

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2022
for
South Essex Advocacy Services**

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

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for the Year Ended 31 March 2022**

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South Essex Advocacy Services

**Reference and Administrative Details
for the Year Ended 31 March 2022**

TRUSTEES	C Cormack Chairman (deceased 3.10.2021) N Gupta MBE Trustee J Clinkscales Trustee D Russell Trustee (resigned 6.10.2022) P Whittle Chairman K Davidson Trustee (appointed 14.3.2022) M Carr Trustee (appointed 14.3.2022)
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 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. 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 such as Independent Mental Capacity Advocacy, Paid Representative services, Care Act Advocacy, Independent Mental Health Advocacy, Financial Advocacy (for victims of financial abuse) and Citizen Advocacy.

In addition to advocacy services, the charity delivers a support service by way of practical assistance that enables early discharge and reducing re-admissions from hospital and/or care settings.

The charity receives funds for separable parts of the service from providers such as Southend City Council, Big Lottery, Essex Community Foundation, Rosca Trust, Edward Gostling Fund, Fowler Smith and Jones & 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 £1m 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 2022: £44,000 (2021: £43,000) in wages and associated employment costs.

South Essex Advocacy Services

Report of the Trustees for the Year Ended 31 March 2022

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.

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.

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 2022**

Approved by order of the board of trustees on 18 January 2023 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 2022.

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

18 January 2023

South Essex Advocacy Services

**Statement of Financial Activities
for the Year Ended 31 March 2022**

		Unrestricted funds	Designated	Restricted funds	31.3.22 Total funds	31.3.21 Total funds
	Notes	£	£	£	£	£
INCOME AND ENDOWMENTS FROM						
Donations and legacies		100,809	-	-	100,809	24,846
Charitable activities						
General Advocacy Services		219,489	-	101,736	321,225	306,978
Investment income	2	17	-	-	17	16
Other income		-	-	-	-	735
Total		<u>320,315</u>	<u>-</u>	<u>101,736</u>	<u>422,051</u>	<u>332,575</u>
EXPENDITURE ON						
Raising funds		2,137	-	-	2,137	2,488
Charitable activities						
General Advocacy Services		246,070	-	104,018	350,088	348,706
Total		<u>248,207</u>	<u>-</u>	<u>104,018</u>	<u>352,225</u>	<u>351,194</u>
NET INCOME/(EXPENDITURE)		72,108	-	(2,282)	69,826	(18,619)
RECONCILIATION OF FUNDS						
Total funds brought forward		63,189	15,000	10,130	88,319	106,938
TOTAL FUNDS CARRIED FORWARD		<u>135,297</u>	<u>15,000</u>	<u>7,848</u>	<u>158,145</u>	<u>88,319</u>

The notes form part of these financial statements

South Essex Advocacy Services

**Balance Sheet
31 March 2022**

		Unrestricted funds	Designated	Restricted funds	31.3.22 Total funds	31.3.21 Total funds
	Notes	£	£	£	£	£
FIXED ASSETS						
Intangible assets	6	-	-	-	-	3,085
Tangible assets	7	4,040	-	-	4,040	4,879
		<u>4,040</u>	<u>-</u>	<u>-</u>	<u>4,040</u>	<u>7,964</u>
CURRENT ASSETS						
Debtors	8	16,622	-	-	16,622	4,447
Cash at bank and in hand		121,544	15,000	7,848	144,392	85,449
		<u>138,166</u>	<u>15,000</u>	<u>7,848</u>	<u>161,014</u>	<u>89,896</u>
CREDITORS						
Amounts falling due within one year	9	(6,909)	-	-	(6,909)	(9,541)
		<u>131,257</u>	<u>15,000</u>	<u>7,848</u>	<u>154,105</u>	<u>80,355</u>
NET CURRENT ASSETS						
		<u>135,297</u>	<u>15,000</u>	<u>7,848</u>	<u>158,145</u>	<u>88,319</u>
TOTAL ASSETS LESS CURRENT LIABILITIES						
		<u>135,297</u>	<u>15,000</u>	<u>7,848</u>	<u>158,145</u>	<u>88,319</u>
NET ASSETS						
		<u>135,297</u>	<u>15,000</u>	<u>7,848</u>	<u>158,145</u>	<u>88,319</u>
FUNDS	11					
Unrestricted funds					150,297	78,189
Restricted funds					7,848	10,130
TOTAL FUNDS					<u>158,145</u>	<u>88,319</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 18 January 2023 and were signed on its behalf by:

J Clinkscles - Trustee

**Notes to the Financial Statements
for the Year Ended 31 March 2022**

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.

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.

South Essex Advocacy Services

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

2. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Deposit account interest	17	16
	<u>17</u>	<u>16</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

4. STAFF COSTS

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

	31.3.22	31.3.21
Management	1	1
Administration	1	1
Delivery	10	8
	<u>12</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	24,846	-	-	24,846
Charitable activities				
General Advocacy Services	231,993	-	74,985	306,978
Investment income	16	-	-	16
Other income	735	-	-	735
Total	<u>257,590</u>	<u>-</u>	<u>74,985</u>	<u>332,575</u>
EXPENDITURE ON				
Raising funds	2,488	-	-	2,488
Charitable activities				
General Advocacy Services	256,407	-	92,299	348,706
Total	<u>258,895</u>	<u>-</u>	<u>92,299</u>	<u>351,194</u>

South Essex Advocacy Services

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

5. **COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds	Designated	Restricted funds	Total funds
	£	£	£	£
NET INCOME/(EXPENDITURE)	(1,305)	-	(17,314)	(18,619)

RECONCILIATION OF FUNDS

Total funds brought forward	64,495	15,000	27,443	106,938
TOTAL FUNDS CARRIED FORWARD	<u>63,190</u>	<u>15,000</u>	<u>10,129</u>	<u>88,319</u>

6. **INTANGIBLE FIXED ASSETS**

	Development costs £	Computer software £	Totals £
COST			
At 1 April 2021 and 31 March 2022	<u>3,306</u>	<u>5,949</u>	<u>9,255</u>
AMORTISATION			
At 1 April 2021	2,204	3,966	6,170
Charge for year	<u>1,102</u>	<u>1,983</u>	<u>3,085</u>
At 31 March 2022	<u>3,306</u>	<u>5,949</u>	<u>9,255</u>
NET BOOK VALUE			
At 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2021	<u>1,102</u>	<u>1,983</u>	<u>3,085</u>

7. **TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2021	6,416	13,806	20,222
Additions	<u>-</u>	<u>1,475</u>	<u>1,475</u>
At 31 March 2022	<u>6,416</u>	<u>15,281</u>	<u>21,697</u>
DEPRECIATION			
At 1 April 2021	5,852	9,491	15,343
Charge for year	<u>186</u>	<u>2,128</u>	<u>2,314</u>
At 31 March 2022	<u>6,038</u>	<u>11,619</u>	<u>17,657</u>
NET BOOK VALUE			
At 31 March 2022	<u>378</u>	<u>3,662</u>	<u>4,040</u>
At 31 March 2021	<u>564</u>	<u>4,315</u>	<u>4,879</u>

South Essex Advocacy Services

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	11,915	-
Prepayments and accrued income	4,707	4,447
	<u>16,622</u>	<u>4,447</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	27	2,100
Taxation and social security	4,328	4,994
Other creditors	2,554	2,447
	<u>6,909</u>	<u>9,541</u>

10. LEASING AGREEMENTS

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

	31.3.22	31.3.21
	£	£
Between one and five years	<u>13,000</u>	<u>13,000</u>

11. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	63,189	72,108	135,297
Designated Fund - Redundancy			
	<u>15,000</u>	<u>-</u>	<u>15,000</u>
	78,189	72,108	150,297
Restricted funds			
Big Lottery Grant	-	2,848	2,848
Southend on Sea Partnership for older people	6,086	(6,086)	-
People's Postcode Lottery	4,044	(4,044)	-
SAVS - Southend Emergency Fund	-	5,000	5,000
	<u>10,130</u>	<u>(2,282)</u>	<u>7,848</u>
TOTAL FUNDS	<u>88,319</u>	<u>69,826</u>	<u>158,145</u>

South Essex Advocacy Services

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	320,315	(248,207)	72,108
Restricted funds			
Big Lottery Grant	34,524	(31,676)	2,848
Essex Community Foundation	15,000	(15,000)	-
Southend on Sea Partnership for older people	-	(6,086)	(6,086)
Age Concern England	7,500	(7,500)	-
Rosca Trust	2,100	(2,100)	-
People's Postcode Lottery	-	(4,044)	(4,044)
Mid & South Essex Hospital to home project	30,000	(30,000)	-
The Edward Gostling Trust	4,912	(4,912)	-
Fowler Smith & Jones	1,260	(1,260)	-
Southend Association of Voluntary Services	1,440	(1,440)	-
SAVS - Southend Emergency Fund	5,000	-	5,000
	<u>101,736</u>	<u>(104,018)</u>	<u>(2,282)</u>
TOTAL FUNDS	<u><u>422,051</u></u>	<u><u>(352,225)</u></u>	<u><u>69,826</u></u>

Comparatives for 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>

South Essex Advocacy Services

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

11. 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	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>332,575</u>	<u>(351,194)</u>	<u>(18,619)</u>

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

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	64,495	70,802	135,297
Designated Fund - Redundancy	15,000	-	15,000
	<u>79,495</u>	<u>70,802</u>	<u>150,297</u>
Restricted funds			
Big Lottery Grant	-	2,848	2,848
Essex Community Foundation	6,810	(6,810)	-
Southend on Sea Partnership for older people	3,427	(3,427)	-
National Lottery Community Fund	17,206	(17,206)	-
SAVS - Southend Emergency Fund	-	5,000	5,000
	<u>27,443</u>	<u>(19,595)</u>	<u>7,848</u>
TOTAL FUNDS	<u>106,938</u>	<u>51,207</u>	<u>158,145</u>

South Essex Advocacy Services

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

11. MOVEMENT IN FUNDS - continued

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	577,905	(507,103)	70,802
Restricted funds			
Big Lottery Grant	34,524	(31,676)	2,848
Essex Community Foundation	15,000	(21,810)	(6,810)
Southend on Sea Partnership for older people	15,000	(18,427)	(3,427)
Age Concern England	7,500	(7,500)	-
Rosca Trust	6,100	(6,100)	-
National Lottery Community Fund	33,371	(50,577)	(17,206)
People's Postcode Lottery	14,976	(14,976)	-
Independent Age	7,638	(7,638)	-
Mid & South Essex Hospital to home project	30,000	(30,000)	-
The Edward Gostling Trust	4,912	(4,912)	-
Fowler Smith & Jones	1,260	(1,260)	-
Southend Association of Voluntary Services	1,440	(1,440)	-
SAVS - Southend Emergency Fund	5,000	-	5,000
	<u>176,721</u>	<u>(196,316)</u>	<u>(19,595)</u>
TOTAL FUNDS	<u><u>754,626</u></u>	<u><u>(703,419)</u></u>	<u><u>51,207</u></u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

South Essex Advocacy Services

Detailed Statement of Financial Activities for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	100,809	6,018
Legacies	-	18,828
	100,809	24,846
Investment income		
Deposit account interest	17	16
Charitable activities		
Grants	114,246	84,375
Advocacy Services	206,979	222,603
	321,225	306,978
Other income		
Other income	-	735
Total incoming resources	422,051	332,575
EXPENDITURE		
Raising donations and legacies		
Fundraising staffing costs	2,137	2,488
Charitable activities		
Wages	246,980	236,945
Social security	16,922	15,787
Pensions	7,132	6,320
Rent	13,000	13,000
Rates and water	262	-
Insurance	1,547	1,211
Telephone and internet	5,161	3,782
Cleaning	847	1,261
Travel Expenses	4,844	3,879
Refreshments	156	430
Postage and stationery	883	1,116
Light and heat	1,350	2,426
Subscriptions	60	-
Training	2,748	2,472
Sundries	459	180
Repairs and renewals	946	346
HR support	-	1,433
Computer costs	4,492	7,081
Project costs	33,000	43,000
Gifts & Entertainment costs	912	-
Development costs	1,102	1,102
Carried forward	342,803	341,771

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 2022**

	31.3.22 £	31.3.21 £
Charitable activities		
Brought forward	342,803	341,771
Computer software	1,983	1,983
Fixtures and fittings	186	278
Computer equipment	2,129	2,125
	347,101	346,157
Support costs		
Finance		
Bank charges	190	203
Governance costs		
Auditors' remuneration for non audit work	2,100	2,100
Legal and professional fees	697	246
	2,797	2,346
Total resources expended	352,225	351,194
Net income/(expenditure)	69,826	(18,619)

This page does not form part of the statutory financial statements