

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

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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

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Mr I Radnor - Chairperson

Approved by the Board on

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

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

2 CONTRACT INCOME

	Sept 2021	Sept 2020
	£	£
Grants		
South-East London Clinical Commissioning Group - CCG	32,200	32,200
Total grants for the year	32,200	32,200
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	164	125
TOTAL VOLUNTARY INCOME		
to restricted funds	32,200	32,200
to unrestricted funds	164	125
	32,364	32,325

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
	16,441	-	32,200	29,886	18,755
Unrestricted funds					
General fund	3,314	-	164	-	3,478
Total funds	19,755	-	32,364	29,886	22,233

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.