

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 1999

REGISTERED COMPANY NO. 2776330

REGISTERED CHARITY NO. 1016226



BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

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BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 1999

Statement of Trustees' Responsibilities

Company law requires Trustees, as directors of the Company, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for that period. 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;
- follow applicable accounting standards subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to 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.

Trustees

J. R. Mayhew, Mrs C. J. Mitchell, M. Bowyer,
R. J. Quy, S. Fisher, M/s S. Wilsden

Registered Office

B.A.T.I.A.S., 1st Floor
Civic Offices
New Road, Grays
Essex, RM17 6SL

Principal Activities

The principal activities of the company throughout the year continued to be providing advocacy services to people with learning difficulties in the Basildon and Thurrock area, also in Brentwood, Castlepoint, Rochford and Southend. The attached Chairman's and Treasurer's report provides a detailed review of these activities during the year.

Company Status

The company is a private company, limited by guarantee. It is exempt under Section 30 of the Companies Act 1985 from the use of the notation "Limited" within its name.

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 1999 (CONT)

Directors

The Trustees, who act as Directors for the purpose of company law, are as shown above.

The company's Articles of Association do not require directors to retire by rotation.

Auditors

The auditors, Berg Kaprow Lewis, have indicated their willingness to accept re-appointment under Section 385(2) of the Companies Act 1985.

The directors' report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD


.....
SECRETARY

Date: 14 October 1999

Acting Chairman's Report

BATIAS was established formally in 1994 with the prime objective of providing advocacy to people with learning disabilities in the Basildon and Thurrock area.

As at 1 April 1998, the commencement date for financial year 1998/99 there were 5 staff employed by BATIAS, being based at offices in Thurrock, Brentwood and Southend, led by a full time Co-ordinator.

The expansion of the advocacy service during the year has exceeded all expectations, with 4 new contracts being awarded to BATIAS. This I feel, reflects the confidence held by the various funding bodies in the services provided by our organisation. Total income has increased from £83,000 in financial year 1997/98 to around £134,000 for this financial year.

Two new part time development workers were appointed mid 1998 to provide advocacy services in Thurrock and Basildon. Both services augmented the existing longer term contracts for the Core Service, Brentwood, Little High Wood and Southend. Also two short term contracts were awarded to BATIAS during the latter half of the financial year, both funded by the local Borough Councils. The Southend reprovision service commenced in October 1998 to provide advocacy for seven elderly people due to the closure of one of the homes in Southend. A reprovision service was also introduced in Thurrock (Whiteacres) on 1 January 1999, terminating at end of June. The staffing for these short term contracts was provided by the existing development workers.

By the end of the financial year, the significant expansion of advocacy services had resulted in some organisational changes. The most notable was splitting of the Co-ordinators role which, over the last three years, had become extensive. In March 1999, Tracy Hanna became joint Co-ordinator alongside Trudy Allen. Tracy's role is that of Formal Advocacy Co-ordination leaving Trudy to administer work with volunteers and Citizen Advocacy. Also two new Administration assistants had been appointed to work in the Brentwood and Southend offices.

At the end of March 1999 the staff complement was two joint Co-ordinators, one full time Formal Advocate covering Southend, three part time Formal Advocates and three Administration assistants. The adequacy of the funding for the core service of the organisation has been monitored by the Board in recent years and will continue to feature as a crucial part of the management of the service.

Following the commissioning of an independent review into the management and organisational structure of BATIAS in 1997/98, a number of important projects were undertaken to enhance and develop the organisation. An "Away day" was held in June 1998 involving the staff of BATIAS and Board members. As a result working parties were set up to report on a number of important issues such as staff appraisal, a skills audit, database skills and staff training. The proposals emanating from the independent review, particularly in regard to management structure and service improvement, will continue to be considered by the Board. Currently the Board are engaged in a fundamental review of funding and are investigating a number of proposals to improve and extend our funding opportunities.

One of the enjoyable features of the financial year was the New Year party at Thurrock Technical College, held for advocates, partners, staff members and friends of BATIAS. Having regard to the very minimal outlay involved, the event was a great success and was repeated in the summer of 1999.

The Board is increasingly aware of the need to increase its membership by recruiting suitable volunteers who have experience in a wide variety of business and social skills. Currently there are five active members of the Board and in view of the continued expansion of the advocacy service, further expertise at the management level would be most welcome. New members would not only complement the recognised skills of the current team, but would assist in sharing the work-load and responsibilities of managing an extremely valuable and rewarding service to the community.

A handwritten signature in black ink, appearing to be 'A. B.' followed by a stylized flourish.

Acting Chairman

September 1999

Treasurers Report

Income and expenditure for the financial year ending 31 March 1999 has again increased significantly when compared to the previous year 1997/98. Income has increased by £51,064, from £81,508 (97/98) to £132,572. Correspondingly, expenditure has also risen to £119,667, an increase of £32,647 on the 1998/99 total of £87,020.

These increases reflect the introduction of a number of new services. Two new advocacy projects, in Basildon and Thurrock, commenced during 1998 with funding from the local authorities. Also BATIAS was successful in bids for certain short-term services, namely the Southend re-provision service and Whiteacres. In addition to these new projects (which added £24,085 to the total grants and donations received) was the full year effect of funding for the Little High Wood service. This commenced in January 1998, and effectively the increase in grants received for this project, when compared to the previous financial year, was a further £14,295. Finally, an additional £9,848 was included in total grants, when compared to the previous financial year, in regard to the main Southend service (in the 1997/98 Accounts the equivalent amount was transferred from a restricted fund).

The surplus for the year of £15,038 should be considered in conjunction with the partial utilisation of the restricted fund brought forward from 97/98 (for the Basildon advocacy service). A grant of £10,000 for full year funding of this project was set aside at 31 March 1998. As the service commenced in August 1998 the appropriate portion of the reserve (£6,667) was transferred to unrestricted funds. This surplus, together with the above transfer of the restricted fund, has increased the unrestricted funds of BATIAS from £47,597 (at 31 March 1998) to £69,302 as at 31 March 1999.

As in 1997/98, "other reserves" were also held by BATIAS. At 31 March 1999 this related to the balance of funding received for the Basildon formal advocacy service plus grants received in advance relating to the first quarter of the 1999/2000 financial year.

Turning to personnel matters, four new employees were welcomed to the BATIAS staff in the year. Mary Hilton and Tony Palmer joined as part time development workers for the Thurrock and Basildon advocacy services. Also Lynne Ollett and Bev Bryan were appointed as Administrative assistants in the Brentwood and Southend offices. Recently BATIAS were sorry to lose the services Bev Bryan, however the post should be filled shortly.

As in past years I would like to make a special mention of the kind assistance accorded to me by the two joint Co-ordinators Trudy Allen and Tracy Hanna, and also Doreen Durrant. Their help in monitoring the grant funding applications, payroll matters and maintenance of accounting records has been invaluable.

Commendably, the Board of BATIAS is currently addressing the need to review and procure other sources of funding and this issue may be an important feature of the Board's deliberations during the forthcoming financial year.

The accounts have been professionally audited by Berg Kaprow Lewis of Grays, 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 Berg Kaprow Lewis be appointed as Auditors to BATIAS for the forthcoming financial year.

R. Quay
Treasurer

16/9/99

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

AUDITORS' REPORT TO THE MEMBERS OF BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

We have audited the financial statements on pages 4 to 10 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

Respective responsibilities of directors and auditors

As described on page 1, the trustees, who are also the company's directors, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

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 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.

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 1999 and of its incoming resources and application of resources, including income and expenditure, in the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

Berg Kaprow Lewis

BERG KAPROW LEWIS
Chartered Accountants & Registered Auditors

Date: 15 October 1999

18 LONDON ROAD
GRAYS
ESSEX
RM17 5XY

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 1999

	Note	1999 £	1998 £
TURNOVER	2	132,573	81,507
Net operating expenses	3	113,000	77,172
OPERATING PROFIT	4	19,573	4,335
Other interest receivable and similar income		2,134	1,953
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		21,707	6,288
Tax on profit on ordinary activities		-	-
RETAINED PROFIT FOR THE FINANCIAL YEAR		21,707	6,288
Retained profit brought forward		47,596	41,308
RETAINED PROFIT CARRIED FORWARD		69,303	47,596

The annexed notes form part of these financial statements.

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

BALANCE SHEET AT 31 MARCH 1999

	Note	1999 £	1998 £
FIXED ASSETS			
Tangible assets	5	5,535	2,828
CURRENT ASSETS			
Debtors	6	2,492	735
Cash at bank and in hand		87,005	54,820
		<u>89,497</u>	<u>55,555</u>
CREDITORS			
Amounts falling due within one year	7	<u>3,740</u>	<u>787</u>
NET CURRENT ASSETS		85,757	54,768
NET ASSETS		<u>91,292</u>	<u>57,596</u>
CAPITAL AND RESERVES			
Restricted fund	8	21,989	10,000
Profit and loss account		<u>69,303</u>	<u>47,596</u>
SHAREHOLDERS' FUNDS		<u>91,292</u>	<u>57,596</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities.

These financial statements were approved by the board on 14 October 1999
ON BEHALF OF THE BOARD


R J QUAY DIRECTOR

Date: 14 October 1999

The annexed notes form part of these financial statements.

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999

1. ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

Basis of Preparation of Financial Statements

The financial statements have been prepared under the historical cost convention, and the Charities Accounting Statement of Recommended Practice (SORP).

The effect of events in relation to the year ended 31 March 1999 which occurred before the date of approval of the financial statements by the Board of Directors, have been included in the statements to the extent required to show a true and fair view of the state of affairs at 31 March 1999 and of the results for the year ended on that date.

Grants

All grants and voluntary income are accounted for gross when receivable, as long as they are capable of financial measurement. This includes gifts in kind, included at estimated valuation.

Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and fittings - 15% per annum reducing balance

2. TURNOVER

The company's income represents grants and donations received during the year and money raised from fund raising activities.

3. NET OPERATING EXPENSES

	1999 £	1998 £
Administrative expenses	119,667	87,020
Transfer from restricted fund	(6,667)	(9,848)
	<u>113,000</u>	<u>77,172</u>

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999 (CONT)

4. OPERATING PROFIT

Operating profit is stated after charging/(crediting):

	1999 £	1998 £
Depreciation and amortisation of owned assets	977	498
Auditors' remuneration	800	681
	<u> </u>	<u> </u>

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999 (CONT)

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
Cost	
At 1 April 1998	4,540
Additions	3,684
Disposals	-
At 31 March 1999	<u>8,224</u>
Depreciation	
At 1 April 1998	1,712
Charge for the year	977
Elimination on disposals	-
At 31 March 1999	<u>2,689</u>
Net book value	
At 31 March 1999	<u>5,535</u>
<i>At 31 March 1998</i>	<u>2,828</u>

6. DEBTORS

	1999 £	1998 £
Other debtors	<u>2,492</u>	<u>735</u>

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999 (CONT)

7. CREDITORS - AMOUNTS DUE WITHIN ONE YEAR

	1999 £	1998 £
Social security and other taxes	2,718	-
Other creditors	1,022	787
	<u>3,740</u>	<u>787</u>

EMPLOYEE EMOLUMENTS

	1999 £	1998 £
Total emoluments	<u>86,431</u>	<u>62,811</u>
	1999	1998
Average number of employees	<u>9</u>	<u>5</u>

No remuneration or expenses were paid or payable for the year to any trustee or to any person known to be connected with any of them

RECONCILIATION OF MOVEMENTS ON SHAREHOLDERS' FUNDS

	1999 £	1998 £
Profit for financial year after taxation	21,706	6,289
Opening shareholders funds	47,596	41,308
Closing shareholders funds	<u>69,302</u>	<u>47,596</u>

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1999 (CONT)

8. OTHER RESERVES

	1999 £
Other reserves	
At 1 April 1998	10,000
Transfer to other reserves	18,656
Transfer from other reserves	(6,667)
	<hr/>
At 31 March 1999	21,989
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BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICE

Statement of financial Activities:

Year ended 31.3.99

	1999 General Purpose £	1999 Restricted £	1998 General Purpose £	1998 Restricted £
Incoming resources				
Grants/donations	127371	18656	76458	10000
Bank Interest received	2134		1953	
Intangible income	5201		5050	
Total Incoming Resources	134706	18656	83461	10000
Expenditure				
Direct Charitable Expenditure:				
Wages/salaries	57988		62811	
Employers Ni	5480		5569	
Travel expenses	6260		6196	
	69728		74576	
Management & Administration:				
Wages/salaries	28443		0	
Employers Ni	2240		0	
Staff training	364		245	
Staff Recruitment	926		1066	
Printing/postage/stationary	829		587	
Telephone	1244		973	
Affiliation fees	94		77	
Audit fees	800		681	
Insurance	724		429	
Depreciation	977		498	
Rent/accomodation	5341		2240	
Notional expenses	5201		5050	
Office equipment	2079		0	
General expenses	678		598	
	49940		12444	
Total resources expended	119668		87020	
Movements in acc.fund	15038	18656	-3559	10000
Other reserve utilised in year	6667	-6667	9848	-9848
Net movement in funds	21705	11989	6289	152
Fund balances b/fwd	47597	10000	41308	9848
Fund balances c/fwd	69302	21989	47597	10000