

Angus Independent Advocacy

(A company limited by guarantee)

Scottish Charity No: SC025687

Company No: SC220447

Annual Report & Financial Statements

For the Year

1 April 2016 to 31 March 2017

Chris Smith BSc (Hons) FCIE
Independent Examiner and Charity Advisor
Glascairn Cottage, Aytounhill, Cupar, Fife KY14 6JH
Tel: 07791 260850
Email: chris@glascairn.org.uk

Annual Report & Statement of Account

1 April 2016 to 31 March 2017

Contents	Page
Trustees' Annual Report	3 - 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Accounts	10 – 16

Trustees' Annual Report (incorporating the Directors' Report)

1 April 2016 to 31 March 2017

The Trustees (who are also the Directors of the company for the purposes of company law) present their report together with the financial statements and the independent examiner's report for the year 1 April 2016 to 31 March 2017.

Reference & Administrative Information

Charity and Company Name: Angus Independent Advocacy

Charity Number: SC025687

Company Number: SC220447

Registered Office & Principal Address: 60 High Street
Arbroath
Angus
DD11 1AW

Trustees Emma Crouch – Convener
Darren Davies – Treasurer (from February 2017)
Alastair Stuart - Vice Convener
Dennis Cruickshanks – Vice Treasurer (from February 2017)
Derek Edwards
Robin Ross
Fiona Arnot
William Reid
Derek Stewart

Others who served during the period Peter Donald (until February 2017)

Company Secretary and Executive Director: Suzanne Swinton

Independent Examiner: Chris Smith BSc (Hons) FCIE

Bankers The Royal Bank of Scotland
288 Brook Street
Broughty Ferry
Dundee
DD5 2AP

Trustees' Annual Report (incorporating the Directors' Report)

1 April 2016 to 31 March 2017

Structure, Governance & Management

The charity was established in 1995 as Angus Independent Advocacy Service. In June 2001 the charity was incorporated as a charitable company limited by guarantee and is governed by its Memorandum and Articles of Association. In September 2002 the charity changed its name to Angus Independent Advocacy (AIA).

The management of AIA is the responsibility of the Charity Trustees who form the Board of Directors and who are elected or co-opted under the terms of the memorandum and articles of association. Members elect directors at the AGM with one third of the Board (the longest serving) retiring each year. Retiring Directors are eligible to be re-elected.

New Trustees undertake a period of orientation to give them knowledge of what the charity does and how the charity can benefit from their input. They are also issued with an induction pack which explains their rights and responsibilities within the charity.

Objectives & Activities

Angus Independent Advocacy is established to advance education and relieve poverty among people who need community care within Angus, particularly those experiencing mental illness, learning disabilities, dementia, an acquired brain injury or who may be an older person. It aims to do this by promoting advocacy services and advancing the education of the public about issues surrounding advocacy as they relate to people experiencing mental illness, learning disabilities, dementia, an acquired brain injury or who may be an older person.

To achieve the above AIA provides independent advocacy services to individuals within Angus who are:

- on their own or have no one to defend their interests, or
- unable to speak up for themselves and have:
 - a Mental Illness
 - a Learning Disability
 - an Acquired Brain Injury
 - Dementia, or
 - are an older person.

Independent Advocacy is provided free to users of the service using paid staff and volunteers.

Trustees' Annual Report (incorporating the Directors' Report)

1 April 2016 to 31 March 2017

Achievements & Performance

This has been another busy year for AIA. We have seen another 15% increase in people seeking advocacy support. Our statistics show that, since 2013, there has actually been a 62% increase in demand for advocacy! Last year we reported that we were supporting 169 people in advocacy partnerships at any one given time. This year that has increased to supporting an average of 192 people per month. At times we have a small waiting list in place, and continue to prioritise people affected by mental health detentions. This means that some people have had to wait additional time for advocacy support. We have reviewed our referral procedures to ensure advocacy support is reaching the right people as quickly as possible. Understanding other services and organisations has been crucial for us; signposting people to the right organisations that could provide support. Like last year, we predict a continued increased request from individuals asking for advocacy support. The Board of Directors, alongside AIA staff, are working hard to seek additional resources to meet the demand for advocacy support.

We are in the final year of the Big Lottery funded 'Citizen Advocacy Project'. The aim of the Older People's Project was to identify older people who were isolated and at risk of entering long-term care and match them with a local person who would volunteer to be their citizen advocate. Over the five years of the project, we have used networking techniques to seek out isolated older people who may benefit from citizen advocacy. Many of the advocacy partnerships created are still going strong. The citizen advocate has supported their advocacy partner not only to be better connected to their community, but also given support to navigate and access services to support their independence at home.

Financial Review

An increase in income to £253,938 (2016 - £241,777) with expenditure of £245,581 (2016 – £235,931) led to a surplus for the year of £8,357 (2016: £5,846). The surplus was added to the funds brought forward at the start of the year so that at the 31 March 2017 the charity had total funds of £58,237 (2016: £49,880). These funds consisted of £26,419 (2016: £23,093) in the unrestricted fund, which can be spent at the discretion of the trustees and £31,818 (2016: £26,787) in the restricted fund, which has to be spent as specified by the donors, see note 4.

The general or free reserves are the reserves freely available to the Trustees to use to further the charitable purposes of Angus Independent Advocacy. The general or free reserves consist of the unrestricted funds less the value of tangible assets not freely available to be spent. At the 31 March 2017 the general reserves held were £22,599 (2016: £17,630) and represent just over one month's running cost. This level of reserves is considered by the Trustees the minimum required to ensure funds are available to meet the charity's financial commitments as they fall due.

Trustees' Annual Report (incorporating the Directors' Report)

1 April 2016 to 31 March 2017

Future Plans

AIA's Board of Directors and staff continue to seek additional funding to resource the increasing demand for advocacy. At the end of this financial year we have received a small one-off pot of funding for additional mental health advocacy hours. We are also looking at new ways to evaluate and measure the impact of advocacy on an individual's life. This may mean changing our database and internal systems. Again, the Board of Directors and staff would need to source funding for this piece of work.

AIA is nearing the end of the final year of the Big Lottery funded 'Citizen Advocacy Project'. The Citizen Advocacy Sub-Group, which is made up of advocacy partners, Board members and AIA staff, have led and overseen a new five-year funding application to the Big Lottery, Angus Health and Social Care partnership and Henry Duncan Awards to continue the Citizen Advocacy Project. Having secured some funding required, we are waiting for news from one of the funders.

This report has been prepared in accordance with the provisions for small companies under part 15 of the Companies Act 2006, was approved by the Trustees on the 5 September 2017 and signed on their behalf by:



.....
Emma Crouch
Convener

Independent Examiner's Report

I report on the financial statements of Angus Independent Advocacy for the financial period 1 April 2016 to 31 March 2017 which are set out on pages 8 to 16.

Responsibilities and basis of report

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 ("the 2006 Regulations") and the Companies Act 2006.

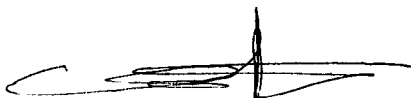
I have satisfied myself that the charity is not subject to audit under Regulation (10)(1)(a)-(c) of the 2006 Regulations or company law and is eligible for independent examination. I have therefore examined your charity's accounts as required under section (44)(1)(c) of the 2005 Act and Regulation 11 of the 2006 Regulations. In carrying out my examination I have followed the guidance issued to independent examiners by the Office of the Scottish Charity Regulator (OSCR).

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of Regulation 8 of the 2006 Regulations; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and I have no concerns in respect of any of the areas listed above and I have found no other matters that require drawing to your attention.



Chris Smith BSc (Hons) FCIE
Glascairn Cottage
Aytounhill
Cupar
KY14 6JH

Date: 1/10/17

Statement of Financial Activities (Incorporating the Income & Expenditure Account)

1 April 2016 to 31 March 2017

	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
Income from:					
Donations	5	183	54,117	54,300	61,509
Charitable activities	6	104,748	89,125	193,873	176,737
Other trading income		5,736	-	5,736	3,500
Bank interest		29	-	29	31
Total income		110,696	143,242	253,938	241,777
Expenditure on:					
Charitable activities	7	107,760	137,821	245,581	235,931
Net income/(expenditure)		2,936	5,421	8,357	5,846
Transfers		390	(390)	-	-
Net movement in funds		3,326	5,031	8,357	5,846
Reconciliation of Funds					
Funds brought forward		23,093	26,787	49,880	44,034
Net movement in funds		3,326	5,031	8,357	5,846
Funds carried forward		26,419	31,818	58,237	49,880

The statement of financial activities includes all gains and losses recognised in the period. All incoming resources and resources expended 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. The notes on pages 10 to 16 form an integral part of these accounts.

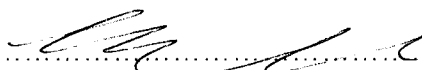
Balance Sheet

At the 31 March 2017

	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
Fixed Assets					
Tangible assets	8	3,820	-	3,820	5,463
Current Assets					
Debtors		220	-	220	-
Prepayments	9	360	360	720	720
Cash at bank & in hand		48,384	53,163	101,547	92,949
Total current assets		<u>48,964</u>	<u>53,523</u>	<u>102,487</u>	<u>93,669</u>
Current Liabilities					
Deferred income	10	24,187	21,173	45,360	44,184
Creditors due within one year	11	439	91	530	2,518
Accruals	12	147	441	588	588
Total current liabilities		<u>24,773</u>	<u>21,705</u>	<u>46,478</u>	<u>47,290</u>
Net current assets		<u>24,191</u>	<u>31,818</u>	<u>56,009</u>	<u>46,379</u>
Total assets less current liabilities		<u>28,011</u>	<u>31,818</u>	<u>59,829</u>	<u>51,842</u>
Creditors: amounts due after one year		1,592	-	1,592	1,962
Net assets		<u>26,419</u>	<u>31,818</u>	<u>58,237</u>	<u>49,880</u>
Funds of the Charity					
Unrestricted funds		26,419	-	26,419	23,093
Restricted funds		-	31,818	31,818	26,787
Total Funds		<u>26,419</u>	<u>31,818</u>	<u>58,237</u>	<u>49,880</u>

The directors confirm that for the financial period ended 31 March 2017 the company was entitled to exemption under section 477 of the Companies Act 2006, and no members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006. The notes on pages 10 to 16 form an integral part of these accounts.

Approved by the Trustees on the 5 September 2017 and signed on their behalf by:

..... Emma Crouch, Convener

Notes to the Financial Statements

1 April 2016 to 31 March 2017

1 Basis of Preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with: -

- (a) The Charities & Trustee Investment Act (Scotland) Act 2005, and
- (b) The Charities Accounts (Scotland) Regulations 2006 as amended
- (c) The Company's Act 2006
- (d) Financial Reporting Standard 102 (FRS102) (Effective January 2015),
- (e) Charities SORP (FRS 102) (Effective January 2015)

1.2 Changes to Basis of Preparation

- (a) The Charities SORP (FRS 102), previously The Charities SORP (FRSSE)
- (b) The FRS 102, previously The FRSSE 2015

1.3 Changes to previous years' accounts

- (a) The presentation of the financial statements has been amended to meet the requirements of the Charities SORP (FRS 102). No material changes to the accounts have been made.

1.4 The charity meets the definition of a public benefit entity as defined by FRS102.

1.5 The charity is dependent on the continuing support of donors. However, the trustees have no reason to consider that this will not continue or that there are any material uncertainties about the charity's ability to continue as a going concern.

2 Accounting Policies

2.1 Form of Financial Statements

The charity maintains two types of funds for accounting purposes: -

- (a) A general unrestricted fund that can be expended at the discretion of the trustees on furthering the objects of the charity, and
- (b) Restricted funds that may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

2.2 Income

- (a) Income is recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; their receipt is probable; and the monetary value can be measured with sufficient reliability.
- (b) Where income has related expenditure the income and related expenditure are reported gross in the SOFA.

Notes to the Financial Statements

1 April 2016 to 31 March 2017

(c) Funds received in advance and which specifically relate to a future accounting period are treated as deferred income.

2.3 Expenditure & Liabilities

(a) Expenditure is accounted for on an accruals basis.

(b) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources; it is probable they will be paid and the monetary value can be measured with sufficient reliability.

2.4 Assets

(a) Tangible fixed assets are capitalised if they have a value greater than £250 and can be used for more than one year. They are valued at cost or, if gifted, at their value on receipt.

(b) Depreciation is calculated on a straight-line basis to write off the cost of tangible assets over their useful economic life as follows:

Fixtures, fittings and equipment – 20%

2.5 Debtors

(a) Debtors are recognised at the settlement amount due

(b) Prepayments are valued at the amount prepaid

2.6 Cash

Cash at bank and in hand includes cash and bank deposits repayable on demand

2.7 Creditors

(a) Creditors are recognised where the charity has an obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.

(b) Accrued charges are normally valued at their settlement amount.

2.8 Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

3 Trustee Remuneration & Expenses

No remuneration was paid to Trustees during the year (2016 - nil).

During the year travel expenses totaling £86 (2016 - £117) were paid to 2 Trustees (2016 - 3 Trustees).

Notes to the Financial Statements

1 April 2016 to 31 March 2017

4. Restricted Funds

During the year the charity maintained the following restricted funds:

- Mental Health Fund – funding provided by Angus Council and NHS Tayside to provide mental health advocacy support
- Citizen Advocacy for people over the age of 55 –funded by the BIG Lottery Fund
- Preventative Support Advocacy funded by Angus Council and NHS Tayside through Health & Social Care Integration

4.1 Movement in Restricted Funds

Fund	Opening balance	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
Mental Health Advocacy	15,783	64,691	62,954	-	17,520
55 plus Citizen Advocacy	11,004	54,117	57,159	-	7,962
Preventative support	-	24,434	17,708	(390)	6,336
Total	26,787	143,242	137,821	(390)	31,818

5. Donations	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
Donations		183	-	183	85
Big Lottery Fund		-	54,117	54,117	59,424
The Gannochy Trust		-	-	-	1,500
Angus Council		-	-	-	500
Total		183	54,117	54,300	61,509

6. Charitable activities	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
General Advocacy- Angus Council		49,319	-	49,319	49,075
General Advocacy- NHS		27,429	-	27,429	27,293
Mental Health - Angus Council		-	34,130	34,130	33,960
Mental Health - NHS		-	30,561	30,561	30,409
Health & Social Care Integration		-	24,434	24,434	-
PASS & Additional hours		28,000	-	28,000	36,000
Total		104,748	89,125	193,873	176,737

Notes to the Financial Statements

1 April 2016 to 31 March 2017

7. Charitable activities	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
<u>Direct costs</u>					
Staff Costs	13	86,979	108,461	195,440	181,642
Advertising		-	-	-	-
Travel		5,406	7,466	12,872	11,054
Vol expenses		202	1,003	1,205	960
Training		1,458	2,787	4,245	4,695
Printing, postage and stationery		423	1,898	2,321	2,037
Consultancy fees		-	2,933	2,933	3,045
Professional fees		-	-	-	1,984
Computer and equipment costs		681	1,341	2,022	3,290
Books		-	90	90	16
Sub total		95,149	125,979	221,128	208,723
<u>Support costs</u>					
Rent, rates and insurance		6,903	6,916	13,819	14,033
Heat & Light		795	1,142	1,937	2,660
Repairs and renewals		74	227	301	431
Telephone & internet		1,415	2,375	3,790	3,995
Other office expenses		228	230	458	859
Depreciation		2,419	-	2,419	2,609
Cleaning		110	471	581	915
Fees & subscriptions		329	-	329	746
Bank charges		85	-	85	166
Independent examination & accountancy		167	481	648	677
Board expenses		86	-	86	117
Sub total		12,611	11,842	24,453	27,208
Total		107,760	137,821	245,581	235,931

Notes to the Financial Statements

1 April 2016 to 31 March 2017

8. Tangible Assets	Fixtures fittings & equipment
	£
Cost	
At 1 April 2016	23,364
Additions	776
At 31 March 2017	24,140
Depreciation	
At 1 April 2016	17,901
Charge for the year	2,419
At 31 March 2017	20,320
Net book value	
At 1 April 2016	5,463
At 31 March 2017	3,820

9. Prepayments	Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
		£	£	£	£
ICT Support		360	360	720	720

10. Movements in Deferred Income	Balance 31/03/2014	Funds received	Released to income	Balance 31/03/2015
	£	£	£	£
Angus Council & NHS Funding for 2016/17 - General Advocacy	28,092	-	28,092	-
Angus Council & NHS Funding for 2016/17- Mental Health Advocacy	16,092	-	16,092	-
Angus Council & NHS Funding for 2017/18 - General Advocacy	-	24,187	-	24,187
Angus Council & NHS Funding for 2017/18 - Mental Health Advocacy	-	16,173	-	16,173
Citizen Advocacy Manager	-	5,000	-	5,000
	<u>44,184</u>	<u>45,360</u>	<u>44,184</u>	<u>45,360</u>

Notes to the Financial Statements

1 April 2016 to 31 March 2017

11. Creditors due within one year

Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
	£	£	£	£
Telephone	69	91	160	193
Pension deficit	370	-	370	2,325
Total	439	91	530	2,518

12. Accruals

Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
	£	£	£	£
Independent Examination	147	441	588	588

13. Staff Costs

Note	Unrestricted Funds	Restricted Funds	2017 Total	2016 Total
	£	£	£	£
Salaries	73,983	93,044	167,027	157,732
Employers NI	6,380	7,301	13,681	9,380
Employers Pension	6,616	8,116	14,732	14,530
Total	86,979	108,461	195,440	181,642

No employee received remuneration of more than £60,000 (2016: None).

The average monthly number of employees during the year was 12 (2016: 12).

14. Pension Scheme

The charity is a member of a multiemployer defined benefit pension scheme where the underlying assets and liabilities cannot be identified on a consistent basis. An actuarial valuation carried out in 2011 identified that the scheme was in deficit. In May 2015, the charity was notified that it has a contingent liability, should it withdraw from the scheme, of £13,984. A recovery plan is in place to address the deficit with the charity paying additional contributions towards the pension deficit until 2025. The cost of these additional contributions is disclosed in the Balance Sheet under "Creditors due within one year" and "Creditors: due after one year".

Notes to the Financial Statements

1 April 2016 to 31 March 2017

15. Previous year information

Statement of Financial Activities for the year ended 31 March 2016

	Unrestricted Funds	Restricted Funds
Income from:	£	£
Donations	85	61,424
Rental income	3,500	-
Bank interest	31	-
Total income	115,984	125,793
Expenditure on:		
Charitable activities	114,136	121,795
Net income/(expenditure)	1,848	3,998
Transfers	1,219	(1,219)
Net movement in funds	3,067	2,779
Reconciliation of Funds		
Funds brought forward	20,026	24,008
Net movement in funds	3,067	2,779
Funds carried forward	23,093	26,787