

**REPORT OF THE DIRECTORS AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
FOR
INDEPENDENT ADVOCACY NORTH EAST**

INDEPENDENT ADVOCACY NORTH EAST

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INDEPENDENT ADVOCACY NORTH EAST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives are 'the relief of poverty, sickness and the distress arising therefrom to persons in the North East (hereinafter called the area of benefit) by the provision of advocacy services, advice, information and support in order to enable them to gain access to educational, economic, health, housing, leisure, social welfare and other services.

Such other charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.'

The charity aim and mission statement is 'to enable the voices of vulnerable people in the North East to be heard, through the provision of a range of independent advocacy services, tailored to the needs of the individual'.

Significant activities

The main objectives and activities for the year have continued to focus on the provision of-

- citizen advocacy
- case advocacy
- peer advocacy and
- self advocacy

These services are provided for people with -

- Learning disabilities
- Mental health issues and those who come under the Mental Health Act 2007 (IMHA)
- Who come under the Mental Capacity Act 2005 (Dols RPR and IMCA)
- Who are eligible under the Care Act 2014
- Physical disabilities and long term conditions
- People with Dementia
- People from Black and Minority Ethnic (BME) Communities (particularly those with mental health issues and refugee and asylum seekers) and
- Young people with some form of disability who are in Transition from Children's to Adult services.

INDEPENDENT ADVOCACY NORTH EAST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

OBJECTIVES AND ACTIVITIES

Volunteers

The charity uses a combination of paid staff and volunteer citizen advocates to provide advocacy support on a 1:1 or group basis.

Over twenty volunteers are involved in the charity as -

- executive committee members
- citizen advocates

The hours which volunteer advocates collectively contribute per week approximate to the equivalent of a part-time worker.

The charitable activities this year are -

Self advocacy group for people within North Tyneside facilitated by Independent Advocacy North East: a self advocacy group for members of the Refugee and Asylum Seekers Community.

Citizen Advocacy partnerships provide support for people with learning disabilities, communication difficulties, physical disabilities, mental health problems and dementia to express their wishes, make informed choices and be actively involved in decisions being made about their lives.

Case work provision for over 350 people with disabilities, mental health issues, vulnerable older people with dementia, BME communities, Refugee and Asylum Seekers, people subject to Dols orders, qualifying patients who fall under the Mental Health Act 2007, people who are eligible under the Care Act 2014 and people who fall under the Mental Capacity Act 2005 and require an Independent Mental Capacity Advocate.

'Advocacy Clinics' are usually held in various venues in North Tyneside. These include 2 clinics for Refugee and Asylum Seekers, one in Wallsend and one in North Shields.

INDEPENDENT ADVOCACY NORTH EAST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Citizen Advocacy Service has also achieved its targets in recruiting and training 10 citizen advocacy volunteers. We have supported 15 plus partnerships during the year.

IANE facilitates a self advocacy group for Refugee and Asylum Seekers.

Throughout the year our advocates worked with over 350 people. This includes people with learning disabilities, mental health problems (including the statutory IMHA service), subject to Dols orders (statutory Dols - RPR service), people who are eligible under the Care Act 2014, physical disabilities, BME communities, vulnerable older people with dementia and people who require an Independent Mental Capacity Advocate under the Mental Capacity Act 2005.

IANE usually facilitates two weekly 'drop-in' clinics for people from Black and Minority Ethnic communities at local Churches in Wallsend and North Shields; these 'clinics' are unique to our charity and particularly focus upon refugee and asylum seekers.

Evaluation of Achievement

We were recently assessed and awarded our third consecutive Quality Performance Mark for Advocacy In May 2019. This award is recognition not only for our commitment to following the advocacy code of practice and principles; but also the quality of work we provide and the quality of our staff and leadership.

We are continuing to develop evaluation tools to help us to identify and measure 'outcomes' arising from advocacy partnerships. This tool is completely service user focused and designed to enable us to capture qualitative information and has been designed in such a way as to enable the document to be amended if and when service user issues or needs change.

We also gather quantitative data through a variety of formats including advocacy agreements and evaluation forms to measure our performance against targets agreed with service users. All Advocates complete an Advocacy Plan with the service user to record initial issues and preferred outcomes and also effectively maintain a record of contact, activities and outcomes achieved throughout the case and advocacy involvement. Again, this is service user led and adaptable.

Staff supervision and appraisals are utilised as opportunities to seek feedback on charity standards as well as organisational and professional development.

Volunteer support forums and supervision sessions are used to gain feedback on volunteer satisfaction and influence training and supervision developments. Formal evaluation forms are also used for feedback.

We use external agencies to help us with our training needs, especially in specialist areas such as Speech and Language and Adult Safeguarding and Mental Health and Mental Capacity Law and Care Act legislation.

We monitor all received 'Suggestions and Complaints' and make agency changes in line with outcomes.

INDEPENDENT ADVOCACY NORTH EAST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Fostering good relations

In order to encourage good relationships between management committee, staff, volunteer, service users, funders and the local community we use the following opportunities for engagement -

We welcome all members and service users to our Annual General Meeting.

We usually hold an annual 'Away day' for all Staff, Trustees, Volunteers and Members to discuss and develop organisational development including an annual review of the 4 Year Business Plan.

We usually hold events during the volunteer week celebrations.

We have representation on local forums such as Local Authority Service Provider forums, SIGN-NT, Adult Safeguarding Sub-group, Volunteer Forum, Community, Voluntary Sector (CVS) events and Chief Executive Officers Forum.

We network with other local voluntary groups such as North Tyneside Disability Forum, Carers Centre, Citizens Advice Bureau, and Community and Health Care Forum.

We have regular meetings with statutory commissioners and funders.

We usually attend regional and national advocacy forums and related meetings.

Information about our services are available at GP surgeries, Adult Social Care Gateway Team and relating services, community centres and other local places.

FINANCIAL REVIEW

Principal funding sources

Our principal funders are North Tyneside Clinical Commissioning Group and North East Commissioning Service (NHS), North Tyneside Council, Community Foundation (Linden Family Fund), Yorkshire Building Society and The Hilden Trust.

Reserves policy

The executive committee has explored the charity's requirements for reserves in light of the main risks to the organisation. The aim is to build up unrestricted funds representing at least three months of the charity's normal expenditure. The reserves are needed to meet the working capital requirements of the charity in order to maintain the charity's current activities. The present level of reserves available to the charity of £51,412 falls short of this target level.

Financial Position

Incoming resources in the year were £258,802 of this £94,624 related to restricted activities.

Despite sound financial management and the support of staff and volunteers, the charity has a deficit on unrestricted funds of £15,681; and a surplus of £197 on restricted funds. At 31 March 2021 total reserves were £58,685 of which £51,412 represented unrestricted funds.

INDEPENDENT ADVOCACY NORTH EAST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

FUTURE PLANS

The Executive group are working to implement a 4 year development plan. It is intended that the project will continue to provide advocacy services for all vulnerable people living in North Tyneside. The project has been commissioned to provide advocacy services for; the Statutory Independent Mental Health Advocacy, Deprivation of Liberty Safeguards - Relevant Persons Representative service and the Independent Mental Capacity Advocacy Service, Care Act advocacy, individuals with physical and mental health issues. We also have funding for BMW work and Young People in Transition from Child to Adult Services (in special schools). Further funding is being sought to extend our BME project as well as new funding for individuals with learning disabilities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Independent Advocacy North East (IANE) is a charitable company limited by guarantee, incorporated on 14th February 2012 and a registered charity. The company was established under a Memorandum and Articles of Association establishing the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

Trustees are voted in yearly by the charity's membership at the Annual General Meeting (AGM) and Honorary Officers are voted in either at the AGM or from amongst the Trustees at the first meeting following the AGM.

The charity wishes to have a diverse committee which represents the community it serves and the responsibility for finding potential new executive members lies with the existing committee for the time being.

There is a written procedure for recruitment and selection of potential committee members, including the use of a skills audit, a preliminary meeting with the Chief Executive Officer followed by an interview with the Chair and at least one other Trustee. This interview will include a discussion of any possible reasons for disqualification as well as any possible conflicts of interest.

Potential committee members are then put forward for election at the AGM or considered for co-option as a Trustee at other times of the year. Co-option may take place to fill any identified skills gaps or weaknesses within the committee membership. Any potential co-optees will be invited to attend at least two Executive Committee meetings as an observer and, following this, the Executive Committee will make a decision whether or not to invite the candidate to join as a Trustee. A majority of two thirds of the Trustees will be needed and there will be at least 14 days notice of the proposed co-option given to all committee members.

There will be not less than 4 members of the Executive Committee and not more than 19 committee members in total. Not more than 6 members may be co-opted but no-one may be appointed as a co-opted member if, as a result, more than one third of the members would be co-opted.

INDEPENDENT ADVOCACY NORTH EAST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Executive Committee members meet bi-monthly (a minimum of six ordinary meetings per year). Meetings are formally minuted with an Agenda distributed one week beforehand.

Meetings must be quorate (i.e. attended by at least four voting members or one third of the voting members, whichever is greater). All major decisions are made by the Trustees.

The powers of the Executive Committee members are outlined in detail in Independent Advocacy North East's governing document. Policies, employment practices, funding initiatives and strategic development plans are all the responsibility of the Executive Committee as a whole. Decisions are made by majority vote of the Trustees with the Chairperson having a second or casting vote.

The Development Sub-group acts to take forward certain enquiries or the supervision of tasks relating to personnel, finance or organisational development issues as instructed by the Executive Committee but they may only report back and make recommendations. The Executive Committee retains its role as the final decision maker.

Staff may only operate within the remit of their job descriptions and make day-to-day management decisions. For example, stationery orders, purchase of stamps or petty cash items may be sanctioned by the Senior Managers but all expenditure will be monitored by the Treasurer, Development Sub-group and the Executive Committee as a whole. Staff may also be responsible for preparation of reports and budget sheets as instructed by the Executive Committee.

The Operations Manager (OM) is managed by the Executive Committee and has responsibility for ensuring effective day to day service provision and management of the organisation. The OM is responsible for ensuring that the charity delivers services and meets funding targets and is also responsible for supervision of the staff team and staff development.

Induction and training of new trustees

In a normal 'committee year' there will be Induction Training for all new committee members within the first three months of election or co-option. Each Executive Committee member is given a handbook (updated yearly) containing Independent Advocacy North East's constitution, policies and guidelines and initial training days are arranged to cover these documents along with Executive roles and responsibilities. Other training days cover the charity's funding situation and development plans.

In month four there is a 'skills, experience and expertise audit' followed by a review of that information and feedback on the committee's strengths and weaknesses (in months five and six). Based on this audit there is an active recruitment drive for potential new committee members in months seven to nine. In month eleven informal meetings are held with potential new Executive Committee members and Executive Committee observations are arranged in preparation for the AGM again in month twelve.

Related parties

Independent Advocacy North East is a small, independent charity and not affiliated to a national body or other organisations.

It does network with other statutory and voluntary organisations through various local and national forums in order to establish good community links for its service users (eg Advocacy Alliance, CA Coalition, Carers Centre, SIGN-NT, CAB, AGE UK, LD: North East, North Tyneside Disability Forum, VODA, NCVS, New Prospects, Community Disability & Mental Health Teams, Adult Services Gateway Team and Community Health Care Forum) but as an advocacy provider it must remain independent from other service providers.

INDEPENDENT ADVOCACY NORTH EAST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
07949689 (Not specified/Other)

Registered Charity number
1148607

Registered office
62 Howard Street
North Shields
Tyne and Wear
NE30 1AF

Trustees

Dennis Errington
Nigel Dorner
Jonathan Barrow
Sarah Askew
Felicity Howgate
Paul Lapham

Chairperson
Vice-Chair
Treasurer
Secretary

resigned 26 May 2021

appointed 16 December 2020

appointed 16 December 2020

Independent Examiner

Read, Milburn & Co
71 Howard Street
North Shields
Tyne and Wear
NE30 1AF

Bankers

Co-operative Bank Plc
PO Box 250
Delf House
Southway
Skelmersdale
WN8 6WT


Senior Staff

Susan Dryland
Alison Pringle

Operations manager
Development manager

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

Approved by order of the board of trustees on 25/10/21 and signed on its behalf by:


D Errington - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF INDEPENDENT ADVOCACY NORTH EAST

Independent examiner's report to the trustees of Independent Advocacy North East ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

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

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

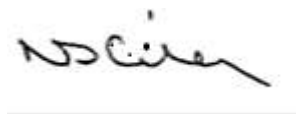
Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

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

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

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



Nicholas J Liley FCA
Institute of Chartered Accountants in England and Wales
Read, Milburn & Co
North Shields

3 November 2021

INDEPENDENT ADVOCACY NORTH EAST

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2021

| | Notes | Unrestricted fund £ | Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|------------------------------------|-------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | 2 | 100 | - | 100 | 3,436 |
| Charitable activities | 4 | | | | |
| Grant income | | 156,488 | 94,624 | 251,112 | 245,091 |
| Other trading activities | 3 | 80 | - | 80 | - |
| Other income | | <u>7,510</u> | <u>-</u> | <u>7,510</u> | <u>-</u> |
| Total | | 164,178 | 94,624 | 258,802 | 248,527 |
| EXPENDITURE ON | | | | | |
| Charitable activities | 5 | | | | |
| Staff and support costs | | 151,362 | 85,108 | 236,470 | 253,798 |
| Training | | 796 | 164 | 960 | 50 |
| Activities expenses and equipment | | 642 | 133 | 775 | 1,501 |
| Premises and administration costs | | <u>27,254</u> | <u>8,827</u> | <u>36,081</u> | <u>25,523</u> |
| Total | | 180,054 | 94,232 | 274,286 | 280,872 |
| NET INCOME/(EXPENDITURE) | | (15,876) | 392 | (15,484) | (32,345) |
| Transfers between funds | 17 | <u>195</u> | <u>(195)</u> | <u>-</u> | <u>-</u> |
| Net movement in funds | | (15,681) | 197 | (15,484) | (32,345) |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 67,093 | 7,076 | 74,169 | 106,514 |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>51,412</u></u> | <u><u>7,273</u></u> | <u><u>58,685</u></u> | <u><u>74,169</u></u> |

The notes form part of these financial statements

INDEPENDENT ADVOCACY NORTH EAST

BALANCE SHEET 31 MARCH 2021

| | Notes | 2021 £ | 2020 £ |
|--|-------|---------------|---------------|
| CURRENT ASSETS | | | |
| Debtors | 13 | 14,045 | 28,737 |
| Cash at bank and in hand | | <u>50,642</u> | <u>52,746</u> |
| | | 64,687 | 81,483 |
| CREDITORS | | | |
| Amounts falling due within one year | 14 | (6,002) | (7,314) |
| | | <u>58,685</u> | <u>74,169</u> |
| NET CURRENT ASSETS | | | |
| | | <u>58,685</u> | <u>74,169</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | |
| | | <u>58,685</u> | <u>74,169</u> |
| NET ASSETS | | | |
| | | <u>58,685</u> | <u>74,169</u> |
| FUNDS | 17 | | |
| Unrestricted funds | | 51,412 | 67,093 |
| Restricted funds | | <u>7,273</u> | <u>7,076</u> |
| TOTAL FUNDS | | <u>58,685</u> | <u>74,169</u> |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

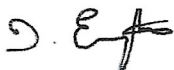
The notes form part of these financial statements

INDEPENDENT ADVOCACY NORTH EAST

BALANCE SHEET - continued 31 MARCH 2021

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

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:



27 Oct 2021

Dennis Errington (Oct 27, 2021, 7:36pm)
D Errington - Trustee



27 Oct 2021

J Mark Barrow (Oct 27, 2021, 7:46pm)
J M Barrow - Trustee

INDEPENDENT ADVOCACY NORTH EAST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|-----------------------|---------------|
| Fixtures and fittings | - 25% on cost |
| Computer equipment | - 33% on cost |

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

INDEPENDENT ADVOCACY NORTH EAST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

2. DONATIONS AND LEGACIES

| | 2021 | 2020 |
|-----------|------------|--------------|
| | £ | £ |
| Donations | <u>100</u> | <u>3,436</u> |

3. OTHER TRADING ACTIVITIES

| | 2021 | 2020 |
|--------------------|-----------|----------|
| | £ | £ |
| Fundraising income | <u>80</u> | <u>-</u> |

4. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 2021 | 2020 |
|----------------------------|--------------|----------------|----------------|
| | | £ | £ |
| NHS North Tyneside | Grant income | 54,124 | 53,377 |
| North Tyneside Council | Grant income | 156,094 | 145,983 |
| Lloyds Bank Foundation | Grant income | 12,000 | 12,000 |
| Community Foundation | Grant income | 28,500 | 28,300 |
| Sunderland City Council | Grant income | 394 | 431 |
| Garfield Weston Foundation | Grant income | - | 5,000 |
| | | <u>251,112</u> | <u>245,091</u> |

5. CHARITABLE ACTIVITIES COSTS

| | Direct Costs (see note 6) | Support costs (see note 7) | Totals |
|-----------------------------------|---------------------------------|----------------------------------|----------------|
| | £ | £ | £ |
| Staff and support costs | 236,470 | - | 236,470 |
| Training | 960 | - | 960 |
| Activities expenses and equipment | 775 | - | 775 |
| Premises and administration costs | <u>-</u> | <u>36,081</u> | <u>36,081</u> |
| | <u>238,205</u> | <u>36,081</u> | <u>274,286</u> |

INDEPENDENT ADVOCACY NORTH EAST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

| | 2021 | 2020 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Staff costs | 234,917 | 245,923 |
| Training | 960 | 50 |
| Travelling expenses | 1,553 | 7,875 |
| Volunteers expenses | 141 | 221 |
| Publicity | 385 | 556 |
| Catering | 92 | 339 |
| Interpreting services | 157 | 385 |
| | <u>238,205</u> | <u>255,349</u> |

7. SUPPORT COSTS

| | Management | Governance costs | Totals |
|-----------------------------------|---------------|------------------|---------------|
| | £ | £ | £ |
| Premises and administration costs | <u>32,874</u> | <u>3,207</u> | <u>36,081</u> |

Support costs, included in the above, are as follows:

| | 2021 | 2020 |
|---------------------------------|-----------------------------------|------------------|
| | Premises and administration costs | Total activities |
| | £ | £ |
| Rent and water rates | 13,722 | 9,076 |
| Insurance | 1,875 | 1,935 |
| Light and heat | 640 | 1,596 |
| Telephone, printing & postage | 2,986 | 3,000 |
| Post stationery and printing | 786 | 787 |
| Cleaning and sundries | 786 | 867 |
| Repairs and maintenance | 7,762 | 849 |
| Subscriptions and publications | 214 | 589 |
| Computer costs | 952 | 1,285 |
| Bank charges | 575 | 469 |
| Professional charges | 2,576 | 1,575 |
| Administration support | 2,096 | 2,096 |
| Management support | 558 | 558 |
| Management charges | (2,654) | (2,654) |
| Trustees' remuneration etc | - | 270 |
| Accountancy and payroll charges | <u>3,207</u> | <u>3,225</u> |
| | <u>36,081</u> | <u>25,523</u> |

INDEPENDENT ADVOCACY NORTH EAST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2021 | 2020 |
|---------------------|--------------|--------------|
| | £ | £ |
| Accountancy charges | 1,860 | 1,830 |
| Payroll charges | <u>1,347</u> | <u>1,395</u> |

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

| | 2021 | 2020 |
|--------------------|----------|------------|
| | £ | £ |
| Trustees' expenses | <u>-</u> | <u>270</u> |

10. STAFF COSTS

| | 2021 | 2020 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 218,066 | 227,738 |
| Social security costs | 11,977 | 13,633 |
| Other pension costs | <u>4,874</u> | <u>4,552</u> |
| | <u>234,917</u> | <u>245,923</u> |

The charity's key management personnel comprise the Trustees, the Chief Executive Officer, Operations Manager and Development Manager. The total employee benefits of the key management personnel were £72,906 (2020 - £39,662).

The average monthly number of employees during the year was as follows:

| | 2021 | 2020 |
|-----------|----------|-----------|
| Advocacy | 6 | 11 |
| Sessional | <u>1</u> | <u>2</u> |
| | <u>7</u> | <u>13</u> |

No employees received emoluments in excess of £60,000.

Included in the wages and salaries figure is an amount paid to sessional workers of £16,412 (2020 - £15,412) in the year.

INDEPENDENT ADVOCACY NORTH EAST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted fund £ | Restricted funds £ | Total funds £ |
|--|---------------------------|--------------------------|---------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | 3,436 | - | 3,436 |
| Charitable activities | | | |
| Grant income | 151,414 | 93,677 | 245,091 |
| | <hr/> | <hr/> | <hr/> |
| Total | 154,850 | 93,677 | 248,527 |
| EXPENDITURE ON | | | |
| Charitable activities | | | |
| Staff and support costs | 173,257 | 80,541 | 253,798 |
| Training | 42 | 8 | 50 |
| Activities expenses and equipment | 1,186 | 315 | 1,501 |
| Premises and administration costs | 18,764 | 6,759 | 25,523 |
| | <hr/> | <hr/> | <hr/> |
| Total | 193,249 | 87,623 | 280,872 |
| | <hr/> | <hr/> | <hr/> |
| NET INCOME/(EXPENDITURE) | (38,399) | 6,054 | (32,345) |
| Transfers between funds | <hr/> (371) | <hr/> 371 | <hr/> - |
| Net movement in funds | (38,770) | 6,425 | (32,345) |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 105,863 | 651 | 106,514 |
| | <hr/> | <hr/> | <hr/> |
| TOTAL FUNDS CARRIED FORWARD | <u>67,093</u> | <u>7,076</u> | <u>74,169</u> |

INDEPENDENT ADVOCACY NORTH EAST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

12. TANGIBLE FIXED ASSETS

| | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|-----------------------------------|----------------------------------|----------------------------|--------------|
| COST | | | |
| At 1 April 2020 and 31 March 2021 | <u>753</u> | <u>1,260</u> | <u>2,013</u> |
| DEPRECIATION | | | |
| At 1 April 2020 and 31 March 2021 | <u>753</u> | <u>1,260</u> | <u>2,013</u> |
| NET BOOK VALUE | | | |
| At 31 March 2021 | <u>-</u> | <u>-</u> | <u>-</u> |
| At 31 March 2020 | <u>-</u> | <u>-</u> | <u>-</u> |

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2021 £ | 2020 £ |
|--------------------------------|---------------|---------------|
| Other debtors | 12,917 | 25,169 |
| Prepayments and accrued income | <u>1,128</u> | <u>3,568</u> |
| | <u>14,045</u> | <u>28,737</u> |

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2021 £ | 2020 £ |
|------------------|--------------|--------------|
| Accrued expenses | <u>6,002</u> | <u>7,314</u> |

15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

| | 2021 £ | 2020 £ |
|----------------------------|---------------|--------------|
| Within one year | 13,731 | 6,562 |
| Between one and five years | <u>48,058</u> | <u>-</u> |
| | <u>61,789</u> | <u>6,562</u> |

INDEPENDENT ADVOCACY NORTH EAST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Unrestricted fund £ | Restricted funds £ | 2021 Total funds £ | 2020 Total funds £ |
|---------------------|---------------------------|--------------------------|-----------------------------|-----------------------------|
| Current assets | 57,414 | 7,273 | 64,687 | 81,483 |
| Current liabilities | <u>(6,002)</u> | <u>-</u> | <u>(6,002)</u> | <u>(7,314)</u> |
| | <u>51,412</u> | <u>7,273</u> | <u>58,685</u> | <u>74,169</u> |

17. MOVEMENT IN FUNDS

| | At 1/4/20 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/21 £ |
|--|----------------|----------------------------------|------------------------------------|--------------------|
| Unrestricted funds | | | | |
| General fund | 67,093 | (15,876) | 195 | 51,412 |
| Restricted funds | | | | |
| Lloyds Foundation - BME Advocacy | - | 195 | (195) | - |
| The Henry Smith Charity - Independent Advocates | <u>7,076</u> | <u>197</u> | <u>-</u> | <u>7,273</u> |
| | <u>7,076</u> | <u>392</u> | <u>(195)</u> | <u>7,273</u> |
| TOTAL FUNDS | <u>74,169</u> | <u>(15,484)</u> | <u>-</u> | <u>58,685</u> |

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 164,178 | (180,054) | (15,876) |
| Restricted funds | | | |
| Core Project | 54,124 | (54,124) | - |
| Lloyds Foundation - BME Advocacy | 12,000 | (11,805) | 195 |
| The Henry Smith Charity - Independent Advocates | <u>28,500</u> | <u>(28,303)</u> | <u>197</u> |
| | <u>94,624</u> | <u>(94,232)</u> | <u>392</u> |
| TOTAL FUNDS | <u>258,802</u> | <u>(274,286)</u> | <u>(15,484)</u> |

INDEPENDENT ADVOCACY NORTH EAST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

| | At 1/4/19 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/20 £ |
|--|----------------|----------------------------------|------------------------------------|--------------------|
| Unrestricted funds | | | | |
| General fund | 105,863 | (38,399) | (371) | 67,093 |
| Restricted funds | | | | |
| Lloyds Foundation - BME Advocacy | 651 | (1,022) | 371 | - |
| The Henry Smith Charity - Independent Advocates | - | 7,076 | - | 7,076 |
| | <u>651</u> | <u>6,054</u> | <u>371</u> | <u>7,076</u> |
| TOTAL FUNDS | <u>106,514</u> | <u>(32,345)</u> | <u>-</u> | <u>74,169</u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 154,850 | (193,249) | (38,399) |
| Restricted funds | | | |
| Core Project | 53,377 | (53,377) | - |
| Lloyds Foundation - BME Advocacy | 12,000 | (13,022) | (1,022) |
| The Henry Smith Charity - Independent Advocates | 28,300 | (21,224) | 7,076 |
| | <u>93,677</u> | <u>(87,623)</u> | <u>6,054</u> |
| TOTAL FUNDS | <u>248,527</u> | <u>(280,872)</u> | <u>(32,345)</u> |

INDEPENDENT ADVOCACY NORTH EAST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1/4/19 £ | Net movement in funds £ | Transfers between funds £ | At 31/3/21 £ |
|--|----------------|----------------------------------|------------------------------------|--------------------|
| Unrestricted funds | | | | |
| General fund | 105,863 | (54,275) | (176) | 51,412 |
| Restricted funds | | | | |
| Lloyds Foundation - BME Advocacy | 651 | (827) | 176 | - |
| The Henry Smith Charity - Independent Advocates | - | <u>7,273</u> | - | <u>7,273</u> |
| | <u>651</u> | <u>6,446</u> | <u>176</u> | <u>7,273</u> |
| TOTAL FUNDS | <u>106,514</u> | <u>(47,829)</u> | <u>-</u> | <u>58,685</u> |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 319,028 | (373,303) | (54,275) |
| Restricted funds | | | |
| Core Project | 107,501 | (107,501) | - |
| Lloyds Foundation - BME Advocacy | 24,000 | (24,827) | (827) |
| The Henry Smith Charity - Independent Advocates | <u>56,800</u> | <u>(49,527)</u> | <u>7,273</u> |
| | <u>188,301</u> | <u>(181,855)</u> | <u>6,446</u> |
| TOTAL FUNDS | <u>507,329</u> | <u>(555,158)</u> | <u>(47,829)</u> |

Restricted fund

BME Advocacy

This is funded by the Lloyds Foundation specifically for advocacy support for asylum seekers and refugees.

The Henry Smith Charity Fund

This is through the Community Foundation and is a grant to cover the salary and costs of two Independent Advocates.

INDEPENDENT ADVOCACY NORTH EAST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

17. MOVEMENT IN FUNDS - continued

Transfers between funds

Transfers represent the completion of a project with the transfer of funds to or from unrestricted and the transfer of funds to purchase an asset capitalised as unrestricted.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

19. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of the trustees.

INDEPENDENT ADVOCACY NORTH EAST**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

| | 2021 £ | 2020 £ |
|---------------------------------|-----------|-----------|
| INCOME AND ENDOWMENTS | | |
| Donations and legacies | | |
| Donations | 100 | 3,436 |
| Other trading activities | | |
| Fundraising income | 80 | - |
| Charitable activities | | |
| NHS North Tyneside | 54,124 | 53,377 |
| North Tyneside Council | 156,094 | 145,983 |
| Lloyds Bank Foundation | 12,000 | 12,000 |
| Community Foundation | 28,500 | 28,300 |
| Sunderland City Council | 394 | 431 |
| Garfield Weston Foundation | - | 5,000 |
| | 251,112 | 245,091 |
| Other income | | |
| Miscellaneous income | 7,510 | - |
| Total incoming resources | 258,802 | 248,527 |
| EXPENDITURE | | |
| Charitable activities | | |
| Wages | 218,066 | 227,738 |
| Social security | 11,977 | 13,633 |
| Pensions | 4,874 | 4,552 |
| Training | 960 | 50 |
| Travelling expenses | 1,553 | 7,875 |
| Volunteers expenses | 141 | 221 |
| Publicity | 385 | 556 |
| Catering | 92 | 339 |
| Interpreting services | 157 | 385 |
| | 238,205 | 255,349 |
| Support costs | | |
| Management | | |
| Rent and water rates | 13,722 | 9,076 |
| Insurance | 1,875 | 1,935 |
| Carried forward | 15,597 | 11,011 |

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INDEPENDENT ADVOCACY NORTH EAST**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

| | 2021 £ | 2020 £ |
|---------------------------------|------------------------|------------------------|
| Management | | |
| Brought forward | 15,597 | 11,011 |
| Light and heat | 640 | 1,596 |
| Telephone, printing & postage | 2,986 | 3,000 |
| Post stationery and printing | 786 | 787 |
| Cleaning and sundries | 786 | 867 |
| Repairs and maintenance | 7,762 | 849 |
| Subscriptions and publications | 214 | 589 |
| Computer costs | 952 | 1,285 |
| Bank charges | 575 | 469 |
| Professional charges | 2,576 | 1,575 |
| Administration support | 2,096 | 2,096 |
| Management support | 558 | 558 |
| Management charges | <u>(2,654)</u> | <u>(2,654)</u> |
| | 32,874 | 22,028 |
| Governance costs | | |
| Trustees' expenses | - | 270 |
| Accountancy and payroll charges | <u>3,207</u> | <u>3,225</u> |
| | <u>3,207</u> | <u>3,495</u> |
| Total resources expended | <u>274,286</u> | <u>280,872</u> |
| Net expenditure | <u><u>(15,484)</u></u> | <u><u>(32,345)</u></u> |

This page does not form part of the statutory financial statements