the covid 19 pandemic. Our digital transformation plan enabled new ways of working that created access to the practice development tools needed to prioritise the wellbeing of those they support.

#### **NAPA development and growth**

Having merged with The Grow Old Disgracefully Charitable Trust in 2022 we established our Positive Ageing Campaign and Living The Dream fund in 2023. This strategic move expanded our impact, enabling NAPA to invest in our fundraising activity and develop our focus on positive ageing.

We established ourselves as the Professional Body for Activity Providers in the UK and activity association for the care and support sector. on the trusts great work, to defy ageist stereotypes and enable older people to take part in activities that others may view as in appropriate or 'disgraceful'. NAPA will launch the campaign in June 2023.

We established ourselves as the Professional Body for Activity Providers in the UK and activity association for the care and support sector.

#### **NAPA Membership**

Our strong membership numbers allow us to impact on and influence the care sector. Despite identifying risks to the membership due to the financial pressures facing the care sector we maintained our membership numbers.

Our communications plan for 2023 was successful, enabling a substantial increase in our reach across the sector. NAPA has significant presence in the care home sector with care homes comprising 90% of membership in 2023.

This year we have continued to build our membership numbers by further extending our reach and presence in the care home sector but also ensuring our offers are attractive to the broader Health, Housing and Social Care sector, we continue to build relationships with care providers and key stakeholders across the country and have gained new members providing supporting housing services, domiciliary care, and support to adults with learning disabilities. We have seen particular growth in membership registration from Home Care Providers.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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In 2023 we secured the membership of several new care groups. We have significantly improved our membership benefits and continue to consult with our members to ensure our offer meets their needs and our services remain responsive.

#### **Professional Development Services and pathway**

Over the last year we have built on the digital approaches introduced in 2021 /22 and have delivered several commissioned programmes of work as well an open course online programme of professional development opportunities.

The NAPA Professional Development Pathway enables Activity Providers to gain a leadership qualification and be registered as NAPA Recognised Activity Professionals. This professional development option continued to grow in 2023.

Our training qualification offer currently comprises: Distance Learning Qualifications in Activity Provision at level 2 and 3, bespoke training courses on commission. Our accrediting body and our skills for care Endorsed provider status was renewed for another year.

Our QCF qualifications continue to attract interest from members and non-members with 95 new students enrolling in 2023. To date 964 students have completed the Level 2 Award in Supporting Activities. We now have 131 qualified in the level 3 Certificate in Activity provision in Social Care. Over the course of the year 655 students have attended bespoke training days. Between April 2023 and March 2024, we trained a total of 909 activity and care workers

NAPA is now a green employer and provider of leaning and development. All our qualifications are now available digitally. This development in 2023 enabled us to close the head office. NAPA now has a virtual HQ with all team members working remotely.

#### **Activity Support Service**

We extended our Support line service and significantly developed The Activity Support Service between 2021 and in 2022 and in 2023 the service continued to grow. The NAPA Activity Support Service is a service for Activity Providers and includes a phone line for information and advice, a network of Activity Advisors, support groups online and in person and free resources.

In 2023 the Activity Support Service supported hundreds of activity, care and support workers and family carers to prioritise wellbeing. We also established the Resource, Advice an Information Network (RAIN) a monthly community of practice, set up to provide free professional development and peer support for Activity Providers employed by NAPA members. This has been hugely successful with hundreds of attendees. Experts provide education for the first part of the session enabling opportunities to learn and share from related positive practice examples.

The Activity Providers Advisory Group continues to grow and develop with over 60 members now involved in the coproduction of toolkits, resources, research programmes and product-based projects.

#### **Communications**

We continue to receive positive feedback on the rebrand and have expanded our comms and marketing campaigns. The website promotes the range of services that NAPA provides.

The Activity Shed is a practice development platform for NAPA Members, it hosts tools to support positive practice. It is continually evolving based on consultation with our members and specifically with Activity Providers. In 2023 2,300 members accesses the Activity Shed. We are in the process of enabling users to access the Activity Shed via an app, we look forward to launching the app in the late spring of 2024.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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We have been delighted with the increase in social media attention and interest. We now have established Facebook, twitter, linked in and Instagram accounts. Our weekly NAPA News has been rebranded in line with all our digital communications and subscription rates have soared. Subscribers receive weekly updates, resources, and news. We have also introduced a member only newsletter, this goes out weekly and shares our weekly offer for members, bundles of resources to support practice as well as opportunities to attend learning events.

In 2023 we published over 100 new toolkits and resources. Our publications reached over 100,000 downloads. Everything we publish is developed in consultation and provided at no or low cost.

#### Highlights from 2023

**1.Arts in Care Homes National Campaign and The Year of Connected Community Campaign:** NAPA launched our annual national campaign called "The Year of Connected Communities." Year of Connected Communities Campaign - This initiative encouraged community engagement and facilitated meaningful connections and collaborations.

Arts in Care Homes - a five-year programme, managed by NAPA and funded by The Baring Foundation and The Rayne Foundation came to an end. There is a wealth of arts and cultural activities taking place in care homes across England. These range from everyday creative activities run by staff teams to large scale arts projects, artist-led sessions and partnerships with museums and galleries. We promote and celebrate existing arts activities and encourage more. During Covid-19 we saw and experienced the importance of art and creativity in care settings, and the beneficial outcomes for all the participants. We have continued to shine a light on the importance of this work, which has been increasingly vital during the pandemic. The programme culminated in a fantastic event at Somerset House, bringing together care and arts organisations to celebrate the programme and consider next steps. Our funders have committed to an additional year's funding enabling us to manage the national day in 2024. The Arts in Care Homes report can be found here [NationalDayOfArtsInCareHomes-Evaluation.pdf](#)

**2. NAPA Conference:** NAPA organised a conference in June in central London, welcoming over a hundred Activity Providers and enthusiasts. The event showcased positive practices and facilitated learning, with experts in Community Engagement from across the sector participating.

**3. Projects and Partnerships and Research:** NAPA formed new partnerships with several organisations, such as, Relish and My Life TV These partnerships provided NAPA members with access to free and discounted resources and training, enhancing their ability to promote wellbeing. We developed our corporate partnerships enabling us to provide free resources to the entire sector, such as The Jubilee Resources (Unilever Food Solutions) and the NAPA Calendar and Afternoon Tea Week Resources (Lakeland Dairies.)

**4. Research: Research** - In 2023 NAPA launched our first research strategy. NAPA is committed to supporting research and evaluation, our activity in this area falls into two areas. Co-delivery of research programmes, in partnership with academic institutions, and the delivery of service and project evaluations. In 2023 our research partners include the University of Surrey, the university of East Anglia and University college London.

Further information about our research activity can be found here [Research and Evaluation - NAPA Activities \(napa-activities.co.uk\)](#)

**5. NAPA Awards:** The NAPA Awards ceremony was a huge success, taking place in person at The Museum of Brands with the participation of hundreds of activity and care teams, along with the individuals they support. The photobook can be found here [The National Activity Awards - NAPA Activities \(napa-activities.co.uk\)](#)

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### NAPA Finances

Ambitious targets for the commissioning of qualifications were not realised in 2023. Several funding applications and sponsorship arrangements were not successful. The fundraising strategy built on the work undertaken in 2022 and we exceeded our target. We were delighted to receive substantial corporate sponsorship from Unilever Food Solutions and Lakeland Dairies as well as Relish and Kyn. NAPA reserves as of 31st March 2023 were £258,062.00 (cash in bank plus shares.)

Our cash position is healthy for a charity of our size, our reserves policy shows that we currently have reserves equal to approx. 8 months running costs). We aim to maintain the equivalent in reserves over the next 2 years.

#### Risk management:

The Chief Executive Officer and NAPA Board of trustees have continued to review the main risks facing the charity. These risks have been classified under headings with the actions set out below to mitigate these risks:

**Financial risk:** to ensure good forward planning and to continue to maintain a suitable reserves policy.

**Operational risk:** to ensure that policies for Health and Safety, Equal Opportunities and Safeguarding are up-to-date and implemented; to ensure that training and supervision for staff and volunteers is consistent and regular.

**Regulatory risk:** to ensure good practice is followed regarding employment issues and the issues noted under operational risk; to ensure compliance with relevant legislation regarding charities and companies.

**Reputational risk:** to build on the charity's reputation for good practice and to continue to develop good working relationships with others.

#### The NAPA Team

We have expanded the core team, NAPA Associate team and engaged several Advisors and Ambassadors to guide us in our work.

I want to thank the NAPA team for their openness, honesty and ambition and the Activity Providers who keep us on track and remind us why we exist. I would also like to thank the NAPA Board of Trustees for their support and encouragement, the ongoing commitment of our Board of Trustees, the NAPA staff team, the dedication and loyalty of our members and the support of our key stakeholders and investment of our funders, enables us to do what we do.

As we conclude the fiscal year 2023-2024, we express gratitude for the opportunity to serve individuals and their communities. The achieved milestones and forged partnerships reaffirm our commitment. With renewed energy, we look forward to the year ahead, dedicated to advancing our mission and promoting wellbeing.

#### Plans for 2024-25

We have great plans for 2024 as we embark on implementation of year 2 of our 3-year strategic plan.

Our new strategic framework brings clarity and focus to our efforts and allow us to making strategy actionable and more importantly achievable on a day-to-day basis. It is an exciting and ambitious plan that builds on all we do well, it is taking the charity in innovative and important new directions. The strategy describes what we must do to fulfil our vision and demonstrates how we will continue to support the sector to prioritise wellbeing; at its heart there is a desire to expand our reach and measure our impact. It is designed to help coordinate our work and make our efforts more effective. It also helps us to be more accountable and transparent.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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I came into post in September 2019, it has certainly been an interesting and rewarding 3 4 years. We have worked hard over this time to listen to the needs of our members. We have improved our membership offer, implemented new services, and adopted new ways of working. Undoubtedly the last four years has presented us with huge challenges, but it has also given us opportunities to innovate, and we have come out of it better and stronger and in a position to support even more members, Activity Providers and care and support services.

Since the publication of our last strategic plan, we have made a great deal of improvements; we identified gaps in our programmes of work and worked hard to bring in further resources to fund new services and improve existing ones. We introduced a new website, a practice development platform, a professional pathway, and the Activity Support Service. Behind the scenes we have strengthened the way that we operate. We have modernised the way we manage our services, integrated a new finance system, and introduce home working. We are excited to continue our valuable work.

We know that recent and current challenges place real pressure on all forms of income and expenditure, collectively we are experiencing an unknown financial climate. We anticipate that there will be pressure on our income streams, whether that is through membership or training commissions, or through fundraising. The application process for grant funding has become more competitive. Increasing salaries and investing in our team will increase cost pressures. We will continue to monitor funding closely.

Over the next 2 years we will seek to strengthen our financial resilience. We will continue to operate with the heart of a charity and the head of a business, build a well led sustainably funded charity that invests in our team and is held in high regard.

**Our values will shape the way we will work as we pursue our strategic objectives.**

**NAPA's vision for the next 2 years:** By 2026 NAPA will be known and respected for providing excellent support to Individual Activity Providers and activity/wellbeing teams, Care and support teams, Care services, the wider health, housing and social care sector, and the friends and family of people with care and support needs.

Six strategic objectives will determine our programmes of work over the next three years.

**Objective 1: To champion wellbeing, (activity, arts, cultural participation, and engagement)**

- We will articulate our vision through our communications, website, practice development platform, resources, information, guidance, qualification, and training course content.
- Demonstrate our commitment, through our dedicated national programme 'Arts in Care Homes,' and our range of partnership projects and research programmes.

**Objective 2: To professionalise the role of the Activity Provider**

- Investigate registration potential as 'national professional body' for Activity Providers.
- Gather interest in developing a professional registration of Activity Providers and professionals.
- Launch competence framework, professional standards, and rules of conduct.
- Raise the profile of Activity Providers by gathering, sharing, and celebrating examples of positive activity practice.
- Establish professional development pathway as the preferred 'learning provider.'

**Objective 3: To extend our reach**

- Grow our membership, services, programmes, and campaigns.
- Improve our infrastructure and grow our team.
- Provide services, programmes and campaigns that are intentionally inclusive.
- Become a greener organisation.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

*FOR THE YEAR ENDED 31 MARCH 2024*

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### **Objective 4: To work better together**

- Develop partnership projects with value aligned organisations to maximise impact.
- Develop our research programme and evaluation capacity.
- Translate and disseminate best practice approaches, informing NAPA's core programmes of work.

### **Objective 5: To improve perceptions**

- Contribute to national debate and influence change.
- Demonstrate our commitment through our Positive Ageing campaign (Grow Old Disgracefully.)

### **Objective 6: To be financially stable and sustainable**

- Develop audit processes to enable sustainable financial management.
- Formulate financial plans to ensure all streams of work deliver return on investment.
- Increase income generation with clear targets across all programmes of work.
- Decrease relative expenditure.



**Hilary Woodhead**  
Chief Executive Officer

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### Structure, governance and management

The charity is a company limited by guarantee. The charity's objects are to set standards of appropriate practices regarding the provision of activities for older persons and adults with learning disabilities. The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of winding up and for a year after they cease to be a member.

The trustees set the policies of the charity and exercise overall control, while day-to-day matters are dealt with by employees.

Trustees are appointed by invitation and drawn from our network of contacts across the care sector. We aim to have a cross-section of skills and geographic representation. Potential Trustees are invited to attend and observe a Meeting prior to being formally appointed. All new Trustees are sent an information pack based on materials generated by the Charity Commission.

NAPA does not work directly with care setting residents or tenants but by supporting care teams to enable meaningful engagement. Our aim is to ensure that skilled, well informed staff generate life, love and laughter to ensure older people have more fulfilled lives.

S Ascot

S Cooper

S Goldsmith

(Treasurer)

T Paine

O Thomas

(Chairman)

G V Haynes

(Vice Chairman)

J Pool

(Resigned on 09 November 2023)

C Wills-Cole

E Watkinson

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

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### Statement of Trustees' Responsibilities

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

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

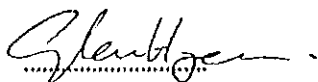
In preparing these financial statements, the trustees are required to:

- 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 financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of Information to Independent examiner each of the trustees has confirmed that there is no information of which they are aware which is relevant to the independent examination, but of which the independent examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the independent examiner is aware of such information.

The trustees' report was approved by the Board of Trustees.



G Haynes  
Trustee



O Thomas  
Trustee

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF NATIONAL ACTIVITY PROVIDERS ASSOCIATION

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I report to the trustees on my examination of the financial statements of National Activity Providers Association (the charitable company) for the year ended 31 March 2024.

#### Responsibilities and basis of report

As the trustees of the charitable company (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 Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charitable company 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 charitable company's financial statements carried out under section 44 (1) (c) of the 2005 Act and section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charitable company is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

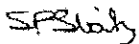
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act and Regulation 4 of the 2006 Accounts Regulations; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and 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.

#### Use of my report

This report is made solely to the Board, in accordance with section 145 of the Charities Act 2011. My independent examination has been undertaken so that I might state to the Board those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Board, for my independent examination or for this report.



Samir Shah FCA, ATII  
Ramon Lee Ltd  
Chartered Accountants  
93 Tabernacle Street  
London  
EC2A 4BA

Dated: 10/07/2024

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
<b>Income from:</b>					
Donations and legacies	2	23,888	22,467	46,355	48,767
Charitable activities	4	349,841	19,995	369,836	370,820
Investments	3	5,054	-	5,054	1,621
<b>Total income</b>		<b>378,783</b>	<b>42,462</b>	<b>421,245</b>	<b>421,208</b>
<b>Expenditure on:</b>					
Charitable activities	5	428,914	42,462	471,376	431,892
<b>Net (expenditure)/ income before transfers</b>		<b>(50,131)</b>	<b>-</b>	<b>(50,131)</b>	<b>(10,684)</b>
Gross transfers between funds		6,571	(6,571)	-	-
<b>Net expenditure for the year/ Net movement in funds</b>		<b>(43,560)</b>	<b>(6,571)</b>	<b>(50,131)</b>	<b>(10,684)</b>
Fund balances at 1 April 2023		132,545	29,529	162,074	172,758
<b>Fund balances at 31 March 2024</b>		<b>88,985</b>	<b>22,958</b>	<b>111,943</b>	<b>162,074</b>

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

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 ACTIVITY PROVIDERS ASSOCIATION

## BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
<b>Current assets</b>					
Stocks	9	882		2,248	
Debtors	8	53,445		31,383	
Cash at bank and in hand		149,109		228,303	
		<u>203,436</u>		<u>261,934</u>	
<b>Creditors: amounts falling due within one year</b>	<b>10</b>	<b>(69,181)</b>		<b>(97,182)</b>	
Net current assets			134,255		164,752
<b>Creditors: amounts falling due after more than one year</b>	<b>11</b>		<b>(22,312)</b>		<b>(2,678)</b>
<b>Net assets</b>			<u><u>111,943</u></u>		<u><u>162,074</u></u>
<b>Income funds</b>					
Restricted funds	13	22,958		29,529	
Unrestricted funds		88,985		132,545	
		<u>111,943</u>		<u>162,074</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 March 2024. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements 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 resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 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.

The financial statements were approved by the Trustees on 10/07/2024



G V Haynes  
Trustee



O Thomas  
Trustee

Company Registration No. 3482943

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

##### Charity information

National Activity Providers Association is a private company limited by guarantee incorporated in England & Wales. The registered office can be found on the legal and administrative page.

#### 1.1 Accounting convention

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. 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 charitable company 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.

Designated funds are unrestricted funds of the charity, which the trustees have decided at their discretion to set aside to use for a specific purpose.

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.

#### 1.4 Income

Income is recognised when the charitable company 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 charitable company 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 charitable company 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.

#### 1.5 Expenditure

Expenditure is recognised on accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.



# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 3 Investments

	Unrestricted funds	Unrestricted funds
	2024	2023
	£	£
Interest receivable	5,054	1,621
	<u>5,054</u>	<u>1,621</u>

### 4 Charitable activities

	2024	2023
	£	£
Membership subscriptions	205,484	166,489
Shop income	4,950	6,850
Fee income	99,750	154,037
Baring Consultation	19,995	-
NAPA Challenge	14,773	5,144
Training days income	22,212	37,193
Sale of publications	-	507
Advertising and commission	2,672	600
	<u>369,836</u>	<u>370,820</u>
	<u>369,836</u>	<u>370,820</u>
<b>Analysis by fund :</b>		
Unrestricted funds	349,841	370,820
Restricted funds	19,995	-
	<u>369,836</u>	<u>370,820</u>
	<u>369,836</u>	<u>370,820</u>

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 5 Charitable activities

	2024	2023
	£	£
Staff costs	268,370	203,992
National lottery isolated but not lonely project	-	3,227
Training and travel	5,040	4,266
Travel	600	600
QCF courses	26,162	29,383
Arts In Care Home Project	17,998	15,540
Systems support	10,847	13,536
Premises costs	17,349	14,928
Printing, postage & stationery	3,040	2,997
Telephone	2,724	1,841
Conference costs	360	612
Other costs	52,150	91,712
Baring Consultation	19,995	-
Support costs	14,806	25,093
Management Fee	600	-
Advertising and promotion	10,789	16,590
Marketing - NAI	3,269	-
New members costs	17,277	7,575
	<u>471,376</u>	<u>431,892</u>
	<u><u>471,376</u></u>	<u><u>431,892</u></u>
<b>Analysis by fund :</b>		
Unrestricted funds	428,914	415,752
Restricted funds	42,462	16,140
	<u>471,376</u>	<u>431,892</u>
	<u><u>471,376</u></u>	<u><u>431,892</u></u>

#### Restricted fund includes :

National Day of Arts in Care Homes project cost of £22,467 (2023: £16,140) - out of which £17,998 relates to other project expenses which are included within "Arts In Care Home Project", £600 relates to project officer's travel & subsistence expenses which are included within "Travel", £600 relates to support cost expenses which are included within "Management Fee" and £3,269 relates to advertising and promotion expenses which are included within "Marketing - NAI".

And Baring cost of £19,995 (2023: nil) related to marketing and project cost which is included within "Baring Consultation".

Included within support costs is the independent examiner's fee of £4,636 (2023: £4,640) and £1,849 (2023: £2,844) for other services.

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year (2023 : None).

No trustees were reimbursed for any expense during the year (2023: None).

#### 7 Employees

##### Number of employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Direct activities	6	5
Administration	1	1
	<u>7</u>	<u>6</u>
<b>Employment costs</b>	<b>2024</b>	<b>2023</b>
	£	£
Wages and salaries	242,566	187,475
Social security costs	19,687	14,630
Other pension costs	6,117	4,206
	<u>268,370</u>	<u>206,311</u>

During the year key management received remuneration totalling £70,015 (2023: £67,000) and expenses totalling £xxx (2023: £Nil). Expenses consisted of travel, mobile phone costs and stationery supplies. There were xx members of key management in the year (2023: 3).

There was one employees whose annual remuneration was £60,000 or more (2023: 1).

#### 8 Debtors

	2024	2023
Amounts falling due within one year:	£	£
Trade debtors	50,639	27,747
Prepayments and accrued income	2,806	3,636
	<u>53,445</u>	<u>31,383</u>

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

<b>9</b>	<b>Stocks</b>	<b>2024</b>	<b>2023</b>
		£	£
	Goods held for resale	882	2,248
		<u>          </u>	<u>          </u>

<b>10</b>	<b>Creditors: amounts falling due within one year</b>	<b>2024</b>	<b>2023</b>
		£	£
	Other taxation and social security	6,066	4,946
	Trade creditors	4,299	7,158
	Accruals and deferred income	58,816	85,078
		<u>          </u>	<u>          </u>
		<u>69,181</u>	<u>97,182</u>

Included in accruals and deferred income is £Nil relating to deferred income which is for membership fees received in advance that relate to 2025 (2023: £12,475 relating to deferred income which is for membership fees received in advance that relate to 2024).

<b>11</b>	<b>Creditors: amounts falling due after more than one year</b>	<b>2024</b>	<b>2023</b>
		£	£
	Accruals and deferred income	22,312	2,678
		<u>          </u>	<u>          </u>

The whole amount in accruals and deferred income relates to deferred income which is for membership fees received in advance that relate to 2025, 2026, 2027 and 2028 (2023: whole amount relates to deferred income which is for membership fees received in advance for 2025 to 2028).

<b>12</b>	<b>Operating lease commitments</b>	<b>2024</b>	<b>2023</b>
		£	£
	At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:		
	Within one year	-	4,676
		<u>          </u>	<u>          </u>
		<u>          </u>	<u>4,676</u>

# NATIONAL ACTIVITY PROVIDERS ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 13 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:

	Balance at 1 April 2023	Movement in funds			Balance at 31 March 2024
		Income	Expenditure	Transfers	
	£	£	£	£	£
NAPA Challenge	6,571	-	-	(6,571)	-
National Day of Arts in Care Homes	22,958	22,467	(22,467)	-	22,958
Baring Consultation	-	19,995	(19,995)	-	-
	<u>29,529</u>	<u>22,467</u>	<u>(22,467)</u>	<u>(6,571)</u>	<u>22,958</u>

NAPA Challenge – A competition held annually in which donations are raised towards the cost of the challenge, including prizes.

National Day of the Arts in Care Homes - To dedicate a day to the arts in care homes in order to focus attention on existing resources and emphasise the benefits of arts in care settings.

Baring Consultation - xxx

#### 14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
Fund balances at 31 March 2024 are represented by:			
Current assets/(liabilities)	111,297	22,958	134,255
Long term liabilities	(22,312)	-	(22,312)
	<u>88,985</u>	<u>22,958</u>	<u>111,943</u>

#### 15 Related party transactions

There are no related party transactions during the year (2023: £None).