

Company No: 3613999  
Charity No: 1071906

**ADVOCACY FIRST**  
**Trustees' Report and Financial Statements**  
**For The Year Ended 30 September 2025**

## ADVOCACY FIRST

### CHARITY INFORMATION

<b>Trustees</b>	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
<b>Company number</b>	3613999
<b>Charity number</b>	1071906
<b>Charity's office</b>	Kingfisher House 21-23 Elmfield Road Bromley BR1 1LT
<b>Independent examiner</b>	Mr Clifford Chan ProAccounts UK Unit M302 Trident Business Centre 89 Bickersteth Road LONDON SW17 9SH
<b>Bankers - from April 2022</b>	Metro Bank 72-76 High Street Bromley Kent BR1 1EG

## **ADVOCACY FIRST**

### **CONTENTS**

	<b>PAGE NO</b>
<b>Trustees' Report</b>	3 - 4
<b>Independent examiner's report</b>	5
<b>Statement of financial activities</b>	6
<b>Balance Sheet</b>	7
<b>Notes to the financial statements</b>	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 £
<b>INCOMING RESOURCES</b>					
<i>Contract Income</i>	2	60	52,846	52,906	66,682
<i>Voluntary Income</i>		-	-	-	
<b>TOTAL INCOMING RESOURCES</b>		<b>60</b>	<b>52,846</b>	<b>52,906</b>	<b>66,682</b>
<b>RESOURCES EXPENDED</b>					
Costs of charitable activities	4	-	56,594	56,594	59,166
Governance costs	7	-	384	384	842
<b>TOTAL RESOURCES EXPENDED</b>		<b>-</b>	<b>56,978</b>	<b>56,978</b>	<b>60,008</b>
<b>Net incoming resources before transfers between funds</b>		<b>60</b>	<b>(4,132)</b>	<b>(4,072)</b>	<b>6,674</b>
Gross transfers between funds		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>60</b>	<b>(4,132)</b>	<b>(4,072)</b>	<b>6,674</b>
<b>FUNDS AT 01.10.2024</b>		<b>3,641</b>	<b>24,578</b>	<b>28,219</b>	<b>21,545</b>
<b>FUNDS AT 30.09.2025</b>		<b>3,701</b>	<b>20,446</b>	<b>24,147</b>	<b>28,219</b>

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

## 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 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.

	Sept 2025	Sept 2024
	£	£
<b>Grants</b>		
South-East London Integrated Care Network (ICN)	52,846	66,600
<b>Total grants for the year</b>	<u>52,846</u>	<u>66,600</u>
<b>Donations &amp; Fundraising</b>		
During the year the following donations and fundraising were received		
to restricted funds	-	-
to unrestricted funds	60	82
<b>Total donations for the year</b>	<u>60</u>	<u>82</u>
<b>TOTAL VOLUNTARY INCOME</b>		
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
	£	£	£	£
<b>Restricted Funds</b>				
Hospital services Bromley	54,129	2,849	56,978	60,008
Total restricted funds	54,129	2,849	56,978	60,008
<b>Unrestricted Funds</b>				
General Fund	-	-	-	-
	-	-	-	-
<b>Total Funds</b>	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**

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

**8 TANGIBLE FIXED ASSETS**

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

**9 DEBTORS**

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

**10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>Sept 2025</b>	<b>Sept 2024</b>
	<b>£</b>	<b>£</b>
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.

	<b>Balance at 01.10.2024</b>	<b>Transfers</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Balance 30.09.2025</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Restricted funds</b>					
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>
<b>Unrestricted funds</b>					
General fund	3,641	-	60	-	3,701
	<u>3,641</u>	<u>-</u>	<u>60</u>	<u>-</u>	<u>3,701</u>
<b>Total funds</b>	<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.