

BASILDON AND THURROCK INDEPENDENT ADVOCACY SERVICES

ABBREVIATED THROUGHOUT AS B.A.T.I.A.S.

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

31 MARCH 1997

REGISTERED NUMBER 02776330



B.A.T.I.A.S.

DIRECTORS' REPORT AND FINANCIAL STATEMENTS

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**Chairperson's Report  
1996\1997**

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

At the beginning of the financial year 1996\1997 the organisation employed a full-time Co-ordinator with a part-time Administration Assistant. During this year a part-time position of Advocacy Development Worker was established to further the development of Formal Advocacy.

It was during this period that the opportunity to develop Advocacy in the Brentwood area also arose. Funding was secured via Joint Finance and a further full-time member of staff was employed to undertake Advocacy for the Brentwood area. The Brentwood Service was officially launched in September 1996.

During late Autumn the expertise of the organisation was further recognised by the Health Authority and BATIAS was approached and asked to consider further developing Advocacy in the Southend and District area. Following a competitive process BATIAS was awarded a Health Authority contract to provide services in Southend and District. The payment for these services was further supplemented by Social Services. The contract start date was May 1997.

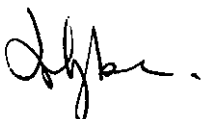
At the close of March 1997 the staff complement was one Full-time Co-ordinator, one full-time Formal Advocate (Brentwood), one part-time Formal Advocate (Basildon \ Thurrock) and one part-time Administration Assistant. The funding to support the business of the organisation had duly arisen accordingly, although it still remained on a grant basis, the maximum of which was for a period of three years.

Core funding for the organisation continues to be an issue as although the original funding from the Health Authority remains at £20,000 per year it is recognised to be under the full Core costs of the organisation. Since September 1996 there has been a series of discussions with the funding authorities to try to establish more substantial Core Funding but this remains an outstanding issue.

The developments for 1997\1998 includes the establishment of a Southend and District service and the employment of a further full-time Formal Advocate. The funding for this development has been agreed and will be in place for three years.

The Brentwood development has a further two years funding guaranteed. However there are indications that further work may be commissioned with BATIAS, in respect to the reprovsn of the patients at Little Highwood Hospital, Brentwood.

It is anticipated that the issue regarding Core Funding will be resolved during this financial year 1997\1998.



Linda Hogben  
Chairperson  
5.8.1997

B.A.T.I.A.S.

## DIRECTORS' REPORT

The directors present their annual report and the audited accounts for the year ended 31 March, 1997.

### Principal activities

The company's principal activities during the year continued to be providing advocacy services in respect of people with learning difficulties.

### Directors and directors' interests

The directors who held office during the year were as follows:

J.R.Mayhew  
Mrs. L.M.Hogben  
M/s K.Khoo  
S Fisher

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

### Directors' Responsibilities

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those accounts, the directors 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 accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 1985, as amended. 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.

B.A.T.I.A.S.

DIRECTORS' REPORT (Continued)

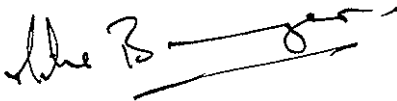
The charity's auditors are Taylor & Bryant, 18 London Road, Grays, Essex.

The charity's bankers are Lloyds bank Grays Essex.

In preparing the above report, the directors have taken advantage of special exemptions of Part VII of the Companies Act 1985 relating to small companies.

By order of the board

Secretary

A handwritten signature, possibly reading 'John B. Jones', is written over a horizontal line.

REGISTERED OFFICE  
C/O 1st Floor, B.A.T.I.A.S.  
Civic Offices  
New Road, Grays  
Essex RM17 6LT

Date : 2-9-97.

AUDITORS REPORT TO THE MEMBERS OF

B.A.T.I.A.S.

We have audited the accounts on pages 4-9 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 company's trustees, who are also the directors of B.A.T.I.A.S for the purposes of company law are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

Basis of opinion

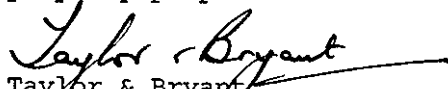
We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the 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 accounts are free from material misstatements, 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 accounts.

Opinion

In our opinion the accounts give a true and fair view of the state of the company's affairs as at 31 March 1997 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

  
Taylor & Bryant  
Registered Auditor

18 London Road  
Grays  
Essex RM17 5XY

Date : the 26. 9. 97

B.A.T.I.A.S.

INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 1997

	Note	1997 £	1996 £
Income	2	52,982	45,870
Administrative expenses		(56,242)	(35,377)
<hr/>			
Operating (deficit)/surplus		(3,260)	10,493
Other interest receivable and similar income		1,182	1,338
<hr/>			
(Deficit)/surplus on ordinary activities before taxation	3	(2,078)	11,831
Tax on (deficit)/surplus on ordinary activities		-	-
<hr/>			
(Deficit)/surplus for the financial year		(2,078)	11,831
Accumulated fund brought forward		43,386	31,555
<hr/>			
Accumulated fund carried forward		41,308	43,386
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CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the above two financial years.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the surplus or deficit for the above two financial years.

B.A.T.I.A.S.

BALANCE SHEET  
AT 31 MARCH 1997

	Note	1997 £	1996 £
Fixed assets			
Tangible assets	4	3,326	1,242
Current assets			
Debtors	5	1,801	213
Cash at bank and in hand		46,646	42,501
		<hr/>	<hr/>
		48,447	42,714
Creditors: amounts falling due within one year	6	617	570
		<hr/>	<hr/>
Net current assets		47,830	42,144
Total assets less current liabilities (being net assets)		<hr/> 51,156 <hr/>	<hr/> 43,386 <hr/>
Accumulated funds			
Other reserves	7	9,848	-
Unrestricted fund		41,308	43,386
		<hr/>	<hr/>
	9	51,156	43,386
		<hr/>	<hr/>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The accounts on pages 4-09 were approved by the board of directors on the date shown below and were signed on its behalf by:

Mrs L.M. Hogben  
Director

Date :





NOTES (forming part of the financial statements)

1. Accounting policies

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

Basis of preparation

The financial statements have been prepared under the historical cost accounting rules.

Fixed assets and depreciation

Depreciation is provided by the company to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful economic lives as follows:

Fixtures and Fittings - 15 % per annum reducing balance basis

Cashflow Statements

The company is a small company as defined by S247 of the Companies Act 1985, and therefore in accordance with the provisions of Financial Reporting Standards No.1 is exempt from presenting a cashflow statement.

2. Turnover

Income represents grants and donations received during the year and money raised from fund raising activities.

3. (Loss)/profit on ordinary activities before taxation

	1997 £	1996 £
(Loss)/profit on ordinary activities before taxation is stated after charging :		
Auditors' remuneration	617	535
Depreciation and other amounts written off		
Tangible fixed assets:		
Owned	586	219
	<hr/>	<hr/>

Total remuneration and benefits in kind paid to employees amounts to 43,497.  
The average number of employees is 4.

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person known to be connected with any of them.

## NOTES (continued)

## 4. Tangible fixed assets

	Plant, machinery etc. £
Cost:	
At 31 March 1996	1,870
Additions	2,670
	<hr/>
At 31 March 1997	4,540
	<hr/>
Depreciation and diminution in value	
At 31 March 1996	628
Charge for the year	586
	<hr/>
At 31 March 1997	1,214
	<hr/>
Net book value	
At 31 March 1997	<u>3,326</u>
At 31 March 1996	<u>1,242</u>

## 5. Debtors: amounts falling due within one year

	1997 £	1996 £
Other debtors	<u>1,801</u>	<u>213</u>

## NOTES (continued)

## 6. Creditors: amounts falling due within one year

	1997 £	1996 £
Other creditors	617	535
Other tax and social security	-	35
	<hr/>	<hr/>
	617	570
	<hr/>	<hr/>

## 7. Reserves

	Other reserves £
Transfer to profit and loss account	9,848
	<hr/>
At 31 March, 1997	9,848
	<hr/>

## 8. 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 of "Limited" within its name. The charity registration number is 1016226.

## 9. Reconciliation of movements on shareholders' funds

	1997 £	1996 £
(Loss)/profit for the financial year after taxation	(2,078)	11,831
Opening shareholders funds	43,386	31,555
	<hr/>	<hr/>
Closing shareholders funds	41,308	43,386
	<hr/>	<hr/>

# BASILDON & THURROCK INDEPENDENT ADVOCACY SERVICES

## Statement of Financial Activities: Year to 31 March 1997

	1997		1997	1996	
	General Purpose		Restricted	General Purpose	
	£	£	£	£	£
<b>Incoming Resources</b>					
Grants		52,982	9,848		45,870
Bank Interest Received		1,182	-		1,338
		<hr/>	<hr/>		<hr/>
<b>Total Incoming Resources</b>		54,164	9,848		47,208
		<hr/>	<hr/>		<hr/>
<b>Expenditure</b>					
<b>Direct Charitable Expenditure:</b>					
Wages & Salaries	43,498			29,533	
Employers NI	4,004			2,353	
Travelcard Expenses	<u>4,124</u>			<u>225</u>	
		51,626			32,111
<b>Management &amp; Administration</b>					
Staff Training	124			159	
Staff Recruitment	757			622	
Supervision and meetings	12			154	
Printing, Postage & Stationery	647			400	
Telephone	608			603	
Affiliation Fees	90			66	
Publications	-			51	
General Expenses	243			70	
Rent	500			-	
Audit Fees	617			535	
Insurance	432			387	
Depreciation	<u>586</u>			<u>219</u>	
		<u>4,616</u>			<u>3,266</u>
<b>Total Resources Expended</b>		56,242	-		35,377
<b>Net Movements in Funds</b>		(2,078)	9,848		11,831
<b>Fund Balances B/Fwd</b>		43,386	-		31,555
		<hr/>	<hr/>		<hr/>
<b>Fund Balances C/Fwd</b>		41,308	9,848		43,386
		<hr/>	<hr/>		<hr/>