

# CHOICES ADVOCACY



## ANNUAL REPORT AND FINANCIAL STATEMENTS 2021/2022

Welcome to our twenty fourth Annual Report as an independent charity. It tells you about what Choices Advocacy did during the financial year from April 2021 to March 2022. We try to make this report interesting for everyone who knows Choices Advocacy. Many of our members have learning disabilities, so we make this report as clear as we can.

### What you will find in this report

The Board of Trustees	1
What does Choices Advocacy do?	2
What is the job of a Trustee? What do they do?	3/4
All about our work	4
The Trustees' Report	5/6
Financial Review	6
Independent examiners' report	7
Statement of Financial activities	8
Balance Sheet	9
Notes to the Financial Statements	10-16

This Annual Report, with the independently examined accounts, will be presented at the Annual General Meeting of the Charity.

### Choices Advocacy - Reference and Administration details

**Registered Company No.** 3233774

**Registered Charity No.** 1063071

**Registered Office**

The Warren Centre Plus  
Warren Crescent  
Southampton  
SO16 6BR

Tel: 02380 783715  
Fax: 02380 770629  
Email: [hello@choices-advocacy.org.uk](mailto:hello@choices-advocacy.org.uk)  
Website: [www.choicesadvocacy.org.uk](http://www.choicesadvocacy.org.uk)

**Board of Trustees**

I MacDonald (Chairperson)  
L Thomas C Grant J Rood A Frosdick (resigned Jan 2022) H Teece  
M Wilford

**Chief Executive Officer**

P Oddy

**Bank** Unity Trust Bank plc  
Nine Brindley Place  
Birmingham  
B1 2AR

**Independent Examiners**

MMO Ltd – Murray McIntosh O'Brien  
Wellesley House  
204 London Road  
Waterlooville, PO7 7AN

## Choices Advocacy

### What does Choices Advocacy do?

Choices Advocacy started in 1994 and became a charity in May 1997. We work together with people in South & East Hampshire and Southampton, providing independent advocacy for people who may need it because of their age or disability. This "object" is set out and explained in the Memorandum and Articles of Association which is our governing document.

Choices Advocacy is an independent organisation, with a trustee board that includes people who have used our advocacy services. Choices Advocacy believes that everyone should have a voice in the decisions that affect their lives and to access their rights. Our independence ensures we can support every individual who uses our service to voice their views without influence from other service providers or people involved in their lives.

We are committed to providing locally based independent advocacy to local communities. Our trustee board are local people, with local experience. Our staff and volunteers are local people, with local experience, linked into local networks.

At Choices Advocacy we see independent advocacy as always promoting self-advocacy. Independent advocacy is for everyone and when we work together with people who can find it difficult or who are not able to tell us what they want, we use non instructed advocacy approaches to listen and learn from people's experiences, what they can communicate to us and from others who know the person well.

Choices Advocacy advocates include peer advocates, volunteer advocates and paid professional advocates. We work to make sure all of our advocates are knowledgeable and skilled to provide high quality advocacy services. We support the practice development of our workforce and are committed to making sure their practice is well supported by providing supervision.

During this year we have invested in our training for advocates from Kate Mercer training.

We want to keep improving and developing how we work. We ask people using our services to tell us what we have done well and how we can improve. Listening to the children, young people and people who use our services helps us to know what works and what we can change and improve. We also listen to our partners, in statutory and third sector organisations.

Choices has worked closely with other local providers Speakeasy Advocacy, Solent Mind, East Havant Mind and GoLD as Hampshire Advocacy CIC bidding for the recent Hampshire and Southampton statutory advocacy contract but were unsuccessful.

Moving on from losing this contract Choices is strengthening links with Speakeasy Advocacy East Havant Mind and looking to bid for future statutory advocacy contracts.

## Choices Advocacy

### What is the job of a Trustee? What do they do?

The Trustees are there to help Choices Advocacy run properly. All our Trustees are volunteers. It is important that some of the Trustees know what it is like to have an advocate and also have a say in how we run the charity. We have 2 Trustees who are users of our service. Trustees can help find the money to pay for the work of the staff and volunteers. People become Trustees when they are elected by the members at the Annual General Meeting and can serve for three years.

The Trustees are given jobs by the Charity Commission. They make sure that proper financial records are kept and make careful decisions about spending and staffing. The Trustees guide the work of the charity and think about what direction it should take in the future. They make sure that we know about any risks that could cause the charity problems. Each year, the Choices Advocacy Trustees do a financial health check, following the procedure recommended by the Charity Commission. Smaller groups of Trustees meet to advise on Finance & Human Resources.

Company law says that the Trustees must prepare financial statements for each financial period, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure of the charitable company. In preparing the financial statements, the Trustees must:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP (Statement of Recommended Practice)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statement
- Prepare the financial statement on the going concern basis unless it is inappropriate to presume the charitable company will continue in operation.

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

They are also responsible for safeguarding the assets of the charitable company and hence for taking steps for the prevention and detection of fraud and other irregularities.

### Trustee induction/training

New Trustees are appointed following discussions on the skills required of Board members, which include expertise in commercial business, advocacy skills, and legal and regulatory aspects. The induction process for any newly-appointed Trustee comprises of induction into advocacy and safeguarding and the provision of a number of documents, including the Memorandum and Articles of Association, Annual Reports and Financial Statements, and various agendas and minutes. Opportunities are given for any new Trustee to meet with other Trustees outside the formal board meetings, and with the Chief Executive Officer.

The Trustees agree the areas of activity for the charity, including the approval of the annual budget, and both revenue and capital expenditure.

## Choices Advocacy

### Risk Management

The Trustees have a risk management strategy where they;

- Undertake an annual review of all the risks and uncertainties that may affect Choices.
- Establish and review policies, procedures, and systems to mitigate against identified risks that may occur.
- Review and evaluate risk management plans for management of risks that do occur.

This work identifies the need to assess the effect of funding and staffing required to provide funded services to comply with employment responsibilities within best practice timescales. Attention is also paid to non-financial risks with business continuity planning and practice based risk assessments for all activities.

### Public benefit

The Trustees have had regard to the Charity Commission guidance on public benefit, and consider that the activities undertaken by the charity met the principles under that guidance.

Designated funds have been set up and are for the purposes as described in note 8.

## All about our work

### Volunteers

We are very lucky to have committed volunteers and we would like to say a very big "thank you" for all that they do.

### Who we worked together with in 2021-2022

We worked with speakeasy and Havant & East Hants Mind on a 6-month Lottery funded project to support people who fall between the gaps. 231 people were supported across Hampshire.

Choices have continued to be an effective local point of contact for service users and professionals in signposting to the correct advocacy pathway we have signposted over 100 calls this year. We have continued to highlight these to the current provider who took over statutory advocacy in April 2020 so Choices could be free to support more people.

Self Advocacy – Say group this group slowly started to meet face to face again

## **Choices Advocacy**

### **The Trustees' report**

The Trustees present their report and financial statements for the year ended 31 March 2022. All of the information on pages 1 to 6 forms part of this report, which also serves as the Directors' report for the purposes of company law.

Choices Advocacy is a company limited by guarantee and is governed by its Memorandum and Articles of Association. The liability of the members is limited by their guarantee. This means that if the company is wound up in a year that they are a member, or the following, members undertake to contribute an amount, but not more than £1.

After approval of the financial statements, they will be filed at Companies House.

### **What we did, what we achieved and how we performed as the charity**

#### **To continue to support people locally who have a disability.**

Choices had continued to support people locally we have been able to provide a local point of contact for both service users and professionals to ensure people have been directed to the correct Advocacy pathway.

#### **Apply and secure funding to fill the gaps in advocacy provision.**

Choices have continued to seek funding on our own or as part of a Hampshire wide Bid with our partners at Hampshire Advocacy, Speakeasy and Havant & East Hants Mind. We continue to work closely in partnership to seek funding to fill the gaps in advocacy provision.

#### **Continue to use our expertise in self Advocacy and co-production to ensure service users have their voice heard.**

We continue to do this by running the SAY group, who continue to give their views on items to Hampshire. This year we have also support Women with a learning disability to given their views on Cervical screening so that health professional can hear people experiences and make improvements to the service.

### **Financial review**

The charity, whilst reliant on service agreements, contracts and grant income, is in a sound financial position and able to continue its work in accordance with its charitable aims.

Since the year-end the charity has continued to secure income from the local authorities to fund projects and have funding in place to the end of the financial year. The Trustees have prepared cash flow forecasts that demonstrate that there are adequate cash resources at 31 March 2022, but at present, the Trustees are unclear of future funding so will funded work in order to be around post pandemic to be able to seek funding. As part of their requirements to review the period for the next twelve months, the Trustees are confident that such funding can be secured and accordingly the accounts have been prepared on the 'going concern' basis.

## Choices Advocacy

### **Reserves policy**

At 31<sup>st</sup> March 2022, the charity had free reserves amounting to £696,590. Of this amount, £0 has been designated by the Trustees for specific purposes. The remaining balance is to cover some of the 2022/2023 expenditure, which is in accordance with guidance issued by the Charity Commission.

### **Future plans for the charity**

Approved by the Trustees on  
And signed on their behalf by:



I J MacDonald  
**Chairperson**

## Choices Advocacy

### Independent Examiner's Report to the Trustees of Choices Advocacy

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 8 to 16.

#### Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants of England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Gillian McIntosh

MMO Limited

Chartered Accountants & Statutory Auditors

Date: 20/12/2022....

Wellesley House  
204 London Road  
Waterlooville  
Hampshire  
PO7 7AN

## Choices Advocacy

### Statement of financial activities for the year ended 31 March 2022

	Note	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total 2022 £	Total 2021 £
<b>Income and expenditure</b>					
<b>Income</b>					
Voluntary income:		-	-	-	-
Income from charitable activities:					
Grants and contracts for the provision of advocacy services	2	52,220	5,000	57,220	14,686
Investment income		-	-	-	-
<b>Total incoming resources</b>		<b>52,220</b>	<b>5,000</b>	<b>57,220</b>	<b>14,686</b>
<b>Expenditure</b>					
Expenditure on charitable activities:					
The provision of advocacy services	4	56,853	11,724	68,577	153,677
<b>Total expenditure</b>		<b>56,853</b>	<b>11,724</b>	<b>68,577</b>	<b>153,677</b>
<b>Net Income/(expenditure) and movement in funds for the year</b>		<b>(4,633)</b>	<b>(6,724)</b>	<b>(11,357)</b>	<b>(138,991)</b>
Total funds brought forward at 1 April 2021		702,803	5,144	707,947	846,938
<b>Transfer between reserves</b>					
<b>Transfer between funds</b>		<b>(1,580)</b>	<b>1,580</b>		
<b>Total funds carried forward at 31 March 2022</b>	9	<b>696,590</b>	<b>-</b>	<b>696,590</b>	<b>707,947</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derives from continuing activities.

The notes on pages 10 to 16 form part of these financial statements.

# Choices Advocacy

## Balance sheet at 31 March 2022

Company number 03233774	Notes	2022 £	2022 £	2021 £	2021 £
<b>Current assets</b>					
Debtors	6	17,100		2,852	
Cash at bank and in hand		683,353		713,344	
		<u>700,453</u>		<u>716,196</u>	
<b>Creditors: amounts falling due within one year</b>	7	<u>(3,863)</u>		<u>(8,249)</u>	
<b>Net current assets</b>			696,590		707,947
<b>Net assets</b>			<u>696,590</u>		<u>707,947</u>
<b>Funds</b>					
Restricted			-		5,145
Unrestricted					
- designated			187,776		194,355
- general			508,814		508,447
<b>Total funds</b>	9		<u>696,590</u>		<u>707,947</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476. The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

Approved by the Trustees and authorised for issue on:

Signed on their behalf by:

*I J MacDonald*

I J MacDonald  
Chairman

The notes on pages 10 to 16 form part of these financial statements

## Choices Advocacy

### *Notes to the financial statements for the year ended 31 March 2022*

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#### **1 Charity Status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of charity in the event of liquidation. The charity was incorporated in England, and its registered office and place of business can be located at The Warren Centre Plus Warren Crescent, Shirley Warren, Southampton, Hampshire, SO16 6AY.

#### **Accounting policies**

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

##### *Statement of compliance*

The financial statements have been prepared in accordance with 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 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### *Basis of preparation*

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

##### *Going concern*

Since the year end the charity has continued to secure income from the local authorities to fund projects and have funding in place to the end of the financial year. The Trustees have prepared cash flow forecasts that demonstrate that there are adequate cash resources to 31 March 2022 but at present, the trustees are still awaiting confirmation of funding for the period beyond that date. As part of their requirements to review the period for the next twelve months, the Trustees are confident that such funding can be secured and accordingly the accounts have been prepared on the going concern basis.

##### *Exemption from preparing a cash flow statement*

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### *Income*

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability. Income represents the value of all grants, donations and other income receivable in respect of the year. Contractual income and Performance related grant income have been recognised to the extent that the charity has provided goods or services.

## Choices Advocacy

### *Notes to the financial statements for the year ended 31 March 2022*

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#### *Deferred Income*

Income received in respect of specific periods is recognised in those periods. Where such income is received in advance of the period to which it relates, it is deferred.

#### *Expenditure*

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice.

#### *Tangible fixed assets*

Assets with a value of £750 or less are not now capitalised.

Depreciation is calculated to write off the cost or revalued amount less estimated residual value of fixed assets on a straight line basis over their estimated useful lives as follows:

Fixtures, fittings and equipment	- 20% per annum
Computer equipment	- 50% per annum

#### *Pensions*

Contributions to staff members' personal pension schemes are charged to the profit and loss account in the year in which they become payable.

#### *Leased assets*

All leases are treated as operating leases. Their annual rentals are charged to the profit and loss account on a straight-line basis over the term of the lease.

#### *Fund accounting*

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

## Choices Advocacy

### Notes to the financial statements for the year ended 31 March 2022 (continued)

#### 2 Incoming resources from charitable activities

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total 2022 £	Total 2021 £
<b>Grants and contracts for the provision of advocacy services</b>				
Solent Support Solutions Ltd		-	-	-
Hampshire County Council	-	-	-	-
Hampshire Advocacy CIC	-	-	-	-
Children in Need	-	-	-	9,511
Community action cancer grant	-	5,000	5,000	-
Other Income	52,220	-	52,220	5,175
	<u>52,220</u>	<u>5,000</u>	<u>57,220</u>	<u>14,686</u>

Where income is derived from service contracts, this is recognised in line with the provision of the service. The income for any contracted services that have not been provided at the year end is deferred.

Where income is derived from grants with restrictions on the expenditure, it is recognised as restricted income when the charity has entitlement to the income.

Where income is derived from grants with restrictions on the expenditure, and performance criteria, it is recognised as restricted income when the performance criteria have been completed. The income for any performance criteria that have not been completed at the year end is deferred.

#### 3 Staff costs

	2022 £	2021 £
Wages and salaries	43,237	91,935
Employer's National Insurance	-	2,570
Pension contributions	727	908
Childcare Voucher Costs	-	-
	<u>43,964</u>	<u>95,413</u>

No employee earned £60,000 or more in the year (2021 - £Nil).

The Trustees received no remuneration or reimbursed expenses during the year.

The average number of employees, analysed by function, was:

	2022 Number	2021 Number
Direct charitable activity	2	2
Office and management	-	-
	<u>2</u>	<u>2</u>

## Choices Advocacy

### *Notes to the financial statements for the year ended 31 March 2022 (continued)*

#### 4 Costs of charitable activities

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
The provision of advocacy services	56,853	11,724	68,577	153,677
Salary costs (see note 3)			43,964	95,413
Office overhead costs			20,037	53,033
Training and development			265	110
Staff travel			2,037	1,684
Volunteers' expenses			-	1,100
Special project contractor costs			-	-
Governance costs (see note 5)			2,274	2,337
			68,577	153,677

#### 5 Governance costs

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total 2022 £	Total 2021 £
Independent Examiners fees	1,824		1,824	1,824
Payroll Service costs	450		450	513
	2,274	-	2,274	2,337

## Choices Advocacy

### *Notes to the financial statements for the year ended 31 March 2022 (continued)*

<b>6 Debtors</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<i>Due within one year:</i>		
Trade debtors	15,437	306
Work In progress	635	-
Prepayments	1,028	2,546
	<hr/>	<hr/>
	17,100	2,852
	<hr/>	<hr/>
 <b>7 Creditors: amounts falling due within one year</b>	 <b>2022</b>	 <b>2021</b>
	<b>£</b>	<b>£</b>
Trade Creditors	1,236	5,357
Accruals and deferred income	1,824	1,824
Taxation and Social Security	684	1,088
Pensions	119	(20)
	<hr/>	<hr/>
	3,863	8,249
	<hr/>	<hr/>
 <b>8 Designated funds</b>		
The Trustees have designated £182,498 (2021 - £182,642) to cover the potential costs of winding up the charity, should it cease to operate.		
The Trustees have also designated £5,278 (2021 - £11,713) to cover IPC work.		

## Choices Advocacy

### Notes to the financial statements for the year ended 31 March 2022 (continued)

9 Funds	At 1 April 2021 £	Incoming Resources £	Outgoing resources £	Transfers £	At 31 March 2022 £
<b>Restricted funds</b>					
<i>Hampshire County Council:</i>					
LIG Yellow	1,970	-	1,970	-	-
<i>Other funders</i>					
BBC Children In Need	3,175	-	3,175	-	-
Friendship Group SW – Hordle	-	-	-	-	-
Community action cancer grant	-	5,000	6,579	1,580	-
<b>Total restricted funds</b>	<b><u>5,144</u></b>	<b><u>5,000</u></b>	<b><u>11,724</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
Potential winding up costs	182,642	-	144	-	182,498
IPC Programme / CHC	5,146	-	3,060	-	2,086
IPC	-	-	-	-	-
IPC Personalisation Demonstrator Site	4,212	-	1,020	-	3,192
IPC Personalised Health Budget Support (PHB's)	2,355	-	2,355	-	-
<b>Total designated funds</b>	<b><u>194,355</u></b>	<b><u>-</u></b>	<b><u>6,579</u></b>	<b><u>-</u></b>	<b><u>187,776</u></b>
- unrestricted	<b><u>508,448</u></b>	<b><u>52,220</u></b>	<b><u>50,274</u></b>	<b><u>(1,580)</u></b>	<b><u>508,814</u></b>
	<b><u>707,947</u></b>	<b><u>57,220</u></b>	<b><u>68,577</u></b>	<b><u>-</u></b>	<b><u>696,590</u></b>

#### Restricted funds

##### *Community action cancer grant*

Funds to be used to gather Women with a Learning Disabilities views on cervical screening.

## Choices Advocacy

### Notes to the financial statements for the year ended 31 March 2022 (*continued*)

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#### 11 Taxation

The company was registered as a Charly on 25 June 1997 and is exempt from the requirement to pay corporation tax on its charitable activities.

#### 12 Pension costs

The company makes contributions to individuals' pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds. The pension charge represents contributions payable by the company to the funds and amounted to £727 (2021 - £908).