

Company registration number: 04501827

Charity registration number: 1094825

# Sefton Advocacy

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

IMB Accountants Limited  
AIMS Accountants for Business  
7 Dover Road  
Southport  
Merseyside  
PR8 4TF

## **Sefton Advocacy**

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## **Sefton Advocacy**

### **Reference and Administrative Details**

<b>Secretary</b>	A S Ayres
<b>Senior Management / Leadership Team</b>	A Booth, Chief Executive A S Ayres, Deputy Chief Executive
<b>Charity Registration Number</b>	1094825
<b>Company Registration Number</b>	04501827
<b>Registered Office</b>	The charity is incorporated in England and Wales. 11 Hoghton Street Southport Merseyside PR9 0NS
<b>Independent Examiner</b>	IMB Accountants Limited AIMS Accountants for Business 7 Dover Road Southport Merseyside PR8 4TF
<b>Bankers</b>	HSBC Bank plc Bootle 197 Stanley Road Bootle L20 3DX

## **Sefton Advocacy**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

#### **Objectives and activities**

##### ***Objects and aims***

The Charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association. Its objectives are to relieve vulnerable people in the Sefton area who are socially excluded, empowering them to make their own choices and to give them the confidence to speak out.

In order to further these objects the following policies have been adopted:-

- a) To promote advocacy as a means of safeguarding the interests of vulnerable people and to raise awareness of the need for advocacy within the wider community and services deliverers.
- b) To deliver the service with the help of highly trained and skilled volunteers from the local community who see advocacy as a means of exercising their citizenship.
- c) To continue to closely monitor and evaluate the organisation and to develop it to meet the changing needs of vulnerable people.
- d) To raise funds and to invite and receive contributions provided that in raising funds the charity shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations.

##### ***Public benefit***

The Charities objectives are to relieve vulnerable people in the Sefton area who are socially excluded, empowering them to make their own choices and to give them the confidence to speak out.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Financial review**

##### ***Principal funding sources***

The principal funding sources are South Sefton CCG, Southport and Formby CCG and Sefton MBC.

## Sefton Advocacy

### Trustees' Report

#### Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	T Cheetham
	N Whitmarsh
	Ian David Parker
	A Whitmarsh
	TJ Clarke
	H Robens
	S Bell
	LS Johnson
	I Jones

Secretary:	A S Ayres
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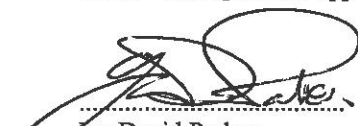
Senior Management / Leadership Team:	A Booth
	A S Ayres

#### Financial instruments

##### *Objectives and policies*

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

The annual report was approved by the trustees of the charity on 25 July 2022 and signed on its behalf by:

  
.....  
Ian David Parker  
Chairman and Trustee

## Sefton Advocacy

### Statement of Trustees' Responsibilities

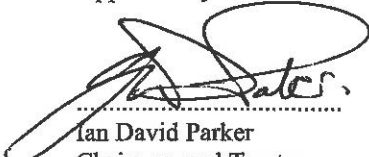
The trustees (who are also the directors of Sefton Advocacy for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 25 July 2022 and signed on its behalf by:



.....  
Ian David Parker  
Chairman and Trustee

## Sefton Advocacy

### Independent Examiner's Report to the trustees of Sefton Advocacy ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

#### Responsibilities and basis of report

As the charity's 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 Sefton Advocacy 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 charity'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:

1. accounting records were not kept in respect of Sefton Advocacy 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.



Ian Burton  
ICAEW

AIMS Accountants for Business  
7 Dover Road  
Southport  
Merseyside  
PR8 4TF

25 July 2022

## Sefton Advocacy

### Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
<b>Income and Endowments from:</b>				
Donations and gifts	3	1,977	-	1,977
Grants received	4	318,037	54,200	372,237
Total income		320,014	54,200	374,214
<b>Expenditure on:</b>				
Raising funds	6	(27,626)	-	(27,626)
Charitable activities	7	(216,964)	(127,487)	(344,451)
Total expenditure		(244,590)	(127,487)	(372,077)
Net income/(expenditure)		75,424	(73,287)	2,137
Transfers between funds		(73,287)	73,287	-
Net movement in funds		2,137	-	2,137
<b>Reconciliation of funds</b>				
Total funds brought forward		1,717	-	1,717
Total funds carried forward	15	3,854	-	3,854

The notes on pages 9 to 15 form an integral part of these financial statements.



## Sefton Advocacy

### Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and gifts	3	1,837	-	1,837
Grants received	4	308,493	68,823	377,316
Total income		310,330	68,823	379,153
<b>Expenditure on:</b>				
Raising funds	6	(26,293)	-	(26,293)
Charitable activities	7	(244,804)	(132,436)	(377,240)
Total expenditure		(271,097)	(132,436)	(403,533)
Net income/(expenditure)		39,233	(63,613)	(24,380)
Transfers between funds		(63,613)	63,613	-
Net movement in funds		(24,380)	-	(24,380)
<b>Reconciliation of funds</b>				
Total funds brought forward		26,098	-	26,098
Total funds carried forward	15	1,718	-	1,718

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 15.

The notes on pages 9 to 15 form an integral part of these financial statements.

# Sefton Advocacy

(Registration number: 04501827)  
Balance Sheet as at 31 March 2022

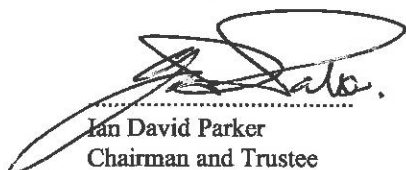
	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	10	9,025	9,544
<b>Current assets</b>			
Debtors	11	-	3,301
Cash at bank and in hand	12	256	2,116
		256	5,417
<b>Creditors: Amounts falling due within one year</b>	13	(5,427)	(13,243)
<b>Net current liabilities</b>		(5,171)	(7,826)
<b>Net assets</b>		3,854	1,718
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		3,854	1,718
<b>Total funds</b>	15	3,854	1,718

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

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 6 to 15 were approved by the trustees, and authorised for issue on 25 July 2022 and signed on their behalf by:

  
Ian David Parker  
Chairman and Trustee

The notes on pages 9 to 15 form an integral part of these financial statements.

## **Sefton Advocacy**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

11 Houghton Street  
Southport  
Merseyside  
PR9 0NS

These financial statements were authorised for issue by the trustees on 25 July 2022.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

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 applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

Sefton Advocacy 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.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

##### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

## Sefton Advocacy

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### **Charitable activities**

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.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £100.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures and fittings	15% reducing balance basis
Office equipment	25% reducing balance basis

## Sefton Advocacy

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

### 3 Income from donations and legacies

	Unrestricted funds General £	Total funds £
Donations and legacies;		
Donations from individuals	1,977	1,977
<b>Total for 2022</b>	<b>1,977</b>	<b>1,977</b>
<b>Total for 2021</b>	<b>1,837</b>	<b>1,837</b>

## Sefton Advocacy

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 4 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total funds £
Grants Received	318,037	54,200	372,237
<b>Total for 2022</b>	<u>318,037</u>	<u>54,200</u>	<u>372,237</u>
<b>Total for 2021</b>	<u>308,493</u>	<u>68,823</u>	<u>377,316</u>

#### 5 Investment income

	Total funds £
<b>Total for 2022</b>	<u>-</u>

#### 6 Expenditure on raising funds

	Note	Unrestricted funds General £	Total funds £
Allocated support costs		27,626	27,626
<b>Total for 2022</b>		<u>27,626</u>	<u>27,626</u>
<b>Total for 2021</b>		<u>27,631</u>	<u>27,631</u>

## Sefton Advocacy

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 7 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Staff costs		68,253	97,660	165,913
Allocated support costs		34,029	29,827	63,856
Governance costs		114,682	-	114,682
<b>Total for 2022</b>		<b>216,964</b>	<b>127,487</b>	<b>344,451</b>
<b>Total for 2021</b>		<b>244,804</b>	<b>132,436</b>	<b>377,240</b>

#### 8 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
<b>Staff costs during the year were:</b>		
Wages and salaries	255,888	267,621
Pension costs	24,707	25,528
	<b>280,595</b>	<b>293,149</b>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Employees	<b>10</b>	<b>11</b>

13 (2021 - 13) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £30,119 (2021 - £31,289).

No employee received emoluments of more than £60,000 during the year.

#### 9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## Sefton Advocacy

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 10 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 April 2021	47,715	47,715
Additions	<u>1,386</u>	<u>1,386</u>
At 31 March 2022	<u>49,101</u>	<u>49,101</u>
<b>Depreciation</b>		
At 1 April 2021	38,171	38,171
Charge for the year	<u>1,905</u>	<u>1,905</u>
At 31 March 2022	<u>40,076</u>	<u>40,076</u>
<b>Net book value</b>		
At 31 March 2022	<u>9,025</u>	<u>9,025</u>
At 31 March 2021	<u>9,544</u>	<u>9,544</u>

#### 11 Debtors

	2022 £	2021 £
Prepayments	<u>-</u>	<u>3,301</u>

#### 12 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	79	318
Cash at bank	<u>177</u>	<u>1,798</u>
	<u>256</u>	<u>2,116</u>

#### 13 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	1,904	9,436
Other creditors	2,323	2,607
Accruals	<u>1,200</u>	<u>1,200</u>
	<u>5,427</u>	<u>13,243</u>



## Sefton Advocacy

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 14 Pension and other schemes

##### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £24,707 (2021 - £25,528).

#### 15 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>					
General	1,717	320,014	(244,590)	(73,287)	3,854
<b>Restricted funds</b>	-	54,200	(127,487)	73,287	-
<b>Total funds</b>	<u>1,717</u>	<u>374,214</u>	<u>(372,077)</u>	<u>-</u>	<u>3,854</u>
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
General	1,098	310,330	(271,097)	(38,613)	1,718
Designated	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>(25,000)</u>	<u>-</u>
<b>Total unrestricted funds</b>	26,098	310,330	(271,097)	(63,613)	1,718
<b>Restricted funds</b>	-	68,823	(132,436)	63,613	-
<b>Total funds</b>	<u>26,098</u>	<u>379,153</u>	<u>(403,533)</u>	<u>-</u>	<u>1,718</u>

The specific purposes for which the funds are to be applied are as follows:

The designated fund is a contingency fund. It is the aspiration of the board that the fund is built up to a level such that it would meet three months expenses of the charity.