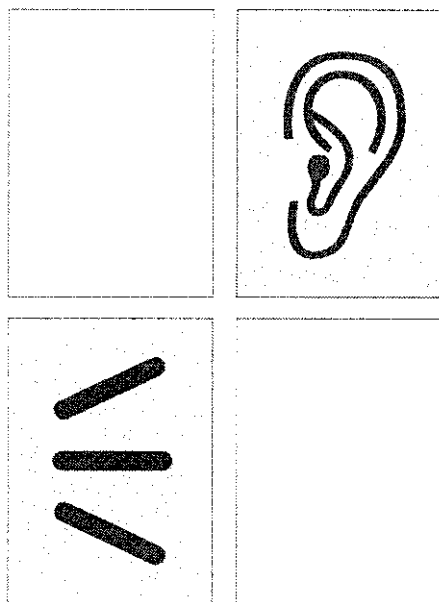


# BATIAS

Independent Advocacy Service



**WE LISTEN SO YOU  
CAN FIND YOUR VOICE**



*Trustees Report and Accounts*  
for the year ended 31st March 2004

# **BATIAS INDEPENDENT ADVOCACY SERVICE**

## **TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2004**

The trustees present their report and the audited financial statements for the year ended 31st March 2004.

### **Legal and 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 30 of the Companies Act 1985 from the use of "Limited" within its name.

The charity, formerly known as Basildon and Thurrock Independent Advocacy Services, is also known by the shortened name of 'BATIAS'.

#### **Principal address**

Tilbury Community Resource Centre  
Civic Square  
Tilbury  
Essex  
RM18 8AD

This is also the company's registered office.

The charity's professional advisers are as follows :

<b>Auditors :</b>	<b>Bankers :</b>
Kingston Smith	Lloyds TSB Bank Plc
Orbital House	34 High street
20 Eastern Road	Grays
Romford	Essex
Essex	RM176SL
RM1 3DP	

### **Charity objects**

To relieve persons with learning disabilities (mental handicap) and/or physical disabilities and/or mental ill health who cannot realise their full potential and lead fulfilling lives without such assistance in particular by the provision of a service:  
(a) to assist such persons to obtain their full rights and privileges as citizens and (b) to provide advice to such persons.

The company's policy continues to be using grants and donations to provide such services.

### **Organisational structure**

The charity is organised so that the trustees meet regularly to manage its affairs. The trustees services are given voluntarily.

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2004

### Activities and review for the year

The Trustees consider that the performance of the charity both with regards its financial management and the provision of its service to have been very satisfactory. A detailed financial review of the year's activities is given in the *Treasure's statement*. Although there were no significant changes in activities during the year, the number of people that the organisation supports has continued to increase from last year's figure of 316 to our current level of 360. The number of issues that the advocates are working on has also increased to 530, this can cover health, housing, financial and sexual abuse, child protection. These figures relate to the formal and self-advocacy service

Citizen Advocacy has seen a real development with 30 new partnerships established. The organisation was successful in winning a 3-year tender which led to the service being extended to Castle Point and Rochford. However we currently have a waiting list of 65 people across South Essex who have requested a citizen advocate. This service is dependent upon the recruitment of volunteers from the local communities and the Citizen Advocacy staff have attended many community events to both promote the organisation and to encourage people to volunteer as a citizen advocate.

Although there were no major new services in this year, funding through Brentwood, Basildon, Wickford and Thurrock PCT's has enabled BATIAS to set up Women's Self-advocacy Health groups and a special one day Health and Complimentary Therapy Conference was held with over 40 women attending.

The Board have requested that the wording of the 'objects' of the charity ( Clause 3 of the Memorandum and Articles of Association) are amended by special resolution at the AGM on the 12th November 2004 to reflect the organisations adoption of the social model of disability and of its intent to extend the advocacy provision to people from the ages of 13 plus. During the last few years we have recognised that there is a real need to provide advocacy for children as they approach transition and our expertise within this field would be particularly beneficial. The Board has nominated a Child Protection officer from its members and will be adopting a Child Protection Policy.

BATIAS has secured one year funding through Essex Community Foundation to develop meaningful service user involvement in the strategic management of the organisation. This will be achieved through local self-advocacy groups with the long-term aim of the service users having effective Board participation.

The organisation is primarily a service provider funded by service level agreements and external grants. However as our work within the community expands it is our intention to develop a Fundraising strategy which will identify key items that we would wish to purchase for the benefits of our service users. Money will be raised through specific events. A Board member is part of the Fund Raising sub group.

### Trustees

Those who served as trustees, and are also directors of the company, during the year were as follows:

J.R. Mayhew (resigned 22 April 2004)	P. Mardon
R. Chapman	Ms. S. Wilsden
R.J. Quy (resigned)	C. Lambert
S. Fisher	S. Langsdale (appointed 5 February 2004)
C. Watts (appointed 29 October 2003)	

M. Love is a financial consultant to the charity, but not legally a director of the company. S. Langsdale, S. Campion and T. Milsum started attending board meetings during the year and will soon be appointed as Directors.

All members of the charity are eligible to nominate members for the Board, but only full members may vote at general meetings, thereby having the power to appoint trustees.

The company secretary is C. Houghton.

# BATIAS INDEPENDENT ADVOCACY SERVICE

## TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2004

### Statement of trustees' responsibilities

Company law requires the trustees, who are also directors, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that year. In preparing those financial statements the directors 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 standard have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Risk Review

The charity is not under any legal obligation to provide a statement on risk review as the level of turnover and expenditure fell below the obligatory amount for reporting purposes. However the trustees recognise that it is best practise to conduct their own review of the major risks to which the charity is exposed and ensure systems are established to mitigate those risks. The trustees have reviewed and developed a business plan in order to consider the effect of external risks to funding. Also internal risks have been minimised by the implementation of procedures for 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 uses the PQASSO model of quality control to ensure that it consistently delivers quality in all aspects of its activities. These procedures are reviewed on annual basis to ensure that they still meet the needs of the charity and to consider whether any additional risks have become apparent.

### Reserves Policy

85% of BATIAS's income is derived from service level agreements, of which none are guaranteed beyond their current agreement period. The Board of Directors feel that it is necessary to accumulate unrestricted reserves to a level which, in their opinion, will safeguard the continued provision of the services for a period long enough to obtain alternative sources of funding.

The free reserves stood amounted to £118,021 at the balance sheet date.

### Auditors

A resolution to re-appoint Kingston Smith Chartered Accountants and Registered Auditors as auditors will be put to the members at the Annual General Meeting

The accounts have been prepared in compliance with:-

- the Companies Act 1985;
- the requirements of the memorandum and articles of association;
- the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities (2000)".

On Behalf of the board.



C. Lambert, Chairman

Date: 25/11/04.

Tilbury Community Resource Centre  
Civic Square  
Tilbury  
Essex RM18 8AD

# **BATIAS INDEPENDENT ADVOCACY SERVICE**

## **Auditors Report To The Members**

### **For the year ended 31st March 2004**

We have audited the financial statements of BATIAS Independent Advocacy Service for the year ended 31st March 2004, which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's members in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken for no purpose other than to draw the attention of the charity'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 charity and the charity'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 BATIAS Independent Advocacy Service for the purposes of company law) responsibilities for preparing the Trustee's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards 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 United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustee's remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees' Annual Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

#### **Basis of opinion**

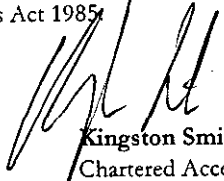
We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 as to whether the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we have also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion**

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at the year end date and of their incoming resources and application of resources, including the income and expenditure of the charity for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Orbital House  
20 Eastern Road  
Romford  
Essex  
RM1 3DP



Kingston Smith  
Chartered Accountants  
and Registered Auditors

Date: 25.11.2004

**BATIAS INDEPENDENT ADVOCACY SERVICE  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2004**

**Summary Income and Expenditure Account**

	Note	Restricted £	Unrestricted £	Total 2004 £	Total 2003 £
<b>Incoming Resources</b>					
Donations, legacies and similar incoming resources	2	-	261,037	261,037	215,586
Investment income	3	-	1,408	1,408	1,137
<b>Total Incoming Resources</b>		-	262,445	262,445	216,723
<b>Resources Expended</b>					
Charitable expenditure: costs of activities in furtherance of objects					
Combined fund		-	116,097	116,097	99,564
Management and administration		-	124,458	124,458	94,759
<b>Total Resources Expended</b>	4	-	240,555	240,555	194,323
<b>Net Income for the Year</b>	5	-	21,890	21,890	22,400
<b>Funds at 1st April 2003</b>		8,333	98,759	107,092	84,692
<b>Funds at 31st March 2004</b>		8,333	120,649	128,982	107,092

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

# BATIAS INDEPENDENT ADVOCACY SERVICE

## BALANCE SHEET AS AT 31ST MARCH 2004

	Note	2004 £	2003 £
Fixed Assets	8	2,456	2,890
Current Assets			
Debtors	9	9,811	30,205
Cash at bank and in hand		<u>123,209</u>	<u>80,808</u>
		133,020	111,013
Creditors: Amounts falling due within one year	10	<u>6,494</u>	<u>6,811</u>
Net Current Assets		<u>126,526</u>	<u>104,202</u>
Total assets less current liabilities		<u>128,982</u>	<u>107,092</u>
Reserves			
Restricted Funds	11	8,333	8,333
Unrestricted funds		<u>120,649</u>	<u>98,759</u>
		<u>128,982</u>	<u>107,092</u>



S. Fisher  
(Acting Treasurer)

Date: 25/11/04

For and on behalf of the Management Committee

# **BATIAS INDEPENDENT ADVOCACY SERVICE**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 31ST MARCH 2004**

#### **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 1985, and follow recommendations in the Statement of Recommended Practice: "Accounting and Reporting by Charities (2000)".

##### **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 on a reducing balance method at the following rate:

Fixtures and fittings	15%
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##### **Voluntary income and donations**

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

##### **Fees, Contributions and Grants**

These comprise amounts receivable during the year

##### **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 contribution payable to the scheme.



# BATIAS INDEPENDENT ADVOCACY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH 2004

**2 Donations, legacies and similar incoming resources**

	Restricted funds	Unrestricted funds	Total 2004	Total 2003
Grants and donations	-	261,037	261,037	215,589
Conference income	-	-	-	-
	<u>-</u>	<u>261,037</u>	<u>261,037</u>	<u>215,589</u>

**3 Investment income**

	2004 £	2003 £
Interest received	<u>1,408</u>	<u>1,137</u>

**4 Total resources expended**

	Direct Charitable	Other Expenditure	2004	2003
	£	£	£	£
Wages and salaries	102,562	83,914	186,476	159,850
Rent, rates and water		7,551	7,551	6,511
Telephone		4,432	4,432	3,596
Printing, stationery and postage		8,000	8,000	3,790
Insurance		2,271	2,271	1,476
Travel	13,535	-	13,535	11,647
Audit fee		2,245	2,245	1,284
Depreciation		434	434	510
Conference expenditure		-	-	-
Other expenses		15,611	15,611	5,659
	<u>116,097</u>	<u>124,458</u>	<u>240,555</u>	<u>194,323</u>

**5 Net incoming resources before transfers**

The net incoming resources before transfers is stated after charging or crediting:

	2004	2003
Depreciation	434	510
Auditors' remuneration	<u>2,245</u>	<u>1284</u>

# BATIAS INDEPENDENT ADVOCACY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST MARCH 2004

#### 6 Trustee directors and employees

Staff costs, including directors' remuneration were as follows:

	2004	2003
Wages and salaries	<u>186,476</u>	<u>159,850</u>

The total wages charge consists of gross wages of £169,030 (2003 - £144,845), social security costs of £13,726 (2003 - £11,586) and pension costs of £3,720 (2003 - £3,419). The average monthly number of people employed by the company during the year was 16 (2003 - 12).

No member of staff receives an annual salary in excess of £50,000.

The amount of expenses reimbursed to the trustees during the year was £nil (2003 - £nil).

#### 7 Taxation

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

#### 8 Tangible fixed Assets

	Fixtures and fittings £	Total £
<b>Cost</b>		
At 1st April 2003	8,224	8,224
At 31st March 2004	<u>8,224</u>	<u>8,224</u>
<b>Depreciation</b>		
As at 1st April 2003	5,334	5,334
Charge for year	434	434
As at 31st March 2004	<u>5,768</u>	<u>5,768</u>
<b>Net book value</b>		
At 31st March 2004	<u>2,456</u>	<u>2,456</u>
At 31st March 2003	<u>2,890</u>	<u>2,890</u>

#### 9 Debtors

	2004 £	2003 £
Trade debtors	8,214	28,730
Other debtors	1,597	1,475
	<u>9,811</u>	<u>30,205</u>

#### 10 Creditors

	2004 £	2003 £
Other creditors	<u>6,494</u>	<u>6,811</u>

**BATIAS INDEPENDENT ADVOCACY SERVICE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2004**

11 Reserves	Restricted	Unrestricted	Total
	£	£	£
Brought forward	8,333	98,759	107,092
Net incoming resources	-	21,890	21,890
Carried forward	<u>8,333</u>	<u>120,649</u>	<u>128,982</u>

The restricted reserve represents a provision in respect of redundancy costs.

The reserves are analysed as follows:

	Restricted	Unrestricted	Total
Tangible fixed assets	-	2,456	2,456
Current assets	8,333	124,687	133,020
Current liabilities	-	(6,494)	(6,494)
	<u>8,333</u>	<u>120,649</u>	<u>128,982</u>

# **BATIAS INDEPENDENT ADVOCACY SERVICE**

## **TREASURER'S REPORT**

### **31ST MARCH 2004**

There was a surplus of £21,890 for the financial year ending the 31<sup>st</sup> March 2004. Total incoming resources for 2003/4 including bank interest received were £262,445 ( 2002/3 comparative was £216,723) Total monies expended for the year were £240,555 ( 2002/3 was £194,323) . This increase was primarily on staff payroll costs reflecting the increased turnover and related services provided by the charity.

There was an increase of £21,890 in the accumulated fund for 2003/4. The restricted fund which total £8,333 as at 31<sup>st</sup> March 2004 consists of funds which recognise the charities statutory obligation to its employees in the unlikely event that the charity is wound up.

In recognition of the growth of the organisation, new management structures have been put in place and office managers have been recruited for Tilbury and Southend. The additions of some new projects and services have further increased the staff team to 23 people. In Tilbury an additional larger office has been rented to provide better and more accessible working accommodation. All three sites have undergone a DDA inspection and the findings have been reported back to the Landlords.

I would particularly like to thank the Senior Administrative Officer, Erika McCusker, for her assistance with the payroll and accounting matters.

The accounts have been professionally audited by Kingston Smith of Romford, duly authorised by the BATIAS Board of Directors 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 be appointed as Auditors to BATIAS for the forthcoming year.



S. Fisher  
(Acting Treasurer)

# How to contact BATIAS

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10-14 West Street  
Southend-on-Sea  
Essex SS2 6HJ  
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Tilbury Resource Centre  
Civic Square, Tilbury  
Essex RM18 8AD  
Tel **01375 857068**  
Fax 01375 857156

Registered Charity No. 1016226  
Company No. 2776330