

APPENDIX 1

OSCr

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01st	April	2021	To	31st	March	2022

Reference and administration details

Charity name
Other names charity is known by
Registered charity number
Charity's principal address

Advocacy Shetland SCIO

SC048201

Postcode

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15	We lost one trustee due to a conflict of interest.			
16	We are actively speaking to other people to try and persuade them to join the board, but this is difficult as lots of people do not want to commit to anything in the current financial climate. We are having the same problem recruiting volunteers.			
17				
18				
19				
20				

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Date(s) noted if not for whole year

Structure, governance and management

Type of governing document

Advocacy Shetland is governed by a constitution adopted on 6th March 2000, which was amended and ratified in August 2009, and again in August 2011 to further clarify the same objective and policies. The Constitution was amended again on 18th March 2018 to reflect the changes to becoming a SCIO.

Trustee recruitment and appointment

Trustees are recruited at the Annual General Meeting and shall consist of no more than nine members and shall meet no fewer than six times a year. Trustees may serve no longer than three years with one third of the trustees retiring in rotation each year. Trustees are eligible immediately for re-election.

Should Trustee membership fall below nine, then any person can be co-opted onto the committee.

Objectives and activities

Charitable purposes

The main objectives of Advocacy Shetland are to:

- Provide independent advocacies for all who may require the service with an emphasis on provision for those who may be exposed to a greater likelihood of disadvantage through a lesser ability to represent themselves.
- Promote the work of the organisation; and in so doing to act in accordance with the Charities and Trustee Investment (Scotland) Act 2005

Summary of the main activities in relation to these objects

- Independent Professional Advocacy service(s) for users of services provided by Shetland Islands Council and/or NHS Shetland including health and community care services, housing services.
- Support for Collective Advocacy schemes.
- Support for Citizens Advocacy.
- Supervision and training of volunteer and paid advocates.
- Promotion of Independent Advocacy – raising awareness among individuals most at risk of exclusion and least able to represent their own interests
- Information for the general public – raising public awareness of advocacy issues across Shetland.

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Achievements and performance

Summary of the main achievements of the charity during the financial period

For the seventh year in a row Advocacy Shetland has continued to reach its target of roughly 100 clients set by the Commissioners. We have also been able to maintain a good level of case closures, with similar numbers to the previous years. A major factor in the maintenance of case closure rates has been the recruitment of new staff. This shows that cases are moving to an effective conclusion quicker, although some more complex cases will of course take longer to end.

Advocacy Shetland had its contract continued for 2021/2022 by the Commissioners, maintaining the same level of funding as last year. It should be noted that other third sector services were not so fortunate, having cuts or having their contracts terminated.

Referrals are still coming in from other services and our workload is increasingly varied with the issues being presented. Our aim is to maintain a good level of service delivery.

We have been, with the help of the commissioners and others, trimming our running costs to keep within our core funding.

Any additional funding will be treated separately and staffed accordingly.

Unrestricted Funding **£ 1,000.00**
Restricted Funding **£53,156.00**

Income was **£54,156.00** for the period
This is down on the previous year due to no funding from CORRA, The Robertson Trust and the Shetland Community Justice Partnership.

Total Funds received **£54,156.00**

Expenditure was **£65,602.00** for the period. This increase is mainly due to staff costs.

At the end of the financial year, standing balance is **£ -223.11** to carry forward to 2022/2023.

This was covered by our overdraft facility.

Financial review

Brief statement of the charity's policy on reserves

The Service Level Agreement with Shetland Islands Council allows Advocacy Shetland to retain a general reserve of up to £5,013 annually.

This year there is an overspend on the normal funding of £-11446
We recognise this is not sustainable and are exploring alternative funding sources.

We will be making it a priority to have three months running costs in reserve although this could take some time.

Details of any deficit

Accounts show a carryover of £-211.00 Cash In Hand

This includes funds from the Shetland Charitable Trust
We are waiting on confirmation of how much the SCT will require returned.

We recognise that the financial situation is critical and therefore alternative funding streams are being investigated to ensure sustainability going forward. With the help of the Commissioners, we are making cutbacks to ensure we live within our core funding budget.

Donated facilities and services (if any)

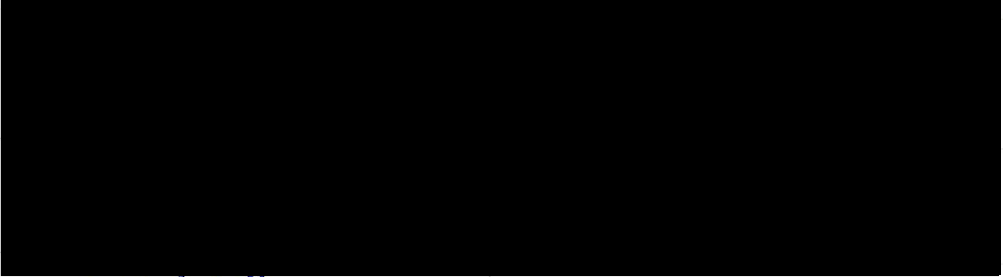
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Other optional information

Declaration



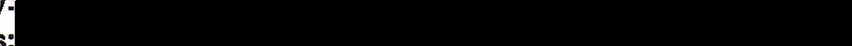
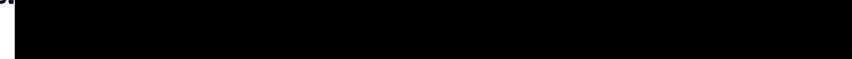
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (e.g., Chair)		
	CHAIR	VICE CHAIR
Date	28/07/2022	28/07/2022

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Office of the Scottish Charity Regulator

Report to the trustees/members of		Independent examiner's report on the accounts					V2	
Registered charity number		Advocacy Shetland						
On the accounts of the charity for the period		SC048201						
Set out on pages		Period start date				Period end date		
		Day	Month	Year		Day	Month	Year
		1st	April	2021	to	31st	March	2022
		7-12						
Respective responsibilities of trustees and examiner		The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.						
Basis of independent examiner's statement		My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.						
Independent examiner's statement		<p>In the course of my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations <p>have not been met, or</p> <ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed					Date:		20/9/22	
Name								
Relevant professional qualification(s) or body:								
Address:								

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose

- Concerns over lack of funding and use of overdraft
- Concerns over lack of reserves
- Concerns over repayment of funding not used for intended purposes

SC048201



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01st	April	2021		31st	March	2022

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	1,000				1,000	1,981
Legacies					-	
Grants		53,156			53,156	85,156
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	1,000	53,156	-	-	54,156	87,137
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	1,000	53,156	-	-	54,156	87,137
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	999	64,363			65,362	83,266
Grants and donations					-	
Governance costs:					-	
Audit / independent examination		240			240	120
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	999	64,603	-	-	65,602	83,386
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	999	64,603	-	-	65,602	71,596
Net receipts / (payments)	1	(11,447)	-	-	(11,446)	15,541
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	1	(11,447)	-	-	(11,446)	15,541

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	11,222				11,222	6,784
	Surplus / (deficit) shown on receipts and payments account	11,446				11,446	3,858
	Cash In Hand	12				12	
						-	
	Cash and bank balances at end of year	211	-	-	-	211	10,642

(Agree balances with receipts and payments account(s))

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	

	Detailed	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	

Details		Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total		

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total		

[Print Message](#)

28/7/22

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

Money used to fund charitable purposes of Advocacy Shetland and build on reserves

Restricted Funds
SIC £48,156 - to fund general running costs of Advocacy Shetland. The Service Level Agreement allows for £5,013 to be retained annually towards general reserves.

Voluntary Action Shetland £5,000 - to fund raising the profile of Advocacy Shetland throughout the islands

Type of activity or project supported

Individual / institution

Number of grants made

f

[illegible]

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

x

Authority under which paid

£

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

x

Number of trustees

£

Nature of relationship

Nature of transaction

Transaction amount (£)

**Balance
outstanding at
period end (£)**

Nature of relationship	Nature of transaction	period end (€)	

Please note:

As per constitution - Trustees may be reimbursed reasonable expenses incurred in connection with attendance at meetings or other duties.

Additional analysis (1)**Analysis of receipts and payments****1 Donations**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Donations					-	1,900
EnQuest	1,000				1,000	
MT						82
					-	
Total	1,000	-	-	-	1,000	1,982

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2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
SIC		48,156	48,156	32,104
NHS Shetland			-	16,052
Shetland Charitable Trust			-	35,000
CORRA			-	2,000
Voluntary Action Shetland		5,000	5,000	
SIC - Safer Shetland			-	
CAF			-	
DWP			-	
SIC Matching Fund			-	
Total	-	53,156	53,156	85,156

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3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
Total	-	-	-	-	-	-

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4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Wages, Tax, NIC & Pension		59,467			59,467	74,931
Staff Mileage		274			274	382
Resident Contribution		141			141	
ICT/SLA Charges		2,669			2,669	2,575
Training		-			-	
Travel	29				29	288
Various Expenses					-	517
Welfare Expenses		-			-	135
Payroll Services		585			585	683
Bank Charges	91	7			98	41
Advertisement		15			15	1,497
Memberships	60				60	160
Postage	14				14	73
Telephone (mobile)		-			-	
Stationery/Photocopies		14			14	14
Xeretex (Printer)	668				668	508
Insurance		1,043			1,043	1,046
Audits		-			-	120
Other					-	57
Office Equipment	45	3			48	
Year End Independent Examination					-	
Web Hosting	92	2			94	81
Zoom Subscription		144			144	158
					-	
Total	999	64,364	-	-	65,363	83,266

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