

ADVOCACY MATTERS LTD

A company limited by guarantee

Charity Number 1148198

Company Number 07987156

**Trustees' Report and Accounts
for the year ended 31st March 2021**

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ADVOCACY MATTERS LTD

LEGAL AND ADMINISTRATION

Full Name: Advocacy Matters Ltd

Legal Status Company Limited by Guarantee

Charity Number: 1148198

Company Number: 07987156

Date of Incorporation: 12th March 2012

Governing Document: Memorandum and Articles of Association

Registered Address: 198 Boldmere Road
Boldmere
Sutton Coldfield
West Midlands
B73 5UE

Telephone Number: 0121 321 2377

Fax Number: 0121 321 2396

E-mail Address: info@advocacymatters.co.uk

Website www.advocacymatters.co.uk

Trustee Directors (Trustees) and Advisors

Trustees:	J Steckles	Chair
	C Chadwick	Treasurer
	G Law	
	A Parker	
	A Mott	Resigned 12 th February 2021
	R Netherway	
	P Shergold	Appointed 6 th May 2021

Chief Executive Officer E Keegan

Bankers Lloyds TSB
9 Birmingham Road
Sutton Coldfield
West Midlands
B72 1QA

Independent Examiner Jerroms
Suite 1, The Gardens
Coleshill Manor Office Campus
South Drive
Coleshill
B46 1DS

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2021

The trustees of Advocacy Matters Ltd present their report and the audited financial statements of the charity for the year ended 31st March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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, published 16th July 2014.

Legal Status of the Charity

The charity is a company Limited by Guarantee incorporated on 12th March 2012 and is governed by its Memorandum and Articles of Association. The company was formed specifically to take over the operations of Advocacy Matters, an unincorporated charity which has since been decommissioned. The company commenced operations on 1st October 2012 at which point any remaining assets or liabilities of the unincorporated charity were transferred to the company.

Members' Liability

The charity is a company limited by Guarantee. The trustees/directors named on page 1 are also the only members of the company. In the event of the company being wound up, their liability in respect of the guarantee is limited to £1 each.

Mission Statement

To provide Disabled People with an independent advocate to ensure individuals are heard and their rights, concerns and needs are acted upon.

Objects of the Charity

The objects of the charity as set out in its Articles of Association are:

1. To promote the relief of the physical and mental sickness of persons in need by reason of addiction, bereavement or loss, and to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded, assisting them to integrate into society with the object of improving their conditions of life by the provision of an advocacy service in the counties of the West Midlands, Warwickshire, Worcestershire, Staffordshire and Herefordshire or elsewhere in England and Wales, where need is identified, and additional support with the object of improving their conditions of life.

For the purpose of this clause, 'socially excluded' means being excluded from society or parts of society as a result of one or more of the following factors: unemployment; financial hardship; youth and old age; ill health, (physical or mental); substance abuse or dependency, including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation, gender reassignment, poor education or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards); crime (i.e. either as a victim of crime or as an offender rehabilitating into society).

2. To advance education, in particular training in advocacy skills and disability issues, throughout the UK.

In support of these objects, the charity will provide advocacy to all disabled people although the requirements of funders may restrict either the geographical area or type of disability for particular projects.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2021

Objects of the Charity (Continued)

When projects are first established, great care is taken to ensure that they are consistent with the aims and objectives of the charity and the trustees give careful consideration to the Charity Commission's general guidance on public benefit. Each case is also reviewed regularly by management in supervision with the advocate responsible to ensure that these requirements continue to be met.

The advocacy provided is completely independent and is not subject to the direction or approval of the funder. Funds available and advocates' time will also restrict the numbers to whom advocacy can be provided. Subject to these limits, the projects are for the benefit of all members of the disabled community irrespective of ethnicity, gender or sexuality and, except in unusual circumstances such as referrals by a solicitor, advocacy is provided without charge to the recipient. Applicants are dealt with on a first come, first served basis except where a crisis situation or other complex issues may require immediate action.

Each project is reviewed annually to ensure that it continues to reflect the charity objectives and has delivered benefits to the group of people the project was set up to help.

Structure, Governance and Management

The charity is governed by an Executive Committee comprising all the Trustees who are also Directors and the only members of the company. During the year under review, the day-to-day management of the charity was delegated to the Interim Chief Executive Officer, who assumed the role of Chief Executive Officer from 1st January 2021, with the assistance of three Operations Managers.

Where there is a requirement for a new trustee, candidates will normally be identified from recommendations by existing trustees or Operations Managers, particularly bearing in mind the skills and experience which such candidates would bring in areas which are beneficial to the charity but may not necessarily be represented by the existing trustees. Potential new trustees will usually be interviewed by the Chair and one of the Operations Managers who will explain the concept of advocacy and the aims and objectives of the charity. They are also informed of their legal obligations under charity and company law, the Charity Commission guidance on public benefit and are provided with leaflets from the Charity Commission so that they are aware of their roles and responsibilities before they decide to take on the role. Successful candidates are invited to attend the next trustees' meeting as observers and are provided with a copy of the Memorandum and Articles of Association.

New trustees are voted in by the Executive Committee and appointments are subject to Enhanced Disclosure and Barring Scheme checks. New trustees are provided with a trustee Induction Pack and Advocacy Training is available to ensure the new trustee is fully aware of the meaning of advocacy.

All members of the Executive Committee give their time voluntarily and do not receive any benefits from the charity. Note 7 to the accounts shows any expenses claimed by the Trustees during the period.

The Steering Group, which is incorporated into the My Side project, ensures that the charity remains "user led" and provides an important element of the charity's structure and governance.

Risk Management

The Trustees continually assess the risks to which the charity and its staff are exposed. This has been more relevant than ever because of the potential dangers of COVID 19. Where appropriate, systems, policies and procedures have been implemented to reduce these risks. They cover areas such as health and safety of staff, volunteers and visitors and lone working for staff and volunteers. These policies and procedures are regularly reviewed to ensure they are up to date and cover all areas involving the charity. All staff and volunteer appointments are subject to Enhanced Disclosure and Barring Scheme checks and full training is given to safeguard not only the safety of staff and volunteers but also the users for whom they may be advocating. A written risk assessment is carried out for every disabled person who is to be supported by a member of staff or volunteer and is held on file.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2021

Risk Management (Continued)

Risk Assessments relating to the office are carried out annually and Health and Safety is included on the Agenda of Staff Meetings.

Financial Risk is a major consideration for a small charity and liquid funds and reserves are regularly reviewed to ensure that there is sufficient working capital for the charity's needs. This includes the ability to finance the expenditure for those projects where payment for services is made in arrears.

Pay Policy

The Trustees consider the Chief Executive Officer and the three Operations Managers to be key management personnel but the pay policy for these key personnel is the same as for other staff. The pay of all staff is reviewed annually and will normally be increased in line with, or above, average earnings benchmarked against similar roles at other charities or the public sector, with a view to ensuring that they are paid at least as well as those benchmarks.

Achievements and Performance

The year under review has again been extremely challenging, particularly because of COVID 19 but, yet again, managers and staff have responded well to all the problems with which they have been faced. They have particularly been affected by not being able to carry out face to face meetings.

Advocates continue to raise Safeguarding issues on a number of the projects where there appears to be abuse of their disabled partners. Whilst these cases have resulted in the greater awareness of such problems and have also resulted in the improvement of safeguarding procedures and in the scrutiny of care providers, progress has been frustratingly slow. Incidents such as these, which can often lead to protracted investigations, emphasise the need for greater diligence and the importance of independent advocacy.

As a result of the independent advocacy provided by Advocacy Matters, care provision is often challenged, enabling individuals to be heard who might not otherwise have a voice.

Projects

The following is a brief review for the period of each of the major projects run by Advocacy Matters.

1. My Side

The trustees consider this type of project and particularly the training and employment of volunteers to be a fundamental part of the DNA of Advocacy Matters and have agreed to continue to fund the project from Unrestricted Funds but with vastly reduced numbers and mainly by trained Volunteers.

We have provided a range of different services on this project including one to one advocacy casework, group work, volunteer training, support, supervision, attendance at events and the continued promotion of our work. The project also facilitates user groups of vulnerable adults across Birmingham and Walsall. During the year support was given by 28 Volunteers covering this range of activities and Independent Advocacy support was given to 46 people.

One of the project's aims is to recruit and train volunteer advocates. This recruitment has continued and a number of carefully vetted and trained volunteer advocates are undertaking advocacy work with careful support and supervision.

Hear to Help

The Hear to Help project is a project within My Side set up specifically to provide a telephone, befriending and information support service by volunteers to respond to the issue of isolated people during the pandemic.

**ADVOCACY MATTERS LTD
TRUSTEES' REPORT**

For the year ended 31st March 2021

Achievements and Performance (Continued)

1. My Side (Continued)

There is still a clear demand for non-statutory advocacy work in Birmingham and we continue to be a much-needed service for support for vulnerable individuals who do not meet the eligibility for statutory advocacy. Even with this restricted capacity we have been able to provide independent advocacy for 38 users but this still leaves a huge number of vulnerable people in Birmingham for whom no independent advocacy is available.

The training element of this project has largely passed to the Volunteer Advocacy Training section of the Birmingham Advocacy Hub, see 4 below.

The Steering Group is an important part of this project and provides input into the charity's governance from all areas of Birmingham and Walsall. It functions to provide former and current advocacy partners with the opportunity to access peer advocacy as well as develop self advocacy skills. The purpose of the group is to address common barriers that prevent people accessing facilities in their local communities. Members are actively involved in such matters as the interviewing of all new staff, the provision of advice as to what accessible information should be provided by the charity, the design and content of the accessible information documentation produced and in contributing to the development of future projects for which the charity applies for funding.

2. Physical Disability Advocacy

This project is now being funded by Birmingham and Solihull Clinical Commissioning Group has again been extended. The project provides support for people who have experienced strokes or have other long-term, chronic conditions, including certain physical disabilities arising from spinal injuries, amputations, neurological conditions, traumatic brain injury etc.

During the year to 31st March 2021 support with Independent Advocacy was provided to 59 people and a range of development activities were carried out at Queen Elizabeth and Good Hope hospitals, GP surgeries, the Health Exchange and others.

3. Walsall Care Act Advocacy

The nature and scope of this project is the same as that of the Birmingham Care Act Advocacy project, see 4 below, albeit on a smaller scale. The arrangement is direct with Walsall Metropolitan Borough Council.

During the year under review, support was provided for 240 individuals.

4. Birmingham Advocacy Hub

Birmingham City Council issued a tender encompassing not only statutory advocacy but also a pre-defined amount of non-statutory advocacy and volunteer training. This project was awarded to POHWER, a national advocacy provider.

Advocacy Matters entered into a partnership agreement with POHWER to provide Advocacy Services on an agreed basis. This project commenced on 1st April 2019 and is of critical importance to Advocacy Matters. It incorporated the Care Act, IMCA, and a substantial part of the My Side projects which represented most of the charity's existing business. In addition other statutory advocacy and some non-statutory advocacy is also included.

A summary of each of the elements of the project is given below.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2021

Achievements and Performance (Continued)

4. Birmingham Advocacy Hub (Continued)

Care Act Advocacy

Care Act Advocacy is a form of statutory Advocacy governed by the Care Act 2014 whereby local authorities must arrange an independent advocate to facilitate the involvement of a person in their assessment, in the preparation of their care and support plan, in the review of their care plan, and in appropriate safeguarding procedures. This independent advocacy must be implemented to provide assistance if the following two conditions are met:-

- Where the potential recipient has substantial difficulty in being fully involved in these processes
- Where there is no one appropriate available to support and represent the person's wishes.

The role of the independent advocate is to support and represent the person and to facilitate their involvement in the key processes and interactions with the local authority. Acting as an advocate for a person who has substantial difficulty in engaging with care and support processes is a responsible position.

This work includes:-

- Assisting a person to understand the assessment, the care and support planning and the review processes. This requires advocates to understand local authority policies and processes, the available assessment tools, the planning options and the options available at the review of a care or support plan. It may involve advocates spending considerable time with the individual, considering their communications needs, their wishes and feelings and their life story, and using all this to assist the person to be involved and where possible to make decisions.
- Assisting a person to communicate their views, wishes and feelings to the staff who are carrying out an assessment or developing a care or support plan or reviewing an existing plan.
- Assisting a person to understand how their needs can be met by the local authority or otherwise – understanding, for example, how a plan can be personalised, how it can be tailored to meet specific needs, how it can be creative and inclusive and how it can be used to promote a person's rights to liberty and to family life.
- Assisting the person to make decisions about their care and support arrangements – assisting them to weigh up various care and support options and to choose the ones that best meet the person's needs and wishes.
- Assisting the person to understand their rights under the Care Act – for an assessment which considers their wishes and feelings and which considers the views of other people; their right to have their eligible needs met and to have a care or support plan that reflects their needs and their preferences. Also assisting the person to understand their wider rights, including their rights to liberty and family life. A person's rights are complemented by the local authority's duties, for example, to involve the person, to meet needs in a way that is least restrictive of a person's rights.
- Assisting a person to challenge a decision made by the local authority; and where a person cannot challenge the decision even with assistance, then to challenge it on their behalf.

Independent Mental Capacity Advocacy (IMCA)

The Mental Capacity Act came into force in April 2007 introducing statutory independent advocacy and imposing on the NHS and Local Authorities the duty to consult in defined situations concerning vulnerable individuals. IMCA requires the provision of non-instructed advocacy to individuals, aged 16 and over, who have been assessed to lack capacity for specific decisions and who have no family or friends who might otherwise advocate on their behalf.

**ADVOCACY MATTERS LTD
TRUSTEES' REPORT**

For the year ended 31st March 2021

Achievements and Performance (Continued)

4. Birmingham Advocacy Hub (Continued)

Independent Mental Capacity Advocacy (Continued)

This may include those with learning difficulties, dementia, mental health problems, acquired brain injury and cognitive impairments associated with serious physical illness.

IMCA is a very specialist form of advocacy and all advocates involved in this form of advocacy are required to undertake specialist training.

IMCA advocates will also be involved in any Safeguarding aspects related to Deprivation of Liberty (DoLs) under the Mental Capacity Act 2009.

Independent Mental Health Advocacy (IMHA)

IMHA is covered by Mental Health Act Revision 2007 and relates to inpatients held under a section of the Mental Health Act 1983.

Independent Complaints Advocacy Service (ICAS)

National Health Complaints are the statutory responsibility of the National Health Service but these are commissioned through Public Health England and the local authority.

Community Advocacy

Community Advocacy applies to all issues that vulnerable people face which fall outside the above legislation.

Volunteer Advocacy Training

One of the forms of advocacy which Birmingham City Council are keen to support is advocacy by volunteers which they are promoting by supporting the training of potential new advocates.

1471 referrals were dealt with during the period and, despite the restrictions arising out of the lockdown under COVID, 4 training courses were held providing volunteer training for 38 participants.

5. Hear Me Out

This was a small but important project commissioned by the Birmingham Children's Hospital Charity to provide advocacy for sick children in the Birmingham Children's Hospital and to give young people hospitalised in the Birmingham Children's Hospital a say in their future and assist them to move on to further education or on to adult life. In particular the problems encountered in moving on to university are extremely daunting.

There has again been very positive feedback, not only from the young people themselves but from hospital consultants and parents. Despite the popularity of the project with the users, it was decommissioned at the end of September 2020.

Other than Hear Me Out, the above projects were ongoing at the period end. Many have long waiting lists due to the current high demand for advocacy.

Income and Expenditure for the year for each of these projects and the balances at the year-end are shown in Note 15 to the Accounts.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2021

Financial Results

The results for the year are set out in the attached Financial Statements and Notes. The net movement in funds for the period amounted to a surplus of £159,618. The total retained reserves at 31st March 2021 amounted to £389,551.

Reserves

The trustees periodically review the reserves position of the charity in order to ascertain whether or not the funds that they are holding are adequate for its work. In doing this they take into consideration the financial risks to which the charity is subject, the assets and working capital requirements for continued service delivery and for unforeseen circumstances, particularly relating to uncertainties of future funding.

A further major consideration is the drastic change in the way that many projects are being funded. In many cases remuneration is on a per hour or per referral basis with payment in arrears with no guarantee of the number of referrals which will be required. This places all the risk on to the provider and could have a catastrophic effect on the charity's funds if things go wrong.

At 31 March 2021 the charity had reserves of £389,551 of which £312,903 were unrestricted. The trustees have reviewed whether unrestricted funds can be applied for public benefit whilst maintaining an appropriate level of free reserves. The trustees are of the opinion that free reserves (reserves available for working capital, development and provision of the service) should be at least six months costs of running the organisation which currently equates to £206,564. The trustees therefore consider that the free reserves are adequate.

Subsequent Events

A number of funding bids have been submitted, some of which have been successful and others which have not yet been awarded but look very hopeful.

Plans for Future Periods

The trustees will continue to seek new projects which are suitable and beneficial to the community of people with disabilities, which are consistent with the charity's aims and objectives and which deliver public benefit to all members of the community.

The reduction in funding from Local Authorities generally and the reluctance of other potential funders to fund non-statutory advocacy means that different approaches to fundraising are required if the charity is to remain sustainable with adequate levels of funding and this is now a priority which is being urgently addressed.

One of the Objects of the charity is to advance education, in particular by providing training in advocacy skills and disability issues. This training is now handled by the Volunteer Advocacy Training section of the Birmingham Advocacy Hub (see 4 above) and will continue to be a priority. A brief outline of the type of facilities which could be provided is available on the charity's website. This training will normally be provided to other advocacy organisations or health professionals to the ultimate public benefit of the disabled community as a whole.

The training of professionals in disability awareness under the Working with Learning Disabled Parents project, which took place some time ago, has shown the necessity of such training and the charity will continue to look for similar opportunities. In the meantime the provision of training for professionals working with learning disabled parents is taking place on an as and when required basis.

Statement of Trustees' Responsibilities

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

**ADVOCACY MATTERS LTD
TRUSTEES' REPORT**

For the year ended 31st March 2021

Statement of Trustees' Responsibilities (Continued)

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102);
- make judgments 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.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 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.

Insofar as the trustees are aware:

- there is no relevant audit information of which the charitable company's Independent Examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the Independent Examiner is aware of that information

The strategic report under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 is not required as the charity qualifies as a small charitable company.

Independent Examiner

Jerroms Business Solutions Limited have indicated their willingness to act as Independent Examiner to the charitable company and were duly re-appointed.

This report was approved by the Trustees on 13th December 2021 and signed on their behalf by:-



C. Chadwick
Director/Trustee

ADVOCACY MATTERS LTD

Independent Examiner's Report to the Board of Advocacy Matters Ltd

I report to the Board on my examination of the financial statements of Advocacy Matters Ltd (the charity) for the year ended 31st March 2021.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the charity'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 Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 financial statements to be reached.



Jerroms

Mr Richard Alan Horton

Chartered Certified Accountants

Suite 1, The Gardens
Coleshill Manor Office Campus
South Drive
Coleshill
B46 1DS

Dated: 14th December 2021

ADVOCACY MATTERS LTD
Statement of Financial Activities
for the year to 31st March 2021

	Notes	Restricted Funds £	Unrestricted Funds £	2021 £	2020 £
Income from :-					
Donations and Legacies	2		40,790	40,790	9,038
Generated Income	4		2,766	2,766	1,975
Income from Investments	5		132	132	136
Income from Charitable Activities	3	61,111	467,948	529,059	480,175
Total Income		<u>61,111</u>	<u>511,636</u>	<u>572,747</u>	<u>491,323</u>
Expenditure on:-					
Raising Funds			3,284	3,284	3,284
Charitable Activities		44,689	365,155	409,844	539,879
Total Expenditure		<u>44,689</u>	<u>368,439</u>	<u>413,128</u>	<u>543,163</u>
Net Income		16,422	143,197	159,619	(51,840)
Inter Fund Transfers	15	(16,422)	16,422		
Net Movement in Funds			159,619	159,619	(51,840)
Total Funds Brought Forward	15	76,648	153,284	229,932	281,772
Total Funds Carried Forward	15	<u>76,648</u>	<u>312,903</u>	<u>389,551</u>	<u>229,932</u>

All recognised gains and losses are included in these accounts.

The notes on Pages 13 to 16 form part of these accounts.

ADVOCACY MATTERS LTD
Balance Sheet as at 31 March 2021

	Notes	£	2021 £	£	2020 £
Fixed Assets					
Tangible fixed Assets	11		6,537		4,634
Current Assets					
Debtors	12	50,830		37,938	
Cash at Bank and in hand		334,776		190,391	
Total Current Assets		<u>385,606</u>		<u>228,330</u>	
Current Liabilities - amounts falling due within one year					
Creditors	13	2,592		3,032	
Total Current Liabilities -		<u>2,592</u>		<u>3,032</u>	
Net Current Assets			383,014		225,298
Total Assets less Liabilities			<u>389,551</u>		<u>229,932</u>
Represented by Funds carried forward					
Unrestricted Funds	15		312,903		153,284
Restricted Funds	15		76,648		76,648
Total of Accumulated Funds carried forward			<u>389,551</u>		<u>229,932</u>

These Financial Statements have been prepared in accordance with special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015).

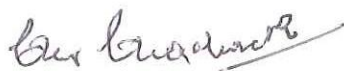
For the year ended 31 March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Agreed by the Trustees on 13th December 2021
and signed on their behalf by:-



C Chadwick
Director/Trustee

The notes on Pages 13 to 16 form part of these Accounts.

ADVOCACY MATTERS LTD

Notes to the Accounts for the year ended 31st March 2021

1. Accounting Policies

Accounting Convention

The accounts are prepared on an historical cost basis and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) and the Statement of Recommended Practice for Charities (SORP 102), the Charities Act 2011 and the Companies Act 2006. Advocacy Matters Ltd has taken advantage of the exemption in Financial Reporting Practice No. 1 from the requirement to produce a Cash Flow Statement on the grounds that it is a small charitable company.

Income

Incoming Resources include grants received from local government and other organisations and generated income which are accounted for on an accruals basis. Donations, gifts, donated services and other voluntary income are accounted for when received.

Expenditure

Resources expended are accounted for on an accruals basis. Costs relating to specific projects are allocated on a direct basis. Other costs are allocated on an estimated usage basis.

Tangible Fixed Assets

All Tangible Fixed Assets costing, or with an estimated cost of, at least £250 are valued at cost or a reasonable value on receipt and are depreciated on a straight-line basis over a period of three years.

2. Voluntary Income

	£	2021	£	2020
Donations				
Miscellaneous Advocacy			2,113	
Grants			3,169	
Legacy	40,290		747	
Other Income			2,009	
Total Voluntary Income	500		1,000	
		<u>40,790</u>		<u>9,038</u>

3. Incoming Resources from Charitable Activities

Restricted Income from Charitable Activities

Walsall Metropolitan Borough Council				
Walsall Care Act	58,611		58,157	
Birmingham Children's Hospital		58,611		58,157
Hear Me Out	2,500		12,500	
		2,500		12,500
Total Restricted Income from Charitable Activities		<u>61,111</u>		<u>70,657</u>

Unrestricted Income from Charitable Activities

Birmingham Advocacy Hub				
POHWER Contract	425,252		367,531	
Birmingham Adults and Communities		425,252		367,531
Independent Mental Capacity Advocacy				
VoiceAbility				
Care Act				
Cross Birmingham Clinical Commissioning Group				
Physical Disability Advocacy	42,696		41,987	
		42,696		41,987

Volunteers' Advocacy

Total Unrestricted Income from Charitable Activities

Total Income from Charitable Activities

<u>467,948</u>	<u>409,518</u>
<u>529,059</u>	<u>480,175</u>

4. Generated Funds

	2021	2020
	£	£
Income from Fundraising Events		
Generated Income	23	1,773
Total Generated Income	2,743	202
	<u>2,766</u>	<u>1,975</u>

5. Investment Income

Bank Interest

	2021	2020
	£	£
	<u>132</u>	<u>136</u>

ADVOCACY MATTERS LTD

Notes to the Accounts for the year ended 31st March 2021

6. Staff Numbers and Costs

Staff Numbers

The average monthly numbers of employees during the year were as follows:-

On Charitable Operations
On Administration

2021	2020
17	17
1	2

Staff Costs

Salaries
Employers National Insurance
Employers Pension Contributions & other staff costs

2021	2020
£	£
324,946	413,961
22,018	29,611
9,922	11,813
<u>356,886</u>	<u>455,385</u>

Pension Administration

The charity administers contributions by the staff to a workplace pension scheme. The charity contributes 3% of the annual salary of members of staff who have not opted out of the scheme and who contribute a minimum of 5% of salary.

Number of staff in the scheme during the period - 18 (2020- 19)

There are no members of staff earning more than £60,000 per annum

7. Trustee Remuneration and Expenses

None of the Trustees received remuneration for their services.

Reimbursement of expenses relating to travel and attendance at Trustee Meetings
Number of Trustees reimbursed during the year - none (2020- none)

2021	2020
£	£
-	-

8. Support and Governance Costs

8.1 Support Costs

Salary & Salary Costs
Premises & Office Costs
HR Services

2021	2020
£	£
20,296	34,659
10,646	13,260
5,737	9,925
<u>36,679</u>	<u>57,845</u>

8.2 Governance Costs

Salaries & Salary Costs
Premises & Office Costs
Legal & Professional
Independent Examiner's Fee
Insurance
Annual General Meeting
Publicity
Bank Charges
Depreciation

2021	2020
£	£
24,257	53,202
4,037	9,794
13	1,245
1,620	1,500
902	938
	111
62	180
<u>4,489</u>	<u>62</u>
<u>35,380</u>	<u>2,316</u>
	<u>69,347</u>

Support and Governance costs are allocated to projects in proportion to the staffing levels in each project.

9. Government Grants and Contracts

Details of the Grants Received and Service Contracts with Local Authorities are shown in Note 3 to the Accounts. The totals for the year under review are:-
Grants from Local Government
Contracts from Local Government

2021	2020
£	£
101,307	100,144

10. Taxation

The company is a registered charity and therefore is not liable for corporation tax on income derived from its charitable activities as it falls within the various exemptions available to registered charities.

ADVOCACY MATTERS LTD

Notes to the Accounts for the year ended 31st March 2021

11. Tangible Fixed Assets

	£	£	2021 £	2020 £
Cost				
At 1st April 2020				
Additions				
At 31st March 2021				
Depreciation				
At 1st April 2020				
Charge for the period				
At 31st March 2021				
Net Book Value at 31st March 2021				

	£	£	2021 £	2020 £
Office Furniture & Equipment	14,698	56,233	70,930	70,930
Office Machinery		6,392	6,392	
	14,698	62,625	77,322	70,930
	14,698	51,599	66,296	63,980
		4,489	4,489	2,316
	14,698	56,088	70,785	66,296
		6,537	6,537	4,634

12. Debtors

Prepayments and accrued income
Other Debtors

	2021 £	2020 £
	50,830	37,938
	50,830	37,938

13. Creditors

Amounts falling due within one year
Accruals and deferred income
Trade Creditors

	2021 £	2020 £
	1,760	1,930
	832	1,102
	2,592	3,032

14. Operating Lease Commitments

At 31st March 2019, the company had annual commitments under non-cancellable operating leases as follows:-

Buildings
Expiry Date

Within one year
Between two and five years

	2021 £	2020 £
	12,000	13,000

15. Movement of Funds

15.1 Accumulated Funds

	Accumulated Funds Brought Forward £	Income for the Period £	Expenditure for the Period £	Balances before Transfers £	Inter Fund Transfers £	Accumulated Funds Carried Forward £
Restricted Funds						
Walsall Care Act		58,611	43,702	14,909	14,909	34,374
Hear me out		2,500	987	1,513	1,513	42,303
Crisis Advocacy	34,374			34,374		(4,885)
Moving on Project	42,303			42,303		4,856
Next Stop	(4,885)			(4,885)		
Working with Learning Disabled Parents	4,856			4,856		
Total - Restricted Funds	76,648	61,111	44,689	93,070	16,422	76,648
Unrestricted Funds						
Physical Disability		42,696	27,002	15,694	(15,694)	
Birmingham Advocacy Hub		425,252	341,437	83,815	(83,815)	
General Fund	153,284	43,688		196,972	115,931	312,903
Total - Unrestricted Funds	153,284	511,636	368,439	296,481	16,422	312,903
Total Accumulated Funds	229,932	572,747	413,128	389,551	0	389,551

ADVOCACY MATTERS LTD

Notes to the Accounts for the year ended 31st March 2021

15.2 Analysis of Balances Carried Forward

	Net Fixed Assets £	Debtors £	Creditors £	Prepaid Income £	Accrued Charges £	Accrued Income £	Bank & Cash £	Balances Carried Forward £
Restricted Funds								
Walsall Care Act		14,710						
Hear me out							(14,710)	
Crisis Advocacy								
Moving on Project							34,374	34,374
Next Stop							42,303	42,303
Working with Learning Disabled Parents							(4,885)	(4,885)
							4,856	4,856
Total - Restricted Funds		14,710					61,938	76,648
Unrestricted Funds								
Physical Disability		35,437					(35,437)	
Birmingham Advocacy Hub		683	832		1,760		308,275	312,903
General Fund	6,537							
Total Unrestricted Funds	6,537	36,120	832		1,760		272,838	312,903
Balances Carried Forward	6,537	50,830	832		1,760		334,776	389,551