

ASIST.

**Charity Registration No. 1048075
Company Registration No. 03068125 (England and Wales)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

ASIST.

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	S Harris M S G Ashton M Creek K B Day S C Read B Martin	(Appointed 25 November 2020)
Secretary	Ms Cathy Jones	
Charity number	1048075	
Company number	03068125	
Registered office	Winton House Stoke Road Stoke on Trent Staffordshire ST4 2RW	
Auditor	Dyke Yaxley Limited 1 Brassey Road Old Potts Way Shrewsbury Shropshire SY3 7FA	
Bankers	Unity Trust Bank plc Nine Brindleyplace 4 Oozells Square Birmingham B1 2HB	

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TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

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 charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Introduction from the Chair

2020/21 was unsurprisingly dominated by the COVID agenda. For Asist., this involved new ways of working, as our advocates were classed as 'key-workers'. Our focus therefore was the establishment of additional clear policies, processes and procedures, to support our new delivery model, which had to be established within a short timescale, shared with Trustees and subject to regular reviews and updates.

As an organisation, we have worked closely with our Commissioners, our HR advisers and with our Trustees and staff team members. It has been imperative for Asist. that additional health and safety management processes had to be extended and adhered to very closely, incorporating COVID guidance and training; the purchase of additional equipment and new staffing systems established. These policies and systems have been regularly reviewed both in terms of strategic planning and cascading training guidance and support to staff and volunteer members. Our service delivery model has also been adapted to enable far more telephone and virtual engagement with service users, commissioners and with colleagues.

Objectives and activities

Our charity's objectives are to provide personal advocacy services to the people of Staffordshire.

We aim to ensure that people of all ages who need or receive social welfare or health services have access to an independent and personal advocate.

The company develops an annual action plan which sets organisational and project targets, which is reviewed on a quarterly basis to ensure that the objectives are being met. The action plan identifies the short term objectives which are designed to lead towards the long term goals identified in our five year plan.

Our main objectives continue to focus on: -

1. Providing an advocacy service
2. Maximising the availability of advocacy services throughout the County
3. Raising awareness of advocacy
4. Pursuing the development of good advocacy practice
5. Promoting good practice and making policies and practices freely available

In setting the objectives the Trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Commission.

Public Benefit

Asist.'s activities support and give benefit to people who face challenges in having their voice heard in relation to the choices and decisions which affect their lives as a consequence of having a physical or learning disability and/or mental health issue. Its purpose is to ensure that such persons do not suffer disadvantage, discrimination or contravention of their rights, and are supported to have an equal voice in society.

This support may cover all aspects of a person's life, but is particularly relevant to their engagement with providers of health and social care services.

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TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

This is achieved through the provision of advocates, both paid and volunteering, who principally engage in the following activities:

- Ensuring that eligible people have access to information regarding their rights, entitlements and options.
- Ensuring that eligible people are supported to understand their options, making information clear where appropriate, in order to reach an informal view, choice or opinion.
- Ensuring that their view, choice or opinion is given a voice - this may be through writing letters on a person's behalf, supporting them to speak up or representing their views, and supporting them at meetings and reviews.

Asist. is commissioned to provide an independent advocate service, as mandated by the Mental Capacity Act 2005, in respect of persons deemed to lack mental capacity and subject to certain types of decision by health or social care decision makers; provides the Independent Care Act Advocacy under The Care Act 2014. We also have an established BME Advocacy project within the City of Stoke on Trent and have continued to successfully deliver health Advocacy and Group/Self-Advocacy for people with learning disabilities through our Reach project.

Achievements and performance

Notable achievements in 2020/2021 were:

Asist. had fortunately already been working towards cloud-based computer systems, which have supported our move across to more flexible delivery models during lockdown. Asist. have managed to retain our Reach and BME project funding for a further year, although Trustees remain vigilant regarding the need to identify additional funding options, with which we can secure and enhance our delivery models.

- We successfully secured a one-year funding grant from The Lloyds Bank Foundation, to underpin the reduced funding for our Reach Learning Disabilities project; to raise the profile of our delivery model; and to enhance our engagement with volunteer advocates.
- With the engagement of an external fundraiser, for a short period of time during the year, we were able to bring in additional small funding grant pots from a number of charitable trust organisations, which enabled us to underpin further funding reductions in our contracted work and minimise wider financial uncertainty within the statutory sector.
- All of our staff team have been able to work from home, with the help of access to a donation of quality refurbished laptop equipment. An opportunity linked to our Lloyds Foundation funding.
- We have recruited and trained a small team of Community Advocacy volunteers to enhance our community advocacy agenda. A significant proportion of this team have also engaged with formal advocacy qualifications, which will enable us to move forward with greater flexibility within our contracted advocacy agenda.
- We have worked with an independent member of the Cranfield Trust to explore communication and teamwork across the Board and Senior Management Team, which has helped to strengthen working relationships and inform future developments.
- We have been able to come out of the process with a small surplus at the end of the financial year.

Financial review

The charity made a surplus this year of £14,332 compared to a loss of £61,914 in the previous year. The unrestricted reserves at the year end were £315,434 (2020: £301,102).

Income

We had anticipated that income levels for 2020/21 would be reduced in a climate of significant funding cuts across the voluntary sector, and had planned accordingly.

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TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Reserves Policy

The trustees aim to have between 3 and 6 months expenditure as free reserves. At the year end the free reserves are £300,353 (2020: £203,858). Although the reserves have fallen short of the target, the trustees consider the current level of reserves sufficient for the working capital requirements of the charity.

The Trustees assess the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate the exposure to major risks. Finances are monitored daily by the Chief Executive Officer and the Finance and IT Manager. Reports are made bi-monthly to the Executive committee.

The World Health Organization declared Covid-19 a global pandemic on 11 March 2020 and the UK went into lockdown on 23 March 2020 followed by two further lockdowns in November 2020 and January 2021. Due to the nature of the Charity's activities, the impact was minimal.

The charity has sufficient reserves and expenditure control to not present a going concern issue during the crisis, and for the next 12 months.

Plans for the future:

- To address our small surplus budget, whilst retaining the quality of our delivery model and with minimum disruption.
- To review our premises options as we move forward.
- To explore additional methods of income generation and possible assistance with this agenda.
- To review and revise where necessary, our methods for the delivery of quality advocacy during uncertain times.

Structure, governance and management

Asist. is a registered charity in England and Wales, 1048075 and a company limited by guarantee, 03068125. The Charity is governed by its Memorandum and Articles of Association as amended 22 February 2012.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

S Harris

M S G Ashton

P Edwards

M Creek

K B Day

S C Read

B Martin

(Resigned 26 May 2021)

(Appointed 25 November 2020)

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust Deed. All Trustees have to undertake an induction session with the managers, and are given access to all Asist policies, procedures etc. Training is offered on trustee responsibilities using the recommended guidelines on the role of Trustees. Trustees are offered a chance to attend any training offered by local agencies which may be relevant.

The Trustees are aware of the need to ensure the charity has a fresh, robust Trustee Board. Although certain trustees have served for more than nine years their contribution is extremely valued, provide continuity, appropriate blend of skills and are exceptionally well informed for the sector the charity provides services to.

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TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Decisions are made at the committee member meetings after discussion and evaluation of the alternatives. A course of action is then agreed and implemented accordingly. The Trustees delegate day-to-day operation of the charity to the Chief Executive Office (C Jones) and the senior management team, comprising Operations Managers and Finance and IT Manager.

Statement of trustees responsibilities

The trustees, who are also the directors of Asist. 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

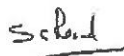
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures 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 charity will continue in operation.

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

Auditor

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

The trustees report was approved by the Board of Trustees and signed on its behalf by:



S C Read

Trustee

Dated: 20th November 2021

ASIST.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF ASIST.

Opinion

We have audited the financial statements of Asist. (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF ASIST.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustees responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Irregularities including fraud

We focused on laws and regulations which could give rise to a material misstatement in the financial statements, including, but not limited to, the Companies Act 2006 and UK tax legislation. Our tests included agreeing the financial statement disclosures to underlying supporting documentation and enquiries with management.

There are inherent limitations in the audit procedures described above and, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it.

We did not identify any key audit matters relating to irregularities, including fraud.

As in all our audits, we also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of bias by the Directors that represented a risk of material misstatement due to fraud.

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INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF ASIST.

We gained an understanding of the legal and regulatory framework applicable to the charity and the industry in which it operates, and considered the risk of acts by the charity that were contrary to applicable laws and regulations, including fraud.

We designed audit procedures to respond to the risk, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

We focused on laws and regulations which could give rise to a material misstatement in the financial statements, including, but not limited to, the Companies Act 2006 and UK tax legislation. Our tests included agreeing the financial statement disclosures to underlying supporting documentation and enquiries with management.

There are inherent limitations in the audit procedures described above and, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it.

We did not identify any key audit matters relating to irregularities, including fraud.

As in all our audits, we also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of bias by the Directors that represented a risk of material misstatement due to fraud.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

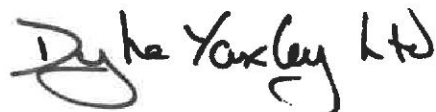
Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report included within the report have been prepared in accordance with applicable legal requirements.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Ian Walsh (Senior Statutory Auditor)
for and on behalf of Dyke Yaxley Limited

Chartered Accountants
Statutory Auditor

8/12/21

1 Brassey Road
Old Potts Way
Shrewsbury
Shropshire
SY3 7FA

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STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Notes							
Income and endowments from:							
Donations and legacies	2	30,320	2,000	32,320	-	-	-
Charitable activities	3	730,444	-	730,444	767,267	17,277	784,544
Investments	4	129	-	129	579	-	579
Other income	5	1,095	-	1,095	1,186	-	1,186
Total income		761,988	2,000	763,988	769,032	17,277	786,309
Expenditure on:							
Raising funds	6	14,355	-	14,355	-	-	-
Charitable activities	7	733,301	2,000	735,301	822,971	25,252	848,223
Total resources expended		747,656	2,000	749,656	822,971	25,252	848,223
Gross transfers between funds		-	-	-	(7,975)	7,975	-
Net income/(expenditure) for the year/							
Net movement in funds		14,332	-	14,332	(61,914)	-	(61,914)
Fund balances at 1 April 2020		301,102	-	301,102	363,016	-	363,016
Fund balances at 31 March 2021		315,434	-	315,434	301,102	-	301,102

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.

ASIST.

BALANCE SHEET

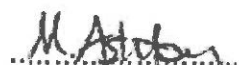
AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	11		356		2,369
Current assets					
Stocks	12	7,984		15,978	
Debtors	13	70,960		135,344	
Cash at bank and in hand		274,064		171,387	
		353,008		322,709	
Creditors: amounts falling due within one year	14	(37,930)		(23,976)	
Net current assets			315,078		298,733
Total assets less current liabilities			315,434		301,102
Income funds					
Unrestricted funds			315,434		301,102
			315,434		301,102

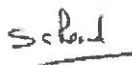
The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its 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 20th November 2021



M S G Ashton
Trustee



S C Read
Trustee

Company Registration No. 03068125

ASIST.**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	20		102,548		(26,620)
Investing activities					
Purchase of tangible fixed assets		-		(1,015)	
Investment income received		129		579	
Net cash generated from/(used in) investing activities			129		(436)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			102,677		(27,056)
Cash and cash equivalents at beginning of year			171,387		198,443
Cash and cash equivalents at end of year			274,064		171,387

ASIST.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Asist. is a private company limited by guarantee incorporated in England and Wales. The registered office is Winton House, Stoke Road, Stoke on Trent, Staffordshire, ST4 2RW. Asist. is registered with the Charities Commission for England and Wales, registration number 1048075.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

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 charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Donated services or facilities are recognised when the charity has control over them. When any conditions associated with the donated item have been met, the receipt of the economic benefit from the use of the charity of the item is probable and that the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102).

Volunteers' time is not recognised in the accounts.

1.5 Expenditure

Resources expended are shown in the period in which they are incurred and include VAT which is not recoverable.

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Indirect costs are apportioned to each activity on the basis of associated people time for staff and volunteers.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

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

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

Office Equipment	15% on cost
Computers	33.33% on cost

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

1.7 Impairment of fixed assets

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

1.8 Stocks

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

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

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

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

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

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

1.11 Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

1.13 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.14 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2021 £	2021 £	2021 £	2020 £
Donations and gifts	5,025	-	5,025	-
Grants Received	25,295	2,000	27,295	-
	<u>30,320</u>	<u>2,000</u>	<u>32,320</u>	<u>-</u>
Grants receivable for core activities				
Lloyds Bank Foundation	12,295	-	12,295	-
Severn Trent Community Fund	5,000	-	5,000	-
The Community Foundation	1,000	-	1,000	-
The Hospital Saturday Fund	-	2,000	2,000	-
1961 Charitable Trust	4,000	-	4,000	-
Open Gate Trust	2,000	-	2,000	-
The Grace Trust	1,000	-	1,000	-
	<u>25,295</u>	<u>2,000</u>	<u>27,295</u>	<u>-</u>

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

3 Charitable activities

	2021 £	2020 £
Sales within charitable activities	20	-
Services provided under contract	730,424	767,267
Social investment grant	-	17,277
	<u>730,444</u>	<u>784,544</u>
Analysis by fund		
Unrestricted funds	730,444	767,267
Restricted funds	-	17,277
	<u>730,444</u>	<u>784,544</u>
Performance related grants		
Other	-	17,277
	<u>-</u>	<u>17,277</u>

4 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Interest receivable	<u>129</u>	<u>579</u>

5 Other income

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Other income - sundry receipts	<u>1,095</u>	<u>1,186</u>

ASIST.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

6 Raising funds

	Unrestricted funds	Total
	2021 £	2020 £
<u>Fundraising and publicity</u>		
Fundraising agents	4,450	-
Other fundraising costs	725	-
Staff costs	9,180	-
	<hr/>	<hr/>
Fundraising and publicity	14,355	-
	<hr/>	<hr/>
	14,355	-
	<hr/>	<hr/>

7 Charitable activities

	2021 £	2020 £
Staff costs	626,816	710,777
Depreciation and impairment	2,012	4,052
Volunteer costs	590	4,600
Office costs	37,459	63,691
Premises Costs	42,950	40,580
	<hr/>	<hr/>
	709,827	823,700
	<hr/>	<hr/>
Share of support costs (see note 8)	20,836	17,918
Share of governance costs (see note 8)	4,638	6,605
	<hr/>	<hr/>
	735,301	848,223
	<hr/>	<hr/>
Analysis by fund		
Unrestricted funds	733,301	822,971
Restricted funds	2,000	25,252
	<hr/>	<hr/>
	735,301	848,223
	<hr/>	<hr/>

ASIST.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

8 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Insurance	10,531	-	10,531	8,557	-	8,557
Legal & Professional Fees	10,305	-	10,305	9,361	-	9,361
Audit fees	-	2,646	2,646	-	3,000	3,000
Accountancy	-	1,800	1,800	-	2,598	2,598
Trustees expenses	-	192	192	-	1,007	1,007
	<u>20,836</u>	<u>4,638</u>	<u>25,474</u>	<u>17,918</u>	<u>6,605</u>	<u>24,523</u>
Analysed between Charitable activities	<u>20,836</u>	<u>4,638</u>	<u>25,474</u>	<u>17,918</u>	<u>6,605</u>	<u>24,523</u>

9 Trustees

Three trustees received reimbursement of expenses amounting to £138 in the current year (2020: Five were reimbursed £528).

No trustee or connected person received any remuneration either directly or indirectly.

10 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	<u>26</u>	<u>29</u>
Employment costs	2021 £	2020 £
Wages and salaries	562,724	636,116
Social security costs	47,053	47,827
Other pension costs	26,219	26,834
	<u>635,996</u>	<u>710,777</u>

No employee earned over £60,000 (2020: None).

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

11 Tangible fixed assets

	Office Equipment £	Computers £	Total £
Cost			
At 1 April 2020	10,335	19,941	30,276
At 31 March 2021	10,335	19,941	30,276
Depreciation and impairment			
At 1 April 2020	10,335	17,573	27,908
Depreciation charged in the year	-	2,012	2,012
At 31 March 2021	10,335	19,585	29,920
Carrying amount			
At 31 March 2021	-	356	356
At 31 March 2020	-	2,369	2,369

12 Stocks

	2021 £	2020 £
Finished goods and goods for resale	7,984	15,978

13 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	56,683	120,059
Prepayments and accrued income	14,277	15,285
	70,960	135,344

14 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Other taxation and social security		10,687	11,750
Deferred income	15	17,214	-
Other creditors		554	1,171
Accruals and deferred income		9,475	11,055
		37,930	23,976

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

15 Deferred income

	2021 £	2020 £
Arising from Lloyds Bank Foundation	17,214	-

16 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £26,219 (2020 - £26,834).

There were no outstanding contributions at the year end.

17 Restricted funds

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

	Movement in funds				Movement in funds			
	Incoming resources	Resources expended	Transfers	Balance at 1 April 2020	Incoming resources	Resources expended 31	Balance at March 2021	
	£	£	£	£	£	£	£	
Social Enterprise Grant	17,277	(25,252)	7,975	-	-	-	-	
BME Project	-	-	-	-	2,000	(2,000)	-	
	<u>17,277</u>	<u>(25,252)</u>	<u>7,975</u>	<u>-</u>	<u>2,000</u>	<u>(2,000)</u>	<u>-</u>	

The Social Enterprise fund consists of Big Potential Lottery funding with the purpose of funding the commission of a social value report.

The BME project is a one off grant from "The Hospital Saturday Fund".

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

18 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	14,725	18,975
Between two and five years	-	75,900
	<u>14,725</u>	<u>94,875</u>

19 Related party transactions

Remuneration of key management personnel

The key management personnel of the charity comprise of the CEO, Staffordshire Service Manager, Operations Manager and Development Manager. The total employee benefits are as follows:

	2021 £	2020 £
Aggregate compensation	<u>142,841</u>	<u>153,803</u>

20 Cash generated from operations

	2021 £	2020 £
Surplus/(deficit) for the year	14,332	(61,914)
Adjustments for:		
Investment income recognised in statement of financial activities	(129)	(579)
Depreciation and impairment of tangible fixed assets	2,012	4,052
Movements in working capital:		
Decrease in stocks	7,994	1,750
Decrease in debtors	64,385	25,606
(Decrease)/increase in creditors	(3,260)	4,465
Increase in deferred income	17,214	-
Cash generated from/(absorbed by) operations	<u>102,548</u>	<u>(26,620)</u>

21 Auditor's liability limitation agreement

In accordance with Companies Act 2006 (s538), we are required to disclose any audit liability limitation agreements in effect. A resolution passed 13 September 2021 which limits the liability of the auditor to £5m for any loss or damage suffered by Asist. arising out of or in connection with the provision of services provided by the auditor including negligence but not wilful default.