

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)



Charity Registration No. 1082961

Company Registration No. 3942462 (England and Wales)

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE

(A Company Limited by Guarantee having no share capital)

TRUSTEES' REPORT AND ACCOUNTS

Year ended 31 March 2022

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:	Mr P Anthony	Vice Chairman (acting Chair) (resigned 26 September 2022)
	Mr N Parker	
	Mrs M Hanlon	(acting Chair from 21 October 2022)
	Mr D Smith	Resigned 28 March 2022
	Mr Z Hussein	Resigned 28 September 2022
	Chris Bain	Appointed 28 June 2021
	Rob Taylor	Appointed 22 September 2022
	Adam Britten	Appointed 18 October 2022
Secretary:	Ms A White	
Patron:	Hon Jeremy Wright KC, MP	
Senior Management Team	Mr S Cottingham	Chief Executive Officer (appointment ceased 2 December 2022)
	Ms C Evans	Head of Finance & Appointee Service (resigned 9 July 2021)
	Mr M Lee	Operations Manager
Charlty number:	1082961	
Company number:	3942462	
Principal address:	Independent Advocacy Avenue R Stoneleigh Park Warwickshire CV8 2LG	Moved to: - 4 - 6 Congreve Walk Bedworth CV12 8LY In December 2021
Auditors:	Harrison Beale & Owen Limited Highdown House Leamington Spa CV31 1XT	
Bankers:	Barclays Bank plc 48/50 The Parade Leamington Spa CV32 4DD	

**WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)**

Solicitors:

Wright Hassall
Olympus Avenue
Warwickshire
C34 6BF

Lodders Solicitors
Number Ten Elm Court
Arden Street
Stratford upon Avon
Warwickshire
CV37 6PA

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)

CONTENTS

	Page
Introduction <i>Our purposes, structure, governance and management of our organisation</i>	5
Acting Chair's review of the year, Trustees' report	6-11
Statement of Trustees' responsibilities	12
Independent Examiners' report	13
Statement of financial activities	14
Balance sheet	15
Statement of cash flows	16
Notes to the accounts	17

**WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)**

Introduction

The Trustees are pleased to present their annual report and accounts for the year ending 31 March 2022. These have been prepared to meet the requirements for a Directors' report and accounts for the purposes of the Companies Acts.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Financial Reporting Standard came into effect from 1 January 2019.

Our purposes

The Objects of the Company are set out in its Memorandum of Association. The Objects for which the Company is established are to be effected within the United Kingdom ("The area of Benefit") and are to promote the relief of persons residing in the Area of Benefit, being persons in need of such relief by reasons of age, illness, physical disability, sensory disability, mental distress, learning disabilities or other disadvantages by developing, supporting, promoting and providing a variety of advocacy, representation, appointee and other services to such people to enable them to manage their affairs in a way which will improve their overall quality of life and to promote such other charitable purposes as may be beneficial to such persons.

Detail is provided in this report on the ways in which the Charity has supported the achievement of its purposes through varied activities during the financial year. Having reviewed the level of public benefit and social impact provided by the Charity as identified in these Objects and Activities during the year the trustees are satisfied that the Charity meets the conditions set out in the guidance provided by the Charity Commission.

Structure, governance and management of the organisation

Warwickshire Independent Advocacy Alliance (the Company) is a company limited by guarantee, formed in March 2000, adopted by Special Resolution in January 2001 and by way of Written Resolution in June 2011. The Company is a registered charity, governed by its Memorandum and Articles of Association.

The Board of Trustees administers the charity. The Board has been meeting monthly throughout the year whilst our trustee numbers have not been sufficient for the normal bi-monthly meetings, and the normal work of subcommittees covering Human Resources, and Finance and Audit which previously met bi-monthly, has been handled at the board meetings. A Chief Executive is appointed by the Trustees to manage the day-to-day operations of the Charity. To facilitate effective operations the Chief Executive chairs a Management Group and has delegated authority, within the terms of delegation approved by the Trustees, for operational matters including finance and human resources.

Acting Chair, Madelaine Hanlon's review of the year and Trustees' report

This year the Annual Report and Accounts continue to reflect the impact of the Covid pandemic on delivery of our work and on our finances, as well as the turbulent changes in the social care sector. The Trustees continue to support the Chief Executive to make our charity become increasingly community focused to meet client needs and by investing in enabling and encouraging our team to work from home. The reduction in funding opportunities due to the pandemic has meant further focus on cost control and reduction. We have used our reserves this year to continue to invest in fundraising and changing the organisation to be more flexible for the future.

Highlights during the year include the following: -

Outputs and Outcomes

During the year we directly supported over 700 people across Warwickshire, Solihull and Coventry and indirectly over 2,000 people, professionals and organisations.

Our work and the individual outcomes we achieve for people we work with cover income and financial inclusion, mental health and physical well-being, maintaining employment through timely support and helping people connect to their community.

Strategic move to be community based

Following the loss of contracts three years ago, the whole team and Trustees have supported our CEO's lead to transform IA to become a charity with a much larger proportion of finance from fundraising and a strategic focus on becoming community-based. That means that we work closely with members of our target communities to help them to help themselves in ways that they determine rather than being an organisation solely delivering work contracted by public authorities. Many aspects of this strategic change had to be put on hold due to the pandemic and focus shifted to supporting our clients while working from home and continuing our charitable aims, despite the severe disruption and rapid change caused by the pandemic.

Our planned move to Bedworth in a repurposed shop is a major example of our strategic move. This had to be put on hold due to the impact of Covid 19 but we were able to complete the move in December 2021.

Advocacy Hub

There are many people whose individual circumstances preclude them from being able to take part fully in important discussions that they themselves are the subject of. Disability and cognitive impairment in particular, present barriers to understanding and engaging with the, often complicated, processes that can result in life changing consequences. Our advocacy service aims to support each individual to exercise as much control over their lives as possible. We worked with 526 people in our advocacy services during the year.

Independent Advocacy is partnered with Solihull Action through Advocacy to deliver "Solihull First Advocacy" from 2019 until 2026. We deliver the following Statutory Advocacy Services in Solihull:

- *Statutory IMHA services under the Mental Health Act 2007.* We have been operating this since 2009.
- *Community Peer Support.* We provide mental well-being "peer support groups" These peer support groups will be assisting individuals with their own support

**WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)**

planning (so they can go on to support others) and in building confidence and community inclusion.

- *Care Act Advocacy contract for Mental Health Service users.* We provide assessment support and review referrals from Mental Health Social Workers as per the guidelines under the use of Independent Advocacy in the Care Act 2014.
- *NHS Complaints Advocacy.* Support for people to raise concerns they may have about their treatment, or that of a family member, through the NHS complaints procedure. The aim is for speedy local resolution. Assistance can be given in referring complaints to the Ombudsman.
- *IMCA - Independent Mental Capacity Advocates* work with clients where a decision needs to be made around long-term accommodation or serious medical treatment but a client lacks the capacity to do so.

As well as our statutory work in Solihull we also deliver the following advocacy in both Solihull and further afield:

- *Community Deprivation of Liberty Orders (DOLS)* - Advocates work with clients who are living in the community who are subject to restrictions around their ability to leave their accommodation unaccompanied due to concerns about their capacity.
- *Relevant paid representative* - These advocates work with clients who are in a care or nursing home. They visit the client and liaise with their care providers to ensure that their liberty is not being overly restricted.
- *Parental (Child protection advocacy)* - Advocates work with clients who are involved in the child protection process. They attend meetings with or on behalf of clients including court hearings. Our advocates also liaise with social workers to help clients express their wishes and feelings and understand their rights. This is funded by spot purchase and is not restricted to a geographic area.
- *Private advocacy* - We occasionally get requests from individuals who cannot access advocacy from other sources to attend meetings or undertake work for them as spot purchase. This service is not limited to a geographic area.
- *Nearest relative* - The nearest relative is a person or organisation who has certain responsibilities and powers if you are detained in hospital under the Mental Health Act. These include the right to information and to discharge in some situations.

Money Hub

The Money Hub provided a Corporate Appointee Service and Support Service for people within Warwickshire, Solihull, Coventry and Lincolnshire throughout the year. The Hub further developed the reporting and analysis work, which is now providing an extensive range of data on the operation and achievements of our charity.

Corporate Appointee means that we are authorised by the Department for Work and Pensions to manage benefits on behalf of people who do not have the capacity to do so themselves. The service protects people's benefits and ensures that they are able to spend them as they wish within a set budget and also guards against financial abuse. During the year our Corporate Appointee service worked with 208 clients, safeguarding their benefits and managing their finances.

**WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)**

Community Hub

Work with Orbit Housing:

Following the work last year with Orbit (the landlord of several ex local authority housing estates), our team extended the involvement successfully to improve provision for households. Lockdown affected the ability to deliver and so much work was put on hold during the year.

Bedworth Community Corner:

The Board approved the proposed major change to become community based via a move to a repurposed shop in Bedworth. Lockdown meant that these proposals were put on hold in 2020. However, the move to be community-based and close to clients (rather than the previous remote site at the National Agricultural Centre) was finally achieved in December 2021.

Governance

Recruitment and appointment of Board of Trustees

The Directors of the Company are also Charity Trustees for the purpose of Charity Law and under the Company's Articles are also members of the Company. Under the requirements of the Memorandum and Articles of Association at each Annual General Meeting one third of directors stand down on a rotation basis after which they can be re-elected. The Board of Trustees seek to ensure that representation on the Board covers adult disability groups and a broad mix of skills to provide financial, corporate and social care experience.

The Trustees, who are also the directors for the purpose of company law, who served during the year, were:

P Anthony- Vice Chairman and acting Chair – resigned 26 September 2022
N Parker
M Hanlon
D Smith –resigned 28 March 2022
Z Hussein – resigned 28 September 2022
C Bain – 28 June 2021

Due to the Covid 19 pandemic and its aftermath, a new chairman and new trustees were difficult to recruit and Paul Anthony continued as acting Chair. Throughout the year, board meetings have been by video conference and are monthly so that the meetings also cover the work done previously by sub-committees.

Trustees' development

New Trustees attend a series of meetings to familiarise themselves with the work of the charity and meet key staff. Initial induction meetings include information sessions with the Vice Chairman and the Chief Executive and reflect upon the governance responsibility of the Charity and Codes of Practice. Governance training is also provided to new Trustees. New Trustees receive an induction pack containing governing documents, purpose and mission, structure chart, strategic plan, role description, contact details in addition to good practice publications issued by the Charity Commission. New Trustees also meet with key staff to learn in more detail about the services the charity delivers.

**WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)**

The Board of Trustees usually meet annually at a Board Away day. This is to review the performance of the Board and its sub-committees, its strengths and development needs and recruitment and succession issues. This meeting also reviews the strategic direction of the organisation and informs the development and updating of the Charity's Business Plan. This has been postponed due to Covid 19 and until a new Chair is in position.

Trustees are briefed by staff members on the work they do by briefings at Board meetings, which ensures that Trustees are kept up-to-date with the charity's work.

Risk Management

The Board of Trustees has undertaken a review of the major risks to which the charity is exposed. A Risk Register has been established and is formally reviewed by the Board annually or if there are material changes in the charity's operating environment. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. The Board of Trustees and Senior Management Team explore significant external risks to the organisation and its development plans through a business planning process and preparation of a Strategic Business Plan reviewed annually. A key focus within the Strategic Plan is to diversify income streams and ensure our human resources development plans deliver the people skills the organisation needs to grow and continuously improve the quality of our offer to our service users and partners.

Systems of internal control and delegated authority are in place with robust procedures for authorisation of all transactions. The organisation ensures that policies and procedures are in place and that training is delivered to ensure compliance with health and safety of staff, volunteers and clients. All procedures and policies are reviewed regularly to ensure they continue to reflect best practice and remain relevant.

Quality Assurance

In addition to using the QPM for quality in Advocacy Services, Service User feedback is a key part of our quality assurance and the Charity is further developing opportunities for service user engagement.

Financial Review

The Company made a deficit of £51,514 in the financial year – a slight increase in comparison to last year's deficit of £48,580.

Warwickshire Independent Advocacy again showed a deficit in operations during this financial year due to investment in changes to become sustainable in the longer term and due to the difficulty in securing grant income. The board continues to monitor finances very closely and retain our designated reserves to a prudent level.

Several members of staff have agreed to reduce their hours to help sustain the charity during this difficult period and the Board offer their thanks and appreciation for these sacrifices.

**WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)**

Principal Funding Sources

The principal funding sources are Solihull Metropolitan Borough Council, Warwickshire County Council, Coventry City Council and Orbit. We have a range of smaller funds from various trusts, individuals and events.

Reserves Policy

The Trustees have reviewed their Reserves policy during the year. The Policy has been set to ensure:

- Reserves are maintained at a level, which ensures our company core activity could continue during a period of unforeseen difficulty by retaining funds to cover our long-term liabilities and enable six months operation at reduced running costs.
- Maintain a proportion of reserves in a readily realisable form to meet liabilities including redundancy payments and commitments to staff, partners and creditors should the charity cease to operate.

The calculation of the required level of reserves takes into account:

- Risks associated with each stream of income and expenditure being different from budget.
- Planned level of activity and the organisation's commitments.
- The expectation that several members of staff would be subject to TUPE if IA were to be closed down.

To cover the above the planned level set aside as designated reserves is £95,115 (£115,115 in 2021).

Investment Policy

The Trustees have wide powers of investment. The investment policy of the Trustees is to protect all capital sums held by prudent investment. Consequently, surplus funds are normally held as short-term deposits in the money market with the Charity's bank or invested in term deposit accounts.

Funds held on behalf of others

Warwickshire Independent Advocacy Alliance has custody of £2,761,971 (2021: £2,863,744) being held on behalf of Appointeeship clients. These funds are held in a designated client account, and do not form part of the Charity's assets.

Fundraising Policy

Warwickshire Independent Advocacy Alliance actively fundraises for its work. We currently have some staff time dedicated to this. -We do not envisage substantially using third party suppliers but we are involving volunteers.

**WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)**

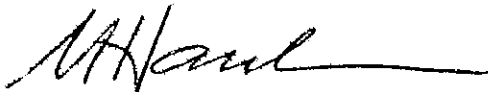
Key Management Compensation

Warwickshire Independent Advocacy Alliance has an HR Committee comprising Trustees and Senior Management staff who oversee the pay structure. NJC/SCP pay scales are used for the remuneration of all staff, except the CEO.

Data Protection

Warwickshire Independent Advocacy Alliance takes data protection very seriously. We have a clear Privacy Policy, Data Protection Policy, Confidentiality Policy and Data Processing Statement. We already use Charity Log, a Cloud-based secure case management system for all our client records.

Approved by the Board of Trustees and signed on its behalf by:



**Madeleine Hanlon
Acting Chair of the Board**

Dated: 31 January 2023

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by order of the board of trustees on 31 January 2023 and signed on its behalf by:



Madelaine Hanlon
Trustee

Independent Examiner's Report to the Trustees of Warwickshire Independent Advocacy Alliance

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on the following pages.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Gregg Olnor ACA

Harrison Beale & Owen Limited
Seven Stars House
1 Wheeler Road
Coventry
CV3 4LB

31 January 2023

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>2022</u> <u>£</u>	<u>Total</u> <u>2021</u> <u>£</u>
<u>Income</u>					
Donations, Legacies & Grants	2	521	-	521	66
Investment income	3	-	-	-	1,452
		521	-	521	1,518
Income from Charitable Activities	4	82,142	256,942	339,084	335,982
Total Income		82,663	256,942	339,605	337,500
<u>Expenditure</u>	5				
Expenditure on Charitable Activities					
Community & Learning Hub		-	67,328	67,328	56,546
Advocacy Hub		14,949	114,728	129,675	141,788
Money Hub		40,247	74,888	115,135	119,298
Governance Hub		78,981	-	78,981	68,448
Total Expenditure on Charitable Activities		134,177	256,942	391,119	386,080
Net Incoming Resources before Transfers		(51,514)	-	(51,514)	(48,580)
Net Movement In Funds		(51,514)	-	(51,514)	(48,580)
Fund Balances 1st April 2021		151,472	-	151,472	200,052
Fund Balances at 31st March 2022		99,958	-	99,958	151,472

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
BALANCE SHEET
AS AT 31ST MARCH 2022

	<u>Notes</u>	<u>2022</u>	<u>2021</u>
		£	£
Fixed Assets			
Tangible assets	11	3,437	9,149
Current Assets			
Debtors	12	47,850	34,163
Cash at bank and In hand	13	72,573	139,247
		<hr/>	<hr/>
		120,423	173,410
Creditors : amounts falling due within one year	14	(23,902)	(31,087)
		<hr/>	<hr/>
Net Current Assets		96,521	142,323
		<hr/>	<hr/>
Total Assets less Current Liabilities		99,958	151,472
		<hr/>	<hr/>
Net Assets		99,958	151,472
		<hr/>	<hr/>
Funds of the Charity			
Unrestricted funds:			
Designated	16	95,115	115,115
Other charitable funds		4,843	36,357
		<hr/>	<hr/>
Total Charity Funds		99,958	151,472
		<hr/>	<hr/>

For the year ending 31 March 2022 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 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 Sections 386 and 387 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 or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company. The notes on pages 19 to 26 form part of these accounts.

The accounts were approved by the Board on 31 January 2023

.....
Madelaine Hanlon
Trustee

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST MARCH 2022

	<u>Notes</u>	<u>2022</u> £	<u>2021</u> £
Cash (used in) / Provided by Operating Activities	21	(65,307)	(32,803)
Cash Flows from Investing Activities			
Interest Income		-	1,452
Purchase of Tangible Fixed Assets		(1,367)	(9,734)
Cash used in Investing Activities		(1,367)	(8,282)
Increase (Decrease) in Cash & Cash Equivalents in the Year		(66,674)	(41,085)
Cash & Cash Equivalents at the Beginning of the Year		139,247	180,332
Total Cash & Cash Equivalents at the End of the Year		72,573	139,247

Cash & Cash Equivalents

The amounts disclosed in the Cash Flow Statement in respect of the cash and cash equivalents are in respect of these Balance Sheet amounts :

Year ended 31 March 2022	31.3.22	1.4.21
	£	£
Cash & Cash equivalents	<u>72,573</u>	<u>139,247</u>
Year ended 31 March 2021	31.3.21	01.04.20
Cash & Cash equivalents	<u>139,247</u>	<u>180,332</u>

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2022

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Warwickshire Independent Advocacy Alliance meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

1.2 Incoming Resources

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable accuracy. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts. Investment income is included when received.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

For legacies, entitlement is taken as the earlier of:

- a) the date on which the charity is aware that probate has been granted;
- b) the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made; or
- c) when a distribution is received from the estate.

Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

1.3 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources. Premises and office costs have been allocated on a basis of usage. Costs of generating funds comprise the costs associated with attracting voluntary income. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and the costs linked to the strategic management of the charity.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Items less than £500 are not capitalised. Depreciation is provided at rates calculated on a straight line basis to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	4 years
IT Infrastructure	Written off over the remaining term of the lease

1.5 Pensions

The company operates defined pension contribution schemes. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. Contributions payable of £7,834 for the year have been charged in the statement of financial activities (2021: £7,856). The amount outstanding at the year end was £1,657 (2021: £1,719). An auto-enrolment pension scheme was set up in August 2015.

1.6 Fund Accounting

General funds are unrestricted funds, which are available for the use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds have been designated by the trustees for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds is charged against the specific funds.

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2022

1.7 Operating Leases

Rentals are payable in respect of the operating leases where substantially all the benefits and risks of ownership remain with the lessor were charged to Statement of Financial Activities as incurred.

1.8 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

1.9 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total 2022 £	2021 £
2 Income from Donations, Legacies & Grants				
Donations and Gifts	521	-	521	66
	521	-	521	66

The income from donations and legacies was £521 (2021: £66) of which £nil was restricted (2021: £nil).

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total 2022 £	2021 £
3 Investment Income				
Interest received	-	-	-	1,452

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total 2022 £	2021 £
4 Income from Charitable Activities				
Community & Learning Hub	2,405	67,328	69,733	56,546
Advocacy Hub	24,382	114,726	139,108	132,366
Money Hub	54,439	74,888	129,327	140,184
Fundraising	916	-	916	6,886
	82,142	256,942	339,084	335,982

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2022

5	Total Expenditure	<u>Staff Costs</u> £	<u>Other Costs</u> £	<u>Total 2022</u> £	<u>Total 2021</u> £
	Expenditure on Charitable Activities				
	<u>Community & Learning Hub</u>				
	Activities undertaken directly	49,972	1,870	51,842	54,894
	Support costs	-	354	354	1,652
	Total Community & Learning Hub	49,972	2,224	52,196	56,546
	<u>Advocacy Hub</u>				
	Activities undertaken directly	119,837	5,599	125,436	139,184
	Support costs	-	150	150	2,804
	Total Advocacy Hub	119,837	5,749	125,586	141,788
	<u>Money Hub</u>				
	Activities undertaken directly	104,685	3,239	107,924	117,430
	Support costs	-	-	-	1,868
	Total Money Hub	104,685	3,239	107,924	119,298
	<u>Governance Hub</u>				
	Activities undertaken directly	9,279	1,922	11,201	10,358
	Support costs	-	94,212	94,212	58,090
	Total Governance Hub	9,279	96,134	105,413	68,448
	TOTAL EXPENDITURE	283,773	107,348	391,119	386,080

100% of Community & Learning Hub expenditure, 88.47% of Advocacy Hub expenditure and 65.0% of Money Hub expenditure relates to Restricted Funds.

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2022

6 Activities Undertaken Directly

	<u>2022</u> £	<u>2021</u> £
<u>Community & Learning Hub</u>		
Other costs comprise :-		
Travel , Training & Recruitment	1,734	296
Volunteer expenses	136	-
	<hr/> 1,870	<hr/> 296
	<hr/>	<hr/>
<u>Advocacy Hub</u>		
Other costs comprise :-		
Travel , Training & Recruitment	5,599	8,284
	<hr/> 5,599	<hr/> 8,284
	<hr/>	<hr/>
<u>Money Hub</u>		
Other costs comprise :-		
Travel , Training & Recruitment	3,239	1,383
Client burial plot	-	1,700
	<hr/> 3,239	<hr/> 3,083
	<hr/>	<hr/>
<u>Governance Hub</u>		
Other costs comprise :-		
Travel , Training & Recruitment	1,922	236
	<hr/> 1,922	<hr/> 236
	<hr/>	<hr/>

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2022

7 Support Costs	<u>Community & Learning Hub</u>	<u>Advocacy Hub</u>	<u>Money Hub</u>	<u>Governance Hub</u>	<u>Total 2022</u> £	<u>Total 2021</u> £
Premises Costs	171	150	-	29,847	30,168	28,547
Office Costs	183	-	-	34,896	35,079	40,592
Governance Costs	-	-	-	29,469	29,469	(2,925)
	354	150	-	94,212	94,716	64,214

Governance Costs consist of :	<u>2022</u> £	<u>2021</u> £
Auditors/Independent Examiners' Remuneration	3,516	3,600
Legal & Professional Fees	22,716	(10,000)
Trustees Meetings	-	-
Bank Charges	(1,015)	106
Subscriptions	1,518	2,320
Web site	840	628
Fundraising Costs	1,894	421
	29,469	(2,925)

8 Trustees

No Trustee received remuneration or expenses during the year ended 31st March 2022 (2021 : nil).

9 Number of Employees

The average monthly number of employees (including part time) during the year was:

	<u>2022</u>	<u>2021</u>
Office	3	3
Charitable Activities	9	10
	12	13

10 Employment Costs

	<u>2022</u> £	<u>2021</u> £
Wages & Salaries	259,232	277,767
Social Security Costs	18,907	19,106
Other pension Costs	7,634	7,956
Compensation Payment	-	5,138
	283,773	309,967

There were no employees whose remuneration was £60,000 or more. The key management personnel are considered to be the CEO, Head of Finance & Operations manager. The employee benefits totalled £46,293 (2021: £59,018).

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2022

11 Tangible Fixed Assets

	Fixtures, Fittings & Equipment £
Cost	
At 1st April 2021	35,688
Additions	1,367
Transfer	(500)
Disposals	-
At 31st March 2022	36,555
Depreciation	
At 1st April 2021	28,539
Charge for the Year	7,078
Transfer	(499)
Disposals	-
At 31st March 2022	33,118
Net book value	
At 31st March 2022	3,437
At 31st March 2021	9,149

12 Debtors

	2022 £	2021 £
Trade Debtors	21,347	10,186
Prepayments and Accrued Income	26,503	23,977
	47,850	34,163

13 Cash at Bank and In Hand

	2022 £	2021 £
WIAA Funds	72,573	139,247

Warwickshire Independent Advocacy Alliance has custody of £2,761,971 (2021: £2,663,744) being held on behalf of Appointeeship clients. These funds are held in a designated client account, and do not form part of the Charity's assets.

14 Creditors : Amounts falling due within one year

	2022 £	2021 £
Trade Creditors	3,293	2,576
Taxes and Social Security Costs	6,170	1,719
Accruals and Deferred Income	14,439	26,792
	23,902	31,087

15 Deferred Income

	2022 £	2021 £
Balance as at 1st April 2021	17,776	148,307
Amount Released in the Year	(17,776)	(144,807)
Amount Deferred in the Year	5,288	14,276
Balance as at 31st March 2022	5,288	17,776

This deferred income relates to contract income received in advance of delivering the service.

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2022

16 Designated Funds	<u>Balance at 1 April 2021</u>	<u>Incoming Resources</u>	<u>Resources expended</u>	<u>Transfers</u>	<u>Balance at 31 March 2022</u>
	£	£	£	£	£
Redundancy & Office Running Costs	108,115	-	-	(20,000)	88,115
Disaster Recovery	6,000	-	-	-	6,000
	115,115	-	-	(20,000)	95,115

Included within the unrestricted funds is £89,115 which has been designated by the Trustees to meet any future redundancy costs and to cover any office running costs. The Trustees consider that these are necessary in view of the uncertain nature of the funding of the Charity.

Designated funds totalling £95,115 are included within net current assets.

17 Restricted Funds	<u>Balance at 1 April 2021</u>	<u>Incoming Resources</u>	<u>Resources expended</u>	<u>Transfers</u>	<u>Balance at 31 March 2022</u>
	£	£	£	£	£
Solihull First Advocacy	-	143,302	143,302	-	-
Camino Healthcare	-	30	30	-	-
Warwickshire County Council Appointee	-	74,888	74,888	-	-
Orbit Group	-	18,887	18,887	-	-
Heart of England	-	7,589	7,589	-	-
TAB Training	-	190	190	-	-
Sheldon Trust	-	3,778	3,778	-	-
Leamington Town Trust	-	1,000	1,000	-	-
29th May 1981	-	5,000	5,000	-	-
Financial Literacy	-	2,500	2,500	-	-
Warwick	-	798	798	-	-
Consultancy	-	1,000	1,000	-	-
	-	258,942	258,942	-	-

Solihull First Advocacy (including a Volunteer coordination element run through our Community Innovation and Learning Hub)- an advocacy service for residents in Solihull in partnership with Solihull Action through Advocacy.

Camino Healthcare - providing Independent advocacy in care homes in the West Midlands.

Warwickshire County Council Appointee - a corporate appointee service for Warwickshire residents.

Orbit Group - providing community organising and development for residents of Tanyard Farm , Coventry.

Awards for All - supporting the work of the Community Hub including development of online TAB training, online networks and Community Circles.

Edward Gosling - development of Community Circles in Bedworth.

Heart of England - development of Community Circles in Bedworth.

TAB Training - providing training and mentoring services.

Sheldon Trust - provision of Independent advocacy services.

Leamington Town Trust - provision of Independent advocacy services.

29th May 1981 - provision of Independent advocacy services.

Financial Literacy - provision of Independent advocacy services.

Warwick - provision of Independent advocacy services.

Consultancy - provision of Independent advocacy services.

18 Unrestricted Funds	<u>Balance at 1 April 2021</u>	<u>Incoming Resources</u>	<u>Resources expended</u>	<u>Transfers</u>	<u>Balance at 31 March 2021</u>
	£	£	£	£	£
General Funds	36,357	82,683	134,177	20,000	4,843

General funds totalling £3,437 are included within fixed assets and the remaining £1,408 are included within net current assets.

WARWICKSHIRE INDEPENDENT ADVOCACY ALLIANCE
(A COMPANY LIMITED BY GUARANTEE HAVING NO SHARE CAPITAL)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2022

19 Commitments under Operating Leases

At 31st March 2022 the company had annual commitments under non - cancellable operating leases as follows:

	<u>2022</u>		<u>2021</u>	
	<u>Land and Building</u>	<u>Other</u>	<u>Land and Building</u>	<u>Other</u>
	£	£	£	£
Expiry Date :				
Less than One Year	14,120	5,202	14,120	7,064
Between Two and Five Years	-	-	-	5,202
	<hr/>	<hr/>	<hr/>	<hr/>
	14,120	5,202	14,120	12,266
	<hr/>	<hr/>	<hr/>	<hr/>

20 Ultimate Controlling Party

The controlling party is the board of directors.

21 Corporation Tax

No liability for Corporation Tax arises in this or previous periods.

22 Related Parties

There have been no related party transactions during the year

23 Reconciliation of the new movement in funds to net cash flow from operating activities

	<u>2022</u>	<u>2021</u>
	£	£
Net Movement In Funds	(51,514)	(48,580)
Add Back Depreciation Charge	7,078	11,380
Deduct Interest Income Shown	-	(1,452)
Decrease (Increase) in Debtors	(13,687)	176,967
Increase(Decrease) In Creditors	(7,184)	(171,118)
	<hr/>	<hr/>
Net Cash (used in) provided by Operating Activities	(65,307)	(32,803)
	<hr/>	<hr/>