

ADVOCACY WEST LANCS LIMITED

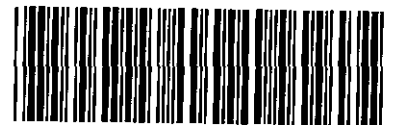
(A company limited by guarantee)

REPORT AND UNAUDITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2011



A59 *A00Q46LL* 22/12/2011 #118
COMPANIES HOUSE

**Registered company number: - 05374796
(England and Wales)**

Registered charity number: - 1109097

ADVOCACY WEST LANCS LIMITED

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ADVOCACY WEST LANCs LIMITED

Legal and administrative information

Directors and Trustees

Mr K J Wright – Chairperson
Mr D R Blackmore – Treasurer
Mrs J A Broadbent (Appointed 01/03/11)
Ms P C Keaveney
Mrs M Twist (Appointed 01/03/11)
Mr J W Vaughan (Resigned 01/03/11)

Registered company number

05374796 (England and Wales)

Registered charity number

1109097

Registered office and principal charity address

The Fold Centre
Abbeystead
Little Dignumoor
Skelmersdale
West Lancashire
WN8 9NF

Independent Examiner

Mr C Sawyer, FCCA
Sawyer Quine & Co
Chartered Certified Accountants
113 New Court Way
Ormskirk
Lancashire
L39 2YT

Bankers

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

ADVOCACY WEST LANCS LIMITED

Trustees Report for the year ended 31 March 2011

The Trustees are pleased to present their report together with the financial statements of the charitable company for the year ended 31 March 2011

Legal and administrative information set out on page one forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association of the charitable company and the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005

Governance structure

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 24 February 2005 and registered as a charity on 18 April 2005. The company is established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the charitable company being wound up members are required to contribute an amount not exceeding £10.00

Appointment of Trustees

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as Trustees. Trustees who served during the year and up to the date of this report are detailed on page one, legal and administrative information

Recruitment takes place both with targeted advertising and networking. Skills audits are done to identify the target population for recruitment, in order to ensure equality and a mixture of the necessary skills to govern the charitable company

Trustees are elected from the membership of the charitable company at each Annual Meeting. They must provide appropriate identification and sign on to become a company Director. Trustees must declare any conflicts of interest and are subject to criminal record checks

Trustee induction and training

New Trustees are supported through an induction process that includes a full day of presentations and networking by existing Trustees and staff members. In addition, they are provided with a substantial amount of written material to review, including a review of the Memorandum and Articles of Association and both financial and funding overviews. Each Trustee is issued a Trustee Handbook that contains among other information, guidance on Trustee responsibilities, role descriptions, organisational structure, a copy of the Memorandum and Articles of Association and appropriate literature for Trustees as published by the Charity Commission

Board functioning

The full Board meets quarterly or as needed throughout each financial year. Work of the Board is delegated as appropriate to one of the two working sub-committees: Human Resources or Finance. All Board members are asked to join one of these committees. Each committee has its own terms of reference/procedures and their reports are a standing agenda item for full Board meetings. Reports consist of items for discussion or approval as well as strategic advice or information. The committees meet four times a year or as needed to complete the required work

ADVOCACY WEST LANCS LIMITED

Trustees Report for the year ended 31 March 2011

Governance structure (continued)

Board functioning (continued)

An annual Strategy Day will take place in the autumn of each year

Membership

Membership criteria have been set by the Board in keeping with the Articles of Association and the spirit of the charitable company's work. Any interested party can become a member as long as they are over eighteen years of age and support the aims of the charitable company. All members have voting rights at Annual and other general membership meetings. Membership is free, however in the unlikely event that the charitable company should ever need to be wound up members may be asked for a contribution up to £10.00. A membership invitation was issued to all known currently interested partners and stakeholders of Advocacy West Lancs Limited in September 2005. The response to this drive now constitutes the legally required register of members of the company.

Risk management

The Trustees have examined the major strategic, business and operational risks which the charitable company may face and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Organisational structure

Overall responsibility for policy and the direction of the charitable company rests with the Board of Trustees.

The Trustees employed a Chief Executive and a team of staff to carry out the day-to-day activities of the charitable company. To manage the charitable company effectively the Chief Executive had delegated authority for all operational, financial and human resource matters. Decisions on the day-to-day operation of the charitable company were taken by the Chief Executive. The Chief Executive was responsible to ensure that strategic and operational requirements and objectives were met and provided all operational and personnel management.

Upon the resignation of the Chief Executive in June 2009 the Trustees took the decision not to appoint a new Chief Executive, with the Trustees, and in particular K J Wright, becoming more involved in the day-to-day management and operation of the charitable company.

Objectives and activities

The key objects and activities of the charitable company are to provide advocacy services within the West Lancashire area to those persons with special learning difficulties, mental health problems, physical disabilities, visual or other sensory impairment or with any other disabilities and who may need help, assistance or relief with the provision of an effective advocacy service and irrespective of their age, youth or their social or economic circumstances.

Public benefit

The Trustees have considered the Charity Commission guidance regarding public benefit and are content

ADVOCACY WEST LANCS LIMITED

Trustees Report for the year ended 31 March 2011

Public benefit (continued)

that the charity has met the requirements as a result of the objectives and activities described above.

Review of the development, activities and achievements of the charitable company during the year

This year saw the consolidation of the mental health project based at Ormskirk Hospital and the consensus that for Advocacy West Lancs Limited to thrive we need to draw back to our mental health roots. As such there was an agreement that we would only look to develop our mental health provision. Whilst we have submitted a bid to Comic Relief for funding to support an additional community based post we have thus far been unsuccessful. Of equal concern is the increasing polarisation of local government and National Health Service grant awards which increasingly favour larger charities and not for profit companies against locally based charities such as ours. With this in mind we entered negotiations with Central Advocacy with a view to a merger under the auspicious of Community Futures, a voluntary organisation which provides management infrastructure and operational management.

This merger would allow us to successfully deliver our current contract with the Primary Care Trust until 2013 and then bid against future provision as a larger organisation.

In the absence of a Chief Executive the Trustees have been more involved in the day-to-day running of the charitable company, in particular K J Wright has continued to exercise the operational aspect of management responsibilities. D R Blackmore overseeing finances and Mrs J A Broadbent assisting with human resource issues.

The Trustees would very much wish to extend their sincere thanks to our remaining employee Ms K Dempster for her integrity and commitment, often in very trying circumstances.

Volunteers

Advocacy West Lancs Limited depends considerably on volunteers in helping the charitable company meet its objectives and to carry out its activities. Approximately two volunteers are involved and are supported by staff, with training, meetings and discussions held locally. Our thanks as always are given to all our volunteers who so freely give their time to enhance the work of Advocacy West Lancs Limited.

Investment powers

Under the Memorandum and Articles of Association, the charitable company has the power to make any investment, using the unrestricted general funds, which the Trustees see fit.

Financial review

The principal funding source for the charitable company is currently by way of grant and contract income from Central Lancashire Primary Care Trust. The Trustees would like to express their thanks to this body for their support during the financial year and also for their continuing support. However, as a result of increasing constraints on local authority expenditure the Trustees realise that for the charitable company to continue in operation it cannot be solely dependant on funding from the local authorities, and that the

ADVOCACY WEST LANCS LIMITED

Trustees Report for the year ended 31 March 2011

Financial review (continued)

charitable company has to seek funding from a much broader group of agencies

The expenditure in the year supported the key charitable objectives by enabling the charitable company to continue providing advocacy services within the West Lancashire area

The results for the year are shown in the Statement of Financial Activities on page nine

The charitable company's Balance Sheet as detailed on pages ten and eleven shows a much improved position with net assets amounting to £14,816. This consists of restricted funds of £1,218 relating to specific projects and unrestricted general funds of £13,598 for the day-to-day general running of the charitable company

Reserves policy

The Trustees have agreed a policy to attempt to maintain unrestricted general funds (that is those funds not tied up as restricted funds), at a level that equates to approximately three months running costs of the organisation. At this level the Trustees feel that they would be able to continue the current activities of the charitable company in the event of a significant drop in funding, and that this would provide sufficient funds to cover management and administration costs to respond to emergency applications for grants

At present, unrestricted general funds, which amounted to £13,598 as at 31 March 2011 do reach the target level

It is the Trustees policy, therefore, to maintain funds at this level by means of annual surpluses and, also, by adopting and maintaining a vigorous fundraising, publicity and marketing campaign to promote the charitable company

Future developments

Following the 2010/2011 Annual General Meeting and assuming support for the motion to merge with Central Advocacy all managerial responsibilities will pass to Community Futures. Community Futures is an independent charity that provides management and strategic services to small charities such as ours. The consequence of this is immediate access to a line manager for staff and volunteers and a significantly robust approach to both operational and strategic management. It is hoped that this new charity will be in a much stronger position to develop and submit future bids for the provision of advocacy services

Statement of Trustees Responsibilities

Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charitable company at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to -

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent. and

ADVOCACY WEST LANCS LIMITED

Trustees Report for the year ended 31 March 2011

Statement of Trustees Responsibilities (continued)

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees 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.

Independent Examination

Mr C Sawyer FCCA of Sawyer Quine & Co. Chartered Certified Accountants, has offered himself for re-appointment as Independent Examiner to the charitable company.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD: -

Mr K J Wright
Chairperson

Dated: -


10/12/2011

ADVOCACY WEST LANCS LIMITED

Independent Examiners Report on the unaudited accounts to the members of Advocacy West Lancs Limited

I report on the accounts for the year ended 31 March 2011 set out on pages nine to eighteen

Respective responsibilities of Trustees and Examiner

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. The charity's Trustees consider that an audit is not required for this year under Part 7 of the Companies Act 2006 and that an independent examination is needed

It is my responsibility to -

- (a) examine the accounts (under s43(3)(a) of the Charities Act 1993).
- (b) to follow the procedures laid down in the General Directions given by the Charity Commissioners (under s43(7)(b) of the 1993 Act), and
- (c) to state whether particular matters have come to my attention

Basis of Independent Examiners Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and, consequently, I do not express an audit opinion on the view given by the accounts

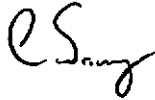
Independent Examiners Statement

In connection with my examination, no matter has come to my attention -

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - (a) to keep accounting records in accordance with s386 of the Companies Act 2006, and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) have not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

ADVOCACY WEST LANCS LIMITED

**Independent Examiners Report on the unaudited accounts to the members of
Advocacy West Lancs Limited**

 FCCA

C Sawyer FCCA
Sawyer Quine & Co
Chartered Certified Accountants
113 New Court Way
Ormskirk
Lancashire
L39 2YT

Dated: - 10TH DECEMBER 2011

ADVOCACY WEST LANCS LIMITED

Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2011

Income and expenditure	Note	Restricted funds £	Un - restricted funds £	Total funds 2011 £	Total funds 2010 £
Incoming resources					
Incoming resources from generated funds: -					
<i>Voluntary income -</i>					
Donations		-	1,650	1,650	1,068
<i>Activities for generating funds -</i>					
Student placement fees		-	9,940	9,940	6,468
Incoming resources from charitable activities: -					
Grants and contracts for the provision of Advocacy Services	2	<u>42,519</u>	<u>330</u>	<u>42,849</u>	<u>63,637</u>
Total incoming resources		<u>42,519</u>	<u>11,920</u>	<u>54,439</u>	<u>71,173</u>
Resources expended					
Charitable activities					
Provision of Advocacy Services	3	39,833	816	40,649	58,588
Governance costs	4	<u>1,468</u>	<u>495</u>	<u>1,963</u>	<u>4,043</u>
Total resources expended		<u>41,301</u>	<u>1,311</u>	<u>42,612</u>	<u>62,631</u>
Net incoming resources, net income and net movement in funds for the year	5	1,218	10,609	11,827	8,542
Reconciliation of funds					
Total funds at 1 April 2010	13	-	<u>2,989</u>	<u>2,989</u>	<u>(5,553)</u>
Total funds at 31 March 2011	13	<u>1,218</u>	<u>13,598</u>	<u>14,816</u>	<u>2,989</u>

The Statement of Financial Activities contains all gains and losses recognised in the year

All incoming resources and resources expended derive from continuing activities

The accompanying accounting policies and notes form an integral part of these financial statements

ADVOCACY WEST LANCS LIMITED

Balance Sheet as at 31 March 2011

	Note	2011 £	2010 £
Current assets			
Debtors	8	2,240	-
Cash at bank		<u>16,549</u>	<u>6,834</u>
		<u>18,789</u>	<u>6,834</u>
Creditors: - amounts falling due within one year	9	<u>(3,973)</u>	<u>(3,845)</u>
Net current assets		<u>14,816</u>	<u>2,989</u>
Net assets	14	<u>14,816</u>	<u>2,989</u>
Funds			
Restricted funds	13	1,218	-
Unrestricted funds	13	<u>13,598</u>	<u>2,989</u>
Total funds	12, 13	<u>14,816</u>	<u>2,989</u>

The charitable company is entitled to exemption from audit under s477 of the Companies Act 2006 for the year ended 31 March 2011.

No notice has been deposited under s476 of the Companies Act 2006 in relation to its financial statements for the financial year.

The Directors and Trustees have taken advantage of special exemptions conferred by Part 15 of the Companies Act 2006 applicable to small companies in the preparation of the accounts and have done so on the grounds that, in their opinion, the charitable company is entitled to those exemptions

The Directors and Trustees acknowledge their responsibilities for -

- (a) ensuring that the charitable company keeps accounting records which comply with s386 of the Companies Act 2006, and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of s393 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

ADVOCACY WEST LANCS LIMITED

Balance Sheet as at 31 March 2011

ON BEHALF OF THE BOARD: -

Mr D R Blackmore
Treasurer



Dated: -

10/12/2011

The accompanying accounting policies and notes form an integral part of these financial statements

ADVOCACY WEST LANCS LIMITED

Notes forming part of the financial statements for the year ended 31 March 2011

1 0 Accounting policies

1 1 Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective January 2005), the Companies Act 2006 and applicable accounting standards

1 2 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charitable company is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income -

- voluntary income is received by way of donations and is included in full in the Statement of Financial Activities when receivable,
- income from activities for generating funds, which comprises student placement fees, is accounted for on a receivable basis,
- grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable, and
- deferred income represents grants and funding received for future periods and is released to incoming resources in the period for which it has been received

1 3 Resources expended

Expenditure is recognised on an 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 -

- charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries, and
- governance costs include those costs associated with meeting the constitutional and statutory requirements of the charitable company and include accountancy fees and costs linked to the strategic management of the charitable company

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis. These estimates are based on staff time

1 4 Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease

ADVOCACY WEST LANCS LIMITED

Notes forming part of the financial statements for the year ended 31 March 2011

1 0 Accounting policies (continued)

1 5 Tangible fixed assets and depreciation

All fixed assets for use by the charitable company are fully written off to resources expended in the year of purchase

1 6 Fund accounting

Funds held by the charitable company are -

- ***Restricted funds*** – these are funds that can only be used for particular restricted purposes within the objects of the charitable company Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes
- ***Unrestricted general funds*** – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2 0 Incoming resources from charitable activities

	Restricted funds £	Un - restricted funds £	Total funds 2011 £	Total funds 2010 £
Grants and contracts for the provision of Advocacy Services				
Age Concern Lancashire	-	330	330	-
Central Lancashire Primary Care Trust	42,519	-	42,519	42,163
Lancashire County Council	-	-	-	21,474
	<u>42,519</u>	<u>330</u>	<u>42,849</u>	<u>63,637</u>

ADVOCACY WEST LANCS LIMITED

Notes forming part of the financial statements for the year ended 31 March 2011

3 0 Charitable activities

	Restricted funds £	Un - restricted funds £	Total funds 2011 £	Total funds 2010 £
Provision of Advocacy Services				
Staff salaries and costs	27,585	-	27,585	44,720
Redundancy costs	316	-	316	-
Management fees	-	-	-	2,372
Staff travel expenses	730	-	730	864
Student placement travel expenses	-	816	816	1,014
Volunteer expenses	260	-	260	895
Telephone	672	-	672	903
PPS and advertising	1,292	-	1,292	824
Equipment rental	-	-	-	251
Rent and premises costs	7,200	-	7,200	5,432
Heat and light	982	-	982	-
Insurance	423	-	423	419
Room hire	260	-	260	125
Relocation costs	-	-	-	312
Subscriptions	35	-	35	21
Sundry expenses	78	-	78	35
Staff training costs	-	-	-	15
Computer equipment and costs	-	-	-	386
	<u>39,833</u>	<u>816</u>	<u>40,649</u>	<u>58,588</u>

4 0 Governance costs

	Restricted funds £	Un - restricted funds £	Total funds 2011 £	Total funds 2010 £
Staff salaries and costs	1,452	-	1,452	2,354
Redundancy costs	16	-	16	-
Management fees	-	-	-	128
Accountancy	-	495	495	1,560
Bank interest	-	-	-	1
	<u>1,468</u>	<u>495</u>	<u>1,963</u>	<u>4,043</u>

ADVOCACY WEST LANCS LIMITED

Notes forming part of the financial statements for the year ended 31 March 2011

5 0 Net movement in funds for the year

The net movement in funds for the year is stated after charging -

	2011 £	2010 £
Directors emoluments and other benefits etc (Note 6 0)	-	-
Staff costs (Note 6 0)	29,037	47,074
Accountancy fees		
Accounts examination	495	1,560
Hire of land and buildings	7,200	5,331
Hire of equipment	-	251

6 0 Staff costs and numbers

The staff costs during the year were as follows -

	2011 £	2010 £
Staff salaries	27,259	43,899
Social security costs	<u>1,778</u>	<u>3,175</u>
	<u>29,037</u>	<u>47,074</u>

No employee received remuneration, including benefits, amounting to more than £60,000 in either year

The average monthly number of full-time employees employed by the charitable company during the year was as follows -

	2011	2010
Advocacy Services	2	3

The Trustees did not receive any emoluments in either year The following out of pocket expenses were reimbursed to Trustees -

	2011	2010
	No of Trustees	No of Trustees
PPS and advertising	-	1
Relocation costs	-	1
	=	<u>154</u>

ADVOCACY WEST LANCS LIMITED

Notes forming part of the financial statements for the year ended 31 March 2011

7 0 **Taxation**

Advocacy West Lincs Limited has charitable status, registered number 1109097, and is not subject to taxation by the Inland Revenue

8 0 **Debtors**

	2011 £	2010 £
Other debtors	<u>2,240</u>	-
	<u>2,240</u>	<u>-</u>

9 0 **Creditors: - amounts falling due within one year**

	2011 £	2010 £
Other creditors	423	-
Other taxes and PAYE	-	790
Accrued expenses	<u>3,550</u>	<u>3,055</u>
	<u>3,973</u>	<u>3,854</u>

10 0 **Deferred income**

	2011 £	2010 £
Balance at 1 April 2010	-	20,904
Amount released to incoming resources	-	<u>(20,904)</u>
Balance at 31 March 2011	<u>-</u>	<u>-</u>

Deferred income comprises funding which the donor has specified must be used in future accounting periods

11 0 **Legal status of the charitable company**

The charitable company is limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.00

ADVOCACY WEST LANCS LIMITED

Notes forming part of the financial statements for the year ended 31 March 2011

12 0 Reserves

	Total funds 2011 £	Total funds 2010 £
Balance at 1 April 2010	2,989	(5,553)
Net incoming resources for the year	<u>11,827</u>	<u>8,542</u>
Balance at 31 March 2011	<u>14,816</u>	<u>2,989</u>

13 0 Statement of funds

	At 1 April 2010 £	Incoming £	Outgoing £	At 31 March 2011 £
Restricted funds				
People Power Project	=	<u>42,519</u>	<u>(41,301)</u>	<u>1,218</u>
Total restricted funds	=	<u>42,519</u>	<u>(41,301)</u>	<u>1,218</u>
General funds				
<i>Unrestricted funds</i>	<u>2,989</u>	<u>11,920</u>	<u>(1,311)</u>	<u>13,598</u>
Total unrestricted funds	<u>2,989</u>	<u>11,920</u>	<u>(1,311)</u>	<u>13,598</u>
Total funds	<u>2,989</u>	<u>54,439</u>	<u>(42,612)</u>	<u>14,816</u>

People Power Project – This is a hospital based mental health advocacy service available to both in-patients and people living within the community with mental health difficulties. This project is funded by Central Lancashire Primary Care Trust; the surplus on this fund will be used to fund the future costs of the project.

General funds – These represent the free funds of the charitable company and are not designated for any particular purpose.

ADVOCACY WEST LANCS LIMITED

Notes forming part of the financial statements for the year ended 31 March 2011

14 0 Analysis of net liabilities between funds

	Restricted funds £	Un - restricted funds £	Total funds £
Fund balances at 31 March 2011			
are represented by: -			
Current assets	1,641	17,148	18,789
Creditors	<u>(423)</u>	<u>(3,550)</u>	<u>(3,973)</u>
Total net assets	<u>1,218</u>	<u>13,598</u>	<u>14,816</u>