

**Charity Registration No. 1102022**

**Company Registration No. 04923990 (England and Wales)**

**ONLINE INDEPENDENT ADVOCACY**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# ONSIDE INDEPENDENT ADVOCACY

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                          |   |                           |
|--------------------------|---|---------------------------|
| <b>Trustees</b>          | C A Chapman   |                           |
|                          | R C Aldridge  |                           |
|                          | J B Long  |                           |
|                          | J W Hildred   |                           |
|                          | D Walton  |                           |
|                          | C Wilson  | (Appointed 12 April 2021) |
|                          | B Nurse   | (Appointed 12 April 2021) |
|                          | J Gane  | (Appointed 24 May 2021)   |
|                          | N Kirk  | (Appointed 24 May 2021)   |
| <b>Secretary</b>         | J B Long  |                           |
| <b>Charity number</b>    | 1102022   |                           |
| <b>Company number</b>    | 04923990  |                           |
| <b>Principal address</b> | Williamson House<br>14 Charles Street<br>Worcester<br>WR1 2AQ                   |                           |
| <b>Registered office</b> | Williamson House<br>14 Charles Street<br>Worcester<br>WR1 2AQ                   |                           |
| <b>Auditor</b>           | Kendall Wadley LLP<br>Merevale House<br>27 Sansome Walk<br>Worcester<br>WR1 1NU |                           |
| <b>Bankers</b>           | National Westminster Bank Plc<br>1 The Cross<br>Worcester<br>WR1 3PR            |                           |
|                          | CAF Bank<br>25 Kings Hill<br>West Malling<br>Kent<br>ME19 4JQ                   |                           |

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# ONSIDE INDEPENDENT ADVOCACY

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# **ONSIDE INDEPENDENT ADVOCACY**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### ***FOR THE YEAR ENDED 31 MARCH 2021***

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The trustees present their report and financial statements for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association dated 7 October 2003, which was updated and approved at the AGM, 17 September 2014, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2019).

#### **Objectives and activities**

##### **Charitable objectives**

The objectives of the Charity are to promote the relief of people, who through disability or ill health are unable, without assistance, to obtain their full rights and privileges as citizens.

##### **Key strategies**

- Within a changing environment of reduced funding and cutbacks in services, maintain effective, high quality services provision
- Position the organisation as a thought leader in relation to its knowledge and expertise
- Explore opportunities for new and additional services that are compatible with our core skills
- Continue to develop commercial activities and social enterprise to generate unrestricted funds
- Continue to raise the profile of Onside to secure community sponsorship and support
- Provide a volunteer team resource that supports the needs of the organisation and the changing environment



# ONSIDE INDEPENDENT ADVOCACY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### Aims and objectives for the year

The main objectives for the year ending 31 March 2021 were:

1. Use Onside experience and knowledge to influence policy and strategy
2. Be recognised as the leading provider of relevant services and as the "go to" organisation for vulnerable people facing unfairness, inequality and exclusion
3. Ensure Onside infrastructure, resources and systems effectively support new and expanding services
4. Continue to support staff and volunteers as we navigate the impact of the pandemic and continuing restrictions
5. Implement the new PLUS service whilst adapting the model within the constraints of Covid
6. Continue to implement and grow Social Prescribing and Wellbeing services across Worcestershire in partnership with Primary Care Networks (PCNs)
7. Implement a new management structure to meet the needs of an expanded organisation and ensure the culture and ethos of the organisation is one where all staff and volunteers feel valued and engaged
8. Significant recruitment campaign to staff the expanding Wellbeing services
9. Implement a new HR system and review IT and telephony needs to reflect the growth in the organisation
10. Review Onside database and identify and procure a new CRM system

### Public benefit compliance

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

### Investment powers

Under the Memorandum and Articles of Association, the trustees have the power to invest the funds of the charity as they think fit. The trustees, having regard to the liquidity requirements of operating the charity have maintained funds in an interest bearing bank reserve account.

### Use of volunteers

In the year ending 31 March 2021, 196 volunteers (2020 - 208 volunteers) provided over 2,352 hours of direct support to vulnerable and disadvantaged people. The charity recognises and values the enormous contribution made by volunteers and takes this opportunity to say how much their continuing support is appreciated.

# ONSIDE INDEPENDENT ADVOCACY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Achievements and performance**

- The beginning of this financial year coincided with the first lockdown of the pandemic. As such, Onside needed to quickly change its working methods from being based in offices and carrying out many of its activities face to face, to delivering services remotely – online or by telephone. This meant staff largely had to work from home. Despite this being a significant challenge, we achieved these changes quickly and effectively with all our staff working hard to support service users in a new and previously unknown lockdown world. We operated a duty manager system to visit the office daily to collect post, deal with servers etc. We embraced MS Teams and Zoom for online meetings and worked to ensure staff were supported to deal with all of these sudden changes and the isolation of working from home. This change in working practices lasted for virtually the whole of the 2020/21 year.
- At the same time as managing the response to the pandemic Onside continued to grow. In particular, through the expansion of Wellbeing Services in partnership with Primary Care Networks. This meant recruiting additional managers as well as staff delivering the services and working with partner agencies.
- A Covid Planning group guided the organisation throughout this period, assessing the risks as lockdowns came and went and rules changed, constantly evaluating the impact and safety for all staff, volunteers and service users.
- Mix Café was significantly impacted by the restrictions in place for the hospitality sector and spent a considerable part of the year closed to the public and with staff on furlough. There were however opportunities to support the local community, particularly in the provision of meals for vulnerable children during the school holidays.
- During the year, Onside's amazing staff team grew from 60 employees to 130. This is a staggering achievement given the pandemic and restrictions requiring all the usual recruitment processes to be adapted to work in an online world.
- We also took a significant decision to purchase our own premises and began the process of looking for a potential new site to take us forward into 2022.
- We successfully developed and established the PLUS service, supporting those who are lonely and isolated to increase their social connections and links with their local communities, with an adapted model in response to Covid and the restrictions we all had to observe.
- Onside provided support to the wider NHS efforts throughout Covid including enhanced support to very vulnerable patients and within the roll out of the vaccination programmes across Worcestershire.
- We recruited new people to our management team to meet the needs of a significantly larger organisation.
- The new 'Access Hub' was successfully implemented to be a more effective first point of contact for anyone contacting the organisation and directing and dealing with enquiries and referrals in a more efficient and timely manner.

## ONSIDE INDEPENDENT ADVOCACY

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2021

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- A new HR system was embedded across the organisation, enabling an efficient electronic system for the management and recording of annual leave and absence, along with improvements to collecting and storing staff and volunteers personal and employment information.
- The procurement process was completed for the identification of a new CRM system and the development and implementation process began.
- A new partnership was set up with St Richards Hospice with Onside as their mental health partner in a prestigious Worcester wide event to be held in Summer 2021.
- Onside partnered with a number of PCNs in the development and implementation of a new Care Co-ordinator service.
- Onside was successful in the competitive retender process for the Herefordshire Advocacy contract.
- Work began on the development of Children and Families work within our Wellbeing services.
- Onside successfully set up Community Mental Health Link provision as part of the Transformation of Mental Services with partners Springfield Mind, WAC and Herefordshire Mind.

#### Financial review

During the year income exceeded expenditure by £389,942 (2020: income exceeded expenditure by £54,944) giving total fund balances at 31 March 2021 of £574,343 (2020: £184,401). This included restricted funds of £7,210 (2020: £3,620) and designated funds of £235,000 (2019: £nil).

#### Reserves policy

The Trustees aim to hold sufficient reserves to cover the financial and operational risks of the charities' activities. At the minimum, we will always hold sufficient reserves in realisable form to cover the statutory requirements in respect of redundancy payments to staff and contractual agreements, such as lease of premises. Our current level of free reserves is £301,512 (2020: £159,752). Whilst this adequately covers the expected exposure on closure, the Trustees remain committed to growing the level of free reserves over the next two to three years to provide further cover for the main risks and provide scope to explore new opportunities. The level of reserves is monitored regularly by the trustees and the reserve policy is reviewed annually alongside the budget preparation process.

Notes 19, 20 and 21 set out details of the various funds and an analysis of the assets attributable to them. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

#### Risk management

The trustees regularly assess the the risks to which the charity is exposed, and are satisfied that processes, systems and actions are in place to mitigate exposure to the major risks.

# ONSIDE INDEPENDENT ADVOCACY

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### Plans for the future

- In 2021/22 one of Onside's key priorities is to consolidate the achievements and growth of the past three years. As we come through the pandemic we are carefully managing the organisation back to a new "normal", which is likely to be significantly different from pre-pandemic times. We are also working hard to support staff post lockdown and ensure they are effectively supported and engaged as valued members of our Onside family.
- We are looking to purchase new office accommodation which will give us both a sustainable asset and provide improvements in meeting the needs of our growing staff team and improving access to our services.
- We want to see Onside continue to be recognised as a leader in social care and to look for further new opportunities for growth when the time is right and opportunities arise.
- We will be managing the Countywide roll out of the Community Mental Health Link Worker service in Worcestershire.
- We will develop, with our partner Action for Children, a programme within secondary schools in Worcestershire to support the wellbeing and mental health of children and young people.
- We will set up and roll out a short-term expansion to the Lifestyle Advisor service designed to tackle issues around weight management.
- We will implement the improvements and changes to the Herefordshire Advocacy contract to include working with new partners in expanding and developing the offering of advocacy services in Herefordshire.

#### Structure, governance and management

##### Governing document

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association dated 7 October 2003 which was updated and approved at the AGM, 17 September 2014.

##### Trustees

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

|              |                           |
|--------------|---------------------------|
| C A Chapman  |                           |
| A F Robinson | (Resigned 31 August 2020) |
| R C Aldridge |                           |
| J B Long     |                           |
| J W Hildred  |                           |
| I E Jarvis   | (Resigned 22 April 2021)  |
| D Walton     |                           |
| C Wilson     | (Appointed 12 April 2021) |
| B Nurse      | (Appointed 12 April 2021) |
| J Gane       | (Appointed 24 May 2021)   |
| N Kirk       | (Appointed 24 May 2021)   |

##### Recruitment and appointment of trustees

The company shall have a Board of Trustees comprising not less than three and not more than eleven persons elected by and from the Members at the Annual General Meeting.

At every Annual General Meeting all elected and co-opted Board members shall retire from office. Retiring Board members shall be eligible for re-election or further co-option subject to a maximum period of service of five years or five consecutive terms, such persons will be eligible to stand for re-election after a break of at least one year. This period can be extended at the discretion of the trustees.



## ONSIDE INDEPENDENT ADVOCACY

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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#### **Training and induction**

Trustees are recruited from members and volunteers and through advertising with appropriate charity organisations and local business networks. There is a clearly defined procedure for recruitment and appointment including informal meetings, attendance at a Board meeting and a formal interview. Once references are checked, new trustees are co-opted or nominated at a General meeting. An induction programme is provided and ongoing training is available

#### **Organisational structure**

The business of the Company shall be managed by the Board of Trustees who may exercise all such powers of the Company as may be exercised and done by the Company and as are not by statute or by these articles required to be exercised or done by the Company in a General Meeting.

The Board of Trustees delegate the day to day running of the charity to appointed Chief Executive Officer, K. Harvey. Rates of pay for all staff and key management personnel are set by the board.

#### **Related parties**

The charity does not co-operate with any charity or organisation deemed to be a related party in pursuit of its charitable objectives.

#### **Auditor**

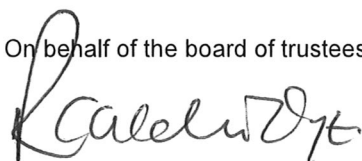
A proposal will be put to members that competitive quotes are sought for the appointment of auditors, including from Kendall Wadley LLP.

#### **Disclosure to auditor**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board of trustees



**R C Aldridge**

Chairman

Dated: 20 September 2021

# **ONSIDE INDEPENDENT ADVOCACY**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

### ***FOR THE YEAR ENDED 31 MARCH 2021***

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The trustees, who are also the directors of Onside Independent Advocacy for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts 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 charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice (2005);
- 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 accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

# ONSIDE INDEPENDENT ADVOCACY

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF ONSIDE INDEPENDENT ADVOCACY

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#### Opinion

We have audited the financial statements of Onside Independent Advocacy (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# ONSIDE INDEPENDENT ADVOCACY

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF ONSIDE INDEPENDENT ADVOCACY

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#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the statement of Trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

#### **Extent to which the audit was capable of detecting irregularities including fraud**

- an understanding of the risk assessment process (including the assessment of the risk of fraud) adopted by the Board is obtained and their attitude to risk ascertained
- an assessment of the susceptibility to material mis-statement of the financial statements as a result of management over-ride or fraud is made
- it is ensured that the engagement team have, collectively, the appropriate competence, capabilities and skills to be involved in the assignment, are fully briefed and understand the risks specific to the charity



# ONSIDE INDEPENDENT ADVOCACY

## INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF ONSIDE INDEPENDENT ADVOCACY

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### Audit response to risks identified

As a result of the outcome of our risk review:

- we establish processes to test the outcomes of our assessment which include, a review of Board minutes, analytical review, the relevance and accuracy of significant accounting estimates, substantive testing of significant transactions, work to identify unusual or unexpected accounting entries including the testing of journal entries, information disclosed in the financial statements is traced to supporting documentation. In all instances it is acknowledged that material mis-statements that arise from fraud may involve deliberate concealment or collusion and are, therefore, by their very nature harder to detect than those arising from error.

- an understanding of the legal and regulatory framework as applicable to the charity is obtained together with knowledge of the procedures put in place by the charity in order to comply with the same

- it is established if there have been any instances of non-compliance with applicable laws and regulations, where there are such breaches, a full understanding, including gathering of relevant documentation appertaining to the event is obtained and assessed

It should be noted that Auditing standards limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

### Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**Sarah Morley ACA (Senior Statutory Auditor)**  
**for and on behalf of Kendall Wadley LLP**

20 September 2021

**Chartered Accountants**  
**Statutory Auditor**

Merevale House  
27 Sansome Walk  
Worcester  
WR1 1NU

Kendall Wadley LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

# **ONSIDE INDEPENDENT ADVOCACY**

## **STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021**

### **Current financial year**

|   |       | Unrestricted funds<br>general<br>2021<br>£ | Unrestricted funds<br>designated<br>2021<br>£ | Restricted funds<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|---|-------|--|---|-------------------------------|--------------------|--------------------|
|   | Notes |  |   |                               |                    |                    |
| <b><u>Income and endowments from:</u></b>                 |       |  |   |                               |                    |                    |
| Voluntary income  | 3     | 6,811                                      | -   | -                             | 6,811              | 17,253             |
| Incoming resources from charitable activities             | 4     | 2,369,814                                  | -   | 88,002                        | 2,457,816          | 1,190,235          |
| Fundraising income  | 6     | 12,894                                     | -   | -                             | 12,894             | 36,525             |
| Investment income   | 7     | 30   | -   | -                             | 30                 | 138                |
| Other income  | 8     | 25,633                                     | -   | -                             | 25,633             | 3,714              |
| <b>Total income</b>                                       |       | <b>2,415,182</b>                           | <b>-</b>                                      | <b>88,002</b>                 | <b>2,503,184</b>   | <b>1,247,865</b>   |
| <b><u>Expenditure on:</u></b>                             |       |  |   |                               |                    |                    |
| Raising funds   | 9     | -  | -   | -                             | -                  | 2,181              |
| Charitable activities                                     | 10    | 2,026,343                                  | -   | 86,899                        | 2,113,242          | 1,190,740          |
| <b>Total resources expended</b>                           |       | <b>2,026,343</b>                           | <b>-</b>                                      | <b>86,899</b>                 | <b>2,113,242</b>   | <b>1,192,921</b>   |
| <b>Net incoming resources before transfers</b>            |       | <b>388,839</b>                             | <b>-</b>                                      | <b>1,103</b>                  | <b>389,942</b>     | <b>54,944</b>      |
| Gross transfers between funds                             | 14    | (237,487)                                  | 235,000                                       | 2,487                         | -                  | -                  |
| <b>Net income for the year/<br/>Net movement in funds</b> |       | <b>151,352</b>                             | <b>235,000</b>                                | <b>3,590</b>                  | <b>389,942</b>     | <b>54,944</b>      |
| Fund balances at 1 April 2020                             |       | 180,781                                    | -   | 3,620                         | 184,401            | 129,457            |
| <b>Fund balances at 31 March 2021</b>                     |       | <b>332,133</b>                             | <b>235,000</b>                                | <b>7,210</b>                  | <b>574,343</b>     | <b>184,401</b>     |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# **ONSIDE INDEPENDENT ADVOCACY**

## **STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2021**

**Prior financial year**

|   |              | <b>Unrestricted<br/>funds<br/>2020<br/>£</b> | <b>Restricted<br/>funds<br/>2020<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|---|--------------|--|--|-----------------------------|
|   | <b>Notes</b> |  |  |                             |
| <b><u>Income and endowments from:</u></b>                 |              |  |  |                             |
| Voluntary income  | <b>3</b>     | 17,153                                       | 100  | 17,253                      |
| Incoming resources from charitable activities             | <b>4</b>     | 1,146,642                                    | 43,593                                     | 1,190,235                   |
| Fundraising income  | <b>6</b>     | 36,525                                       | -  | 36,525                      |
| Investment income   | <b>7</b>     | 138  | -  | 138                         |
| Other income  | <b>8</b>     | 3,714  | -  | 3,714                       |
| <b>Total income</b>                                       |              | <b>1,204,172</b>                             | <b>43,693</b>                              | <b>1,247,865</b>            |
| <b><u>Expenditure on:</u></b>                             |              |  |  |                             |
| Raising funds   | <b>9</b>     | 2,181  | -  | 2,181                       |
| Charitable activities                                     | <b>10</b>    | 1,150,162                                    | 40,578                                     | 1,190,740                   |
| <b>Total resources expended</b>                           |              | <b>1,152,343</b>                             | <b>40,578</b>                              | <b>1,192,921</b>            |
| <b>Net incoming resources before transfers</b>            |              | <b>51,829</b>                                | <b>3,115</b>                               | <b>54,944</b>               |
| Gross transfers between funds                             | <b>14</b>    | (505)  | 505  | -                           |
| <b>Net income for the year/<br/>Net movement in funds</b> |              | <b>51,324</b>                                | <b>3,620</b>                               | <b>54,944</b>               |
| Fund balances at 1 April 2019                             |              | 129,457                                      | -  | 129,457                     |
| <b>Fund balances at 31 March 2020</b>                     |              | <b>180,781</b>                               | <b>3,620</b>                               | <b>184,401</b>              |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# ONSIDE INDEPENDENT ADVOCACY

## BALANCE SHEET

AS AT 31 MARCH 2021

|   | Notes | 2021<br>£        | £              | 2020<br>£        | £              |
|---|-------|------------------|----------------|------------------|----------------|
| <b>Fixed assets</b>                                   |       |                  |                |                  |                |
| Tangible assets                                       | 15    |                  | 30,621         |                  | 21,029         |
| <b>Current assets</b>                                 |       |                  |                |                  |                |
| Debtors   | 16    | 600,101          |                | 145,439          |                |
| Cash at bank and in hand                              |       | 233,403          |                | 171,647          |                |
|   |       | <u>833,504</u>   |                | <u>317,086</u>   |                |
| <b>Creditors: amounts falling due within one year</b> | 17    | <u>(289,782)</u> |                | <u>(153,714)</u> |                |
| Net current assets                                    |       |                  | 543,722        |                  | 163,372        |
| <b>Total assets less current liabilities</b>          |       |                  | <u>574,343</u> |                  | <u>184,401</u> |
| <b>Income funds</b>                                   |       |                  |                |                  |                |
| Restricted funds                                      | 20    |                  | 7,210          |                  | 3,620          |
| Designated funds                                      | 21    | 235,000          |                | -                |                |
| General unrestricted funds                            |       | <u>332,133</u>   |                | <u>180,781</u>   |                |
|   |       |                  | 567,133        |                  | 180,781        |
|   |       |                  | <u>574,343</u> |                  | <u>184,401</u> |

## ONSIDE INDEPENDENT ADVOCACY

### BALANCE SHEET (CONTINUED)

**AS AT 31 MARCH 2021**

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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 20 September 2021



R C Aldridge  
Trustee

Company Registration No. 04923990

# **ONSIDE INDEPENDENT ADVOCACY**

## **STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 MARCH 2021**

|  | Notes | 2021<br>£ | £        | 2020<br>£ | £        |
|--|-------|-----------|----------|-----------|----------|
| <b>Cash flows from operating activities</b>      |       |           |          |           |          |
| Cash generated from operations                   | 25    |           | 78,274   |           | 125,357  |
| <b>Investing activities</b>                      |       |           |          |           |          |
| Purchase of tangible fixed assets                |       | (16,548)  |          | (17,403)  |          |
| Interest received                                |       | 30        |          | 138       |          |
| <b>Net cash used in investing activities</b>     |       |           | (16,518) |           | (17,265) |
| <b>Net cash used in financing activities</b>     |       |           | -        |           | -        |
| <b>Net increase in cash and cash equivalents</b> |       |           | 61,756   |           | 108,092  |
| Cash and cash equivalents at beginning of year   |       |           | 171,647  |           | 63,555   |
| <b>Cash and cash equivalents at end of year</b>  |       |           | 233,403  |           | 171,647  |

# ONSIDE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

#### **Charity information**

Onside Independent Advocacy is a private charitable company limited by guarantee and was registered in England and Wales. The registered office is Williamson House, 14 Charles Street, Worcester, WR1 2AQ.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document dated 07 October 2003, the Companies Act 2006 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) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund.

#### **1.4 Income**

Service contract income received are recognised in full in the statement of financial activities in the year in which they are receivable. Income is then deferred where the contract term falls outside the current year.

The charity receives government grants in respect of offering advocacy. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred

No amount is included in the financial statements for the volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' annual report.

Investment income comprises of bank interest and is recognised when it is receivable.

All other income is recognised when it is receivable.

Legacies are recognised on receipt or otherwise if the charitable company has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.



# ONSIDE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

Expenditure relating to charitable activities comprise of all expenses that are incurred in the undertaking of the charitable activities of the charity.

Governance costs include direct and related support costs relating to the governance infrastructure allowing the charity to generate information required for public accountability.

Resources expended are allocated between the activities of the charity on an apportionment basis based on estimated staff time.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                                |                       |
|--------------------------------|-----------------------|
| Fixtures, fittings & equipment | 20% straight line     |
| Motor vehicles                 | 25% on net book value |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, and other short-term liquid investments with original maturities of three months or less.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.



# ONSIDE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

## ONSIDE INDEPENDENT ADVOCACY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2021*

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#### 3 Voluntary income

|                     | <b>Unrestricted<br/>funds<br/>general<br/>2021<br/>£</b> | <b>Unrestricted<br/>funds<br/>general<br/>2020<br/>£</b> | <b>Restricted<br/>funds<br/>2020<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|---------------------|--|--|--|-----------------------------|
| Donations and gifts | 6,811  | 17,153   | 100  | 17,253                      |

# ONLINE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 4 Incoming resources from charitable activities

|                                     | Worcestershire County Council Grants & Contracts | Herefordshire Council Grants & Contracts | Other Grants & Contracts | Paid for Services | Social Enterprise | Council Spot Sales | Total 2021       | Total 2020       |
|-------------------------------------|--|--|--------------------------|-------------------|-------------------|--------------------|------------------|------------------|
|                                     | 2021<br>£  | 2021<br>£                                | 2021<br>£                | 2021<br>£         | 2021<br>£         | 2021<br>£          | 2021<br>£        | 2020<br>£        |
| Income within charitable activities |  |  |                          |                   |                   |                    |                  |                  |
| Opening deferred income             | 755,964  | 193,200                                  | 1,553,339                | 12,254            | 3,637             | 45,746             | 2,564,140        | 1,209,732        |
| Less: deferred income               | 4,767  | -  | 29,330                   | -                 | -                 | -                  | 34,097           | 14,600           |
|                                     | (4,767)  | -  | (135,654)                | -                 | -                 | -                  | (140,421)        | (34,097)         |
|                                     | <u>755,964</u>                                   | <u>193,200</u>                           | <u>1,447,015</u>         | <u>12,254</u>     | <u>3,637</u>      | <u>45,746</u>      | <u>2,457,816</u> | <u>1,190,235</u> |
| Analysis by fund                    |  |  |                          |                   |                   |                    |                  |                  |
| Unrestricted funds - general        | 755,964  | 193,200                                  | 1,359,013                | 12,254            | 3,637             | 45,746             | 2,369,814        | 1,146,642        |
| Restricted funds                    | -  | -  | 88,002                   | -                 | -                 | -                  | 88,002           | 43,593           |
|                                     | <u>755,964</u>                                   | <u>193,200</u>                           | <u>1,447,015</u>         | <u>12,254</u>     | <u>3,637</u>      | <u>45,746</u>      | <u>2,457,816</u> | <u>1,190,235</u> |

### Deferred income

Income is deferred where the contract terms fall outside the current year.

# ONSIDE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

| 4 | Incoming resources from charitable activities | (Continued)  |  |              |                      |                      |                       |               |
|---|---|--|--|--------------|----------------------|----------------------|-----------------------|---------------|
|   |   | Worcestershire<br>County Council<br>Grants & Contracts | Herefordshire<br>Council Grants &<br>Contracts | Other Grants | Paid for<br>Services | Social<br>Enterprise | Council Spot<br>Sales | Total<br>2020 |
|   |   | £  | £  | £            | £                    | £                    | £                     | £             |
|   | Income within charitable activities           | 400,000  | 193,200  | 412,669      | 113,622              | 34,194               | 56,047                | 1,209,732     |
|   | Opening deferred income                       | 4,767  | -  | 9,833        | -                    | -                    | -                     | 14,600        |
|   | Less: deferred income                         | (4,767)  | -  | (29,330)     | -                    | -                    | -                     | (34,097)      |
|   |   | 400,000  | 193,200  | 393,172      | 113,622              | 34,194               | 56,047                | 1,190,235     |
|   | Analysis by fund                              |  |  |              |                      |                      |                       |               |
|   | Unrestricted funds - general                  | 400,000  | 193,200  | 349,579      | 113,622              | 34,194               | 56,047                | 1,146,642     |
|   | Restricted funds                              | -  | -  | 43,593       | -                    | -                    | -                     | 43,593        |
|   |   | 400,000  | 193,200  | 393,172      | 113,622              | 34,194               | 56,047                | 1,190,235     |

### Deferred income

Income is deferred where the contract terms fall outside the current year.

# ONSIDE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

| 5 | Grants receivable for core activities                              | Unrestricted funds general 2021 £ | Restricted funds 2021 £ | Total 2021 £ | Unrestricted funds general 2020 £ | Restricted funds 2020 £ | Total 2020 £ |
|---|--|-----------------------------------|-------------------------|--------------|-----------------------------------|-------------------------|--------------|
|   | <b>Grants and contracts receivable for core activities</b>         |                                   |                         |              |                                   |                         |              |
|   | The Henry Smith Charity  | -                                 | 9,542                   | 9,542        | -                                 | 23,192                  | 23,192       |
|   | Swap and Share Worcester   | -                                 | -                       | -            | -                                 | 8,000                   | 8,000        |
|   | Worcester City Council - Inclusive Growth                          | -                                 | 8,000                   | 8,000        | -                                 | 9,984                   | 9,984        |
|   | Building Better Opportunities - Job Coach                          | -                                 | 70,460                  | 70,460       | -                                 | 2,417                   | 2,417        |
|   | Age UK Herefordshire & Worcestershire - Dementia Wellbeing Service | 87,500                            | -                       | 87,500       | 112,700                           | -                       | 112,700      |
|   | Eveson Grant   | 2,000                             | -                       | 2,000        | 4,000                             | -                       | 4,000        |
|   | Worcester County Council - Volunteering Support                    | 68,133                            | -                       | 68,133       | 42,239                            | -                       | 42,239       |
|   | Community First - Moodmasters, Peer Support                        | 28,000                            | -                       | 28,000       | 35,670                            | -                       | 35,670       |
|   | <u>NHS Primary Care Network - Social Prescribing</u>               |                                   |                         |              |                                   |                         |              |
|   | Droitwich and Ombersley  | 36,884                            | -                       | 36,884       | 31,195                            | -                       | 31,195       |
|   | Vale of Evesham  | 101,652                           | -                       | 101,652      | 28,627                            | -                       | 28,627       |
|   | Wyre Forest  | 31,483                            | -                       | 31,483       | 17,057                            | -                       | 17,057       |
|   | Wyre Forest Healthcare   | 92,582                            | -                       | 92,582       | 23,491                            | -                       | 23,491       |
|   | Pershore and Upton   | 68,811                            | -                       | 68,811       | -                                 | -                       | -            |
|   | Bromsgrove   | 17,123                            | -                       | 17,123       | -                                 | -                       | -            |
|   | Worcester City PCN   | 170,213                           | -                       | 170,213      | 54,600                            | -                       | 54,600       |

# ONLINE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

| 5 Grants receivable for core activities             |        |   |        | (Continued) |
|---|--------|---|--------|-------------|
| <u>NHS Primary Care Network - Lifestyle advisor</u> |        |   |        |             |
| Droitwich and Ombersley                             | 19,635 | - | 19,635 | -           |
| Worcester City PCN                                  | 57,471 | - | 57,471 | -           |
| Vale of Evesham                                     | 32,367 | - | 32,367 | -           |
| Wyre Forest   | 23,922 | - | 23,922 | -           |
| Wyre Forest Healthcare                              | 39,515 | - | 39,515 | -           |
| Pershore and Upton                                  | 17,562 | - | 17,562 | -           |
| Bromsgrove  | 9,940  | - | 9,940  | -           |
| The Rurals  | 11,784 | - | 11,784 | -           |
| <u>NHS Primary Care Network - Care Co-ordinator</u> |        |   |        |             |
| Droitwich and Ombersley                             | 7,190  | - | 7,190  | -           |
| Worcester   | 43,791 | - | 43,791 | -           |
| Vale of Evesham                                     | 71,641 | - | 71,641 | -           |
| Wyre Forest   | 22,057 | - | 22,057 | -           |
| Pershore and Upton                                  | 8,404  | - | 8,404  | -           |
| Bromsgrove  | 15,337 | - | 15,337 | -           |
| <u>NHS Primary Care Network - Wellbeing Service</u> |        |   |        |             |
| Droitwich and Ombersley                             | 8,703  | - | 8,703  | -           |
| Worcester City PCN                                  | 38,485 | - | 38,485 | -           |
| Vale of Evesham                                     | 35,303 | - | 35,303 | -           |
| Wyre Forest   | 5,124  | - | 5,124  | -           |
| Wyre Forest Healthcare                              | 15,389 | - | 15,389 | -           |
| Pershore and Upton                                  | 19,617 | - | 19,617 | -           |
| Bromsgrove  | 21,969 | - | 21,969 | -           |

# ONLINE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

| 5 Grants receivable for core activities | (Continued) |
|---|-------------|
| NHS Community Mental Health             | -           |
| Worcester City PCN                      | -           |
| Community Frist Covid-19 funding        | -           |
| Six Masters                             | -           |
| Worcester Community Foundation          | -           |
| Heart of England                        | -           |
| 115,160                                 | 115,160     |
| 2,036                                   | 2,036       |
| 1,500                                   | 1,500       |
| 1,000                                   | 1,000       |
| 8,250                                   | 8,250       |
| 1,480                                   | 1,480       |
| 1,359,013                               | 1,447,015   |
| 88,002                                  | 349,579     |
| 1,447,015                               | 43,593      |
| 393,172                                 | 393,172     |

# **ONSIDE INDEPENDENT ADVOCACY**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

### **6 Fundraising income**

|                    | <b>Unrestricted<br/>funds<br/>general<br/>2021<br/>£</b> | <b>Unrestricted<br/>funds<br/>general<br/>2020<br/>£</b> |
|--------------------|--|--|
| Fundraising events | 12,894   | 36,525   |

### **7 Investment income**

|                     | <b>Unrestricted<br/>funds<br/>general<br/>2021<br/>£</b> | <b>Unrestricted<br/>funds<br/>general<br/>2020<br/>£</b> |
|---------------------|--|--|
| Interest receivable | 30   | 138  |

### **8 Other income**

|              | <b>Unrestricted<br/>funds<br/>general<br/>2021<br/>£</b> | <b>Unrestricted<br/>funds<br/>general<br/>2020<br/>£</b> |
|--------------|--|--|
| Other income | 3,623  | 3,714  |
| JRS Grant    | 22,010   | -  |
|              | <u>25,633</u>  | <u>3,714</u>   |

### **9 Raising funds**

|                            | <b>Total<br/>2021<br/>£</b> | <b>Unrestricted<br/>funds<br/>general<br/>2020<br/>£</b> |
|----------------------------|-----------------------------|--|
| Fundraising expenditure    | -                           | 2,181  |
| Staging fundraising events | -                           | 2,181  |
|                            | <u>-</u>                    | <u>2,181</u>   |



# **ONSIDE INDEPENDENT ADVOCACY**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

### **10 Charitable activities**

|  | Resources<br>expended<br>on<br>charitable<br>activities<br>2021<br>£ | Resources<br>expended<br>on<br>charitable<br>activities<br>2020<br>£ |
|--|--|--|
| Staff costs                                  | 1,828,643  | 965,030  |
| Depreciation and impairment                  | 6,956  | 4,250  |
| Travel and subsistence                       | 12,495   | 36,135   |
| Staff and volunteer training                 | 10,618   | 12,531   |
| Volunteer expenses                           | 633  | 6,189  |
| Café Mix and Bakery provisions and equipment | 5,795  | 21,639   |
| Sub contractor arrangement                   | 82,715   | -  |
|  | <u>1,947,855</u>   | <u>1,045,774</u>   |
| Share of support costs (see note 11)         | 159,049  | 137,904  |
| Share of governance costs (see note 11)      | 6,338  | 7,062  |
|  | <u>2,113,242</u>   | <u>1,190,740</u>   |
| <b>Analysis by fund</b>                      |  |  |
| Unrestricted funds - general                 | 2,026,343  | 1,150,162  |
| Restricted funds                             | 86,899   | 40,578   |
|  | <u>2,113,242</u>   | <u>1,190,740</u>   |

# **ONSIDE INDEPENDENT ADVOCACY**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

### **11 Support costs**

|                                     | Support costs  | Governance costs | 2021           | Support costs  | Governance costs | 2020           |
|-------------------------------------|----------------|------------------|----------------|----------------|------------------|----------------|
|                                     | £              | £                | £              | £              | £                | £              |
| Stationery                          | 5,678          | -                | 5,678          | 8,998          | -                | 8,998          |
| Telephone                           | 31,995         | -                | 31,995         | 24,919         | -                | 24,919         |
| Printing, publicity and advertising | 8,150          | -                | 8,150          | 1,279          | -                | 1,279          |
| Insurance                           | 4,057          | -                | 4,057          | 3,781          | -                | 3,781          |
| Rent                                | 28,968         | -                | 28,968         | 36,074         | -                | 36,074         |
| Heat and light                      | 1,220          | -                | 1,220          | 4,507          | -                | 4,507          |
| Repairs and maintenance             | 4,488          | -                | 4,488          | 5,745          | -                | 5,745          |
| Legal and consultancy               | 7,991          | -                | 7,991          | 5,997          | -                | 5,997          |
| Subscriptions                       | 2,059          | -                | 2,059          | 1,352          | -                | 1,352          |
| Computer costs                      | 24,420         | -                | 24,420         | 23,952         | -                | 23,952         |
| Postage                             | 1,785          | -                | 1,785          | 50             | -                | 50             |
| Staff recruitment costs             | 20,378         | -                | 20,378         | 11,406         | -                | 11,406         |
| Bank charges                        | 364            | -                | 364            | 535            | -                | 535            |
| Website costs                       | -              | -                | -              | 570            | -                | 570            |
| Payroll preparation costs           | 6,562          | -                | 6,562          | 2,808          | -                | 2,808          |
| Leaflet costs                       | -              | -                | -              | 109            | -                | 109            |
| General office expenses             | 7,916          | -                | 7,916          | 4,125          | -                | 4,125          |
| Bad debts written off               | 3,018          | -                | 3,018          | 1,697          | -                | 1,697          |
| Audit fee                           | -              | 6,209            | 6,209          | -              | 6,120            | 6,120          |
| AGM costs                           | -              | -                | -              | -              | 75               | 75             |
| Trustee meeting costs               | -              | 129              | 129            | -              | 867              | 867            |
|                                     | <u>159,049</u> | <u>6,338</u>     | <u>165,387</u> | <u>137,904</u> | <u>7,062</u>     | <u>144,966</u> |
| Analysed between                    |                |                  |                |                |                  |                |
| Charitable activities               | <u>159,049</u> | <u>6,338</u>     | <u>165,387</u> | <u>137,904</u> | <u>7,062</u>     | <u>144,966</u> |

Governance costs includes auditors' remunerations of £6,120 (2020 : £6,120).

### **12 Trustees**

None of the trustees (or any persons connected with them) received any remuneration during the year.

During the year 2020-21, 0 Trustee claimed for travel and other expenses incurred, in total these amounted to £Nil (2020: 1 trustee was reimbursed £227. The trustee donated the expenses of £227 back to the charity.)

## ONSIDE INDEPENDENT ADVOCACY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

#### 13 Employees

##### Number of employees

The average monthly number of employees during the year was:

|                                       | 2021<br>Number | 2020<br>Number |
|---------------------------------------|----------------|----------------|
| Advocacy and administrative personnel | 105            | 53             |

##### Employment costs

|                       | 2021<br>£ | 2020<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 1,635,557 | 887,472   |
| Social security costs | 101,499   | 48,151    |
| Other pension costs   | 91,587    | 29,407    |
|                       | 1,828,643 | 965,030   |

Total key management personnel remuneration benefits for the year amounted to £167,060 (2020: £140,856)

The number of employees whose annual remuneration was £60,000 or more were:

|                   | 2021<br>Number | 2020<br>Number |
|-------------------|----------------|----------------|
| £60,000 - £70,000 | 1              | -              |

#### 14 Transfers

Transfers have been made between unrestricted and designated funds to cover the costs of refurbishment projects and future premises requirements.

# **ONSIDE INDEPENDENT ADVOCACY**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

### **15 Tangible fixed assets**

|                                    | Fixtures, fittings & equipment | Motor vehicles | Total  |
|------------------------------------|--------------------------------|----------------|--------|
|                                    | £                              | £              | £      |
| <b>Cost</b>                        |                                |                |        |
| At 1 April 2020                    | 68,755                         | 10,000         | 78,755 |
| Additions                          | 16,548                         | -              | 16,548 |
| At 31 March 2021                   | 85,303                         | 10,000         | 95,303 |
| <b>Depreciation and impairment</b> |                                |                |        |
| At 1 April 2020                    | 47,726                         | 10,000         | 57,726 |
| Depreciation charged in the year   | 6,956                          | -              | 6,956  |
| At 31 March 2021                   | 54,682                         | 10,000         | 64,682 |
| <b>Carrying amount</b>             |                                |                |        |
| At 31 March 2021                   | 30,621                         | -              | 30,621 |
| At 31 March 2020                   | 21,029                         | -              | 21,029 |

### **16 Debtors**

|   | 2021    | 2020    |
|---|---------|---------|
|   | £       | £       |
| <b>Amounts falling due within one year:</b> |         |         |
| Trade debtors                               | 322,139 | 53,649  |
| Other debtors                               | -       | 300     |
| Prepayments and accrued income              | 277,962 | 91,490  |
|   | 600,101 | 145,439 |

### **17 Creditors: amounts falling due within one year**

|                                    | Notes | 2021    | 2020    |
|------------------------------------|-------|---------|---------|
|                                    |       | £       | £       |
| Other taxation and social security |       | 35,864  | 14,884  |
| Deferred income                    | 18    | 140,421 | 34,097  |
| Trade creditors                    |       | 15,538  | 14,104  |
| Other creditors                    |       | 66,466  | 61,699  |
| Accruals and deferred income       |       | 31,493  | 28,930  |
|                                    |       | 289,782 | 153,714 |

## ONSIDE INDEPENDENT ADVOCACY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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#### 18 Deferred income

|                                | 2021<br>£      | 2020<br>£     |
|--------------------------------|----------------|---------------|
| Arising from government grants | 4,767          | 4,767         |
| Other deferred income          | 135,654        | 29,330        |
|                                | <u>140,421</u> | <u>34,097</u> |

Income received in the year has been deferred until the next financial year and will be recognised when the services have been performed.

#### 19 Retirement benefit schemes

##### Defined contribution schemes

The charge to the statement of financial activities in respect of defined contribution schemes was £91,587 (2020: £29,407).

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

# ONSIDE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 20 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|   | Movement in funds |                    |            |                         | Movement in funds |                    |              |                          |
|---|-------------------|--------------------|------------|-------------------------|-------------------|--------------------|--------------|--------------------------|
|   | Incoming resource | Resources expended | Transfers  | Balance at 1 April 2020 | Incoming resource | Resources expended | Transfers    | Balance at 31 March 2021 |
|   | £                 | £                  | £          | £                       | £                 | £                  | £            | £                        |
| Swap & Share (Worcester)                    | 8,000             | (6,769)            | -          | 1,231                   | -                 | -                  | -            | 1,231                    |
| Reconnections - The Henry Smith Grant       | 23,192            | (22,846)           | -          | 346                     | 9,542             | (12,254)           | 2,366        | -                        |
| Job Coach Employment Support                | 2,417             | (2,922)            | 505        | -                       | 70,460            | (64,581)           | -            | 5,879                    |
| Inclusive growth                            | 9,984             | (8,041)            | -          | 1,943                   | 8,000             | (10,064)           | 121          | -                        |
| Promotion Events, Donations and Fundraisers | 100               | -                  | -          | 100                     | -                 | -                  | -            | 100                      |
|   | <u>43,693</u>     | <u>(40,578)</u>    | <u>505</u> | <u>3,620</u>            | <u>88,002</u>     | <u>(86,899)</u>    | <u>2,487</u> | <u>7,210</u>             |

The purpose of each fund is as follows:

Swap & share – part of the Communities together initiative, supporting the exchange of skills and time between community members in Worcester and Malvern.

The Henry Smith Grant – to expand the Reconnections programme of support for vulnerable and chronically lonely older people by introducing a paid mentor to work with those who have more complex needs

Job coach employment support - this is a project funded by Big Lottery and ESF to support people furthest from the job market into employment.

Inclusive Growth - project funded by Worcester City Council to provide advocacy support to enable people with complex needs to access training or employment.

## ONSIDE INDEPENDENT ADVOCACY

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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#### **21 Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                  | Balance at<br>1 April 2020<br>£ | Transfers<br>£ | Balance at<br>31 March 2021<br>£ |
|------------------|---------------------------------|----------------|----------------------------------|
| Maintenance Fund | -                               | 35,000         | 35,000                           |
| Building Fund    | -                               | 200,000        | 200,000                          |
|                  | <hr/>                           | <hr/>          | <hr/>                            |
|                  | -                               | 235,000        | 235,000                          |
|                  | <hr/>                           | <hr/>          | <hr/>                            |

The purpose of each fund is as follows:

Maintenance fund - represents money set aside for the redecoration of the premises which the charity has a contractual requirement in their lease to redecorate every three years.

Building fund - represents money set aside for future premises requirements.

# ONSIDE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 22 Analysis of net assets between funds

Fund balances at 31 March 2021 are represented by:

Tangible assets

Current assets/(liabilities)

| Unrestricted funds | Designated funds | Restricted funds | Total   | Unrestricted funds | Restricted funds | Total   |
|--------------------|------------------|------------------|---------|--------------------|------------------|---------|
| 2021               | 2021             | 2021             | 2021    | 2020               | 2020             | 2020    |
| £                  | £                | £                | £       | £                  | £                | £       |
| 30,621             | -                | -                | 30,621  | 21,029             | -                | 21,029  |
| 301,512            | 235,000          | 7,210            | 543,722 | 159,752            | 3,620            | 163,372 |
| 332,133            | 235,000          | 7,210            | 574,343 | 180,781            | 3,620            | 184,401 |



# ONSIDE INDEPENDENT ADVOCACY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 23 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

|                            | 2021<br>£     | 2020<br>£     |
|----------------------------|---------------|---------------|
| Within one year            | 22,500        | 27,914        |
| Between two and five years | 28,125        | 50,625        |
|                            | <u>50,625</u> | <u>78,539</u> |

Lease payments recognised as an expense during the year amounted to £27,898 (2020 - £29,746).

#### 24 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

#### 25 Cash generated from operations

|   | 2021<br>£     | 2020<br>£      |
|---|---------------|----------------|
| Surplus for the year  | 389,942       | 54,944         |
| Adjustments for:  |               |                |
| Investment income recognised in statement of financial activities | (30)          | (138)          |
| Depreciation and impairment of tangible fixed assets              | 6,956         | 4,250          |
| Movements in working capital:                                     |               |                |
| (Increase) in debtors   | (454,662)     | (23,634)       |
| Increase in creditors   | 29,744        | 70,438         |
| Increase in deferred income                                       | 106,324       | 19,497         |
| <b>Cash generated from operations</b>                             | <u>78,274</u> | <u>125,357</u> |

#### 26 Analysis of changes in net funds

The charity had no debt during the year.

