

ADVOCACY FIRST

England & Wales · Charity number 1071906

Details

Other names	BROMLEY ADVOCACY ALLIANCE
Status	Registered
Legal form	Charitable company
Company number	03613999
Registered	1998-10-08
Register	View on the Charity Commission register

Contact

Address	Kingfisher House Business Centre Kingfisher House 21-23 Elmfield Road Bromley BR1 1LT
Phone	02084606712
Email	info@advocacyfirst.org.uk
Website	www.advocacyfirst.org.uk

Activities

Objects: TO RELIEVE PERSONS WHO HAVE LEARNING DIFFICULTIES, MENTAL HEALTH PROBLEMS, PHYSICAL DISABILITIES, VISUAL OR SENSORY IMPAIRMENT OR WHO MAY BE IN NEED OF RELIEF BY REASON OF THEIR AGE, YOUTH OR SOCIAL AND ECONOMIC CIRCUMSTANCES BY THE PROVISION OF AN EFFECTIVE ADVOCACY SERVICE IN THE LONDON BOROUGH OF BROMLEY AND SURROUNDING AREAS INCLUDING LONDON SOUTH OF THE THAMES.

Activities: Since 1998 Advocacy First helps thousands of people from all walks of life. Our service is free and confidential We provide confidential advocacy for patients in hospital, empowering them to leave hospital to a location and way living of their choice. We bridge the gaps in service for patients and work together with other organisations in the area. We listen to clients issues and work for them.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, Other Charitable Purposes
- **Who:** Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** LONDON BOROUGH OF BROMLEY AND SURROUNDING AREAS INCLUDING LONDON SOUTH OF THE THAMES.
- Bromley
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£52,906	£56,978	-	-
2024-09-30	£66,682	£60,008	-	-
2023-09-30	£52,663	£54,125	-	-
2022-09-30	£37,651	£36,879	-	-
2021-09-30	£32,364	£29,886	-	-

Trustees

Name	Role	Appointed
ANU MASSEY		
KRYS MARSHALL		2014-12-01
Ramanan Sri-Pathmanathan		2026-06-01
STEPHEN SHOOMAN		2012-11-21

ADVOCACY FIRST

England & Wales - Charity number 1071906

Accounts

Company No: 3613999
Charity No: 1071906

ADVOCACY FIRST

Trustees' Report and Financial Statements

For The Year Ended 30 September 2025

ADVOCACY FIRST

CHARITY INFORMATION

Trustees	Mr I Radnor - Chairperson deceased 8 July 2025 Ms A Massey Mr S Shooman - Company secretary Mrs K Marshall Mr S Ramdunne - resigned 10 February 2025
Company number	3613999
Charity number	1071906
Charity's office	Kingfisher House 21-23 Elmfield Road Bromley BR1 1LT
Independent examiner	Mr Clifford Chan ProAccounts UK Unit M302 Trident Business Centre 89 Bickersteth Road LONDON SW17 9SH
Bankers - from April 2022	Metro Bank 72-76 High Street Bromley Kent BR1 1EG

ADVOCACY FIRST

CONTENTS

	PAGE NO
Trustees' Report	3 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance Sheet	7
Notes to the financial statements	8 - 11

ADVOCACY FIRST
Trustees' Report
FOR THE YEAR ENDED 30 SEPTEMBER 2025

The trustees, who act as directors for the purpose of the Companies Act present their annual report and the financial statements for the year ended 30 September 2025. The trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2006, when preparing the annual report and financial statements of the charity.

Company status

The charity is constituted as a company limited by guarantee, and is therefore governed by a Memorandum and Articles of Association.

Objectives and principle of the charity

Advocacy First's team of Advocates and volunteers work in local hospitals with clients who are medically fit for discharge.

The objective of the charity is to help and support as many of these clients as possible each year.

Statement of trustees' responsibilities

The trustees are required under Charity Law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation; and
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions. 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.

The trustees are also responsible for the contents of the trustees' report and the responsibility of the independent examiner in relation to the trustees' report is limited to the ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

In so far as the trustees are aware:

- a) there is no relevant accounting information of which the independent examiner is unaware; and
- b) the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant accounting

Structure Governance and Management

Advocacy First is a charity registered with the Charity Commission. The management of the charity is the responsibility of the trustees who are elected and co-opted under its constitution. The trustees are independent and receive no remuneration for their involvement.

The trustees oversee the day-to-day operations. The charity employs paid staff and volunteer Advocates.

The trustees are adequately trained and are regularly updated on all relevant issues pertaining to advocacy and trusteeship. Training courses are regularly attended.

Developments, activities and achievements

The year to September 2025 was a very good year for the Charity. Advocacy First helped over 400 patients, which is a record, building on the success of previous years. The Charity helped and supported patients and staff across a wide range of challenges and issues, all geared to securing the best possible discharge experience for patients.

In addition to helping patient our work has saved a considerable amount of money for the NHS, as we have been able to help patients to leave hospital quicker than expected, saving a considerable amount of bed days.

Our long serving chairman, Irving Radnor, sadly passed away in July. Irving will be much missed for his encyclopaedic knowledge of Bromley and disability services and his warm personality. Irving was involved in Advocacy First for 20 of the Charity 28 years.

ADVOCACY FIRST
Trustees' Report
FOR THE YEAR ENDED 30 SEPTEMBER 2025

Plans for the future

Our contract is now with the new ICN (Intergrated Care Network), that covers most aspects of health and Social Care in the London Borough of Bromley.

Our focus in the core contract remains on helping people to access all elements of their further care, both within the ICN and with other organisations.

In the forthcoming year, the Charity is hoping to expand its reach across South London. We are certain that our proven successful model of Hospital Advocacy would help patients in other hospital areas as much as it has achieved in Bromley.

Risk Management

The Trustees actively review the major risks that the charity faces on a regular basis and believe that maintaining and increasing our reserves from the current levels, combined with an annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate any significant risks.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued March 2006) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the trustees on

S Shooman
Trustee

ADVOCACY FIRST INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADVOCACY FIRST

We report on the accounts of the charity for the year ended 30 September 2025, which are set out on pages 6 to 11.

Respective responsibilities of the trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 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, no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner's 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:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met.

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Clifford Chan - FCCA
ProAccounts UK
Unit M302 Trident Business Centre
89 Bickersteth Road
London SW17 9SH

.....
Dated:

ADVOCACY FIRST**Statement of financial activities (income and expenditure account)
for the period ended 30 September 2025**

	Notes	Unrestricted Funds £	Restricted Funds £	Sept 2025 Total Funds £	Sept 2024 Total Funds £
INCOMING RESOURCES					
<i>Contract Income</i>	2	60	52,846	52,906	66,682
<i>Voluntary Income</i>		-	-	-	
TOTAL INCOMING RESOURCES		60	52,846	52,906	66,682
RESOURCES EXPENDED					
Costs of charitable activities	4	-	56,594	56,594	59,166
Governance costs	7	-	384	384	842
TOTAL RESOURCES EXPENDED		-	56,978	56,978	60,008
Net incoming resources before transfers between funds		60	(4,132)	(4,072)	6,674
Gross transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		60	(4,132)	(4,072)	6,674
FUNDS AT 01.10.2024		3,641	24,578	28,219	21,545
FUNDS AT 30.09.2025		3,701	20,446	24,147	28,219

The statement of financial statements includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

ADVOCACY FIRST

BALANCE SHEET AS AT 30 SEPTEMBER 2025

	NOTES	Sept 2025		Sept 2024	
		£	£	£	£
Fixed assets					
Tangible fixed assets	[08]		(0)		484
			(0)		484
Current assets					
Debtors	[09]	13,407		13,625	
Cash at bank and in hand		12,457		15,585	
		<u>25,864</u>		<u>29,210</u>	
Creditors: amounts falling due within one year					
Accrued income		-		-	
Creditors: amounts falling due within one year	[10]	1,716		1,475	
		<u>1,716</u>		<u>1,475</u>	
Net current liabilities			24,147		27,735
NET ASSETS			<u>24,147</u>		<u>28,219</u>
FUNDS OF THE CHARITY					
Restricted income funds	[11]		20,446		24,578
Unrestricted income funds	[11]		3,701		3,641
SHAREHOLDERS' FUNDS			<u>24,147</u>		<u>28,219</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 30 September 2025.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and

(b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year, and of its profit and loss for each financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements, which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities effective April 2008.

ON BEHALF OF THE BOARD

.....
Mr S Shooman - Trustee

Approved by the Board on

1 Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice and Reporting by Charities issued in

Depreciation has been provided to write off the cost of fixed assets on the following rates:

Office Equipment	25% straight line
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Income is recorded as receivable whenever the amount is known, otherwise it is recorded on a cash received basis

Grants receivable are credited to income for the period for which they are given. Grants received in respect of future periods are treated as deferred income.

Expenditure is taken into account when it is incurred.

Governance costs are those costs which relate to the general running of the Charity as opposed to those costs in respect of fundraising or charitable activities.

2 CONTRACT INCOME

	Sept 2025	Sept 2024
	£	£
Grants		
South-East London Integrated Care Network (ICN)	52,846	66,600
Total grants for the year	<u>52,846</u>	<u>66,600</u>
Donations & Fundraising		
During the year the following donations and fundraising were received		
to restricted funds	-	-
to unrestricted funds	60	82
Total donations for the year	<u>60</u>	<u>82</u>
TOTAL VOLUNTARY INCOME		
to restricted funds	52,846	66,600
to unrestricted funds	60	82
	<u>52,906</u>	<u>66,682</u>

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2025

3 INVESTMENT INCOME

	Sept 2025	Sept 2024
	£	£
During the year interest was received on unrestricted funds	-	-
	-	-

4 TOTAL RESOURCES EXPENDED

	Direct activities	Management costs	Sept 2025 Total	Sept 2024 Total
	£	£	£	£
Restricted Funds				
Hospital services Bromley	54,129	2,849	56,978	60,008
Total restricted funds	54,129	2,849	56,978	60,008
Unrestricted Funds				
General Fund	-	-	-	-
	-	-	-	-
Total Funds	54,129	2,849	56,978	60,008

5 STAFF COSTS

	Sept 2025	Sept 2024
	£	£
Emoluments of employees:		
Emoluments and expenses of employees	48,527	52,916
	48,527	52,916

Staff costs rose to deal with the additional workload following the extra funding received.

During the period ended 30 September 2025 the average number of full time equivalent employees was 1.8 (2024: 1.8). No employees received emoluments in excess of £ 60,000.

6 PENSION SCHEME

The charity operates a defined contributions pension scheme. Contributions payable for the year were charged to the resources expended. All employees were a member of the pension scheme during the year.

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2025

7 GOVERNANCE COSTS

	Sept 2025	Sept 2024
	£	£
payroll costs		458
Accountancy fees	384	384
	<u>384</u>	<u>384</u>

8 TANGIBLE FIXED ASSETS

	Office Equipment
	£
Cost	
At 01 October 2024	24,833
Disposal	(645)
At 30 September 2025	<u>24,188</u>
Depreciation	
At 01 October 2024	24,349
Charge for the year	(161)
At 30 September 2025	<u>24,188</u>
Net book value	
At 30 September 2025	<u>(0)</u>
At 01 October 2024	<u>484</u>

9 DEBTORS

	Sept 2025	Sept 2024
	£	£
Debtors	13,407	13,625
Prepayments	-	-
	<u>13,407</u>	<u>13,625</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Sept 2025	Sept 2024
	£	£
Creditors	203	520
Accruals	384	384
Other taxes and social security	1,129	571
	<u>1,716</u>	<u>1,475</u>

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2025

11 FUNDS

Restricted funds hold amounts received for specific activities and expenditure on those activities is set against those amounts. Unrestricted funds comprise donations and income received for general use of the Charity.

	Balance at 01.10.2024	Transfers	Incoming Resources	Resources Expended	Balance 30.09.2025
	£	£	£	£	£
Restricted funds					
Hospital Advocacy Service	24,578	-	52,846	56,978	20,446
	<u>24,578</u>	<u>-</u>	<u>52,846</u>	<u>56,978</u>	<u>20,446</u>
Unrestricted funds					
General fund	3,641	-	60	-	3,701
	<u>3,641</u>	<u>-</u>	<u>60</u>	<u>-</u>	<u>3,701</u>
Total funds	<u>28,219</u>	<u>-</u>	<u>52,906</u>	<u>56,978</u>	<u>24,147</u>

Further information on the activities undertaken with the resources of each fund is given on page 3.

12 STATUS

The company is limited by guarantee and thus has no share capital. Each of the members has undertaken to contribute the sum of £ 1 in the event of the company being unable to meet its liabilities.

ADVOCACY FIRST

England & Wales - Charity number 1071906

Accounts

Company No: 3613999
Charity No: 1071906

ADVOCACY FIRST

Trustees' Report and Financial Statements

For The Year Ended 30 September 2024

ADVOCACY FIRST

CHARITY INFORMATION

Trustees	Mr I Radnor - Chairperson Ms A Massey Mr S Shooman - Company secretary Mrs K Marshall Mr S Ramdunne Mr T Abdalla
Company number	3613999
Charity number	1071906
Charity's office	Kingfisher House 21-23 Elmfield Road Bromley BR1 1LT
Independent examiner	Mr Clifford Chan ProAccounts UK Unit M302 Trident Business Centre 89 Bickersteth Road LONDON SW17 9SH
Bankers - from April 2022	Metro Bank 72-76 High Street Bromley Kent BR1 1EG

ADVOCACY FIRST

CONTENTS

	PAGE NO
Trustees' Report	3 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance Sheet	7
Notes to the financial statements	8 - 11

ADVOCACY FIRST
Trustees' Report
FOR THE YEAR ENDED 30 SEPTEMBER 2024

The trustees, who act as directors for the purpose of the Companies Act present their annual report and the financial statements for the year ended 30 September 2024. The trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2006, when preparing the annual report and financial statements of the charity.

Company status

The charity is constituted as a company limited by guarantee, and is therefore governed by a Memorandum and Articles of Association.

Objectives and principle of the charity

Advocacy First's team of Advocates and volunteers work in local hospitals with clients who are medically fit for discharge.

The objective of the charity is to help and support as many of these clients as possible each year.

Statement of trustees' responsibilities

The trustees are required under Charity Law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation; and
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions. 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.

The trustees are also responsible for the contents of the trustees' report and the responsibility of the independent examiner in relation to the trustees' report is limited to the ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

In so far as the trustees are aware:

- a) there is no relevant accounting information of which the independent examiner is unaware; and
- b) the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant accounting

Structure Governance and Management

Advocacy First is a charity registered with the Charity Commission. The management of the charity is the responsibility of the trustees who are elected and co-opted under its constitution. The trustees are independent and receive no remuneration for their involvement.

The trustees oversee the day-to-day operations. The charity employs paid staff and volunteer Advocates.

The trustees are adequately trained and are regularly updated on all relevant issues pertaining to advocacy and trusteeship. Training courses are regularly attended.

Developments, activities and achievements

The year to September 2024 was an excellent one for the charity, with a 30% increase in the number of patients helped making it a record year. This was supported by the temporary funding increase of last year being made permanent.

This extra funding enables Advocacy First to help and support both patients and staff across a wider range of issues and challenges, and enable us to spend more time with patients.

The further renewal of our contract, now almost 30 years, is a measure of the confidence in the charity from the Hospitals and the NHS.

ADVOCACY FIRST
Trustees' Report
FOR THE YEAR ENDED 30 SEPTEMBER 2024

Plans for the future

Our contract is now with the new ICN (Intergrated Care Network), that covers most aspects of health and Social Care in the London Borough of Bromley.

Our focus in the core contract remains on helping people to access all elements of their further care, both within the ICN and with other organisations.

We are also regularly in touch with adjacent boroughs and hospitals with a long-term view of our expansion outside

Risk Management

The Trustees actively review the major risks that the charity faces on a regular basis and believe that maintaining and increasing our reserves from the current levels, combined with an annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate any significant risks.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued March 2006) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the trustees on

I Radnor
Chairperson

**ADVOCACY FIRST
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF ADVOCACY FIRST**

We report on the accounts of the charity for the year ended 30 September 2024, which are set out on pages 6 to 11.

Respective responsibilities of the trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 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, no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner's 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:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met.

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Clifford Chan - FCCA
ProAccounts UK
Unit M302 Trident Business Centre
89 Bickersteth Road
London SW17 9SH

.....
Dated:

ADVOCACY FIRST
Statement of financial activities (income and expenditure account)
for the year ended 30 September 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Sept 2024 Total Funds £	Sept 2023 Total Funds £
INCOMING RESOURCES					
<i>Contract Income</i>	2	82	66,600	66,682	52,663
<i>Voluntary Income</i>		-	-	-	-
TOTAL INCOMING RESOURCES		82	66,600	66,682	52,663
RESOURCES EXPENDED					
Costs of charitable activities	4	-	59,166	59,166	53,789
Governance costs	7	-	842	842	336
TOTAL RESOURCES EXPENDED		-	60,008	60,008	54,125
Net incoming resources before transfers between funds		82	6,592	6,674	(1,462)
Gross transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		82	6,592	6,674	(1,462)
FUNDS AT 01.10.2023		3,559	19,447	23,006	23,006
FUNDS AT 30.09.2024		3,641	26,039	29,680	21,544

The statement of financial statements includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

ADVOCACY FIRST

BALANCE SHEET AS AT 30 SEPTEMBER 2024

		Sept 2024		Sept 2023	
		£	£	£	£
NOTES					
Fixed assets					
Tangible fixed assets	[08]		484		-
			484		-
Current assets					
Debtors	[09]	13,625		8,795	
Cash at bank and in hand		15,585		25,893	
		29,210		34,688	
Creditors: amounts falling due within one year					
Accrued income		-		10,000	
Creditors: amounts falling due within one year	[10]	1,475		3,143	
		1,475		13,143	
Net current liabilities			27,735		21,545
NET ASSETS			28,219		21,545
FUNDS OF THE CHARITY					
Restricted income funds	[11]		24,578		17,986
Unrestricted income funds	[11]		3,641		3,559
SHAREHOLDERS' FUNDS			28,219		21,545

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 30 September 2024.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and

(b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year, and of its profit and loss for each financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements, which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities effective April 2008.

ON BEHALF OF THE BOARD

.....
Mr I Radnor - Chairperson

Approved by the Board on

1 Accounting policies

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2024

3 INVESTMENT INCOME

	Sept 2024	Sept 2023
	£	£
During the year interest was received on unrestricted funds	-	-
	-	-

4 TOTAL RESOURCES EXPENDED

	Direct activities	Management costs	Sept 2024 Total	Sept 2023 Total
	£	£	£	£
Restricted Funds				
Hospital services Bromley	57,008	3,000	60,008	54,125
Total restricted funds	57,008	3,000	60,008	54,125
Unrestricted Funds				
General Fund	-	-	-	-
	-	-	-	-
Total Funds	57,008	3,000	60,008	54,125

5 STAFF COSTS

	Sept 2024	Sept 2023
	£	£
Emoluments of employees:		
Emoluments and expenses of employees	52,916	45,520
	52,916	45,520

Staff costs rose to deal with the additional workload following the extra funding received.

During the period ended 30 September 2024 the average number of full time equivalent employees was 1.8 (2023: 1.8). No employees received emoluments in excess of £ 60,000.

6 PENSION SCHEME

The charity operates a defined contributions pension scheme. Contributions payable for the year were charged to the resources expended. All employees were a member of the pension scheme during the year.

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2024

7 GOVERNANCE COSTS

	Sept 2024	Sept 2023
	£	£
Accountancy fees	384	336
Payroll services	458	-
	<u>842</u>	<u>336</u>

8 TANGIBLE FIXED ASSETS

	Office Equipment
	£
Cost	
At 01 October 2023	24,188
Additions	645
At 30 September 2024	<u>24,833</u>
Depreciation	
At 01 October 2023	24,188
Charge for the year	161
At 30 September 2024	<u>24,349</u>
Net book value	
At 30 September 2024	<u>484.07</u>
At 01 October 2023	<u>-</u>

9 DEBTORS

	Sept 2024	Sept 2023
	£	£
Debtors	13,625	8,150
Prepayments	-	645
	<u>13,625</u>	<u>8,795</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Sept 2024	Sept 2023
	£	£
Creditors	520	1,678
Accruals	384	336
Other taxes and social security	571	1,129
	<u>1,475</u>	<u>3,143</u>

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2024

11 FUNDS

Restricted funds hold amounts received for specific activities and expenditure on those activities is set against those amounts. Unrestricted funds comprise donations and income received for general use of the Charity.

	Balance at 01.10.2023	Transfers	Incoming Resources	Resources Expended	Balance 30.09.2024
	£	£	£	£	£
Restricted funds					
Hospital Advocacy Service	17,986	-	66,600	60,008	24,578
	17,986	-	66,600	60,008	24,578
Unrestricted funds					
General fund	3,559	-	82	-	3,641
Total funds	21,545	-	66,682	60,008	28,219

Further information on the activities undertaken with the resources of each fund is given on page 3.

12 STATUS

The company is limited by guarantee and thus has no share capital. Each of the members has undertaken to contribute the sum of £ 1 in the event of the company being unable to meet its liabilities.

ADVOCACY FIRST

England & Wales - Charity number 1071906

Accounts

Company No: 3613999
Charity No: 1071906

ADVOCACY FIRST

Trustees' Report and Financial Statements

For The Year Ended 30 September 2023

ADVOCACY FIRST

CHARITY INFORMATION

Trustees	Mr I Radnor - Chairperson Ms A Massey Mr S Shooman - Company secretary Mrs K Marshall Mr S Ramdunne Mr T Abdalla
Company number	3613999
Charity number	1071906
Charity's office	Kingfisher House 21-23 Elmfield Road Bromley BR1 1LT
Independent examiner	Mr Clifford Chan ProAccounts UK Unit M228 Trident Business Centre 89 Bickersteth Road LONDON SW17 9SH
Bankers - from April 2022	Metro Bank 72-76 High Street Bromley Kent BR1 1EG

ADVOCACY FIRST

CONTENTS

	PAGE NO
Trustees' Report	3 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance Sheet	7
Notes to the financial statements	8 - 11

ADVOCACY FIRST
Trustees' Report
FOR THE YEAR ENDED 30 SEPTEMBER 2023

The trustees, who act as directors for the purpose of the Companies Act present their annual report and the financial statements for the year ended 30 September 2023. The trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2006, when preparing the annual report and financial statements of the charity.

Company status

The charity is constituted as a company limited by guarantee, and is therefore governed by a Memorandum and Articles of Association.

Objectives and principle of the charity

Advocacy First's team of Advocates and volunteers work in local hospitals with clients who are medically fit for discharge. From 2022 work is also undertaken in those Care Homes where patients awaiting discharge temporarily reside.

The objective of the charity is to help and support as many of these clients as possible each year.

Statement of trustees' responsibilities

The trustees are required under Charity Law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation; and
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions. 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.

The trustees are also responsible for the contents of the trustees' report and the responsibility of the independent examiner in relation to the trustees' report is limited to the ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

In so far as the trustees are aware:

- a) there is no relevant accounting information of which the independent examiner is unaware; and
- b) the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant accounting

Structure Governance and Management

Advocacy First is a charity registered with the Charity Commission. The management of the charity is the responsibility of the trustees who are elected and co-opted under its constitution. The trustees are independent and receive no remuneration for their involvement.

The trustees oversee the day-to-day operations. The charity employs paid staff and volunteer Advocates.

The trustees are adequately trained and are regularly updated on all relevant issues pertaining to advocacy and trusteeship. Training courses are regularly attended.

Developments, activities and achievements

The year to September 2023 saw an increase in the number of patients we could help, of more than 70% - as a consequence of increased funding from April 2023. This enabled Advocacy First to help and support both patients and staff in local Hospitals across a wider range of challenges and issues, all geared to securing the optimum possible discharge options for patients.

The receipt of extra funding and how Advocacy First has been able to put it to such good use is both a reflection of the confidence the NHS has in our work, and a credit to all colleagues, whether employees, volunteers or Trustees.

Advocacy First has now been helping and supporting patients in Bromley's hospitals continuously for over 25 years.

Following a successful trial project of new ways of supporting patients through their hospital journey to going home, this is now being incorporated into our contract under the heading of Advocacy plus.

ADVOCACY FIRST
Trustees' Report
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Plans for the future

Our contract is now with the new ICN (Integrated Care Network), that covers most aspects of health and Social Care in the London Borough of Bromley.

Our focus in the core contract remains on helping people to access all elements of their further care, both within the ICN and with other organisations.

In addition we have been commissioned to undertake a trial project for new ways of supporting patients throughout their journey from Hospital to going home.

We are also regularly in touch with adjacent boroughs and hospitals with a long-term view of our expansion outside Bromley.

Risk Management

The Trustees actively review the major risks that the charity faces on a regular basis and believe that maintaining and increasing our reserves from the current levels, combined with an annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate any significant risks.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued March 2006) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the trustees on

I Radnor
Chairperson

ADVOCACY FIRST INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADVOCACY FIRST

We report on the accounts of the charity for the year ended 30 September 2023, which are set out on pages 6 to 11.

Respective responsibilities of the trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 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, no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner's 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:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met.

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Clifford Chan - FCCA
ProAccounts UK
Unit M228 Trident Business Centre
89 Bickersteth Road
London SW17 9SH

.....
Dated:

ADVOCACY FIRST**Statement of financial activities (income and expenditure account)
for the period ended 30 September 2023**

	Notes	Unrestricted Funds £	Restricted Funds £	Sept 2023 Total Funds £	Sept 2022 Total Funds £
INCOMING RESOURCES					
<i>Contract Income</i>	2	-	52,663	52,663	37,651
<i>Voluntary Income</i>		-	-	-	
TOTAL INCOMING RESOURCES		-	52,663	52,663	37,651
RESOURCES EXPENDED					
Costs of charitable activities	4	-	53,789	53,789	36,543
Governance costs	7	-	336	336	336
TOTAL RESOURCES EXPENDED		-	54,125	54,125	36,879
Net incoming resources before transfers between funds		-	(1,461)	(1,461)	772
Gross transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		-	(1,461)	(1,461)	772
FUNDS AT 01.10.2022		3,559	19,447	23,006	22,234
FUNDS AT 30.09.2023		3,559	17,986	21,545	23,006

The statement of financial statements includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

ADVOCACY FIRST

BALANCE SHEET AS AT 30 SEPTEMBER 2023

	NOTES	Sept 2023		Sept 2022	
		£	£	£	£
Fixed assets					
Tangible fixed assets	[08]		-		-
			-		-
Current assets					
Debtors	[09]	8,795		8,050	
Cash at bank and in hand		25,893		15,292	
		<u>34,688</u>		<u>23,342</u>	
Creditors: amounts falling due within one year					
Accrued income		10,000		-	
Creditors: amounts falling due within one year	[10]	3,143		336	
		<u>13,143</u>		<u>336</u>	
Net current liabilities			21,545		23,006
NET ASSETS			<u>21,545</u>		<u>23,006</u>
FUNDS OF THE CHARITY					
Restricted income funds	[11]		17,986		19,447
Unrestricted income funds	[11]		3,559		3,559
SHAREHOLDERS' FUNDS			<u>21,545</u>		<u>23,006</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 30 September 2023.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and

(b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year, and of its profit and loss for each financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements, which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities effective April 2008.

ON BEHALF OF THE BOARD

.....
Mr I Radnor - Chairperson

Approved by the Board on

1 Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice and Reporting by Charities issued in

Depreciation has been provided to write off the cost of fixed assets on the following rates:

Office Equipment	25% straight line
------------------	-------------------

Income is recorded as receivable whenever the amount is known, otherwise it is recorded on a cash received basis

Grants receivable are credited to income for the period for which they are given. Grants received in respect of future periods are treated as deferred income.

Expenditure is taken into account when it is incurred.

Governance costs are those costs which relate to the general running of the Charity as opposed to those costs in respect of fundraising or charitable activities.

2 CONTRACT INCOME

	Sept 2023	Sept 2022
	£	£
Grants		
South-East London Integrated Care Network (ICN)	52,663	37,571
Total grants for the year	<u>52,663</u>	<u>37,571</u>
Donations & Fundraising		
During the year the following donations and fundraising were received		
to restricted funds	-	-
to unrestricted funds	-	80
Total donations for the year	<u>-</u>	<u>80</u>
TOTAL VOLUNTARY INCOME		
to restricted funds	52,663	37,571
to unrestricted funds	-	80
	<u>52,663</u>	<u>37,651</u>

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2023

3 INVESTMENT INCOME

	Sept 2023	Sept 2022
	£	£
During the year interest was received on unrestricted funds	-	-
	-	-

4 TOTAL RESOURCES EXPENDED

	Direct activities	Management costs	Sept 2023 Total	Sept 2022 Total
	£	£	£	£
Restricted Funds				
Hospital services Bromley	51,419	2,706	54,125	36,879
Total restricted funds	51,419	2,706	54,125	36,879
Unrestricted Funds				
General Fund	-	-	-	-
	-	-	-	-
Total Funds	51,419	2,706	54,125	36,879

5 STAFF COSTS

	Sept 2023	Sept 2022
	£	£
Emoluments of employees:		
Emoluments and expenses of employees	45,520	30,279
	45,520	30,279

Staff costs rose to deal with the additional workload following the extra funding received.

During the period ended 30 September 2023 the average number of full time equivalent employees was 1.8 (2022: 1.6). No employees received emoluments in excess of £ 60,000.

6 PENSION SCHEME

The charity operates a defined contributions pension scheme. Contributions payable for the year were charged to the resources expended. All employees were a member of the pension scheme during the year.

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2023

7 GOVERNANCE COSTS

	Sept 2023	Sept 2022
	£	£
Accountancy fees	336	336
	<u>336</u>	<u>336</u>

8 TANGIBLE FIXED ASSETS

	Office Equipment
	£
Cost	
At 01 October 2022	24,188
Additions	-
At 30 September 2023	<u>24,188</u>
Depreciation	
At 01 October 2022	24,188
Charge for the year	0
At 30 September 2023	<u>24,188</u>
Net book value	
At 30 September 2023	-
At 01 October 2022	-

9 DEBTORS

	Sept 2023	Sept 2022
	£	£
Debtors	8,150	8,050
Prepayments	645	-
	<u>8,795</u>	<u>8,050</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Sept 2023	Sept 2022
	£	£
Creditors	1,678	-
Accruals	336	336
Other taxes and social security	1,129	-
	<u>3,143</u>	<u>336</u>

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2023

11 FUNDS

Restricted funds hold amounts received for specific activities and expenditure on those activities is set against those amounts. Unrestricted funds comprise donations and income received for general use of the Charity.

	Balance at 01.10.2022	Transfers	Incoming Resources	Resources Expended	Balance 30.09.2023
	£	£	£	£	£
Restricted funds					
Hospital Advocacy Service	19,447	-	52,663	54,125	17,986
	19,447	-	52,663	54,125	17,986
Unrestricted funds					
General fund	3,559	-	-	-	3,559
Total funds	23,006	-	52,663	54,125	21,545

Further information on the activities undertaken with the resources of each fund is given on page 3.

12 STATUS

The company is limited by guarantee and thus has no share capital. Each of the members has undertaken to contribute the sum of £ 1 in the event of the company being unable to meet its liabilities.

ADVOCACY FIRST

England & Wales - Charity number 1071906

Accounts

Company No: 3613999
Charity No: 1071906

ADVOCACY FIRST
Trustees' Report and Financial Statements
For The Year Ended 30 September 2022

ADVOCACY FIRST

CHARITY INFORMATION

Trustees	Mr I Radnor - Chairperson Ms A Massey Mr S Shooman - Company secretary Mrs K Marshall Mr S Ramdunne Mr T Abdalla - appointed 12 August 2022
Company number	3613999
Charity number	1071906
Charity's office	Kingfisher House 21-23 Elmfield Road Bromley BR1 1LT
Independent examiner	Mr Clifford Chan ProAccounts UK Unit M228 Trident Business Centre 89 Bickersteth Road LONDON SW17 9SH
Bankers - from April 2022	Metro Bank 72-76 High Street Bromley Kent BR1 1EG
Bankers - to April 2022	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA

ADVOCACY FIRST

CONTENTS

	PAGE NO
Trustees' Report	3 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance Sheet	7
Notes to the financial statements	8 - 11

ADVOCACY FIRST
Trustees' Report
FOR THE YEAR ENDED 30 SEPTEMBER 2022

The trustees, who act as directors for the purpose of the Companies Act present their annual report and the financial statements for the year ended 30 September 2022. The trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2006, when preparing the annual report and financial statements of the charity.

Company status

The charity is constituted as a company limited by guarantee, and is therefore governed by a Memorandum and Articles of Association.

Objectives and principle of the charity

Advocacy First's team of Advocates and volunteers work in local hospitals with clients who are medically fit for discharge. From 2022 work is also undertaken in those Care Homes where patients awaiting discharge temporarily reside.

The objective of the charity is to help and support as many of these clients as possible each year.

Statement of trustees' responsibilities

The trustees are required under Charity Law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation; and
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions. 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.

The trustees are also responsible for the contents of the trustees' report and the responsibility of the independent examiner in relation to the trustees' report is limited to the ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

In so far as the trustees are aware:

- a) there is no relevant accounting information of which the independent examiner is unaware; and
- b) the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant accounting information and establish that the independent examiner is aware of that information.

Structure Governance and Management

Advocacy First is a charity registered with the Charity Commission. The management of the charity is the responsibility of the trustees who are elected and co-opted under its constitution. The trustees are independent and receive no remuneration for their involvement.

The trustees oversee the day-to-day operations. The charity employs paid staff and volunteer Advocates.

The trustees are adequately trained and are regularly updated on all relevant issues pertaining to advocacy and trusteeship. Training courses are regularly attended.

Developments, activities and achievements

The year has seen a successful return to normality after the COVID pandemic. Our people resumed face-to-face interactions with clients and Hospital colleagues.

As a consequence of this we are very pleased to report that an increase in client numbers in excess of 80% has been achieved. This is substantially above the target set in our contract.

In addition, following a request from Hospital management, we helped a significant number of patients in the 'step-down' beds in care Homes referred to above.

Advocacy First is proud to have been awarded a further contract by the NHS for our Hospital work. By the end of this contract, we will have continuously been helping and supporting clients in Bromley's Hospitals for 25 years.

ADVOCACY FIRST
Trustees' Report
FOR THE YEAR ENDED 30 SEPTEMBER 2022

Plans for the future

Our contract is now with the new ICN (Integrated Care Network), that covers most aspects of health and Social Care in the London Borough of Bromley.

Our focus in the core contract remains on helping people to access all elements of their further care, both within the ICN and with other organisations.

In addition we have been commissioned to undertake a trial project for new ways of supporting patients throughout their journey from Hospital to going home.

We are also regularly in touch with adjacent boroughs and hospitals with a long-term view of our expansion outside Bromley.

Risk Management

The Trustees actively review the major risks that the charity faces on a regular basis and believe that maintaining and increasing our reserves from the current levels, combined with an annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate any significant risks.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued March 2006) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the trustees on

I Radnor
Chairperson

ADVOCACY FIRST INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADVOCACY FIRST

We report on the accounts of the charity for the year ended 30 September 2022, which are set out on pages 6 to 11.

Respective responsibilities of the trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 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, no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent examiner's 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:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met.

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Clifford Chan - FCCA
ProAccounts UK
Unit M228 Trident Business Centre
89 Bickersteth Road
London SW17 9SH

.....
Dated:

ADVOCACY FIRST
Statement of financial activities (income and expenditure account)
for the period ended 30 September 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Sept 2022 Total Funds £	Sept 2021 Total Funds £
INCOMING RESOURCES					
<i>Contract Income</i>	2	80	37,571	37,651	32,364
<i>Voluntary Income</i>		-	-	-	
TOTAL INCOMING RESOURCES		80	37,571	37,651	32,364
RESOURCES EXPENDED					
Costs of charitable activities	4	-	36,543	36,543	29,466
Governance costs	7	-	336	336	420
TOTAL RESOURCES EXPENDED		-	36,879	36,879	29,885
Net incoming resources before transfers between funds		80	693	772	2,479
Gross transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		80	693	772	2,479
FUNDS AT 01.10.2021		3,479	18,755	22,234	19,755
FUNDS AT 30.09.2022		3,559	19,447	23,006	22,234

The statement of financial statements includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

ADVOCACY FIRST

BALANCE SHEET AS AT 30 SEPTEMBER 2022

		Sept 2022		Sept 2021	
		£	£	£	£
NOTES					
Fixed assets					
Tangible fixed assets	[08]		-		-
			-		-
Current assets					
Debtors	[09]	8,050		8,050	
Cash at bank and in hand		15,292		14,484	
		23,342		22,534	
Creditors: amounts falling due within one year	[10]	336		300	
Net current liabilities			23,006		22,234
NET ASSETS			23,006		22,234
FUNDS OF THE CHARITY					
Restricted income funds	[11]		19,447		18,755
Unrestricted income funds	[11]		3,558		3,479
SHAREHOLDERS' FUNDS			23,006		22,234

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 30 September 2022.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and

(b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year, and of its profit and loss for each financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements, which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities effective April 2008.

ON BEHALF OF THE BOARD

.....
Mr I Radnor - Chairperson

Approved by the Board on

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 30 September 2022

1 Accounting policies

Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice and Reporting by Charities issued in

Depreciation

Depreciation has been provided to write off the cost of fixed assets on the following rates:

Office Equipment 25% straight line

Income

Income is recorded as receivable whenever the amount is known, otherwise it is recorded on a cash received basis

Grants receivable are credited to income for the period for which they are given. Grants received in respect of future periods are treated as deferred income.

Expenditure

Expenditure is taken into account when it is incurred.

Support costs are allocated to the charitable activities of the charity based on the estimated use of the support facilities as assessed by the Trustees.

Governance costs are those costs which relate to the general running of the Charity as opposed to those costs in respect of fundraising or charitable activities.

2 CONTRACT INCOME

	Sept 2022	Sept 2021
	£	£
Grants		
South-East London Integrated Care Network (ICN) - formerly CCG	37,571	32,200
Total grants for the year	37,571	32,200
Donations & Fundraising		
During the year the following donations and fundraising were received		
to restricted funds	-	-
to unrestricted funds	80	164
Total donations for the year	80	164
TOTAL VOLUNTARY INCOME		
to restricted funds	37,571	32,200
to unrestricted funds	80	164
	37,651	32,364

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2022

3 INVESTMENT INCOME

	Sept 2022	Sept 2021
	£	£
During the year interest was received on unrestricted funds	-	-
	-	-

4 TOTAL RESOURCES EXPENDED

	Direct activities	Management costs	Sept 2022 Total	Sept 2021 Total
	£	£	£	£
Restricted Funds				
Hospital services Bromley	35,035	1,844	36,879	29,886
Training Fund	-	-	-	-
Total restricted funds	35,035	1,844	36,879	29,886
Unrestricted Funds				
General Fund	-	-	-	-
	-	-	-	-
Total Funds	35,035	1,844	36,879	29,886

5 STAFF COSTS

	Sept 2022	Sept 2021
	£	£
Emoluments of employees:		
Emoluments and expenses of employees	30,279	22,049
	30,279	22,049

Staff costs in the year to September 2021 were lower than expected because of a long-term vacancy, now filled.

During the period ended 30 September 2022 the average number of full time equivalent employees was 1.6 (2021: 1.5). No employees received emoluments in excess of £ 60,000.

6 PENSION SCHEME

The charity operates a defined contributions pension scheme. Contributions payable for the year were charged to the resources expended. One current employee was a member of this scheme during the year. One other employee joined the Pension Scheme in August 2022.

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2022

7 GOVERNANCE COSTS

	Sept 2022	Sept 2021
	£	£
Accountancy fees	336	420
	<u>336</u>	<u>420</u>

8 TANGIBLE FIXED ASSETS

	Office Equipment
	£
Cost	
At 01 October 2021	24,188
Additions	-
At 30 September 2022	<u>24,188</u>
Depreciation	
At 01 October 2021	24,188
Charge for the year	0
At 30 September 2022	<u>24,188</u>
Net book value	
At 30 September 2022	-
At 01 October 2021	-

9 DEBTORS

	Sept 2022	Sept 2021
	£	£
Debtors and prepayments	8,050	8,050

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Sept 2022	Sept 2021
	£	£
Creditors and accruals	336	300

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2022

11 FUNDS

Restricted funds hold amounts received for specific activities and expenditure on those activities is set against those amounts. Unrestricted funds comprise donations and income received for general use of the Charity.

	Balance at 01.10.2021	Transfers	Incoming Resources	Resources Expended	Balance 30.09.2022
	£	£	£	£	£
Restricted funds					
Hospital Advocacy Service	18,755	-	37,571	36,879	19,447
	<u>18,755</u>	<u>-</u>	<u>37,571</u>	<u>36,879</u>	<u>19,447</u>
Unrestricted funds					
General fund	3,479	-	80	-	3,558
	<u>3,479</u>	<u>-</u>	<u>80</u>	<u>-</u>	<u>3,558</u>
Total funds	<u>22,234</u>	<u>-</u>	<u>37,651</u>	<u>36,879</u>	<u>23,006</u>

Further information on the activities undertaken with the resources of each fund is given on page 3.

12 STATUS

The company is limited by guarantee and thus has no share capital. Each of the members has undertaken to contribute the sum of £ 1 in the event of the company being unable to meet its liabilities.

ADVOCACY FIRST

England & Wales - Charity number 1071906

Accounts

Company No: 3613999
Charity No: 1071906

ADVOCACY FIRST
Trustees' Report and Financial Statements
For The Year Ended 30 September 2021

ADVOCACY FIRST

CHARITY INFORMATION

Trustees	Mr I Radnor (Chairperson) Ms A Massey Mr S Shooman Mrs K Marshall Mr C Barber - appointed 4 October 2020 and resigned on 30 April 2021 Mr S Ramdunne - appointed 20 July 2021
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Company number	3613999
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Charity number	1071906
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Charity's office	Kingfisher House 21-23 Elmfield Road Bromley BR1 1LT
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Independent examiner	Mr Clifford Chan ProAccounts UK Unit M228 Trident Business Centre 89 Bickersteth Road LONDON SW17 9SH
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Bankers	CAF Bank Limited Kings Hill West Malling Kent ME19 4TA
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ADVOCACY FIRST

CONTENTS

	PAGE NO
Trustees' Report	3 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance Sheet	7
Notes to the financial statements	8 - 11

ADVOCACY FIRST
Trustees' Report
FOR THE YEAR ENDED 30 SEPTEMBER 2021

The trustees, who act as directors for the purpose of the Companies Act present their annual report and the financial statements for the year ended 30 September 2021. The trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2006, when preparing the annual report and financial statements of the charity.

Company status

The charity is constituted as a company limited by guarantee, and is therefore governed by a Memorandum and Articles of Association.

Objectives and principle of the charity

Advocacy First's team of Advocates and volunteers work in local hospitals with clients who are medically fit for discharge. Our role is to overcome for, and with, the client all non-medical barriers which prevent them going to the home of their choice.

The objective of the charity is to help and support as many of these clients as possible each year.

Statement of trustees' responsibilities

The trustees are required under Charity Law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation; and
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions. 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.

The trustees are also responsible for the contents of the trustees' report and the responsibility of the independent examiner in relation to the trustees' report is limited to the ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

In so far as the trustees are aware:

- a) there is no relevant accounting information of which the independent examiner is unaware; and
- b) the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant accounting

Structure Governance and Management

Advocacy First is a charity registered with the Charity Commission. The management of the charity is the responsibility of the trustees who are elected and co-opted under its constitution. The trustees are independent and receive no remuneration for their involvement.

The trustees oversee the day-to-day operations. The charity employs paid staff and volunteer Advocates.

The trustees are adequately trained and are regularly updated on all relevant issues pertaining to advocacy and trusteeship. Training courses are regularly attended.

Developments, activities and achievements

The year has been operationally very challenging. As a consequence of our Hospitals being full of COVID patients for most of the year, our Advocates have had to work remotely, rather than face-to-face with our clients as is normal.

The targets set by our funders were nevertheless achieved, as a result of exceptional work from our people, but we are very eager to return to full Hospital-based working as soon as it is safe.

Plans for the future

We have strengthened our relationship with the Bromley NHS CCG and continue to explore further opportunities to work with agencies to provide much needed services within the Borough and surrounding areas. We are also looking at other areas of funding and continue with vigorous fundraising and grant applications. Plans are advanced to expand our service into one of the large hospitals in adjacent boroughs to Bromley.

ADVOCACY FIRST
Trustees' Report
FOR THE YEAR ENDED 30 SEPTEMBER 2021

Risk Management

The Trustees actively review the major risks that the charity faces on a regular basis and believe that maintaining and increasing our reserves from the current levels, combined with an annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate any

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued March 2006) and in accordance with the special provisions of Part 15 of the Companies Act 2006

Signed on behalf of the trustees on

I Radnor
Chairperson

ADVOCACY FIRST INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADVOCACY FIRST

We report on the accounts of the charity for the year ended 30 September 2021, which are set out on pages 6 to 11.

Respective responsibilities of the trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 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, no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in

Independent examiner's 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:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met.

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be

Mr Clifford Chan - FCCA
ProAccounts UK
Unit M228 Trident Business Centre
89 Bickersteth Road
London SW17 9SH

.....

Dated:

ADVOCACY FIRST**Statement of financial activities (income and expenditure account)
for the period ended 30 September 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Sept 2021 Total Funds £	Sept 2020 Total Funds £
INCOMING RESOURCES					
<i>Contract Income</i>	2	164	32,200	32,364	32,325
<i>Voluntary Income</i>		-	-	-	
TOTAL INCOMING RESOURCES		164	32,200	32,364	32,325
RESOURCES EXPENDED					
Costs of charitable activities	4	-	29,466	29,466	29,691
Governance costs	7	-	420	420	340
TOTAL RESOURCES EXPENDED		-	29,886	29,886	30,031
Net incoming resources before transfers between funds		164	2,314	2,478	2,293
Gross transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		164	2,314	2,478	2,293
FUNDS AT 01.10.2020		3,314	16,441	19,755	17,462
FUNDS AT 30.09.2021		3,478	18,755	22,233	19,755

The statement of financial statements includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

ADVOCACY FIRST

BALANCE SHEET AS AT 30 SEPTEMBER 2021

	NOTES	Sept 2021		Sept 2020	
		£	£	£	£
Fixed assets					
Tangible fixed assets	[08]		-		-
			-		-
Current assets					
Debtors	[09]	8,050		8,050	
Cash at bank and in hand		14,483		12,005	
		<u>22,533</u>		<u>20,055</u>	
Creditors: amounts falling due within one year	[10]	<u>300</u>		<u>300</u>	
Net current liabilities			22,233		19,755
NET ASSETS			<u>22,233</u>		<u>19,755</u>
FUNDS OF THE CHARITY					
Restricted income funds	[11]		18,755		16,441
Unrestricted income funds	[11]		3,478		3,314
SHAREHOLDERS' FUNDS			<u>22,233</u>		<u>19,755</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 30 September 2021.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and

(b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year, and of its profit and loss for each financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements, which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities effective April 2008.

ON BEHALF OF THE BOARD

.....
Mr I Radnor - Chairperson

Approved by the Board on

1 Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice and Reporting by Charities issued in

Depreciation has been provided to write off the cost of fixed assets on the following rates:

Office Equipment	25% straight line
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Income is recorded as receivable whenever the amount is known, otherwise it is recorded on a cash received basis

Grants receivable are credited to income for the period for which they are given. Grants received in respect of future periods are treated as deferred income.

Expenditure is taken into account when it is incurred.

Support costs are allocated to the charitable activities of the charity based on the estimated use of the support facilities as assessed by the Trustees.

Governance costs are those costs which relate to the general running of the Charity as opposed to those

2 CONTRACT INCOME

	Sept 2021	Sept 2020
	£	£
Grants		
South-East London Clinical Commissioning Group - CCG	32,200	32,200
Total grants for the year	<u>32,200</u>	<u>32,200</u>
Donations & Fundraising		
During the year the following donations and fundraising were received		
to restricted funds	-	-
to unrestricted funds	164	125
Total donations for the year	<u>164</u>	<u>125</u>
TOTAL VOLUNTARY INCOME		
to restricted funds	32,200	32,200
to unrestricted funds	164	125
	<u>32,364</u>	<u>32,325</u>

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2021

3 INVESTMENT INCOME

	Sept 2021	Sept 2020
	£	£
During the year interest was received on unrestricted funds	-	-
	-	-

4 TOTAL RESOURCES EXPENDED

	Direct activities	Management costs	Sept 2021 Total	Sept 2020 Total
	£	£	£	£
Restricted Funds				
Hospital services Bromley	28,392	1,494	29,886	30,031
Training Fund	-	-	-	-
Total restricted funds	28,392	1,494	29,886	30,031
Unrestricted Funds				
General Fund	-	-	-	-
	-	-	-	-
Total Funds	28,392	1,494	29,886	30,031

5 STAFF COSTS

	Sept 2021	Sept 2020
	£	£
Emoluments of employees:		
Emoluments and expenses of employees	22,049	22,491
	22,049	22,491

During the period ended 30 September 2021 the average number of full time equivalent employees was 1.5 (2020: 1.5). No employees received emoluments in excess of £ 60,000.

6 PENSION SCHEME

The charity operates a defined contributions pension scheme. Contributions payable for the year were charged to the resources expended. One current employee was a member of this scheme during the year.

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2021

7 GOVERNANCE COSTS

	Sept 2021	Sept 2020
	£	£
Accountancy fees	420	300
Hall rental	-	-
Seminars	-	-
Subscriptions	-	-
Other costs	-	40
	<u>420</u>	<u>340</u>

8 TANGIBLE FIXED ASSETS

	Office Equipment
	£
Cost	
At 01 October 2020	24,188
Additions	-
At 30 September 2021	<u>24,188</u>
Depreciation	
At 01 October 2020	24,188
Charge for the year	0
At 30 September 2021	<u>24,188</u>
Net book value	
At 30 September 2021	-
At 01 October 2020	-

9 DEBTORS

	Sept 2021	Sept 2020
	£	£
Debtors and prepayments	<u>8,050</u>	<u>8,050</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Sept 2021	Sept 2020
	£	£
Creditors and accruals	<u>300</u>	<u>300</u>

ADVOCACY FIRST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For The Year Ended 30 September 2021

11 FUNDS

Restricted funds hold amounts received for specific activities and expenditure on those activities is set against those amounts. Unrestricted funds comprise donations and income received for general use of the Charity.

	Balance at 01.10.2020	Transfers	Incoming Resources	Resources Expended	Balance 30.09.2021
	£	£	£	£	£
Restricted funds					
Hospital Advocacy Service	16,441	-	32,200	29,886	18,755
	<u>16,441</u>	<u>-</u>	<u>32,200</u>	<u>29,886</u>	<u>18,755</u>
Unrestricted funds					
General fund	3,314	-	164	-	3,478
	<u>3,314</u>	<u>-</u>	<u>164</u>	<u>-</u>	<u>3,478</u>
Total funds	<u>19,755</u>	<u>-</u>	<u>32,364</u>	<u>29,886</u>	<u>22,233</u>

Further information on the activities undertaken with the resources of each fund is given on page 3.

12 STATUS

The company is limited by guarantee and thus has no share capital. Each of the members has undertaken to contribute the sum of £ 1 in the event of the company being unable to meet its liabilities.