

**ADVOCACY MATTERS LTD**

**A company limited by guarantee**

**Charity Number 1148198**

**Company Number 07987156**

**Trustees' Report and Accounts  
for the year ended 31<sup>st</sup> March 2022**

**Contents**

Page 1	Legal and Administration
Pages 2-10	Trustees' Report
Page 11	Independent Examiner's Report
Page 12	Statement of Financial Activities
Page 13	Balance Sheet
Pages 14-17	Notes to the Accounts

## **ADVOCACY MATTERS**

### **LEGAL AND ADMINISTRATION**

<b>Full Name:</b>	<b>Advocacy Matters Ltd</b>
<b>Legal Status</b>	Company Limited by Guarantee
<b>Charity Number:</b>	1148198
<b>Company Number:</b>	07987156
<b>Date of Incorporation:</b>	12 <sup>th</sup> March 2012
<b>Governing Document:</b>	Memorandum and Articles of Association
<b>Registered Address:</b>	198 Boldmere Road Boldmere Sutton Coldfield West Midlands B73 5UE
<b>Telephone Number:</b>	0121 321 2377
<b>Fax Number:</b>	0121 321 2396
<b>E-mail Address:</b>	<a href="mailto:info@advocacymatters.co.uk">info@advocacymatters.co.uk</a>
<b>Website</b>	<a href="http://www.advocacymatters.org.uk">www.advocacymatters.org.uk</a>

#### **Trustee Directors (Trustees) and Advisors**

<b>Trustees:</b>	J Steckles	Chair
	C Chadwick	Treasurer
	G Law	
	A Parker	
	R Netherway	
	P Shergold	Appointed 6 <sup>th</sup> 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  
England  
B46 1DL

## **ADVOCACY MATTERS LTD TRUSTEES' REPORT**

### **For the year ended 31<sup>st</sup> March 2022**

The trustees of Advocacy Matters Ltd present their report and the independently examined financial statements of the charity for the year ended 31<sup>st</sup> March 2022. 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 16<sup>th</sup> July 2014.

### **Legal Status of the Charity**

The charity is a company Limited by Guarantee incorporated on 12<sup>th</sup> 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 1<sup>st</sup> 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 31<sup>st</sup> March 2022**

### **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 undertaken by the Chief Executive Officer 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.

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

## **ADVOCACY MATTERS LTD TRUSTEES' REPORT**

**For the year ended 31<sup>st</sup> March 2022**

### **Risk Management (Continued)**

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 had particularly been affected by not being able to carry out face to face meetings. These began to resume within this period.

Advocates continue to raise Safeguarding issues on several 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 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 42 Volunteers covering this range of activities and Independent Advocacy support was given to 48 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.

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 48 users, but this still leaves a huge number of vulnerable people in Birmingham for whom no independent advocacy is available

## **ADVOCACY MATTERS LTD TRUSTEES' REPORT**

**For the year ended 31<sup>st</sup> March 2022**

### **Achievements and Performance (Continued)**

#### **1. My Side (Continued)**

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.

In this financial year we have received grants from Awards for All, Arnold Clark and Garfield Weston to support out volunteering work. We received money from Birmingham Airport to purchase computers. For volunteers.

#### **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 31<sup>st</sup> March 2022, support with Independent Advocacy was provided to 58 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 1<sup>st</sup> 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 31<sup>st</sup> March 2022**

**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 31<sup>st</sup> March 2022**

### **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.

1592 referrals were dealt with during the period and 4 training courses were held providing volunteer training for 48 participants.

### **5. Charities Aid Foundation Resilience Grants**

The Main Grant was awarded in October 2021. This was used to employ staff needed to make Advocacy Matters a robust charity. Using this grant we have appointed a full time senior advocate, a user-led facilitator to work with the steering group and a Finance Manager.

The organisational support for management which this grant provided enabled Senior Management to concentrate on Advocacy Matters' 5-year Strategic Plan, ensuring that this is delivered successfully. User involvement and the service user facilitation role are of vital importance to Advocacy Matters as a user-led organisation. A better communication channel between beneficiaries and management/trustees to drive forward a user led strategic plan and business plan.

The other Resilience grant was used to ensure Advocacy Matters becomes a resilient charity and a road map for change has been developed. Consultants have been employed to develop a Theory of Change for the charity and a communication strategy. The theory of change has solidified our goals and purpose. We have also had consultancy support to develop cases for support for funding bids and to identify potential funders.



## **ADVOCACY MATTERS LTD TRUSTEES' REPORT**

**For the year ended 31<sup>st</sup> March 2022**

### **6. Birmingham City Council Creative City Grant**

Advocacy Matters Steering Group of disabled people in conjunction with community groups across Birmingham created a bespoke film and portable screen experience for the Commonwealth Games. Advocacy Matters was chosen, alongside 106 other community groups, to receive a *Creative City* project grant, thanks to funding from *Birmingham City Council*. In partnership with *Blue and White Creative*, delivered by the *Bostin' Creative Arts & Theatre* team, Advocacy Matters made a short film, which was screened and shared as part of the Commonwealth Games *Birmingham 2022 Festival*.

### **Financial Results**

The results for the year are set out in the attached Financial Statements and Notes. The net movement of funds for the period amounted to a surplus of £194,582. The total retained reserves at 31<sup>st</sup> March 2022 amounted to £584,133.

### **Reserves**

The trustees periodically review the reserves position of the charity 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 2022 the charity had reserves of £584,133 of which £424,856 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 £239,748. 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.

## **ADVOCACY MATTERS LTD TRUSTEES' REPORT**

**For the year ended 31<sup>st</sup> March 2022**

### **Plans for Future Periods (Continued)**

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.

We have plans to apply for grants to work with young disabled people 13-18 in transition from children's to adult services as we have in the past. This will focus on the Walsall area where there is the greatest need and deprivation.

### **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).

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.

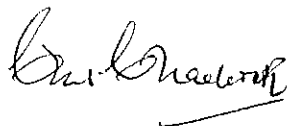
### **Independent Examiner**

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

**ADVOCACY MATTERS LTD  
TRUSTEES' REPORT**

**For the year ended 31<sup>st</sup> March 2022**

This report was approved by the Trustees on 19<sup>th</sup> December 2022  
and signed on their behalf by:-

A handwritten signature in black ink, appearing to read 'C Chadwick', with a horizontal line underneath.

C Chadwick  
Trustee/Director

**ADVOCACY MATTERS LTD  
TRUSTEES' REPORT**

**For the year ended 31<sup>st</sup> March 2022  
ADVOACY 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 31<sup>st</sup> March 2022.

**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  
England  
B46 1DL

Dated: 20<sup>th</sup> December 2022

**ADVOCACY MATTERS LTD  
TRUSTEES' REPORT**

**For the year ended 31<sup>st</sup> March 2022**

	Notes	Restricted Funds £	Unrestricted Funds £	2022 £	2021 £
<b>Income from :-</b>					
Donations and Legacies	2		34,976	34,976	40,790
Generated Income	4		5,993	5,993	2,766
Income from Investments	5		82	82	132
Income from Charitable Activities	3	178,678	454,348	633,026	529,058
<b>Total Income</b>		<u>178,678</u>	<u>495,398</u>	<u>674,077</u>	<u>572,746</u>
<b>Expenditure on:-</b>					
Raising Funds			7,109	7,109	3,284
Charitable Activities		90,399	381,987	472,386	409,844
<b>Total Expenditure</b>		<u>90,399</u>	<u>389,096</u>	<u>479,495</u>	<u>413,128</u>
<b>Net Income</b>		88,279	106,302	194,582	159,618
Inter Fund Transfers	15	(5651)	5,651		
<b>Net Movement in Funds</b>		<u>82,629</u>	<u>111,953</u>	<u>194,582</u>	<u>159,618</u>
Total Funds Brought Forward	15	76,648	312,903	389,551	229,932
<b>Total Funds Carried Forward</b>	15	<u>159,277</u>	<u>424,856</u>	<u>584,133</u>	<u>389,550</u>

All recognised gains and losses are included in these accounts.

The notes on Pages 14 to 18 form part of these accounts.

# ADVOCACY MATTERS LTD

## Notes to the Accounts for the year ended 31<sup>st</sup> March 2022

### ADVOCACY MATTERS LTD

#### Balance Sheet as at 31 March 2022

	Notes	2022	2021
		£	£
<b>Fixed Assets</b>			
Tangible fixed Assets	11	6,688	6,537
<b>Current Assets</b>			
Debtors	12	43,345	50,830
Cash at Bank and in hand		536,947	334,776
<b>Total Current Assets</b>		<u>580,292</u>	<u>385,606</u>
<b>Current Liabilities</b> - amounts falling due within one year			
Creditors	13	2,847	2,592
<b>Total Current Liabilities -</b>		<u>2,847</u>	<u>2,592</u>
<b>Net Current Assets</b>		577,445	383,014
<b>Total Assets less Liabilities</b>		<u>584,133</u>	<u>389,551</u>
<b>Represented by Funds carried forward</b>			
Unrestricted Funds	15	424,856	312,903
Restricted Funds	15	159,277	76,648
<b>Total of Accumulated Funds carried forward</b>		<u>584,133</u>	<u>389,551</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 2019).

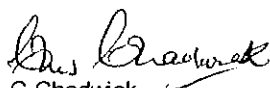
For the year ended 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 19th December 2022  
and signed on their behalf by:-

  
C Chadwick  
Director/Trustee

The notes on Pages 14 to 18 form part of these Accounts.

Notes to the Accounts for the year ended 31<sup>st</sup> March 2022

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 2019) 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

	2022 £	2021 £
Donations	270	
Miscellaneous Advocacy	842	
Grants	33,800	40,290
Other Income	64	500
<b>Total Voluntary Income</b>	<b>34,976</b>	<b>40,790</b>

3. Incoming Resources from Charitable Activities

Restricted Income from Charitable Activities

Walsall Metropolitan Borough Council	59,070	58,611	
Walsall Care Act		59,070	58,611
Birmingham Children's Hospital		2,500	
Hear Me Out			2,500
Charities Aid Foundation	119,609		
CAF Resilience Grants		119,609	
<b>Total Restricted Income from Charitable Activities</b>	<b>178,678</b>	<b>61,111</b>	

Unrestricted Income from Charitable Activities

Birmingham Advocacy Hub	411,721	425,252	
POhWER Contract		411,721	425,252
Cross Birmingham Clinical Commissioning Group	42,627	42,696	
Physical Disability Advocacy		42,627	42,696
<b>Total Unrestricted Income from Charitable Activities</b>	<b>454,348</b>	<b>467,948</b>	
<b>Total Income from Charitable Activities</b>	<b>633,026</b>	<b>529,059</b>	

4. Generated Funds

	2022 £	2021 £
Income from Fundraising Events	73	23
Generated Income	5,920	2,743
<b>Total Generated Income</b>	<b>5,993</b>	<b>2,766</b>

5. Investment Income

	2022 £	2021 £
Bank Interest	82	132

# ADVOCACY MATTERS LTD

## Notes to the Accounts for the year ended 31<sup>st</sup> March 2022

### 6. Staff Numbers and Costs

Staff Numbers	2022	2021
The average monthly numbers of employees during the year were as follows:-		
On Charitable Operations	17	17
On Administration	1	1
	2022	2021
	£	£
Staff Costs		
Salaries	399,274	324,946
Employers National Insurance	25,760	22,018
Employers Pension Contributions & other staff costs	10,640	9,922
	<u>405,675</u>	<u>356,886</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 - 17 (2021- 17)

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.

	2022	2021
	£	£
Reimbursement of expenses relating to travel and attendance at Trustee Meetings	-	-
Number of Trustees reimbursed during the year - none (2021 - none)		

### 8. Support and Governance Costs

	2022	2021
6.1 Support Costs	£	£
Salary & Salary Costs	10,009	20,206
Premises & Office Costs	9,411	10,846
HR Services	5,450	5,737
	<u>34,830</u>	<u>36,679</u>



# ADVOCACY MATTERS LTD

## Notes to the Accounts for the year ended 31<sup>st</sup> March 2022

	2022	2021
	£	£
<b>8.2 Governance Costs</b>		
Salaries & Salary Costs	20,868	24,257
Premises & Office Costs	1,789	4,037
Legal & Professional	433	13
Audit Fee	1,620	1,620
Insurance	1,779	902
Bank Charges	92	82
Depreciation	3,551	4,489
	<u>30,127</u>	<u>35,380</u>

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

### 9. Government Grants and Contracts

	2022	2021
	£	£
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	101,697	101,307

### 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.

### 11. Tangible Fixed Assets

	2022		2021	
	£	£	£	£
<b>Cost</b>				
	Office Furniture & Equipment	Office Machinery	Total	Total
At 1st April 2021	14,698	62,625	77,322	70,830
Additions		3,702	3,702	8,392
At 31st March 2022	<u>14,698</u>	<u>66,327</u>	<u>81,024</u>	<u>77,322</u>
<b>Depreciation</b>				
At 1st April 2021	14,698	58,088	70,785	68,298
Charge for the period		3,551	3,551	4,489
At 31st March 2022	<u>14,698</u>	<u>59,639</u>	<u>74,336</u>	<u>70,785</u>
<b>Net Book Value at 31st March 2022</b>		<u>6,688</u>	<u>6,688</u>	<u>6,537</u>

# ADVOCACY MATTERS LTD

## Notes to the Accounts for the year ended 31<sup>st</sup> March 2022

### 12. Debtors

	2022	2021
	£	£
Prepayments and accrued income	4,183	
Other Debtors	39,181	50,830
	<u>43,345</u>	<u>50,830</u>

### 13. Creditors

	2022	2021
	£	£
Amounts falling due within one year		
Accruals and deferred income	2,330	1,760
Trade Creditors	517	832
	<u>2,847</u>	<u>2,592</u>

### 14. Operating Lease Commitments

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

	2022	2021
	£	£
Buildings		
Expiry Date		
Within one year		
Between two and five years	18,833	12,000

### 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
	£	£	£	£	£	£
Walsall Care Act		59,070	53,419	5,651	5,651	
CAF Resilience Grants		119,809	38,880	82,829		82,829
Crisis Advocacy	34,374			34,374		34,374
Moving on Project	42,303			42,303		42,303
Next Stop	(4,885)			(4,885)		(4,885)
Working with Learning Disabled Parents	4,856			4,856		4,856
<b>Total - Restricted Funds</b>	<b>78,548</b>	<b>178,878</b>	<b>90,399</b>	<b>184,927</b>	<b>5,651</b>	<b>159,277</b>

# ADVOCACY MATTERS LTD

## Notes to the Accounts for the year ended 31<sup>st</sup> March 2022

Physical Disability		42,627	22,812	19,815	(19,815)	
Birmingham Advocacy Hub		411,721	359,176	52,545	(52,545)	
General Fund	312,904	41,050	7,109	346,845	78,011	424,856

<b>Total - Unrestricted Funds</b>	<b>312,904</b>	<b>495,588</b>	<b>389,095</b>	<b>419,205</b>	<b>5,651</b>	<b>424,856</b>
-----------------------------------	----------------	----------------	----------------	----------------	--------------	----------------

<b>Total Accumulated Funds</b>	<b>389,552</b>	<b>674,077</b>	<b>479,495</b>	<b>584,133</b>		<b>584,133</b>
--------------------------------	----------------	----------------	----------------	----------------	--	----------------

### 15.2 Analysis of Balances Carried Forward

	Net Fixed Assets	Debtors	Creditors	Prepaid Charges	Accrued Charges	Accrued Income	Bank & Cash	Balances Carried Forward
	£	£	£	£	£	£	£	£
<b>Restricted Funds</b>								
Walsall Care Act								
CAF Resilience Grants							82,629	82,629
Crisis Advocacy							34,374	34,374
Moving on Project							42,303	42,303
Next Stop							(4,885)	(4,885)
Working with Learning Disabled Parents							4,856	4,856
<b>Total - Restricted Funds</b>							<b>159,277</b>	<b>159,277</b>
<b>Unrestricted Funds</b>								
Physical Disability								
Birmingham Advocacy Hub		39,181					(39,181)	
General Fund	6,668		517	4,213	2,330		425,229	424,856
<b>Total Unrestricted Funds</b>	<b>6,668</b>	<b>39,181</b>	<b>517</b>	<b>4,213</b>	<b>2,330</b>		<b>396,047</b>	<b>424,856</b>
<b>Balances Carried Forward</b>	<b>6,668</b>	<b>39,181</b>	<b>517</b>	<b>4,213</b>	<b>2,330</b>		<b>545,324</b>	<b>584,133</b>