

**ADVOCACY WEST LANCS LIMITED**

(A company limited by guarantee)

**REPORT AND UNAUDITED**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2009**



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COMPANIES HOUSE

**Registered company number: - 5374796**  
**(England and Wales)**

**Registered charity number: - 1109097**

# **ADVOCACY WEST LANCS LIMITED**

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# **ADVOCACY WEST LANCS LIMITED**

## **Legal and administrative information**

<b>Directors and Trustees</b>	Mr K J Wright – Chairperson Mr D R Blackmore – Treasurer Mr R J Barnes (Appointed 17/10/08) Mrs H Kennedy (Resigned 01/04/09) Ms P C Keaveney Mr M Schofield (Resigned 01/04/09) Mr J W Vaughan Mr M Wray
<b>Company Secretary and Chief Executive</b>	Ms S J Mackenzie (Resigned 12/06/09)
<b>Registered company number</b>	5374796 (England and Wales)
<b>Registered charity number</b>	1109097
<b>Registered office and principal charity address</b>	The Ecumenical Centre Northway Skelmersdale Lancashire WN8 6LU
<b>Independent Examiners</b>	Sawyer Quine & Co Chartered Certified Accountants 113 New Court Way Ormskirk Lancashire L39 2YT
<b>Bankers</b>	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB

## **ADVOCACY WEST LANCS LIMITED**

### **Trustees Report for the year ended 31 March 2009**

The Trustees are pleased to present their report together with the financial statements of the charitable company for the year ended 31 March 2009.

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 staff. 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 2009**

#### **Governance structure (continued)**

##### *Board functioning (continued)*

Decisions with implications for the organisation are brought to the full board by the Chief Executive, including organisational priorities, risk assessment issues, matters regarding significant organisational change, major initiatives and major policy changes or development.

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 have 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 has delegated authority for all operational, financial and human resource matters. Decisions on the day-to-day operation of the charitable company are taken by the Chief Executive. The Chief Executive is responsible to ensure that strategic and operational requirements and objectives are met and provides all operational and personnel management.

#### **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.

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

Yet again this has been a truly turbulent year for Advocacy West Lancs Limited; the focus for this year has

## **ADVOCACY WEST LANCS LIMITED**

### **Trustees Report for the year ended 31 March 2009**

#### **Review of the development, activities and achievements of the charitable company during the year (continued)**

remained the continuing financial pressures confronting the charitable company whilst assuring that we continue to advocate on behalf of the most vulnerable and disadvantaged members of West Lancashire.

Whilst the Trustees and our former Chief Executive Sharon McKenzie, who unfortunately left the charitable company in June 2009, have made considerable progress in reducing the financial deficit our future remains far from certain. Towards the end of the financial year Lancashire County Council took the decision to place the contract for the Generic Advocacy Service with a neighbouring advocacy service, this despite the fact that Advocacy West Lincs Limited had successfully managed the service for over ten years and had exceeded every target set us in the process. We believe that we provided a quality service responsive to the needs of our community and the loss of this service, and with it the accompanying member of staff, was a bitter blow indeed for both the charitable company and the people of West Lancashire. This agenda of centralisation of services provided by the voluntary sector would appear to be an attempt to reshape us in the image of our statutory partners, a fact which risks the viability of small local charities such as ourselves and divorcing us from our local community.

Fortunately we still had plenty to celebrate during the year. Despite these distractions the projects we support continue to grow and offer invaluable assistance to those in need of both support and an independent advocate to have their voice heard.

Of particular significance is our growing relationship with the Council for Voluntary Service West Lancashire who have worked on our behalf to identify new funding streams and have assisted the charitable company in developing its service further, in particular great assistance has been given by their 'Moving On' project managed by Joan Brindle.

As noted above, June 2009 saw the resignation of our Chief Executive Sharon McKenzie; Sharon has been a highly committed and tenacious Chief Executive who worked tirelessly on behalf of Advocacy West Lincs Limited and our clients. The Trustees would like to extend their gratitude to Sharon and to wish her every success in her new employment.

Finally, the Trustees would like to extend their sincere thanks to the employees of Advocacy West Lincs Limited who have shown remarkable patience, resilience and loyalty during this turbulent time.

#### **Volunteers**

Advocacy West Lincs Limited depends considerably on volunteers in helping the charitable company meet its objectives and to carry out its activities. Approximately ten 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 Lincs Limited.

Unfortunately since the year end and due to the loss of our Generic Advocacy Service the charitable company was obliged to let the majority of its volunteers go.

## **ADVOCACY WEST LANCS LIMITED**

### **Trustees Report for the year ended 31 March 2009**

#### **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 sources for the charitable company are currently by way of grant and contract income from the Big Lottery, Central Lancashire Primary Care Trust, Comic Relief and Lancashire County Council. The Trustees would like to express their thanks to these bodies 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 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 very disappointing position with net assets amounting to (£5,553). This consists of restricted funds of £225 relating to specific projects and unrestricted general funds of (£5,778) 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 were in deficit and amounted to (£5,778) as at 31 March 2009 do not reach the target level.

It is the Trustees policy, therefore, to build up funds to three months 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**

As for the future, we are currently working with our colleagues at 'Moving On' to secure funding to employ additional support workers in order to extend our Mental Health Project into the local community and to meet the needs of those West Lancashire residents who find themselves unable to gain advocacy support through existing provision.

## **ADVOCACY WEST LANCS LIMITED**

### **Trustees Report for the year ended 31 March 2009**

#### **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
- 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 1985. 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 VII of the Companies Act 1985 relating to small companies.

**ON BEHALF OF THE BOARD: -**



**Mr K J Wright**  
**Chairperson**

**Dated: - 10/11/2009**



## **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 2009 set out on pages nine to twenty one.

#### **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 1985 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.

#### **Going concern**

In forming my opinion, I have considered the adequacy of the disclosures made in note one of the financial statements concerning the charitable company's plans and the continued support provided to the charitable company by its funders. In view of the significance of the fact that the preparation of the financial statements are based on the charitable company's plans and on the continued support of the charitable company's funders, I feel that these disclosures should be brought to your attention.

#### **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 s221 of the Companies Act 1985; and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 1985 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**

*C Sawyer FCCA*

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

**Dated: - 11/11/2009**

# ADVOCACY WEST LANCS LIMITED

## Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 March 2009

Income and expenditure	Note	Restricted funds £	Un - restricted funds £	Total funds 2009 £	Total funds 2008 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds: -</b>					
<i>Voluntary income: -</i>					
Donations		-	119	119	1,505
<i>Activities for generating funds: -</i>					
Lecture fees		-	178	178	936
Raffle proceeds		-	168	168	-
Room hire		-	30	30	75
Sponsored run		-	117	117	-
Student placement fees		-	16,672	16,672	10,080
<i>Investment income</i>					
Interest receivable on bank deposits		-	1	1	217
<b>Incoming resources from charitable activities: -</b>					
Grants and contracts for the provision of Advocacy Services	2	<u>108,045</u>	-	<u>108,045</u>	<u>145,132</u>
<b>Total incoming resources</b>		<b><u>108,045</u></b>	<b><u>17,285</u></b>	<b><u>125,330</u></b>	<b><u>157,945</u></b>
<b>Resources expended</b>					
<b>Charitable activities</b>					
Provision of Advocacy Services	3	90,015	5,252	95,267	138,911
<b>Governance costs</b>	4	<u>19,399</u>	<u>3,514</u>	<u>22,913</u>	<u>8,411</u>
<b>Total resources expended</b>		<b><u>109,414</u></b>	<b><u>8,766</u></b>	<b><u>118,180</u></b>	<b><u>147,322</u></b>
Net (outgoing)/incoming resources, net (expenditure)/income and net movement in funds for the year	5	(1,369)	8,519	7,150	10,623
<b>Reconciliation of funds</b>					
Total funds at 1 April 2008	13	<u>1,594</u>	<u>(14,297)</u>	<u>(12,703)</u>	<u>(23,326)</u>
<b>Total funds at 31 March 2009</b>	13	<b><u>225</u></b>	<b><u>(5,778)</u></b>	<b><u>(5,553)</u></b>	<b><u>(12,703)</u></b>

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 2009**

	<b>Note</b>	<b>2009 £</b>	<b>2008 £</b>
<b>Current assets</b>			
Debtors	8	6,545	7,235
Cash at bank and in hand		<u>13,116</u>	<u>2</u>
		<u>19,661</u>	<u>7,237</u>
<b>Creditors: - amounts falling due within one year</b>	9	<u>(25,214)</u>	<u>(19,940)</u>
<b>Net current liabilities</b>		<u>(5,553)</u>	<u>(12,703)</u>
<b>Net liabilities</b>	14	<u>(5,553)</u>	<u>(12,703)</u>
<b>Funds</b>			
Restricted funds	13	225	1,594
Unrestricted funds	13	<u>(5,778)</u>	<u>(14,297)</u>
<b>Total funds</b>	12, 13	<u>(5,553)</u>	<u>(12,703)</u>

The charitable company is entitled to exemption from audit under s249A(1) of the Companies Act 1985 for the year ended 31 March 2009.

No notice has been deposited under s249B(2) of the Companies Act 1985 in relation to its financial statements for the financial year.

The Directors and Trustees acknowledge their responsibilities for: -

- (a) ensuring that the charitable company keeps accounting records which comply with s221 of the Companies Act 1985; 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 s226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the charitable company.

**ADVOCACY WEST LANCS LIMITED**

**Balance Sheet as at 31 March 2009**

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

**ON BEHALF OF THE BOARD: -**



**Mr D R Blackmore**  
**Treasurer**

**Dated: - 10/11/2009**

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 2009**

#### **1.0 Accounting policies**

##### **1.1 Basis of preparation of accounts**

The charitable company meets its day-to-day working capital requirements through continued support from its funders. The charitable company has prepared cashflows and budgets and has reviewed funding agreements in place for a period of approximately twelve months and expects to operate within the agreements currently agreed with the charitable company's funders.

In view of this, and based on the continued support of the charitable company's funders, the Trustees of the charitable company consider that it is appropriate to prepare the financial statements on a going concern basis. The financial statements do not include any adjustments that would result from the withdrawal of this support.

##### **1.2 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 1985 and applicable accounting standards.

##### **1.3 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 fundraising activities, lecture fees, room hire and student placement fees, is accounted for on a receivable basis;
- investment income, comprising of interest on bank deposits, 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 received for future periods and is released to incoming resources in the period for which it has been released.

##### **1.4 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

## **ADVOCACY WEST LANCS LIMITED**

### **Notes forming part of the financial statements for the year ended 31 March 2009**

#### **1.0 Accounting policies (continued)**

#### **1.4 Resources expended (continued)**

- 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.

#### **1.5 Operating leases**

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

#### **1.6 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.

#### **1.7 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.

# ADVOCACY WEST LANCS LIMITED

**Notes forming part of the financial statements for the year ended 31 March 2009**

## 2.0 Incoming resources from charitable activities

	Restricted funds £	Un - restricted funds £	Total funds 2009 £	Total funds 2008 £
<b>Grants and contracts for the provision of Advocacy Services</b>				
Big Lottery	2,930	-	2,930	38,197
Central Lancashire Primary Care Trust	72,602	-	72,602	55,370
Comic Relief	8,122	-	8,122	15,780
Community Champions Fund	-	-	-	492
Lancashire County Council	<u>45,295</u>	=	<u>45,295</u>	<u>48,971</u>
	128,949	-	128,949	158,810
Less: Deferred income	<u>(20,904)</u>	=	<u>(20,904)</u>	<u>(13,678)</u>
	<u><b>108,045</b></u>	=	<u><b>108,045</b></u>	<u><b>145,132</b></u>



## ADVOCACY WEST LANCS LIMITED

Notes forming part of the financial statements for the year ended 31 March 2009

### 3.0 Charitable activities

	Restricted funds £	Un - restricted funds £	Total funds 2009 £	Total funds 2008 £
<b>Provision of Advocacy Services</b>				
Staff salaries and costs	66,948	-	66,948	108,682
Staff travel expenses	812	680	1,492	2,045
Volunteer expenses	2,048	-	2,048	1,091
Telephone	2,555	-	2,555	1,772
Office costs and supplies	16	-	16	8
PPS and advertising	2,672	297	2,969	3,549
Staff recruitment costs	2,044	127	2,171	408
Equipment rental	470	148	618	890
Rent and premises costs	9,318	590	9,908	16,122
Insurance	700	-	700	694
Subscriptions	-	341	341	172
Sundry expenses	2,117	785	2,902	1,507
Staff training costs	60	243	303	402
Volunteer training costs	107	-	107	197
Resources	42	-	42	689
Social work student consultancy costs	-	1,920	1,920	-
Computer equipment and costs	<u>106</u>	<u>121</u>	<u>227</u>	<u>683</u>
	<b><u>90,015</u></b>	<b><u>5,252</u></b>	<b><u>95,267</u></b>	<b><u>138,911</u></b>

### 4.0 Governance costs

	Restricted funds £	Un - restricted funds £	Total funds 2009 £	Total funds 2008 £
Staff salaries and costs	17,869	2,184	20,053	5,720
Staff travel expenses	-	-	-	108
Trustees travel expenses	-	-	-	177
Staff recruitment costs	-	-	-	22
Accountancy	1,495	-	1,495	1,528
Legal costs	35	1,083	1,118	417
Bank charges	-	30	30	358
Bank interest	-	<u>217</u>	<u>217</u>	<u>81</u>
	<b><u>19,399</u></b>	<b><u>3,514</u></b>	<b><u>22,913</u></b>	<b><u>8,411</u></b>

# ADVOCACY WEST LANCS LIMITED

## Notes forming part of the financial statements for the year ended 31 March 2009

### 5.0 Net movement in funds for the year

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

	2009 £	2008 £
Directors emoluments and other benefits etc (Note 6.0)	-	-
Staff costs (Note 6.0)	87,001	114,402
Accountancy fees		
Accounts examination	1,495	1,528
Hire of land and buildings	8,577	14,378
Hire of equipment	618	890

### 6.0 Staff costs and numbers

The staff costs during the year were as follows: -

	2009 £	2008 £
Staff salaries	79,610	103,788
Social security costs	<u>7,391</u>	<u>10,614</u>
	<u><b>87,001</b></u>	<u><b>114,402</b></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: -

	2009	2008
Advocacy Services	2	2
Managing Director	1	1
Administration	1	1

# ADVOCACY WEST LANCS LIMITED

**Notes forming part of the financial statements for the year ended 31 March 2009**

## 6.0 Staff costs and numbers (continued)

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

	2009		2008
	No of Trustees	£	No of Trustees
Travel expenses	-	=	4
		=	<u>177</u>

## 7.0 Taxation

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

## 8.0 Debtors

	2009	2008
	£	£
Other debtors	<u>6,545</u>	<u>7,235</u>
	<u>6,545</u>	<u>7,235</u>

## 9.0 Creditors: - amounts falling due within one year

	2009	2008
	£	£
Bank overdraft	-	780
Other creditors	2,815	780
Other taxes and PAYE	-	3,174
Accrued expenses	1,495	1,528
Deferred income (Note 10.0)	<u>20,904</u>	<u>13,678</u>
	<u>25,214</u>	<u>19,940</u>

## ADVOCACY WEST LANCS LIMITED

### Notes forming part of the financial statements for the year ended 31 March 2009

#### 10.0 Deferred income

	2009 £	2008 £
Balance at 1 April 2008	13,678	10,695
Amount deferred in the year	20,904	13,678
Amount released to incoming resources	<u>(13,678)</u>	<u>(10,695)</u>
<b>Balance at 31 March 2009</b>	<b><u>20,904</u></b>	<b><u>13,678</u></b>

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.

#### 12.0 Reserves

	Total funds 2009 £	Total funds 2008 £
Balance at 1 April 2008	(12,703)	(23,326)
Net incoming resources for the year	<u>7,150</u>	<u>10,623</u>
<b>Balance at 31 March 2009</b>	<b><u>(5,553)</u></b>	<b><u>(12,703)</u></b>

## ADVOCACY WEST LANCS LIMITED

Notes forming part of the financial statements for the year ended 31 March 2009

### 13.0 Statement of funds

	At 1 April 2008 £	Incoming £	Outgoing £	At 31 March 2009 £
<b>Restricted funds</b>				
Dementia Advocacy Project				
- Big Lottery	80	2,930	(3,010)	-
- Comic Relief	86	8,122	(8,208)	-
Generic Advocacy Project	-	30,736	(30,736)	-
Learning Disability Service User Conference	-	1,710	(1,710)	-
Learning Disabilities Service User Development Project	-	19,739	(19,739)	-
People Power Project	-	41,808	(41,808)	-
Service User Network Project	<u>1,428</u>	<u>3,000</u>	<u>(4,203)</u>	<u>225</u>
<b>Total restricted funds</b>	<b><u>1,594</u></b>	<b><u>108,045</u></b>	<b><u>(109,414)</u></b>	<b><u>225</u></b>
<b>General funds</b>				
<i>Unrestricted funds</i>	<u>(14,297)</u>	<u>17,285</u>	<u>(8,766)</u>	<u>(5,778)</u>
<b>Total unrestricted funds</b>	<b><u>(14,297)</u></b>	<b><u>17,285</u></b>	<b><u>(8,766)</u></b>	<b><u>(5,778)</u></b>
<b>Total funds</b>	<b><u>(12,703)</u></b>	<b><u>125,330</u></b>	<b><u>(118,180)</u></b>	<b><u>(5,553)</u></b>

***Dementia Advocacy Project*** – An advocacy project with the aims of working with those in all stages of dementia. The project provides advocates to those anywhere in the community, including those in care homes. The project also networks with local and national partners concerned with dementia and employs a full time Dementia Project co-ordinator and a part time administrative assistant. The project was funded by the Big Lottery and Comic Relief and ended in September 2008.

***Generic Advocacy Project*** – Advocates work with people on an individual basis, helping people sort out any difficulties they maybe having with Health or Social Services. The work is usually issue based and short term. This project is jointly funded by Lancashire County Council until the 31 March 2009 and Central Lancashire Primary Care Trust until the 30 September 2009. This service was put out to tender on a Central Lancashire wide basis; although Advocacy West Lincs Limited submitted an excellent bid we were not awarded the contract.

***Learning Disability Service User Conference*** – This work was funded by Learning Disability Development Funding to ensure that the wider population of people with a learning disability were able to express their views in many areas that affect their life. Views were gained about issues regarding health, housing, person centered planning, daytime opportunities etc. This was a well attended and excellent event and the views collated were fed into the local Learning Disability

## ADVOCACY WEST LANCS LIMITED

### Notes forming part of the financial statements for the year ended 31 March 2009

#### 13.0 Statement of funds (continued)

Partnership board and associated task groups.

**Learning Disabilities Service User Development Project** – This development work is funded via a Service Level Agreement with Lancashire County Council until March 2009. This funding is to: -

- enable people with a Learning Disability to engage in activities linked to Partnership Board and task groups;
- support the forming and function of the Service User Network (SUN); and
- ensure communication and information systems are in place and meet the communication needs of people with a learning disability.

**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 until March 2009.

**Service User Network Project** – We support and facilitate the work of West Lancs Service User Network (SUN) a group of individuals with a learning disability. The group aims to get their views known and influence the planning and commissioning of services via the West Lancs Learning Disability Partnership Board. Funding was received during the year from Lancashire County Council to fund the activities of the group; the balance on the 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.

#### 14.0 Analysis of net liabilities between funds

	Restricted funds £	Un - restricted funds £	Total funds £
<b>Fund balances at 31 March 2009</b>			
<b>are represented by: -</b>			
Current assets	25,234	(5,573)	19,661
Creditors	<u>(25,009)</u>	<u>(205)</u>	<u>(25,214)</u>
<b>Total net assets/(liabilities)</b>	<u><b>225</b></u>	<u><b>(5,778)</b></u>	<u><b>(5,553)</b></u>

## **ADVOCACY WEST LANCS LIMITED**

**Notes forming part of the financial statements for the year ended 31 March 2009**

### **15.0 Guarantees and other financial commitments**

The amounts payable in the next year in respect of operating leases are shown below, analysed according to the expiry date of the leases: -

	<b>2009</b>		<b>2008</b>	
	<b>Land and buildings £</b>	<b>Other £</b>	<b>Land and buildings £</b>	<b>Other £</b>
Expiring: -				
Within one year	1,744	329	-	-
Between two and five years	=	=	<u>15,762</u>	<u>658</u>
	<u>1,744</u>	<u>329</u>	<u>15,762</u>	<u>658</u>