

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

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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.

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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

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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

		Sept 2023		Sept 2022	
		£	£	£	£
NOTES					
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			21,545		23,006

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

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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 2023

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.

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	52,663	37,571
Donations & Fundraising		
During the year the following donations and fundraising were received		
to restricted funds	-	-
to unrestricted funds	-	80
Total donations for the year	-	80
TOTAL VOLUNTARY INCOME		
to restricted funds	52,663	37,571
to unrestricted funds	-	80
	52,663	37,651

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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
	<u>19,447</u>	<u>-</u>	<u>52,663</u>	<u>54,125</u>	<u>17,986</u>
Unrestricted funds					
General fund	3,559	-	-	-	3,559
	<u>3,559</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,559</u>
Total funds	<u>23,006</u>	<u>-</u>	<u>52,663</u>	<u>54,125</u>	<u>21,545</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.