

## BATIAS INDEPENDENT ADVOCACY SERVICE



### Trustees Report and Accounts

For the year ended 31 March 2010

Registered charity no 1016226  
Company no 2776330

# BATIAS INDEPENDENT ADVOCACY SERVICE

## CONTENTS

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	<b>Page</b>
Trustees' Report	1 - 10
Treasurer's Report	11
Auditor's Report	12 - 13
Statement of Financial Activities	14
Balance sheet	15
Notes to the financial statements	16 - 21

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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The Trustees present their report and the audited financial statements for the year ended 31<sup>st</sup> March 2010

### Legal & administrative details

#### Status

The charity (charity registration no 1016226) is a private company (company no 2776330), limited by guarantee, and is therefore governed by a memorandum and articles of association. It is exempt under Section 60 of the Companies Act 2006 from the use of "Limited" within its name.

#### Principle Address

The Beehive  
Voluntary & Community Resource Centre,  
West Street,  
Grays,  
Essex,  
RM17 6XP

This is also the company's registered office.

The Charity's professional advisers are as follows,

Auditors  
Kingston Smith LLP  
Orbital House,  
20, Eastern Road,  
Romford,  
Essex,  
RM1 3PJ

Bankers  
Lloyds TSB Bank plc  
34, High Street  
Grays  
Essex  
RM17 6SL

#### Trustees and Governance

All Trustees give their time voluntarily and receive no remuneration or other benefits. The Trustees retire and are re-elected onto the Board by full voting members at AGM. New Trustees can be appointed to the Board during the year, but they must also retire at the AGM and be re-elected. The minimum number of Board members is 3 with a maximum of 15. All Board members will be subject to a Criminal Records Bureau check. Those who serve as trustees and are also directors of the company, during the year were as follows:

R Chapman (resigned 5/12/09)  
C Watts (Chairman)  
S Langsdale  
A White

S Fisher  
C Lambert (resigned 5/12/09)  
S Wilsdon  
J Myers

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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### Operational Structure

Chief Executive Officer & Company Secretary	Carole Houghton
Volunteer and Grays Manager	Angie Cahill
Advocacy Manager- Brentwood Office	Jo Jeffries now in post, started April 2010
Advocacy Manager- Southend Office	Eileen Carter
Finance Consultant	Mike Love
Voluntary Sector Consultant	Barbara Ward

BATIAS recruits Board members through editorial in local papers, community news letters and at community events. Their participation and involvement with the service, must not only reflect the skills and experiences that they can bring to the organisation but also their belief in the ethos of advocacy and the desire to make positive changes in the lives of people with learning disabilities. As part of the review of the governance practices and procedures, any person wishing to become a Trustee will now be invited to attend 2 meetings. They will then meet with the Chair to discuss their reasons for wanting to support the charity and their understanding of the service that is provided. This will enable the Board to not only gain a greater understanding of the individual volunteer and their reasons for wanting to be part of BATIAS but it will also provide an opportunity to explain the legal obligations of the post and the expectation and the commitment required to be an effective Trustee.

Each Board member receives a detailed Handbook and is offered the opportunity to undertake both external and internal training. Based upon the governance requirements of the organisation every Board member is assigned a special area of responsibility that relates to their own personal skills. Two sub-groups are established, Human Resources and Health & Safety to enable more specific and focussed discussions to be held. These groups meet every 12 weeks prior to the Board meetings. Any decisions taken in these groups will be fed back for final approval at the Board meetings.

The Chief Executive, who is also the Company Secretary, is responsible for managing the service on a day to day basis, this will include maintaining regular contact with the management team as listed above, to ensure effective delivery of the BATIAS service. A report is submitted to the Board members at the six weekly Board meetings by the Chief Executive, and the three Advocacy Managers. These highlight key issues of concern and where decisions need to be made. The current financial status is also discussed at every meeting.

All of the staff work closely with a wide range of other organisations and services in Health, Social Care, Voluntary and Community Groups. The Chief Executive is a Board member of the Basildon, Billericay and Wickford CVS and sits on the Learning Disability Partnership Boards of Southend and Thurrock.

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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### Statement of Trustees Responsibilities

Company Law requires the trustees, who are also directors to prepare financial year end figures which give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for that year. In preparing those financial statements the trustees are required to

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Risk Review

The Trustees recognise that it is best practice to conduct their own review of the major risks to which the charity is exposed and ensure systems are established to mitigate those risks. Internal risks have been minimised by the implementation of procedures for the authorisation of all transactions and projects. These procedures will be periodically reviewed to ensure that they still meet the needs of the charity. In addition to this BATIAS is intending to undertake the National Advocacy Quality Frame Mark, an evidenced based programme, within the next coming year. All of the Business procedures are reviewed on an annual basis to ensure that they still meet the needs of the charity and to consider whether any additional risks have become apparent. A Business plan will be written in 2010 to reflect the changing external environment and the requirements of contracted service delivery.

### Objectives

The Objects, as set out in the Memorandum of Association are

To relieve young people and adults with learning difficulties and/or physical impairments and/or mental ill health who cannot realise their full potential and lead fulfilling lives without assistance, particularly by the provision of a service to (a) assist such persons to obtain their full rights and privileges as a citizen and (b) provide advice to such persons

### Review of Activities

In planning the on going service provision the Trustees have considered how the charity meets the Charity Commission's guidance on public benefit. BATIAS supports people with learning disabilities, this will include people with limited communication skills and complex physical impairments. The organisation provides a service to all people with a learning disability regardless of their personal background, faith, gender or personal circumstances. Our aim is to enable people through informed decision making to be empowered to have control over their lives and to become active members within their local community. Although primarily the service is focussed on the service users, benefits are gained through the advocacy support by parents, carers and the general community. Advocacy is provided free of charge.

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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The organisation appreciates the continued support of its funders and actively seeks to secure further funding which will enable it to not only provide its core service but to also develop projects that will meet specific needs of our service users. BATIAS therefore, plans to continue with all of its current activities in the foreseeable future through the provision of formal, self and citizen advocacy and the BATIAS Cafe4U.

### **Changes, Developments and Achievements**

A Business plan written in 2006 identified 8 key areas that the Board of Trustees felt would provide a strong framework from which the service could be delivered. Some objectives were based upon maintaining or extending the existing delivery, others reflected the changing external environment and the need to respond to a wider level of service provision. The objectives were put in place for three years and this report reviews progress made during the last year. It was anticipated that a new plan would have been written and approved towards the end of 2009 but following discussions the Board felt that it would be more relevant for this to be carried out during the next financial year 2010/2011 when there would be greater clarity around the external environment and the funding available for the delivery of the projects.

### **To increase annually by 5% over three years the number of people supported by formal and self-advocacy**

**Formal advocacy** is contracted through the local authorities and provided by paid advocates supporting the service user with specific issues or concerns. The issues for support are wide with no regular length of time assigned to each case, some may take only a couple of weeks, for others support can last over a year. Requests to support parents through child protection procedures have increased, this is a long, detailed and can be extremely upsetting process with the majority of the parents losing their children. The advocates must have a very good knowledge and understanding of the processes. The organisation also supports people through abuse situations, this can be both financial or sexual and the advocates work to the Safeguarding of Vulnerable Adults procedures agreed across Essex. All formal advocates receive regular updated training on the legal processes. BATIAS supported around 400 people through formal advocacy this year with over 600 issues. It is our intent for our advocates to undertake the National Advocacy Qualification and a programme has been started to ensure that all of the advocates are given the opportunity to achieve this.

**Self-advocacy-** The principle behind self-advocacy is that through group participation, people gain confidence and develop greater communication skills through peer support. It also provides an opportunity for people to consider over a longer period of time, issues or areas of concern and to discuss these on an equitable basis with like minded people. This area of the service continues to go from strength to strength funded by a range of providers. BATIAS runs a wide range of groups that focuses on general community /social weekly meetings to specialist focussed groups such as Sport, Drama, Health and Life Changes. The numbers of people who participate remains consistent and the groups are well attended with good individual personal progress in communication and listening skills made by the group members. The pictorial annual report provides an overview of some of the activities that have taken place.

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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### **To extend the offer of citizen advocacy**

A citizen advocate is a volunteer who is matched with a person with a learning disability to establish a long term partnership. The aim of the relationship is to enable a far greater level of social inclusion to take place with the citizen advocate supporting the service users to access the local community and its facilities on a regular basis. The Citizen advocate may in some cases be the only independent person that isn't paid to be part of the person's life, and with many of our service users with little or no family it is another way of ensuring that people are safe and well looked after.

This service has now been funded through the new Advocacy Essex Services Ltd contract. Although this is a very important part of the BATIAS provision it can be very hard to recruit people to become citizen advocates, the commitment of time on a regular basis over many years can be extremely daunting. We do have around 40 active partnerships. Additional support for the promotion of the service is delivered by a group of volunteers who assist at community events, fundraising and help at self-advocacy groups. We are extremely grateful to all of our volunteers who support the work of the organisation.

### **To establish self-advocacy groups for people with learning disabilities over the age of 60 across South Essex, with an element of 1:1 to also be part of the service**

A three year Comic Relief grant enabled BATIAS to set up this project which is unfortunately now coming to the end of its term. It continues to be really well supported with 6 groups running areas across South Essex. As the project is funded by Comic Relief we are able to extend the service across South Essex, including the unitaries of Southend and Thurrock. Subsequent grant applications were initially unsuccessful but additional money was awarded following an appeal from Essex and the project is now planned to continue until March 2011. We will continue to look for alternative grants that will enable this much needed project to continue.

### **To re-establish the service user involvement forum within BATIAS**

Although a service user forum as such has not been established BATIAS currently employs 11 people with learning disabilities out of a staff team of 49. BATIAS has a very active service user Board member who also sits on many of the local sub groups for people with learning disabilities. She is supported in her role on the BATIAS Board through the Volunteer Manager and the other Managers who attend the Board meetings on a rotational basis. We are continuously looking at ways to effectively involve our clients and we are hoping that we will ultimately achieve this objective.

A service user forum group has been set up through the Stars in the Sky project to ensure that the activities and events that take place reflect the choices of the group members. The Reaching Communities project is also very 'user led', enabling the group members to lead on the agenda and the future plans of the group.

### **With the planned changes in Health and Social Care investigate the possibility of providing independent brokerage**

We have been asked to provide independent support where advocacy has been written into a person's individual budget. The delivery of Brokerage is being met by other independent organisations who have been given the opportunity to do so through contracts with local authorities. The Board recognises that it would be a conflict of interest to provide independent brokerage and it is unlikely that this objective will be included in the future business plan.

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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### **Investigate the possibility of establishing Corporate Partnerships**

Some work on this has taken place through the promotional volunteers. Not identified as Corporate Partners as such, we have established good working relationships with the Edinburgh Woollen Mill, and local retailers in Basildon and Brentwood. The Volunteer Manager continues to promote this area within the local communities.

### **Promote the service to black and ethnic minorities of the local community-**

This still requires further active work but support is provided through all of advocacy provision to everybody. Should the need for a specific issue arise BATIAS will signpost onto a service that will be able to provide the support. The service does need to be promoted through voluntary organisations that work specifically with black and ethnic minorities.

### **To investigate the opportunity of establishing transition self-advocacy groups across South Essex**

This continues to be an area where the support of an advocate would be extremely beneficial to young people coming through transition. Funding will be sought to see if BATIAS can offer this service.

### **Other Services:**

**Stars in the Sky-** Now in the third year of running, the project continues to go from strength to strength, with over a 100 plus members the list of events and activities are varied and very well attended. Essex County Council and Thurrock Council have provided two year funding, committing in excess of £100,000 annually thereby enabling the Co-ordinator to now move to a full time post with a new structure in place. Regular monitoring of the project ensures that we are moving towards achieving the Key Performance Indicators at the end of this two year term. These require us to have over 200 members, with seven social events being held across Essex a month and four, one to one dates a week. This project enables people to have a social life and to develop friendships which would otherwise be very difficult to achieve.

**Men's and Women's Health** - Funded by both Thurrock and Essex, this has seen an expansion this year in the services offered. The organisation is providing men's and ladies self-advocacy health groups and also groups that look specifically at chronic illness, to consider not just the impact that it could have on their health but how the different illnesses can affect their parents, carers and friends.

**Sports Advocacy-** A one year £30,000 grant from Essex Grant to Vol Organisations enabled the project to extend its opportunities and activities. Unfortunately once the year had ended we were unable to secure extended monies through the same grants programme but on appeal won some additional funding through the Campus Closure Grants programme. This will enable the project to continue until March 2011. Thurrock have also funded a post for 2 years and joint working takes place between the two post holders.



# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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**Reaching Communities**-this project funded by the Big Lottery has just completed year three of a 5 year programme. The aim of the support centres on 5 key areas:

- Increased opportunity to undertake accessible training
- Improved personal independence
- Reduction in social isolation
- Increased voluntary and community activities
- Improved employability

Delivered through self-advocacy groups, a wide variety of activities take place that enables the service users to reach right into the local communities. All of the groups are well supported with their skills and confidence continuously developing. In Southend an Art exhibition is being planned to be held for a second year which has been organised with little input by the BATIAS staff. A series of workshops are being delivered on employment, looking at CV writing, interview techniques and self-image.

### **Thameside Café**

The Thameside Café was officially opened on a restrictive programme for Business in October with a slow but progressive move towards longer opening hours. Ten volunteers have been working in the café, undertaking training in food preparation and customer service. Having just completed first year trading, the Board recognises that further support is needed in the long term strategic development of the café to ensure viability. External grants have been secured to assist with training but it is vital that the café moves towards a level of self-sustainability. It is our intention that the café becomes a separate Trading arm of BATIAS, this will be undertaken during the financial years 2010/2011.

### **Outlook Care**

This was a one year project which involved the recruitment of three people who were trained as Auditors to undertake six quality Audits on the service provided by Outlook Care. It was based around the service user standards developed by the Outlook Care service user forum working with the Outlook Care staff. The three auditors receive their care support through Outlook Care and to ensure that there was no possibility for a conflict of interest did not audit their own homes. The project culminated in a presentation to the Outlook Care Board members taking key points from the individual six Audits. The standard of work undertaken was excellent and really enabled the views of people receiving services to be taken directly back to people who have the ability to implement real change. BATIAS was complimented on the quality of this work by Outlook Care.

### **Management Review**

The Managers have continued to work through the issues raised by the ACAS review, improving communication and strengthening the management team. A substantial increase in income for 2009/10 led to the Trustees considering the resources and management structure that would best meet the increased service provision. Meetings, discussions and consultations have taken place and a structure has been agreed that is in its final stages of implementation. Recognising the importance of each service provision, a Manager has a designated lead on each one of the BATIAS areas: Formal, Eileen Carter, Self-advocacy, Jo Jeffries, Citizen Advocacy, Angie Cahill. A new managerial post for a Strategic manager has been developed with a lead on general governance and strategy along with the BATIAS Cafe4U. We are hoping that this person will be in post by the end of October.

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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### **Advocacy Essex Services**

BATIAS is one of seven partners within the Advocacy Essex Services not for Profit Company, with the Chief Executive Officer of BATIAS acting as Chair to the Board of Directors. This organisation commissions the advocacy services across the whole of Essex, excluding Southend and Thurrock, for older people, carers, people with learning disabilities and people with physical and sensory impairments. It has just reached the end of the first year of trading and has delivered the contracted hours. As part of its development, a strategic plan is in place to ensure that the Board reviews the opportunities that will ensure its continued viability.

### **External Environment**

The community and voluntary sector is entering interesting and challenging times. The initial development of any charity is through the recognised need for the provision of a service or services that are not available or only available at a cost. The voluntary sector is driven by the ethos of providing person-centred services, often on within extremely limited budgets within an environment of creativity and innovation. The success or failure of the work of the charity can be attributed to many things as with all business, but it can be greatly influenced by the Central government and its declared priorities. Should the service meet the government agenda, then funding is available usually linked to the procurement process and the award of contracts. The opportunity for grant programmes will be diminished unless organisations can clearly demonstrate the social value of the service that is provided. The government announced that it plans to have a Spending Review in October and the National Council for Voluntary Organisations has written a brief overview on the Spending Review and the implications that it could have for third sector organisations. Included below is some information taken directly from the document 'Spending Review, June 2010, by James Allen.

This review will run from now until the Autumn, and will set spending limits for all government departments for the period 2011/12 to 2014/15, it intends to go beyond cutting spending and setting budgets, and to thoroughly examine the Government's role in providing public services. The Government's stated objective is to protect frontline services, whilst driving up public sector productivity and delivering better value for money. There are three central elements to the Government's plan to tackle the deficit:

- 1 "Thinking innovatively about the role of government in society"
- 2 "Taking the difficult decisions collectively"
- 3 "Consulting widely using all available talents to ensure that we deliver a stronger society as well as a smaller state"

### **Criteria to ensure value for money**

The Government has laid out the following criteria to assess value for money:

- Is the activity essential to meet government priorities?
- Does the Government need to fund this activity?
- Does the activity provide substantial economic value?
- Can the activity be targeted to those most in need?
- How can the activity be provided at lower cost?
- How can the activity be provided more effectively?
- **Can the activity be provided by a non-state provider or by citizens, wholly or in partnership?**
- **Can non-state providers be paid to carry out the activity according to the results they achieve?**
- **Can local bodies as opposed to central government provide the activity?**

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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The last three questions (highlighted in bold) clearly present important opportunities for the Voluntary Community Sector to input into the consultation. The National Council for Voluntary Organisation will be stressing to government the importance of putting the right delivery, support and funding mechanisms in place to allow the Voluntary and Community Sector to play a full role in delivering change in public services.

There are potentially big opportunities for an organisation like BATIAS that is an approved service provider in every location that it works and with contracts in place with Essex, Southend and Thurrock, it will however involve a degree of uncertainty over the next year and the Board of Trustees and the BATIAS Management team must remain open to the challenges that will arise.

### **Contribution of Volunteers**

Citizen Advocacy is dependent upon the recruitment of volunteers from the local communities who develop long term partnerships with a person with a learning difficulty. We have successfully established 40 partnerships with some volunteers visiting their partners on a weekly basis, while others maybe twice a month. In addition to citizen advocates, BATIAS has volunteers who help to promote the organisation at community events and with fundraising. The Board of Trustees also gives their time voluntarily and we are most appreciative of this support.

The approximate financial contribution to the organisation through volunteering is £95,000.

### **Effectiveness of Fundraising**

The delivery of core advocacy provision continues to be funded by local authorities through awarded contracts. The organisation recognises that independent sources of income need to be secured so that there is a spread of financial commitment that provides a level of sustainability.

A small level of community fundraising does take place and it is hoped that further events will be developed through out the year. Any money raised will support Citizen Advocacy and volunteer development.

### **Reserves Policy**

85% of BATIAS's income is derived from grants/ service level agreements, of which none are guaranteed beyond their current agreement period. It is therefore the policy of the Board of Trustees to hold at least 6 months expenditure in free reserves which will safeguard the continued provision of the services for a period long enough to obtain alternative sources of funding. With the increase in staff, BATIAS has recalculated the sum that should be ring fenced in case there is a need to make people redundant and this figure is now £75,000.

The total reserves at 31 March 2010 were £171,900 of which £31,658 represented restricted funds and £75,000 represented designated funds. Of the £65,242 of unrestricted funds, £1,802 was tied up in fixed assets, leaving £63,440 as total free reserve. This equates to five and a half weeks salaries and expenses. The trustees endeavour to build up their funds in future years to achieve the reserve objective.

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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### Auditors

The auditors Kingston Smith LLP are deemed to be reappointed under section 487(2) of the Companies Act 2006

The accounts have been prepared in compliance with

- The Companies Act 2006,
- The requirements of the memorandum and articles of association,
- The requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities (2005)", and
- The special provisions relating to small companies within Part 15 of the Companies Act 2006

On behalf of the Board

The Beehive  
Voluntary & Community Resource Centre  
West Street,  
Grays,  
Essex, RM17 6XP



C Watts, Chairman

Date

21/10/10

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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### **Treasurer's report**

There was a surplus of £39,237 for the financial year ending 31<sup>st</sup> March 2010, compared to a surplus of £25,600 for the year 2009. When added from the Company's reserves this provides a figure of £171,900. Total income for 2010, including bank interest received, was £645,636 (compared to £462,754 in 2009). Total expenditure for the year was £606,398 (2009 £437,154). Deferred income shown on page 20 provides a breakdown against each project of the monies being taken forward. This situation has arisen where we have received funds but been unable to recruit into post straight away.

Total reserves stood at £171,900 at 31 March 2010. (The corresponding amount for 2009 was £132,663.) The total reserve includes designated funds of £75,000, which are funds that would be required to meet the Charity's statutory obligation to its employees in the unlikely event that the charity is wound up.

In recognition of the need to provide increasingly detailed financial information, BATIAS has employed a Finance Manager who has set up a cost centred income and expenditure programme across all of the projects. This enables detailed financial information to be available against each service and also that budgets are adhered to, with clear levels of accountability.

As reported in the SORP report, the external environment going forward is one of uncertainty and change, it is therefore vitally important that BATIAS continues to maintain as wide an income base as possible.

The Trustees would like to thank the finance and administrative staff, Mike Love, Erika McCusker and Chris, who is a service user volunteer, for their assistance with payroll and accounting matters.

The accounts have been professionally audited by Kingston Smith LLP of Romford, duly authorised by the BATIAS Board of Trustees and signed copies will be lodged with Companies House and the Charity Commission, as required by regulations and legislation. I recommend to the Board that Kingston Smith LLP be appointed as Auditors to BATIAS for the forthcoming year.

Acting Treasurer



# BATIAS INDEPENDENT ADVOCACY SERVICE

## AUDITORS REPORT TO THE MEMBERS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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We have audited the financial statements of BATIAS Independent Advocacy Service for the year ended 31st March 2010, which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Section 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken for no purpose other than to draw to the attention of the charitable company's members those matters which we are required to include in an auditor's report addressed to them. To the fullest extent permitted by law, we do not accept or assume responsibility to any party other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective Responsibilities of Trustees and Auditors**

The trustees' (who are also the directors of the charitable company for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Trustees' Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosure of trustees' remuneration specified by law are not made.

We read the Trustees' Annual Report, and consider the implication for our report if we become aware of any apparent misstatements within it.

### **Basis of Audit Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

## BATIAS INDEPENDENT ADVOCACY SERVICE

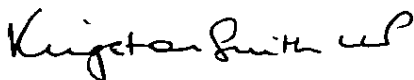
### AUDITORS REPORT TO THE MEMBERS (CONTINUED) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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#### Opinion

##### In our opinion

- the financial statements give a true and fair view, of the state of the charitable company's affairs as at 31 March 2010, and of its incoming resources and application of resources, including its income and expenditure for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information provided in the Trustees' Annual Report is consistent with the financial statements



Michael Sinclair (Senior Statutory Auditor)  
for and on behalf of Kingston Smith LLP  
Chartered Accountants  
Statutory Auditor

Orbital House  
20 Eastern Road  
Romford  
Essex  
RM1 3PJ

Date 28 October 2010

Company Registration No 2776330

# BATIAS INDEPENDENT ADVOCACY SERVICE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

<b>Summary Income and Expenditure Account</b>					
	<b>Note</b>	<b>Restricted £</b>	<b>Unrestricted £</b>	<b>Total 2010 £</b>	<b>Total 2009 £</b>
<b>Incoming Resources</b>					
<b>Incoming resources from charitable activities</b>					
Donations, legacies and similar incoming resources	2	95,169	550,314	645,483	459,613
<b>Incoming resources from generated funds.</b>					
Investment income	3	-	153	153	3,141
<b>Total Incoming Resources</b>		<b>95,169</b>	<b>550,467</b>	<b>645,636</b>	<b>462,754</b>
<b>Resources Expended</b>					
Charitable activities		110,271	487,939	598,210	432,598
Governance costs		-	8,188	8,188	4,556
<b>Total Resources Expended</b>	4	<b>110,271</b>	<b>496,128</b>	<b>606,398</b>	<b>437,154</b>
<b>Net Income/(Expenditure) for the Year before transfers</b>	5	<b>(15,102)</b>	<b>54,339</b>	<b>39,237</b>	<b>25,600</b>
<b>Transfer between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Income/(Expenditure) for the Year after transfers</b>		<b>(15,102)</b>	<b>54,339</b>	<b>39,237</b>	<b>25,600</b>
<b>Funds at 1st April 2009</b>		<b>46,760</b>	<b>85,903</b>	<b>132,663</b>	<b>107,063</b>
<b>Funds at 31st March 2010</b>		<b>31,658</b>	<b>140,242</b>	<b>171,900</b>	<b>132,663</b>

There are no other recognised gains or losses in the year other than as shown above



# BATIAS INDEPENDENT ADVOCACY SERVICE

## BALANCE SHEET

FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

	Note	£	2010 £	£	2009 £
<b>Fixed Assets</b>	<b>8</b>		<b>48,036</b>		<b>2,347</b>
<b>Current Assets</b>					
Debtors	9	89,354		18,179	
Cash at bank and in hand		<u>315,495</u>		<u>218,713</u>	
		404,849		236,892	
<b>Creditors. Amounts falling due within one year</b>	<b>10</b>	<u>(280,985)</u>		<u>(106,576)</u>	
<b>Net Current Assets</b>			<u>123,864</u>		<u>130,316</u>
<b>Total assets less current liabilities</b>			<u>171,900</u>		<u>132,663</u>
<b>Reserves</b>					
Restricted funds	11		31,658		46,760
Unrestricted funds	11		<u>140,242</u>		<u>85,903</u>
			<u>171,900</u>		<u>132,663</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006

For and on behalf of the Trustees



C Watts  
(Trustee)

Date

21/10/10

# BATIAS INDEPENDENT ADVOCACY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

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### 1 Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's financial statements

#### Basis of accounting

The financial statements have been prepared on the historical cost basis in accordance with applicable accounting standards, the Companies Act 2006, and follow recommendations in the Statement of Recommended Practice "Accounting and Reporting by Charities (2005)"

#### Fixed assets

Fixed assets are recorded at cost or, in cases where fixed assets have been donated to BATIAS Independent Advocacy Service, at valuation at the time of acquisition

#### Depreciation

Depreciation has been provided at the following rates in order to write down the cost or valuation, less estimated residual value, of all tangible fixed assets, with the exception of freehold land, by equal annual instalments or a reducing balance method at the following rate

Fixtures and fittings	15% Reducing balance
Office equipment	33% Straight line
Leasehold property improvements	33% Straight line

#### Voluntary income and donations

Voluntary income represents amounts received and recorded at offices and projects during the year

#### Fees, Contributions and Grants

Income through fees, contributions and grants is recognised in the accounts on an accruals basis

#### Investment income

Investment income is recognised in the accounts when it is received

#### Value added tax

As the majority of BATIAS Independent Advocacy Service's activities are classified as exempt or non-business activities for the purpose of value added tax, BATIAS Independent Advocacy Service is unable to reclaim all the value added tax which it suffers on its purchases. Expenditure in these financial statements is therefore shown inclusive of value added tax

#### Taxation

No provision has been made for corporation tax or deferred tax as the charity is a registered charity and is therefore exempt

#### Pension Scheme Arrangements

The charity makes contributions to a money purchase contribution scheme, the assets of the scheme being held separately from the assets of the company. The pension charge represents contributions payable to the scheme

# BATIAS INDEPENDENT ADVOCACY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

### Resources expended

Expenditure is classified under the charity's principal projects. Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities. Expenditure is included on an accruals basis, inclusive of value added tax.

Support costs comprise costs incurred directly in support of expenditure on the objects of the charity.

Governance costs comprise costs for the running of the charity itself as an organisation and compliance with constitutional and statutory requirements.

### Accumulated funds

Unrestricted funds are donations and other incoming resources receivable for the objects of the charity without further specified use and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Designated funds are funds earmarked by the Trustees for particular purposes.

### Donations in kind

Thurrock Borough Council has kindly agreed to lease the Café premises within the Thamside Complex in Grays for a peppercorn rent of £2 per annum until such a time as the Café becomes profitable.

### Company Status

The company is limited by Guarantee not having a share capital. In the event of winding up, under the terms of the Memorandum of Association each member guarantees the sum of £1.

## 2 Donations, legacies and similar incoming resources

	Restricted funds £	Unrestricted funds £	Total 2010 £	Total 2009 £
<b>Grants and donations</b>				
Sports Advocacy	-	29,504	29,504	20,496
Essex County Council Social Care	-	263,288	263,288	168,621
Southend Social Care	-	39,595	39,595	39,596
Thurrock Social Care	-	72,304	72,304	49,790
Billericay, Brentwood & Wickford PCT	-	-	-	1,235
MEPP	-	7,007	7,007	23,002
Café4u	26,366	-	26,366	45,100
Stars in the Sky	-	6,666	6,666	30,000
Big Lottery Fund	-	-	-	9,459
Comic Relief over 60's advocacy	24,311	-	24,311	22,777
Big Lottery, reaching communities	44,492	-	44,492	47,364
Lloyds Debt and Finance Work	-	5,000	5,000	-
HA Champions	-	20,553	20,553	-
Advocacy Essex Services Ltd	-	88,483	88,483	-
Others (including Outlook Care)	-	17,914	17,914	2,173
	<u>95,169</u>	<u>550,314</u>	<u>645,483</u>	<u>459,613</u>

# BATIAS INDEPENDENT ADVOCACY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

<b>3 Investment income</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Interest received	153	3,141

### 4 Total resources expended

	<b>Direct Charitable £</b>	<b>Support Costs £</b>	<b>2010 £</b>	<b>2009 £</b>
Wages and salaries	270,471	145,638	416,109	326,773
Rent, rates and water	-	21,388	21,388	18,741
Telephone	-	6,217	6,217	7,641
Printing, stationery and postage	-	10,250	10,250	7,730
Insurance	-	3,350	3,350	2,709
Travel	25,339	-	25,339	28,837
Audit fee	-	8,188	8,188	4,556
Accountancy fee	-	4,538	4,538	-
Depreciation	11,284	545	11,829	1,549
Recruitment costs	-	6,042	6,042	1,625
Electricity	-	352	352	660
Repairs and maintenance	-	12,115	12,115	5,158
Legal and professional	-	40,467	40,467	6,410
Training costs	-	4,355	4,355	8,840
Subscriptions	-	71	71	1,455
Function costs	-	27,543	27,543	3,682
Bank charges	-	761	761	583
Other expenses	-	4,724	4,724	10,205
Bad debts	-	2,760	2,760	-
	<u>307,094</u>	<u>299,305</u>	<u>606,398</u>	<u>437,154</u>

The support costs mentioned above have not been split between the activities of the charitable company because the trustees believe that the cost of such a task outweighs the benefit

### 5 Net incoming/(outgoing) resources before transfers

The net incoming/(outgoing) resources before transfers is stated after charging

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Depreciation	11,829	1,549
Auditors' remuneration	8,188	4,556

# BATIAS INDEPENDENT ADVOCACY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

### 6 Trustee directors and employees

Staff costs were as follows	2010 £	2009 £
Wages and salaries	<u>416,109</u>	<u>326,773</u>

The total wages charge consists of gross wages of £378,543 (2009 - £296,645), social security costs of £30,992 (2009 - £23,857) and pension costs of £6,574 (2009 - £6,271). The average monthly number of people employed by the company during the year was 40 (2009 - 30).

The directors were not remunerated during the year (2009 - £nil)

No member of staff receives an annual salary in excess of £60,000

The amount of expenses reimbursed to the trustees during the year was £nil (2009 - £nil). The charity paid no expenses on behalf of trustees during the year (2009 - £48).

### 7 Taxation

All of the charity's income is applied for charitable purposes and therefore the charity is exempt from corporation tax.

### 8 Tangible fixed Assets

	Leasehold Property Improvements £	Office Equipment £	Fixtures and fittings £	Total £
<b>Cost</b>				
At 1st April 2009	-	23,626	10,027	33,653
Additions	<u>13,063</u>	<u>1,428</u>	<u>43,027</u>	<u>57,518</u>
At 31st March 2010	<u>13,063</u>	<u>25,054</u>	<u>53,054</u>	<u>91,171</u>
<b>Depreciation</b>				
At 1st April 2009	-	23,399	7,907	31,306
Charge for year	<u>4,354</u>	<u>703</u>	<u>6,772</u>	<u>11,829</u>
At 31st March 2010	<u>4,354</u>	<u>24,102</u>	<u>14,679</u>	<u>43,135</u>
<b>Net book value</b>				
At 31st March 2010	<u>8,709</u>	<u>952</u>	<u>38,375</u>	<u>48,036</u>
At 31st March 2009	<u>-</u>	<u>227</u>	<u>2,120</u>	<u>2,347</u>

# BATIAS INDEPENDENT ADVOCACY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

### 9 Debtors

	2010 £	2009 £
Trade debtors	85,954	16,624
Prepaid expenses	3,400	1,555
	<u>89,354</u>	<u>18,179</u>

### 10 Creditors

	2010 £	2009 £
Accrued expenses	14,626	10,746
PAYE control account	10,922	7,446
Deferred income (see below)	255,437	88,384
	<u>280,985</u>	<u>106,576</u>

#### Deferred income

	£	£
Essex County Council Social Care	109,242	57,525
Sports Advocacy	10,000	9,504
Lloyds Advocacy	15,000	-
Big Lottery, reaching communities	8,011	3,987
Essex stars in the sky	-	6,666
Comic Relief over 60's advocacy	7,592	7,592
Thurrock contracts	26,598	3,110
Outlook Care	3,266	-
Advocacy Essex Services Ltd	29,494	-
Café4u Assets grant	46,234	-
	<u>255,437</u>	<u>88,384</u>

# BATIAS INDEPENDENT ADVOCACY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

### 11 Reserves

	Restricted £	Unrestricted £	Designated £	Total £
Brought forward	46,760	35,903	50,000	132,663
Net incoming/(outgoing) resources	(15,102)	54,339	-	39,237
Transferred between funds	-	(25,000)	25,000	-
Carried forward	<u>31,658</u>	<u>65,242</u>	<u>75,000</u>	<u>171,900</u>

The designated reserve represents a provision in respect of redundancy costs

### Restricted Funds

	Brought Forward £	Income £	Expenditure £	Carried Forward £
Big Lottery , reaching communities	2,955	44,492	(47,447)	-
Café4u	43,805	26,366	(38,513)	31,658
Comic Relief over 60's	-	24,311	(24,311)	-
	<u>46,760</u>	<u>95,169</u>	<u>(110,271)</u>	<u>31,658</u>

The reserves are analysed as follows

	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	46,234	1,802	-	48,036
Current assets	204,572	125,277	75,000	404,849
Current liabilities	(219,148)	(61,837)	-	(280,985)
	<u>31,658</u>	<u>65,242</u>	<u>75,000</u>	<u>171,900</u>