

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
Warrington Speak Up**

Warrington Speak Up

Contents of the Financial Statements for the Year Ended 31 March 2021

	Page
Report of the Trustees	1 to 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Financial Statements	15 to 20
Detailed Statement of Financial Activities	21

Warrington Speak Up
Report of the Trustees
for the Year Ended 31 March 2021

The trustees 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).

Message from the Trustees

The 2020 / 2021 year has been overwhelmed by the Covid-19 pandemic which has caused a seismic shift in the way our world operates and Warrington Speak Up staff have responded magnificently. The staff have taken a proactive approach to the situation and have adapted by finding innovative solutions to continue to engage and support vulnerable people.

Warrington Speak Up has had a successful year and was well positioned to cope with the crisis of the pandemic. The Board of Trustees 'met' frequently to review our approach to service delivery and our ongoing response to the ever changing situation. We have enhanced our reputation with our key partners, and we anticipate that this year will be equally notable for Warrington Speak Up.

Whilst our approach may be different, we are very much here. We recognise that this is one of the most challenging situations we as individuals have encountered for many years, and we are immensely proud of our staff's ability to adapt to the new reality by ensuring those we continue to support those that need it most.

The Board of Trustees would like to thank all the staff and volunteers of Warrington Speak Up for your enormous contributions.

Message from the Manager

Advocacy has never been more important than in the last 12 months. It is the people who already found it harder to have their voices heard, who have been disadvantaged the most from the coronavirus restrictions we have all faced.

As an organisation at the beginning of the pandemic we very quickly adapted our approaches, continuing to deliver all our advocacy services online, and where safe to do so, meet in person. Our challenge and mission has been to remain visible and accessible, meet the increasing demand for advocacy, and continue to provide high quality, safe and creative advocacy support, whilst protecting the safety and wellbeing of our staff team. Ensuring people had continued access to current information in a range of formats remained a priority throughout the last year. We adapted our website to include bespoke covid information and links to sources of support and advice. In partnership with Warrington CCG we produced a series of commissioned health films, starring one of our self-advocates.

Our immediate response in April was to support our colleagues in social care to provide an additional befriending and listening advocacy service, reaching out to those who were particularly isolated and vulnerable during the first lockdown. Through Connect2 our team of advocates were able to connect with people on a daily or weekly basis, have a chat, take time to listen to people's stories and worries and signpost to appropriate services when needed. The impact of Connect2 cannot be underestimated. It proved to be a lifeline to many, particularly those without family support.

In addition to our contracted work we were successful in attracting new funding, including a grant from Cheshire Community Foundation to purchase tablets, headsets and data enabling people to stay connected and participate in our self-advocacy groups and engagement activities within mental health settings.

Project Smile was another initiative led by our team, connecting with residents, and appreciating and saying thank you to staff within our local care homes. 36 care homes received care packages that included Heroes chocolates for staff kindly donated by local supermarkets, biscuits for residents, thank you cards, letters written by children and friends within our communities and artwork produced by local schools and nurseries.

Our self-advocacy offer saw considerable growth and, due to our enhanced online presence, we had the privilege of connecting and engaging with people from across the northwest. Art and craft, local history, Zumba, virtual walks, singing, cookery, photography, film making, confidence building session were just a few of the activities on offer. But at the heart of it all was the desire to enable people with learning disabilities to have the opportunity to connect, give, grow, learn, remain active and feel valued, noticed and a part of community.

Warrington Speak Up

Report of the Trustees for the Year Ended 31 March 2021

Mental health engagement, supporting suicide prevention initiatives and challenging stigma and discrimination remained a significant focus for our project worker and Time to Change champions. The 'Darkness into Light' walk, was a highlight of the year, with over 150 people walking through the night from Widnes to Warrington, having time to reflect, share personal stories and experiences and offer hope to one each other. At the early part of 2021 we acknowledged the end of the Time to Change programme and the achievements of Time to Change Champions through a moving celebration and launched Get Warrington Talking, our new local challenging stigma project.

The Advocacy Leads Network, set up at the start of the pandemic, has provided a positive source of support to senior leaders within advocacy organisations, both small and large. Initially meeting bi-weekly, I looked forward to the opportunity to encourage one another, sharing knowledge, experiences and expertise as we faced similar challenges and to work collectively to protect rights for those most impacted by the pandemic and ensure quality and effective advocacy services. Over the last year the group has grown in number, strengthened in purpose, and is providing a strong, collective voice, championing change and social justice.

As I finish writing I can honestly say that it is through the contribution, commitment and dedication of our staff team, the knowledge of our trustees, resilience of our self-advocates and support of our partners, that we have been able to not just 'survive', but 'positively thrive' this year.

Advocacy may have looked a little different during this time, but our passion to provide support to those who most need it remains as strong as ever.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Warrington Speak Up's mission is to provide independent advocacy services to residents of Warrington which will directly relieve the needs of vulnerable young people and adults who have learning difficulties, disabilities, health and social care needs and mental health concerns and/or to relieve the needs of those who may be providing care and support. This mission is carried out in such a way as to affirm the dignity, individuality and integrity of each individual, ensuring their rights as ordinary citizens are protected. In addition, we seek to champion change within the field of health and social care.

Warrington Speak Up
Report of the Trustees
for the Year Ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Public benefit

In planning the charity's activities, the trustees have had regard to the Charity Commission's guidance on public benefit. In accordance with the National Advocacy Charter, advocacy services are independent (structurally independent from statutory organisations and other service providers) confidential, accessible and provided free of charge. Warrington Speak Up aims to ensure that buildings, policies, procedures and publicity materials promote access to the whole community. Information in a range of formats and on different platforms, is available to clients, funding agencies and other service providers, describing the scope and limitations of services.

Advocacy promotes social inclusion, equality and social justice.

Through the provision of statutory and non-statutory advocacy services individuals are able to:

- increase their confidence and self-esteem,
- have their voice heard,
- have their rights defended and upheld,
- have their views and wishes genuinely considered when decisions are being made about their lives,
- enjoy more control over their lives,
- be meaningfully involved in decision making,
- gain improved access to appropriate adult social care, health and well-being services,
- participate and contribute to their local communities,
- be kept safe from all types of abuse and have representation during safeguarding processes,

During 2020-2021 the organisation has actively worked with the following identified groups:

- Prisoners with social care needs
- Adults with mental health issues
- Adults with learning difficulties and learning disabilities
- Adults with autism
- Parents involved in Early Intervention, Child in Need, Child Protection and Family Care Proceedings
- Disabled young people in transition
- Older people in care homes and hospital settings
- Older people with dementia
- Carers
- People with acquired brain injury
- People accessing homeless provision and the Street homeless
- People with a physical disability and/or sensory difficulties

In addition, Warrington Speak Up, through consultation activity, community participation events and issue-based advocacy has sought to influence the development and implementation of local agendas and commissioning priorities within health and social care reform in order to improve outcomes for local people. The manager of Warrington Speak Up is the Chairperson of the Warrington Safeguarding Adult Forum, Co-Chair of the Learning Disability and Autism Partnership Board and sits on the Warrington Adult Safeguarding Board and 3rd Sector Leads Hub. In addition the Mental Health Engagement Worker and Project Co-ordinator provides representation on the Mental Health Partnership Board, Suicide Prevention Board, Hate Crime and Incident Board and Health Forum, demonstrating our commitment to ensuring the voice of the individual is at the centre of strategic decision making.

Warrington Speak Up
Report of the Trustees
for the Year Ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The following services and hours were provided and delivered in the Hub between April 2020 and March 2021.

	Number of new referrals	Time spent (hours)
Care Act	310	2857
IMHA	216	1239
Advocacy for informal patients	119	224
IMCA	87	352
DoLS Paid RPR	176	1122
Parent Advocacy	64	1222
Preventative Advocacy	61	403

Statutory Advocacy

Care Act Advocacy (CAA)
 Independent Mental Health Advocacy (IMHA)
 Independent Mental Capacity Advocacy (IMCA)
 Deprivation of Liberty Safeguards (DoLS Sect 39A, 39C, 39D)
 Paid RPR (Relevant Persons Representative)

Non-Statutory Advocacy

Parent Advocacy within child protection and family care proceedings
 Preventative Advocacy
 Self-Advocacy
 Mental Health Engagement
 Consultation activity within the wider community

In total, 1458 people have received issue-based advocacy support and 7418 hours of advocacy have been delivered.

In addition, Warrington Speak Up continues to deliver the following activity on a commissioned basis:

Your Life, Your Say Older Peoples Project

Located in 2 care homes

Spot purchase Paid RPR

5 referrals from York, Trafford, Conwy, Worcestershire
 3 referrals from Warrington Borough Council

Spot purchase Care Act

2 referrals from Warrington Borough Council
 1 referral from Cheshire West and Chester

Spot purchase IMHA

1 referral from Warrington Borough Council

Spot purchase Parent Advocacy

5 referrals from Halton Borough Council

Spot purchase Graphic facilitation

Pathways Associates (Cheshire Mersey Training Partnership, Confirm and Challenge, NW Regional Meetings, Conference) and Merseyside Police.

Spot purchase 1.2 Reps

2 referrals from Warrington Borough Council

Warrington Speak Up
Report of the Trustees
for the Year Ended 31 March 2021

New projects

Connect2

This year due to the pandemic, Speak Up delivered a new project called Connect2, linking vulnerable and isolated people to an advocate to receive phone calls on either a daily, twice weekly or weekly basis, to connect, chat, build relationship and receive support to access appropriate services. Referrals were received by adult social care and local community groups, all of which were responded to immediately.

79 individuals isolated through Covid 19 received regular telephone calls

Smile Project

As a way of befriending people within care home settings, isolated from family and friends during the initial lock down, and saying thank you to care home staff, Speak Up made up care packages for 36 care homes, in collaboration with children from local schools and nurseries. Residents and staff received cards, letters, chocolates, biscuits, and art and craft work created by children.

36 care homes in receipt of care packages

Connect Yourself

Connect Yourself is a new project working with young people who have finished school, college or a supported internship, but who still feel they have lots to learn. Funded by NHS England and commissioned by Warrington Borough Council, young people set their own goals to help build their confidence to access the right services and opportunities. Connect Yourself is all about making the right connections. Using bespoke creative planning tools and personalised approaches the project worker supports young people to achieve their goals.

14 young people supported to plan

Referral types

Issue based Advocacy

This takes place across a range of settings including local prisons, care homes and supported living accommodation, local hospital provision, secure mental health establishments, local community, schools and colleges, own homes and local community settings.

Care Act

Reasons for referral (April 2020 - March 2021)	Number of referrals
Assessment	75
Care & Support Planning	135
Care & Support Review	44
Safeguarding	56

IMHA

Reasons for referral (April 2020 - March 2021)	Number of referrals
Section 2	143
Section 3	68
Section 57 (informal Patient)	1
CTO	4

IMCA

Reasons for referral (April 2020 - March 2021)	Number of referrals
Serious Medical Treatment	56
Change of Accommodation	2
Safeguarding	4
DoLS 39A	8
DoLS 39D	17

Warrington Speak Up

Report of the Trustees for the Year Ended 31 March 2021

Parent Advocacy

Reasons for referral (April 2020 - March 2021)	Number of referrals
Child Protection	40
Family Care Proceedings	20
Child in Care	4

Preventative Advocacy

Reasons for referral (April 2020 - March 2021)	Number of referrals
Domestic Abuse	1
Benefits	2
Special Guardianship Order	1
Police Investigation	4
Other	9
Census	2
Care and Support	2
House / Accommodation	11
Health	3
Financial (General)	3
Covid Vaccine	5
Neighbour Dispute	1
Complaints	3
Child in Need	14

Self-advocacy and group advocacy

Regular established groups meet the needs of adults with learning difficulties, mental health problems, disabled young people, service users in receipt of housing related support, street homeless and carers.

During the last 12 months a range of both new and already established weekly and monthly groups have taken place virtually due to the restrictions imposed by Covid 19. Attendance has been high in group activities with a number of new people choosing to participate. With the help of a grant from Cheshire Community Foundation we were able to purchase tablets, headphones and data to help people connect with the groups through Zoom.

Individuals from across the Northwest have had the opportunity to continue to develop their self-advocacy skills at a time of increased isolation, fear and anxiety. We have been particularly proud of the impact of our project work in people's lives.

Your Life, Your Say Older People's Project

Provides instructed and non-instructed advocacy support to residents within 2 residential/nursing homes. Advocacy is aimed at residents with little or no family contact or other social networks, tackling social isolation within care settings. Activity includes life story work, discussion and contribution to resident surveys, end of life care planning. During this year most of the work took place virtually, with in person visits happening where possible.

Warrington Speak Up
Report of the Trustees
for the Year Ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

During the year the Charity continued to pursue a policy of securing additional sources of income in order to build on Warrington Speak Up's activities and retain sufficient reserves.

We have 6 main strands of income :

- 1) Specific contracts to deliver mainstream advocacy services within the local authority (competitive tendering),
- 2) Funding received through grants to deliver specific projects (bids and applications),
- 3) Income generated through offering bespoke training and consultancy,
- 4) Gifts/donations that directly contribute to running costs,
- 5) Out of area and local spot purchase arrangements,
- 6) Individual commissioned work (i.e. graphic facilitation),

The Charity has received its main income from the Local Authority for the provision of advocacy services. Smaller grants and sources of income include University of Chester, Warrington Community Living, Krinvest, NorthWest Training and Development Team (Pathways), Cheshire Community Foundation, Warrington Borough Council, NHS England, Cheshire West and Chester Council, Inclusion North and a number of regional and London based local authorities.

FINANCIAL REVIEW

Financial position

The Charity has made a surplus in the year of £24,491. Its principal funding source is from grants which totalled £223,927. Total reserves at the year end were £178,924.

Reserves policy

The Trustees have reviewed the policy for reserves for the charity. This review encompassed the nature of the income and expenditure streams, the need to match funding income with fixed commitments and the nature of the reserves. The review concluded that to allow the charity to be managed efficiently and to provide an uninterrupted service to our client base, a general reserve which equates to approximately 3 months running costs should be maintained. At present, the funds held are significantly higher, however these additional funds will be required to fund future deficits due to lower funding levels.

The Board of Trustees reviewed and agreed a policy of maintaining a reserves account of 3 months running costs and to meet redundancy obligations for eight staff

Going concern

The Trustees are continually reviewing the operations of the charity and its ability to deliver its objects during the Covid 19 pandemic. As the organisation has received confirmation that core funding for advocacy delivery has been confirmed for the next two years it is the opinion of the Trustees that they have the structure and resources to ensure the Charity remains a going concern. The Board however are mindful of the potential impact of Covid 19 on additional sources of income and will ensure that this is assessed on a regular basis.

Warrington Speak Up
Report of the Trustees
for the Year Ended 31 March 2021

FUTURE PLANS

Objectives for 2020 to 2021

1. To design and launch a new website, with accessible features,

Due to the impact of the pandemic progress was delayed slightly. The new accessible website launched in May 2021

2. To update promotional material and create a series of advocacy films

Achieved and available to access on the new website

3. To secure longer term funding for the Warrington Time to Change Hub

Additional short-term funding was secured to enable vital work to continue during the pandemic. The national Time to Change programme has now ceased and Speak Up has launched a new mental health initiative tackling mental health stigma called Get Warrington Talking.

4. To complete the QPM

Considerable work took place towards achieving this with a successful outcome to the desk top assessment and the planned site visit/audit due to take place in July 2021 .

5. To complete a review of policies in terms of promoting equality and diversity, work towards a more diverse and inclusive trustees/board membership

A new member of the board was appointed during this year and a thorough review of policies undertaken. A revised Equality and Diversity policy was developed ready for assessment under the QPM.

6. To assess the impact of Covid 19 on future income generation and ensure a robust plan of action is developed to tackle any gaps in service provision and deficit in income.

We have been successful in attracting new additional sources of income during this year to carry out work specifically related to the impact of Covid 19. In addition considerable planning has taken place with the local authority to assess demand for advocacy in order to increase the contract value.

Objectives for 2021 - 2022

1. To co-produce a new three-year development plan for the organisation including a review of the staff structure, succession planning and securing financial stability through a new contract with the local authority.
2. Maintain and develop the new website and increase social media presence
3. Secure long term independent funding for Get Warrington Talking, increase staff hours and develop new Get Warrington Talking initiatives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Warrington Speak Up
Report of the Trustees
for the Year Ended 31 March 2021

The charity was registered on 11th July 2006 and is governed by its constitution adopted on 27th June 2006. After the year end, the constitution of the charity was amended, and was adopted by the Board on 26th February 2013. The amendment was made to reflect the expansion of the charity and its area of activity. The charity operates under the name of Warrington Speak Up from its offices at The Gateway.

In October 2014 the charity was registered as CIO (Charitable Incorporated Organisation and ratified by the Charities Commission. The new organisation came into effect on January 1st 2015.

Warrington Speak Up is an independent advocacy organisation actively promoting social inclusion, equality and social justice. Our aim is to strengthen the voice of people living in Warrington who face discrimination, disadvantage or social isolation. Advocacy supports and enables people who find it difficult or lack the confidence to speak up, to express their views, exercise their rights and make informed choices.

Advocacy is available to any Warrington resident over the age of 18 or to a disabled young person from the age of 16. We work with people disadvantaged through age, mental illness, disability, ill health, family and social circumstances.

Recruitment and appointment of new trustees

Induction and training of new trustees

New trustees undergo a period of induction to brief them on the work of Warrington Speak Up, structures, decision making processes and recent financial performance. During induction, trustees meet with the staff team and other members of the Board. Formal training is accessed via Warrington Voluntary Action, a local voluntary organisation that provides a range of services to 3rd Sector organisations including training on governance. A revised Trustee Induction Pack has been developed.

Organisational structure

Warrington Speak Up is managed by a Board of Trustees. We actively seek to appoint trustees who demonstrate their understanding of the values and ethos of Warrington Speak Up and who offer a range of experience, skill and expertise. In addition, we benefit from the support of external advisors offering specific areas of expertise and knowledge in the field of health and social care, community development and 3rd sector infrastructure and general legal advice.

The Board is keen to promote and support meaningful opportunity to any person who accesses advocacy services to share their views on the development of the organisation and influence decision making. This is supported through regular consultation events with clients and group members, satisfaction surveys and through a robust complaints, comments and compliments policy. In addition, trustees commit to meeting with members of self-advocacy groups on an annual basis to listen to their views and experiences of the organisation.

The Board of Trustees must have a minimum of three trustees but with no maximum number. We currently have five trustees.

Trustees meet bimonthly with additional meetings when required to deal with specific issues. The primary focus of the Board is to review performance of the charity, review strategic and financial plans, support organisational growth and development and agree policy and procedure. Day to day responsibility and decision making is delegated to the Manager who has overall responsibility for ensuring that the services specified are delivered to a high standard, for securing funding and the day to day management of the staff team.

During this period the Board has overseen the development of governance processes and preparation for potential changes within the management and staffing structure. Their focus for the next 12 months will be to assess the impact of Covid 19 on finances and service and ensure appropriate actions are taken to mitigate against any risks identified.

Warrington Speak Up
Report of the Trustees
for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees continue to assess the major risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error and manage identified risks.

Adequate insurance cover is in place in line with contractual obligations and the finances are kept under constant review with external auditing.

Significant external risks to funding have led to the development of a 'strategic plan' allowing for the diversification of funding and activities. Generating new income takes place through the promotion of specific advocacy products including spot purchase arrangements from external local authorities for statutory advocacy, provider consultation and quality assurance, graphic facilitation services across the northwest, design of easy read information and training and the Your Life Your Say Older Peoples Project.

Cash flow, expenditure and income generation is monitored and checked regularly against the annual budget. Internal control risks are minimised by the implementation of procedures for authorisation of all financial and contractual transactions.

Robust policies and procedures ensure compliance with health and safety regulations and safeguarding in relation to staff, volunteers, service users and visitors. All procedures and policies are reviewed in a systematic way to ensure that they continue to meet the needs of the Charity, service users and contractual obligations. It is our aim to seek to continually improve the effectiveness of our quality management system through the implementation of policies, quality objectives, audit results, analysis of data, corrective and preventative actions and management review.

The Board of Trustees have been committed to communicating the importance of quality assurance whilst meeting the needs of clients, commissioners and relevant statutory requirements. All advocacy activity is reviewed and evaluated against outcome-based measures and the views of clients and stakeholders are actively sought and used to identify, set objectives and achieve improvements in the quality of its service.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1158888

Principal address

The Gateway
89 Sankey Street
Warrington
Cheshire
WA1 1SR

Trustees

Ms S L Bennett
M Horne
Mrs A O'Mahony
S Woof
Mrs K Donnelly (appointed 1.4.20)

Independent Examiner

Voisey & Co LLP
Chartered Accountants
8 Winmarleigh Street
Warrington
Cheshire
WA1 1JW

Warrington Speak Up
Report of the Trustees
for the Year Ended 31 March 2021

Approved by order of the board of trustees on 19 October 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'S L Bennett', written in a cursive style.

Ms S L Bennett - Trustee

Independent Examiner's Report to the Trustees of Warrington Speak Up

Independent examiner's report to the trustees of Warrington Speak Up

I report to the charity trustees on my examination of the accounts of Warrington Speak Up (the Trust) for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 BA FCA which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Lee Warburton
BA FCA
Voisey & Co LLP
Chartered Accountants
8 Winmarleigh Street
Warrington
Cheshire
WA1 1JW

19 October 2021

Warrington Speak Up

Statement of Financial Activities for the Year Ended 31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		202	-	202	290
Charitable activities					
Advocacy, counselling and support		310,266	-	310,266	268,464
Total		<u>310,468</u>	<u>-</u>	<u>310,468</u>	<u>268,754</u>
EXPENDITURE ON					
Charitable activities					
Advocacy, counselling and support		285,977	-	285,977	242,592
NET INCOME		<u>24,491</u>	<u>-</u>	<u>24,491</u>	<u>26,162</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		154,433	-	154,433	128,271
TOTAL FUNDS CARRIED FORWARD		<u><u>178,924</u></u>	<u><u>-</u></u>	<u><u>178,924</u></u>	<u><u>154,433</u></u>

The notes form part of these financial statements

Warrington Speak Up

Balance Sheet 31 March 2021

	Notes	Unrestricted fund £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	4	5,147	-	5,147	2,298
CURRENT ASSETS					
Debtors	5	9,776	-	9,776	34,522
Cash at bank and in hand		301,270	-	301,270	172,236
		<u>311,046</u>	<u>-</u>	<u>311,046</u>	<u>206,758</u>
CREDITORS					
Amounts falling due within one year	6	(137,269)	-	(137,269)	(54,623)
NET CURRENT ASSETS		<u>173,777</u>	<u>-</u>	<u>173,777</u>	<u>152,135</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>178,924</u>	<u>-</u>	<u>178,924</u>	<u>154,433</u>
NET ASSETS		<u>178,924</u>	<u>-</u>	<u>178,924</u>	<u>154,433</u>
FUNDS	8				
Unrestricted funds				178,924	154,433
TOTAL FUNDS				<u>178,924</u>	<u>154,433</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 19 October 2021 and were signed on its behalf by:

S L Bennett

S L Bennett - Trustee

M Horne

M Horne - Trustee

Warrington Speak Up

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 charity, 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

In the opinion of the Trustees the charity has sufficient resources and funding for the foreseeable future and as a result have prepared the financial statements on a going concern basis.

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.

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

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

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.

- Expenditure on charitable activities includes the costs incurred by the charity to enable it to fulfil its core operations.

- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

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
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Warrington Speak Up

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Computer equipment - 33% on cost

Taxation

The charity is exempt from 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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

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

Financial instruments

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

Financial instruments are recognised in the charity's statement of financial position when the charity becomes party to the contractual provisions of the instrument.

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

Basic financial assets

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

Other financial assets

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value are recognised in profit or loss, except that investments in equity instruments that are not publically traded and whose fair values cannot be measured reliably are measured at cost less impairment.

Impairment of financial assets

Financial assets, other than those held at fair value through profit or loss, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in profit or loss.

Warrington Speak Up

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES - continued

Financial instruments

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the company transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

Employee benefits

The costs of the short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the costs of stock or fixed assets. The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2. 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

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

3. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	220,738	190,246
Social security costs	14,037	12,400
Other pension costs	6,031	4,257
	<u>240,806</u>	<u>206,903</u>

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

	31.3.21	31.3.20
Staff	<u>10</u>	<u>9</u>

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

Warrington Speak Up

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

4. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2020	3,787	5,757	9,544
Additions	590	3,845	4,435
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2021	4,377	9,602	13,979
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
At 1 April 2020	3,752	3,494	7,246
Charge for year	96	1,490	1,586
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2021	3,848	4,984	8,832
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 31 March 2021	529	4,618	5,147
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2020	35	2,263	2,298
	<u> </u>	<u> </u>	<u> </u>

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade debtors	4,293	32,672
Prepayments and accrued income	5,483	1,850
	<u> </u>	<u> </u>
	9,776	34,522
	<u> </u>	<u> </u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade creditors	3,592	(43)
Social security and other taxes	4,582	4,379
Other creditors	1,582	2,554
Accruals and deferred income	127,513	47,733
	<u> </u>	<u> </u>
	137,269	54,623
	<u> </u>	<u> </u>

Deferred income comprises grant income received in advance of the year to which it relates.

	31.03.21 £
Balance as at 1st April 2020	45,550
Amount released to income earned from charitable activities	(45,550)
Amount deferred in year	125,238
	<u> </u>
Balance as at 31st March 2021	125,238
	<u> </u>

Warrington Speak Up

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

7. LEASING AGREEMENTS

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

	31.3.21 £	31.3.20 £
Within one year	8,000	8,000
Between one and five years	4,000	12,000
	<u>12,000</u>	<u>20,000</u>

8. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	154,433	24,491	178,924
TOTAL FUNDS	<u>154,433</u>	<u>24,491</u>	<u>178,924</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	310,468	(285,977)	24,491
TOTAL FUNDS	<u>310,468</u>	<u>(285,977)</u>	<u>24,491</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	128,271	26,162	154,433
TOTAL FUNDS	<u>128,271</u>	<u>26,162</u>	<u>154,433</u>

Warrington Speak Up

Notes to the Financial Statements - continued for the Year Ended 31 March 2021

8. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	253,754	(227,592)	26,162
Restricted funds			
Accessible time to change hub	15,000	(15,000)	-
TOTAL FUNDS	<u>268,754</u>	<u>(242,592)</u>	<u>26,162</u>

9. RELATED PARTY DISCLOSURES

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

10. REMUNERATION OF KEY MANAGEMENT PERSONNEL

The charity considers its key management personnel to comprise its trustees and manager. The total employment benefits including employer pension contributions of the key management personnel were £45,508 (2020 £44,307). No employee had employee benefits in excess of £60,000.

11. RESTRICTED FUNDS

Accessible Time to Change Hub

The project involves:

- o raising awareness of mental health with people with a learning disability and/or autism
- o actively promoting and supporting peer led mental health promotion
- o designing and delivering a Champions training programme
- o designing a range of easy read resources
- o recruiting Time to Change Champions who have a learning disability and experience of poor mental health
- o liaising with members of the Warrington Time to Change Hub

Warrington Speak Up

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	202	290
Charitable activities		
Events	86,339	29,539
Grants	223,927	238,925
	<u>310,266</u>	<u>268,464</u>
Total incoming resources	310,468	268,754
EXPENDITURE		
Charitable activities		
Wages	220,738	190,246
Social security	14,037	12,400
Pensions	6,031	4,257
Other operating leases	14,360	13,756
Travel expenses	883	5,010
Training	2,393	1,264
PR Literature	-	267
Local projects	2,021	290
	<u>260,463</u>	<u>227,490</u>
Support costs		
Management		
Insurance	1,227	1,222
Telephone	4,004	3,782
Postage and stationery	1,049	1,334
Sundries	2,662	1,489
IT costs	10,390	3,508
Repairs and renewals	136	309
Depreciation of tangible assets	1,586	1,184
	<u>21,054</u>	<u>12,828</u>
Finance		
Bank charges	86	94
Governance costs		
Accountancy and legal fees	2,980	2,140
Legal fees	1,394	40
	<u>4,374</u>	<u>2,180</u>
Total resources expended	285,977	242,592
Net income	24,491	26,162

This page does not form part of the statutory financial statements