

**BATIAS INDEPENDENT ADVOCACY SERVICE**  
(Formerly Basildon and Thurrock Independent Advocacy Services)

**TRUSTEES REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED**  
**31ST MARCH 2002**



# **BATIAS Annual Review**

## **TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2002**

The trustees present their report and the audited financial statements for the year ended 31st March 2002.

### **Legal and administrative details**

#### **Status**

The company is a private company, 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.

#### **Principal address**

Tilbury Community Resource Centre  
Civic Square  
Tilbury  
Essex  
RM18 8AD

( Formerly ...1st Floor Offices, New Road, Grays, Essex RM17 6SL)

The charity's professional advisers are as follows :

Auditors :  
Kingston Smith  
Orbital House  
20 Eastern Road  
Romford  
Essex  
RM1 3DP

Bankers :  
Lloyds TSB Bank Plc  
34 High street  
Grays  
Essex  
RM176SL

#### **Charity objectives**

The company's objective and principal activity in the year was that of providing advocacy services to people with learning difficulties in the Basildon and Thurrock area, also in Brentwood, Castlepoint, Rochford, Hockley and Southend.

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 Annual Review TRUSTEES REPORT FOR YEAR ENDED 31ST MARCH 2002**

## **Activities and review for the year**

The trustees consider the performance of the charity to have been satisfactory. Detailed reviews of the years activities are given in the Chairman's and Treasurer's statements.

There were no significant changes in activities during the year.

There were no major new services in the year, though there were extensions to existing services.

There have been no significant events since the year end.

There are no significant new developments planned for the future.

## **Trustees**

Those who served as trustees during the year were as follows

J.R. Mayhew	R. Chapman (appointed 5.6.2001)
Mrs. C.J. Mitchell	P. Mardon (appointed 8.11.2001)
M. Bowyer (resigned 9.8.2001)	M.Love (appointed 8.11.2001)
R.J. Quy	
S. Fisher	
Ms. S. Wilsden	
Ms. K. Khoo (resigned 8.11.2001)	
C. Lambert	
Ms. T. Hanna (resigned 8.11.2001)	

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.

## **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.

# BATIAS Annual Review TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2002

## 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.

## 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:-

- current statutory requirements;
- the requirements of the memorandum and articles of association;
- the requirements of the Statement of Recommended Practice, "Accounting by Charities".

By order of the board.



C. Lambert, Chairman

Date :

14/11/02

Tilbury Community Resource Centre  
Civic Square  
Tilbury  
Essex RM18 8AD

# BATIAS Annual Review

## Auditors Report To The Members For the year ended 31st March 2002

We have audited the financial statements of BATIAS Independent Advocacy Service for the year ended 31st March 2002, 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.

### Respective responsibilities of Trustees and Auditors

As described in the Trustees' Report, the trustees of BATIAS Independent Advocacy Service are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

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 current statutory requirements. We also report to you if, in our opinion, The Trustees' 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 the information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

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

### Basis of opinion

We conducted our audit in accordance with Auditing Standards 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 directors 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.

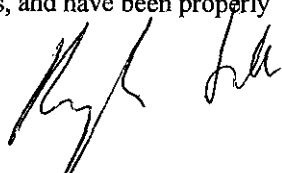
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we 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 its outgoing resources and application of resources, and have been properly prepared in accordance with the Companies Act 1985.

Orbital House  
20 Eastern Road  
Romford  
Essex  
RM1 3DP

Date: 26-11-2002



Kingston Smith  
Chartered Accountants  
and Registered Auditors

**BATIAS Annual Review**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2002**

	Note	Restricted £	Unrestricted General £	Total 2002 £	Total 2001 £
<b>Incoming Resources</b>					
Grants and donations	2	-	157,082	157,082	152,726
Investment income	3	-	1,681	1,681	3,329
Intangible income		-	5,440	5,440	5,440
<b>Total Incoming Resources</b>		-	164,203	164,203	161,495
<b>Resources Expended</b>					
<b>Direct charitable expenditure</b>					
Combined fund		-	83,993	83,993	68,453
<b>Other expenditure</b>					
Management and administration		-	99,353	99,353	74,725
<b>Total Resources Expended</b>		-	183,346	183,346	143,178
<b>Net incoming resources</b>	5	-	-19,143	-19,143	18,317
<b>Transfer between funds</b>		-10,000	10,000	-	-
Historical cost(deficit)/surplus for the year		-10,000	-9,143	-19,143	18,317
<b>Other recognised gains and losses</b>		-	-	-	-
<b>Net movement on funds</b>		-10,000	-9,143	-19,143	18,317
<b>Funds at 1st April 2001</b>		18,333	85,502	103,835	85,518
<b>Funds at 31st March 2002</b>		8,333	76,359	84,692	103,835

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

**BATIAS Annual Review  
BALANCE SHEET  
AS AT 31ST MARCH 2002**

	Note	2002 £	2001 £
<b>Fixed Assets</b>	8	3,400	4,000
<b>Current Assets</b>			
Debtors	9	1,190	19,884
Cash at bank and in hand		<u>92,383</u>	<u>84,813</u>
		93,573	104,697
<b>Creditors: Amounts falling due within one year</b>	10	<u>12,281</u>	<u>4,862</u>
<b>Net Current Assets</b>		<u>81,292</u>	<u>99,835</u>
<b>Total assets less current liabilities</b>		<u>84,692</u>	<u>103,835</u>
<b>Reserves</b>			
Restricted Funds	11	8,333	18,333
Unrestricted funds		<u>76,359</u>	<u>85,502</u>
		<u>84,692</u>	<u>103,835</u>

R.J. Quay

Date: 14 November 2002

For and on behalf of the Managment Committee

**BATIAS Annual Review**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2002**

**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 in accordance with applicable accounting standards, the Companies Act 1985, and follow recommendations in the Statement of Recommended Practice: Accounting by Charities.

**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 installments 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.



**BATIAS Annual Review**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2002**

**2 Grants and donations**

	<b>Restricted funds</b>	<b>Unrestricted funds</b>	<b>Total 2002</b>	<b>Total 2001</b>
Grants and donations	-	151,372	151,372	152,726
Conference income	-	5,710	5,710	-
	<u>-</u>	<u>157,082</u>	<u>157,082</u>	<u>152,726</u>

**3 Investment income**

	<b>2002</b>	<b>2001</b>
	<b>£</b>	<b>£</b>
Interest received	<u>1,681</u>	<u>3,329</u>

**4 Total resources expended**

	<b>Direct Charitable</b>	<b>Other Expenditure</b>	<b>2002</b>	<b>2001</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Wages and salaries	75,016	62,402	137,418	112,598
Rent, rates and water		4,337	4,337	4,778
Telephone		3,999	3,999	1,269
Printing, stationery and postage		1,580	1,580	1,275
Insurance		1,205	1,205	1,205
Travel	8,977		8,977	7,409
Audit fee		972	972	981
Depreciation		600	600	705
Conference expenditure		6,714	6,714	-
Other expenses		17,544	17,544	12,958
	<u>83,993</u>	<u>99,353</u>	<u>183,346</u>	<u>143,178</u>

Other expenditure includes fundraising and publicity costs and management and administration costs.

**5 Net incoming resources before transfers**

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

	<b>2,002</b>	<b>2001</b>
Depreciation	600	705
Auditors' remuneration	972	981
Directors' remuneration	-	-

**BATIAS INDEPENDENT ADVOCACY SERVICE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2002**

**6 Trustee directors and employees**

Staff costs, including directors' remuneration were as follows:

	2002	2001
Wages and salaries	<u>137,418</u>	<u>112,598</u>

The average monthly number of people employed by the company during the year was 10 (2001 - 10).

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 (2001 - £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 2001	<u>8,224</u>	<u>8,224</u>
At 31st March 2002	<u>8,224</u>	<u>8,224</u>
<b>Depreciation</b>		
As at 1st April 2001	4,224	4,224
Charge for year	600	600
As at 31st March 2002	<u>4,824</u>	<u>4,824</u>
<b>Net book value</b>		
At 31st March 2002	<u>3,400</u>	<u>3,400</u>
At 31st March 2001	<u>4,000</u>	<u>4,000</u>

**9 Debtors**

	2002 £	2001 £
Other debtors	<u>1,190</u>	<u>19,884</u>

**10 Creditors**

	2002 £	2001 £
Other creditors	<u>12,281</u>	<u>4,862</u>

**BATIAS INDEPENDENT ADVOCACY SERVICE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2002**

11 Restricted funds	At 1st April 2001	Incoming	Transfers	At 31st March 2002
	£	£	£	£
Combined fund	<u>18,333</u>	<u>-</u>	<u>-10,000</u>	<u>8,333</u>

**12 Remuneration to auditors**

The total paid to the auditors by the charity related to the following services

	2002	2001
	£	£
Audit	<u>972</u>	<u>981</u>

**BATIAS INDEPENDENT ADVOCACY SERVICE**  
**TREASURERS REPORT**  
**31ST MARCH 2002**

There was a deficit of £19,143 for the financial year ending 31 March 2002, compared to a surplus of £18,317 for the previous financial year. As in past years, this variance needs to be viewed in conjunction with the movements on restricted funds. Total incoming resources for 2001/2002 including bank interest received were £164,203 (2000/01 comparative £161,495). Total resources expended, at £183,346 have increased significantly over the previous financial year (2000/01 was £143,178). This increase was primarily on staff payroll costs reflecting the increased turnover and related services provided by the charity.

There were some new services introduced during 2001/2002 and number of extensions to existing (at 31 March 2001) projects and short term services. The service for the Citizen Advocacy Co-ordinator, which had commenced early in 2001, has developed well during the year providing a useful extension to the range of services being operated.

There was a decrease of £9,143 in the accumulated fund for 2001/2002 after allowing for the transfer in of £15,000 from restricted fund (funds received during 2000/01 for services in 2001/02) less a £5,000 transfer out to restricted fund (see below). The unrestricted fund now totals £76,359 as at 31 March 2002.

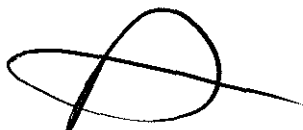
The restricted fund, totalling £8,333 as at 31st March 2002, consists of two elements. First an amount of £3,333 in respect of a grant for the Basildon Advocacy service, transferred to this fund in 1998/1999 to match income with costs, as funds were received several months before the commencement of the service. Secondly a reserve of £5,000 was transferred in from unrestricted funds to recognise the charity's statutory obligations to its employees in the unlikely event that the charity is wound - up.

On personnel matters, we were pleased to welcome some new members to the BATIAS staff team, Nick Grant ( Advocacy Worker, Thurrock ) and Julie Pringle ( Advocacy Worker, Brentwood )

Again I would like to thank the BATIAS staff for their kind assistance in helping me to monitor the grant funding applications, payroll matters and in the maintenance of accounting records. Carole Houghton and Marion Andrews have done a great job in leading the organisation forward in difficult times, particularly when funding opportunities and the requirements of funders have changed and become more uncertain.

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 financial year.

R.Quy  
Treasurer



14 November 2002