

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
South Essex Advocacy Services**

Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

South Essex Advocacy Services

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for the Year Ended 31 March 2021**

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South Essex Advocacy Services

Reference and Administrative Details for the Year Ended 31 March 2021

TRUSTEES	C Cormack Chairman (deceased 3.10.2021) N Gupta MBE J Clinkscales D Russell Ms P Whittle
PRINCIPAL ADDRESS	225-235 West Road Westcliff on Sea Essex SS0 9DE
REGISTERED CHARITY NUMBER	1164092
INDEPENDENT EXAMINER	Butlers Chartered Accountants Suite 6 Burley House 15 High Street Rayleigh Essex SS6 7EW

South Essex Advocacy Services

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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main object is to promote the relief of people in need, including the elderly, within the South East Essex area by the provision of an advocacy service, goods or services.

Significant activities

Formal Advocacy Service

The formal advocacy service offers a wide range of advocacy in relation to a range of issues such as finance, benefit advice, debt, debt management, financial abuse, housing, dementia and mental health..

The advocacy service receives funds for separable parts of the service from providers such as Southend Borough Council, National Lottery Fund, People's Postcode Lottery, Rosca Trust & Independent Age.

Public benefit

The trustees have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives, and in planning the charities' future activities.

In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set, and to meeting the core charitable object enshrined in the organisation's governing documents.

As a result of their review, the trustees are confident that the activities carried out by the charity in the year under review have been undertaken for the public benefit of all persons served by the charity, in delivering a wide range of services to those in need.

Social investments

The charity takes great pride in the social investment made by our team of volunteers. Each year volunteers provide hundreds of hours of work to older people in our community.

We are especially proud that our work ensures that over £2m of entitled benefits are claimed by people who previously were unaware they were eligible for this support to assist them to remain independent in their homes for as long as possible.

Grantmaking

The charity does not make grants of any kind to any person or organisation either connected or otherwise.

Volunteers

The charity is heavily reliant upon the contribution of volunteers to perform advocacy visits for beneficiaries. The volunteers provide support of between 3 to 4 hours for each person helping to complete benefit claim forms and other assistance. In addition, our volunteers provide befriending and other welfare support for vulnerable people, particularly during the pandemic

Review of statistics held by the charity show that should the charity need to employ persons to cover this role it would cost in excess of 2021: £43,000 (2020: £43,000) in wages and associated employment costs.

FINANCIAL REVIEW

Principal funding sources

During the year the principle funding sources of the charity were restricted grant project funding from private trusts. The charity also developed its income stream from payment by other local organisations for its advocacy services.

The provision of these services increased the charities resilience to develop income streams to continue future continuation.

South Essex Advocacy Services

Report of the Trustees for the Year Ended 31 March 2021

FINANCIAL REVIEW

Reserves policy

The charity has an adopted reserves policy stating that the charity aims to hold cash reserves equivalent to 6 months unrestricted expenditure.

At the year end the charity is working towards this policy.

Funds in deficit

The charity generated a deficit in the year. The deficit arose due to continued investment by the charity in new computer software and management systems as well as a management review and increased staffing ready for capacity building in the future.

The deficit in the year has also arose due to Covid-19 and the additional costs brought on by staff working from home i.e. mobile phones, laptops etc.

The trustees are aware of the deficit and are working to ensure that the charity returns to a surplus position for the next accounting year.

FUTURE PLANS

During the year and post balance sheet the charity has performed work to ensure that systems are controlled to monitor the reserves level of the charity to ensure continuation.

The charity has many funding bids currently out for consideration as well as currently being in contract negotiations with a view to signing a service level agreement to increase services.

The charity will continue to establish new income streams over the next 12 months and careful management will ensure continuation for the future.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an Charitable Incorporated Organisation under a foundation structure.

Recruitment and appointment of new trustees

The charity undertakes continuous efforts into the development of the trustee board, sourcing new trustees from the local community, either by recommendation from existing trustees, or by direct approaches by interested members of the public.

Such interested persons are interviewed to ensure suitability before progressing with appointment to the board.

Organisational structure

The trustees form a management committee, and are elected at the charity's annual general meeting. The management committee meet as and when business demands but not less frequently than one in three months.

Day to day operational decisions of the charity are made by the Chief Executive Paula Blundell upon the direction and delegation of the trustees.

Induction and training of new trustees

New trustees undergo an induction day to brief them on their legal obligations under charity law, the content of the Constitution, the committee and decision making process, the business plan and the recent financial performance of the charity. During the induction day, they meet other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Related parties

The charity maintains a register of business interests for trustees. The register is maintained regularly and any interactions of the charity with related parties are disclosed within the financial statements.

South Essex Advocacy Services

**Report of the Trustees
for the Year Ended 31 March 2021**

Approved by order of the board of trustees on 3 December 2021 and signed on its behalf by:

J Clinkscates - Trustee

Independent Examiner's Report to the Trustees of South Essex Advocacy Services

Independent examiner's report to the trustees of South Essex Advocacy Services

I report to the charity trustees on my examination of the accounts of South Essex Advocacy Services (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 ICAEW 9130081 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.

Hayley Meagher
ICAEW 9130081
Butlers Chartered Accountants
Suite 6 Burley House
15 High Street
Rayleigh
Essex
SS6 7EW

3 December 2021

South Essex Advocacy Services

Statement of Financial Activities for the Year Ended 31 March 2021

		Unrestricted funds	Designated	Restricted funds	31.3.21 Total funds	31.3.20 Total funds
	Notes	£	£	£	£	£
INCOME AND ENDOWMENTS FROM						
Donations and legacies		24,846	-	-	24,846	29,660
Charitable activities						
General Advocacy Services		231,993	-	74,985	306,978	297,771
Investment income	2	16	-	-	16	46
Other income		735	-	-	735	-
Total		<u>257,590</u>	<u>-</u>	<u>74,985</u>	<u>332,575</u>	<u>327,477</u>
EXPENDITURE ON						
Raising funds		2,488	-	-	2,488	7,345
Charitable activities						
General Advocacy Services		256,407	-	92,299	348,706	347,701
Total		<u>258,895</u>	<u>-</u>	<u>92,299</u>	<u>351,194</u>	<u>355,046</u>
NET INCOME/(EXPENDITURE)		<u>(1,305)</u>	<u>-</u>	<u>(17,314)</u>	<u>(18,619)</u>	<u>(27,569)</u>
RECONCILIATION OF FUNDS						
Total funds brought forward		64,495	15,000	27,443	106,938	134,507
TOTAL FUNDS CARRIED FORWARD		<u>63,190</u>	<u>15,000</u>	<u>10,129</u>	<u>88,319</u>	<u>106,938</u>

The notes form part of these financial statements

South Essex Advocacy Services

Balance Sheet 31 March 2021

		Unrestricted funds	Designated	Restricted funds	31.3.21 Total funds	31.3.20 Total funds
	Notes	£	£	£	£	£
FIXED ASSETS						
Intangible assets	6	3,085	-	-	3,085	6,170
Tangible assets	7	4,879	-	-	4,879	4,335
		<u>7,964</u>	<u>-</u>	<u>-</u>	<u>7,964</u>	<u>10,505</u>
CURRENT ASSETS						
Debtors	8	4,447	-	-	4,447	8,973
Cash at bank and in hand		60,319	15,000	10,130	85,449	95,117
		<u>64,766</u>	<u>15,000</u>	<u>10,130</u>	<u>89,896</u>	<u>104,090</u>
CREDITORS						
Amounts falling due within one year	9	(9,541)	-	-	(9,541)	(7,657)
		<u>55,225</u>	<u>15,000</u>	<u>10,130</u>	<u>80,355</u>	<u>96,433</u>
NET CURRENT ASSETS						
		<u>55,225</u>	<u>15,000</u>	<u>10,130</u>	<u>80,355</u>	<u>96,433</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		63,189	15,000	10,130	88,319	106,938
		<u>63,189</u>	<u>15,000</u>	<u>10,130</u>	<u>88,319</u>	<u>106,938</u>
NET ASSETS		<u>63,189</u>	<u>15,000</u>	<u>10,130</u>	<u>88,319</u>	<u>106,938</u>
FUNDS	11					
Unrestricted funds					78,189	79,495
Restricted funds					10,130	27,443
TOTAL FUNDS					<u>88,319</u>	<u>106,938</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 3 December 2021 and were signed on its behalf by:

J Clinkscles - Trustee

The notes form part of these financial statements

**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.

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.

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.

South Essex Advocacy Services

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

2. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Deposit account interest	16	46
	<u>16</u>	<u>46</u>

3. 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.

4. STAFF COSTS

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

	31.3.21	31.3.20
Management	1	1
Administration	1	1
Delivery	8	8
	<u>10</u>	<u>10</u>

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

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Designated	Restricted funds	Total funds
	£	£	£	£
INCOME AND ENDOWMENTS FROM				
Donations and legacies	29,660	-	-	29,660
Charitable activities				
General Advocacy Services	185,740	-	112,031	297,771
Investment income	46	-	-	46
Total	<u>215,446</u>	<u>-</u>	<u>112,031</u>	<u>327,477</u>
EXPENDITURE ON				
Raising funds	7,345	-	-	7,345
Charitable activities				
General Advocacy Services	230,871	-	116,830	347,701
Total	<u>238,216</u>	<u>-</u>	<u>116,830</u>	<u>355,046</u>

South Essex Advocacy Services

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

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds	Designated	Restricted funds	Total funds
	£	£	£	£
NET INCOME/(EXPENDITURE)	(22,770)	-	(4,799)	(27,569)
Transfers between funds	11,520	-	(11,520)	-
Net movement in funds	(11,250)	-	(16,319)	(27,569)
RECONCILIATION OF FUNDS				
Total funds brought forward	75,745	15,000	43,762	134,507
TOTAL FUNDS CARRIED FORWARD	64,495	15,000	27,443	106,938

6. INTANGIBLE FIXED ASSETS

	Development costs £	Computer software £	Totals £
COST			
At 1 April 2020 and 31 March 2021	3,306	5,949	9,255
AMORTISATION			
At 1 April 2020	1,102	1,983	3,085
Charge for year	1,102	1,983	3,085
At 31 March 2021	2,204	3,966	6,170
NET BOOK VALUE			
At 31 March 2021	1,102	1,983	3,085
At 31 March 2020	2,204	3,966	6,170

South Essex Advocacy Services

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

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2020	6,416	10,858	17,274
Additions	-	2,948	2,948
At 31 March 2021	6,416	13,806	20,222
DEPRECIATION			
At 1 April 2020	5,574	7,365	12,939
Charge for year	278	2,126	2,404
At 31 March 2021	5,852	9,491	15,343
NET BOOK VALUE			
At 31 March 2021	564	4,315	4,879
At 31 March 2020	842	3,493	4,335

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Prepayments and accrued income	4,447	8,973

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	2,100	-
Taxation and social security	4,994	5,319
Other creditors	2,447	2,338
	9,541	7,657

10. LEASING AGREEMENTS

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

	31.3.21	31.3.20
	£	£
Between one and five years	13,000	13,000

South Essex Advocacy Services

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

11. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	64,495	(1,306)	63,189
Designated Fund - Redundancy			
	15,000	-	15,000
	<u>79,495</u>	<u>(1,306)</u>	<u>78,189</u>
Restricted funds			
Essex Community Foundation	6,810	(6,810)	-
Southend on Sea Partnership for older people	3,427	2,659	6,086
National Lottery Community Fund	17,206	(17,206)	-
People's Postcode Lottery	-	4,044	4,044
	<u>27,443</u>	<u>(17,313)</u>	<u>10,130</u>
TOTAL FUNDS	<u><u>106,938</u></u>	<u><u>(18,619)</u></u>	<u><u>88,319</u></u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	257,590	(258,896)	(1,306)
Restricted funds			
Essex Community Foundation	-	(6,810)	(6,810)
Southend on Sea Partnership for older people	15,000	(12,341)	2,659
Rosca Trust	4,000	(4,000)	-
National Lottery Community Fund	33,371	(50,577)	(17,206)
People's Postcode Lottery	14,976	(10,932)	4,044
Independent Age	7,638	(7,638)	-
	<u>74,985</u>	<u>(92,298)</u>	<u>(17,313)</u>
TOTAL FUNDS	<u><u>332,575</u></u>	<u><u>(351,194)</u></u>	<u><u>(18,619)</u></u>

South Essex Advocacy Services

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

11. 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	75,745	(22,770)	11,520	64,495
Designated Fund - Redundancy				
	15,000	-	-	15,000
	90,745	(22,770)	11,520	79,495
Restricted funds				
Essex Community Foundation	-	6,810	-	6,810
Southend on Sea Partnership for older people	-	3,427	-	3,427
Comic Relief	12,669	(12,669)	-	-
National Lottery Community Fund	15,773	1,433	-	17,206
Essex Police and Crime Commissioner	3,800	(3,800)	-	-
Veolia Trust	11,520	-	(11,520)	-
	43,762	(4,799)	(11,520)	27,443
TOTAL FUNDS	<u>134,507</u>	<u>(27,569)</u>	<u>-</u>	<u>106,938</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	215,446	(238,216)	(22,770)
Restricted funds			
Essex Community Foundation	14,081	(7,271)	6,810
Southend on Sea Partnership for older people	14,999	(11,572)	3,427
Comic Relief	5,500	(18,169)	(12,669)
National Lottery Community Fund	68,621	(67,188)	1,433
Essex Police and Crime Commissioner	8,830	(12,630)	(3,800)
	112,031	(116,830)	(4,799)
TOTAL FUNDS	<u>327,477</u>	<u>(355,046)</u>	<u>(27,569)</u>

South Essex Advocacy Services

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

11. 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	75,745	(24,076)	11,520	63,189
Designated Fund - Redundancy				
	15,000	-	-	15,000
	<u>90,745</u>	<u>(24,076)</u>	<u>11,520</u>	<u>78,189</u>
Restricted funds				
Southend on Sea Partnership for older people	-	6,086	-	6,086
Comic Relief	12,669	(12,669)	-	-
National Lottery Community Fund	15,773	(15,773)	-	-
Essex Police and Crime Commissioner	3,800	(3,800)	-	-
People's Postcode Lottery	-	4,044	-	4,044
Veolia Trust	11,520	-	(11,520)	-
	<u>43,762</u>	<u>(22,112)</u>	<u>(11,520)</u>	<u>10,130</u>
TOTAL FUNDS	<u>134,507</u>	<u>(46,188)</u>	<u>-</u>	<u>88,319</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	473,036	(497,112)	(24,076)
Restricted funds			
Essex Community Foundation	14,081	(14,081)	-
Southend on Sea Partnership for older people	29,999	(23,913)	6,086
Comic Relief	5,500	(18,169)	(12,669)
Rosca Trust	4,000	(4,000)	-
National Lottery Community Fund	101,992	(117,765)	(15,773)
Essex Police and Crime Commissioner	8,830	(12,630)	(3,800)
People's Postcode Lottery	14,976	(10,932)	4,044
Independent Age	7,638	(7,638)	-
	<u>187,016</u>	<u>(209,128)</u>	<u>(22,112)</u>
TOTAL FUNDS	<u>660,052</u>	<u>(706,240)</u>	<u>(46,188)</u>

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

12. RELATED PARTY DISCLOSURES

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

South Essex Advocacy Services

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	6,018	6,660
Legacies	18,828	23,000
	24,846	29,660
Investment income		
Deposit account interest	16	46
Charitable activities		
Grants	84,375	125,091
Advocacy Services	222,603	172,680
	306,978	297,771
Other income		
Other income	735	-
Total incoming resources	332,575	327,477
EXPENDITURE		
Raising donations and legacies		
Fundraising staffing costs	2,488	7,345
Charitable activities		
Wages	243,265	252,259
Social security	15,787	7,984
Rent	13,000	10,555
Insurance	1,211	1,535
Telephone and internet	3,782	5,536
Sundries	53	-
Cleaning	1,261	1,299
Travel Expenses	3,879	5,253
Refreshments	430	1,285
Postage and stationery	1,116	2,996
Light and heat	2,426	2,183
Training	2,472	3,525
Sundries	127	236
Repairs and renewals	346	940
HR support	1,433	1,994
Computer costs	7,081	2,457
Project costs	43,000	38,000
Development costs	1,102	1,102
Computer software	1,983	1,983
Fixtures and fittings	278	415
Carried forward	344,032	341,537

This page does not form part of the statutory financial statements

South Essex Advocacy Services

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

	31.3.21 £	31.3.20 £
Charitable activities		
Brought forward	344,032	341,537
Computer equipment	2,125	1,720
	<u>346,157</u>	<u>343,257</u>
Support costs		
Finance		
Bank charges	203	429
Governance costs		
Auditors' remuneration for non audit work	2,100	2,100
Legal and professional fees	246	1,915
	<u>2,346</u>	<u>4,015</u>
Total resources expended	<u>351,194</u>	<u>355,046</u>
Net expenditure	<u>(18,619)</u>	<u>(27,569)</u>