

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

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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.

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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

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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	
		<u>23,342</u>		<u>22,534</u>	
Creditors: amounts falling due within one year	[10]	<u>336</u>		<u>300</u>	
Net current liabilities			23,006		22,234
NET ASSETS			<u>23,006</u>		<u>22,234</u>
FUNDS OF THE CHARITY					
Restricted income funds	[11]		19,447		18,755
Unrestricted income funds	[11]		3,558		3,479
SHAREHOLDERS' FUNDS			<u>23,006</u>		<u>22,234</u>

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

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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 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	<u>37,571</u>	<u>32,200</u>
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	<u>80</u>	<u>164</u>
TOTAL VOLUNTARY INCOME		
to restricted funds	37,571	32,200
to unrestricted funds	80	164
	<u>37,651</u>	<u>32,364</u>

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.