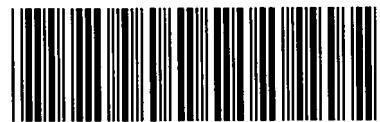


BATIAS INDEPENDENT ADVOCACY SERVICE

**Trustees Report and Accounts
For the year ended 31 March 2014**

TUESDAY



A29 *A3KGG2UI* #182
11/11/2014
COMPANIES HOUSE

**Registered charity no.: 1016226
Company no.: 02776330**

BATIAS INDEPENDENT ADVOCACY SERVICE

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BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2014

The Trustees present their report and the independent examination financial statements for the year ended 31st March 2014

Legal & administrative details

Status

The charity (charity registration no 1016226) is a private company (company no. 276330), 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;

Independent Examiners:

Jimmy Shroff, Chartered Accountant
Shroff Accountancy Services
Excel House
1 Hornminster Glen
Hornchurch
Essex
RM11 3XL

Bankers:

Lloyds TSB bank plc
34, High street
Grays
Essex
RM17 6LX

Trustees and Governance

All Trustees give their time voluntary 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 Disclosure Barring Service check. Those who served as trustees and are also directors of the company, during the year were as follows:

Christine Watts
Susan Wilsdon
Steven Fisher
Jane Myers
Steven Langsdale
Anne White
Taibat Erinjogunola
David Atkins

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2014

Operational Structure

Chief Executive Officer and Company Secretary	Carole Cecil
Grays Manager- Volunteer and Citizen Advocacy Lead	Angie Cahill
Leigh Advocacy Manager- Formal Advocacy Lead	Eileen Carter
Strategic manager, BATIAS Cafe4U lead,	Barbara Ward
Finance Manager	Marina Martin

BATIAS recruits Trustees through editorial in local papers, community newsletters 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 the vulnerable people that are supported. As part of the review of the governance practices and procedures, any person wishing to become a Trustee will meet initially with the Chief Executive Officer and the Volunteer Manager who will provide an overview of the organisation its operational structure, service provision and strategic aims

Should they wish to progress their application further they will then be invited to attend a Board meeting. The Chair will then meet with them to discuss their reasons for wanting to support the charity and their understanding of the services that are provided and explain to the new volunteer 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, which is the process of being updated, 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, Policies 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 is 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 includes maintaining regular contact with the management team to ensure effective delivery of the BATIAS projects and contracts. A report is submitted to the Board members at the six weekly Board meetings by the Chief Executive, and the four 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 works 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, Chair of Advocacy Essex Services and sits on the Southend Learning Disability Partnership Board and the Thurrock Disability Partnership Board.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2014

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 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 standards 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 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.

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 one year Business plan has just been approved by the Board with strategic objectives set to reflect the changing external environment and to ensure that the organisation continues to meet the requirements of the contracted service delivery whilst maintaining a level of long term viability.

National Advocacy Quality Mark

In May 2013, BATIAS was awarded the National Advocacy Quality Mark following both a desk top submission and site visits from an external assessor. The Award which is valid for 3 years, looks at 7 key operational areas of an advocacy organisation and it is based upon the principles of the nationally recognised Advocacy Charter. The executive summary stated that:

"BATIAS has been successful in translating advocacy principles into high quality advocacy practice. The independence of the organisation is fundamental and steps have been taken to ensure that nothing can compromise the ability of the service to faithfully and effectively support the views and voice of their service users. There is a passionate commitment to people's rights throughout the organisation, advocates are skilled and effective and there is a clear ethos of empowerment and change

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2014

that permeates the organisation's activities. This operates not only within advocacy relationships but also in the way that service users and experts through experience are involved in all aspects of the organisation.- Martin Coyle May 2013"

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, particular 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 and vulnerable adults; this will include people with limited communication skills and complex physical impairments. The organisation provides a service to all people with impairments 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 the 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.

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.

Service Provision

BATIAS therefore, plans to continue with all of its current activities in the foreseeable future through the provision of formal, self and citizen advocacy, these services are defined as:

Formal advocacy; contracted through the local authorities, BATIAS is the approved formal advocacy provider for Southend Borough Council and Essex County Council which is contracted through Advocacy Essex Services (AES).

The service is delivered by professional advocates who work with the service users on specific issues or concerns. The aim of the advocacy provision is to ensure that people are empowered to make informed choices, to have their voices heard and their wishes and choices recognised. The support covers a very broad spectrum of need from housing, finance, family issues and the more serious situations of child protection and safeguarding. All formal advocates receive regular updated training on the legal processes and follow the Essex Safeguarding of Vulnerable Adults Policy and Process.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2014

Southend- BATIAS is in the first year of the 2 year Southend contract, feedback from the commissioners at the regular quarterly monitoring meetings consistently shows a high level of satisfaction with both the provision and support.

Independent Health Complaints Advocacy – in partnership with SAVS (Southend Association of Voluntary Services) BATIAS is providing the Independent Health Complaints advocacy as part of the HealthWatch project. The contract is for 3 years and is a free, independent advocacy services that can help any person make a complaint about any aspect of their NHS care or treatment. This includes treatment in a private hospital or care home that is funded by the NHS. It is a full time post which is job shared by 2 advocates who are based at the HealthWatch offices in Southend.

Thurrock formal advocacy contract- unfortunately the organisation was unsuccessful in securing the formal advocacy contract which was awarded to the national provider POhWER.

Having been the formal advocacy provider in this area for the last 20 years, it was vital that the transition period proceeded smoothly and the advocate worked hard to ensure that support remained as effective as possible during the hand over to the new provider.

Thurrock Transformation Advice Project- BATIAS has, however, been able to still provide a level of one to one support through a new partnership project with Thurrock Citizens Advice Bureau who are the lead body for the Thurrock Transformation Advice Project. Funded by the National Lottery through the Big Lottery for 2 years, the aim of the project is to enable local not-for-profit providers of advice services to continue to give vital help to people and communities by reducing duplication, measuring the differences services can make to people's lives, and bringing providers together to be more efficient and effective. There are 12 partners involved who will all work towards a common quality standard of advice.

Advocacy Essex Services (AES)

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 vulnerable people.

Now in the fifth year of the contract BATIAS continues to deliver the service using the agreed Priority Matrix, this has ensured that the resources available match the assessed need with urgent cases receiving formal advocacy, less urgent remain on the system but are reviewed regularly to ensure that their situation hasn't become critical. Citizen and self-advocacy is also delivered as part of this contract.

During this financial year the formal advocates supported around 500 people covering over 650 issues. BATIAS has 6 staff who has achieved the National Advocacy Qualification

Self-advocacy- The principle behind self-advocacy is that through group participation, people gain confidence and develop greater communication skills

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2014

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. Funded by a range of providers, BATIAS facilitates both general community /social weekly meetings and also specialist focussed groups such as Sport, Keeping Safe, Star Dating and groups for people over 60.

Essex People's Parliament

In partnership with Tendring Mental Health Support, BATIAS were successful in winning a 5 year contract to deliver the User engagement project for Essex County Council. Covering the Essex People's Parliament, local Action groups and the Spotlight project for people with profound and multiple learning disabilities the work provides an excellent opportunity for people's voices and choices to be heard on key issues of both service provision and future procurement.

Reaching Communities Big Lottery- Now in its second year the groups continue to meet on a regular basis, undertaking a range of community based activities. The projects provision is split across three areas

- Community Self-advocacy groups
- Sports groups
- Stars in the Sky Friendship and Dating project.

All of the work is aimed at empowering the clients, building their social, communication and life skills whilst promoting effective interaction and social inclusion within the local community. Service user led through facilitated committees the events and activities are decided by the group members.

An example of the success of the grant is The Stars in the Sky Friendship and Dating project which has around 130 members who have the opportunity to attend 3 community based events every month. A special black tie ball is held annually at Friern Manor in Laindon with a 3 course dinner, live band and a disco as part of the event enabling around 100 clients to have a fantastic evening.

A Peer quality Audit team continues to review the quality of the provision with audits undertaken across all three of the sub projects. The results of the audits are fed back to the members via the service user committees. The Audit team consists of 3 people with a learning disability, supported by an Audit Manager.

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.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2014

This service is now funded through the 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 10 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 volunteers who support the work of the organisation.

Service User involvement within BATIAS

Out of a staff team of 32, 10 people are service user employees who assist at self-advocacy groups and community events. 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 have an easy read Compliments/Complaints feedback form that is actively encouraged and regularly completed both after receiving a service and whilst attending self-advocacy groups.

Management Review and Office closure

The Managers meet every 2 weeks to consider any operational or staffing issues. Regular meetings are facilitated by the Managers with staff at each individual office and general team meetings for all of the staff are held quarterly. Training is provided as required either on an individual basis or in group sessions.

A Staff representative is in post and they attend the 6 weekly Board meetings, feeding back not only on key issues from the staff but also on the projects being delivered and any special events that have taken place. A staff feedback form has been developed to further aid good communication between the staff, the management team and the Trustees.

Since 2012 BATIAS has experienced a drop in income of 42% resulting in a year on year deficit budget. The accounts for this financial year show the deficit at £51,000 which although this is a reduction from 2012/13 further discussion with the Board around core costs resulted in the Trustees agreeing to the closure of a third BATIAS office in Billericay in March 2014. The staff were brought across to work from the Thurrock office. One admin redundancy position arose from this action. The Leigh office also remains open.

External Environment

The external environment continues to be extremely challenging as central government initiatives and spending cut reviews come into force. The 2010 Comprehensive Spending Review announced a fall in local government budgets of 27 per cent over three years. The economic recovery has not been as strong as

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2014

expected, so a further £11.5 billion in savings has to be found from government departments in 2015/16. This impact has been felt strongly across the areas that BATIAS works.

Essex- in Essex even before CSR2010, Essex County Council (ECC) had experienced the local reality of deficit reduction. In June 2010, the cuts saw Essex County Council lose grants worth some £14 million and in April 2015 ECC will receive £27m less in government funding than it did this year. Overall the council needs to make at least savings of £235m to balance its books.

Southend –the unitary clearly covers a much smaller area but it has already had to make in 2013/2014 savings of more than £10 million. It means spending on services will be affected with more than £6.5 million of savings identified over five departments. Adult and Community Services (£1.82m) and Children and Learning (£1.78m) are the area's most hit. Furthermore the budget proposals for 2014/15 recommend the Council saves £7.3m by continuing to renegotiate existing contracts, redesign services, re-organisation of teams and rationalising systems. The Council has once again seen a reduction in Government Grants – a decrease of £7.6m (9.8 per cent) in 2014/15 and another £9.8m (14.1 per cent) for 2015/16.

Thurrock – "the government's Provisional Local Government Finance Settlement shows that it is looking at a 14½ per cent cut in 2014/15 and a further 23 per cent the year after that. Overall, that's 34 per cent – more than an third – compared with today's already reduced funding," said Cllr Kent on Thursday (19 December 2013). In money terms, that's a £6¾ million reduction in the money we can spend from April and another £9 million reduction on top of that from April 2015.

The reduction in local authority funding from Central government has had a massive impact on frontline services. Changes in the health structures from PCT's to CCG's has further complicated levels of accountability and paths of direction. User engagement is supposed to be part of every process with VCS clearly in the best position to enable grass roots participation to take place. However there is no additional funding to enable this to take place, so community engagement programmes involving the use of an army of volunteers are being rolled out across the country.

Cultural changes are required for people to become far more community focussed and to take responsibility for their own personal health and well - being. Dependency upon the state must be reduced. Whilst this is an extremely positive agenda, it is at times a very difficult path for our clients to travel as they require effective levels of on-going support with many of their life choices and activities.

BATIAS has identified that its strength lies in its ability to deliver effective user engagement projects, the organisations strong local knowledge and robust networks place it in an excellent position to build upon the government's agenda of community engagement. It is the intention of the Trustees to continue to develop its citizen and self-advocacy provision whilst also looking at partnership opportunities with other local community groups.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2014

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 15 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.

Funding

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

A small amount of community fundraising has always taken place but the Board recognises that there are opportunities to grow this side of the charities income through social media. The organisation regularly updates the face book page, and twitter account and currently receives low levels of donations through the two registered on line giving sites, Localgiving.com and virginmoneygiving.com. A more strategic and pro-active approach needs to be taken to bring the charity into the social media arena.

Reserves Policy

95% 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 Directors 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 re calculated the sum that should be ring fenced in case there is a need to make people redundant and this figure is now £55,000, with a further £20,000 support the closure of the organisation.

The free reserves stood at £167,525

The Board has agreed that it would be best practice for BATIAS to work towards accumulating 5% of its annual income in reserves. This factor would have to be calculated as part of full cost recovery. However, the Board also recognises that with the move to replace service level agreements with contracts secured through corporate procurement, it is becoming even harder to achieve full cost recovery without the possibility of building in a surplus factor. The Chief Executive is constantly looking to increase income to provide services that meet the objectives as stated within the Memorandum and Articles of Association and every effort is being made so that the level of reserves does not fall below £100,000. The situation will be monitored on a regular basis by the BATIAS Board.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2014

Independent Examiners

A resolution proposing that Jimmy Shroff of Shroff Accountancy Services be reappointed as Independent Examiner of the charity will be put to the Annual General meeting.'

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)

On behalf of the Board

The Beehive

Voluntary & Community Resource Centre

West Street,

Grays,

Essex, RM17 6XP

C. Watts, Chairman

..... 

Date:

..... 6.11.14

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2014

Treasurer's Report

There was a deficit of £51,382 for the financial year ending 31st March 2014, this compared to a deficit of £74,897 for the year 2013. When subtracted from the Company's reserves this provides a figure of £167,525. Total income for 2014 including bank interest received, was £481,179 (2013: £575,910). Total expenditure for the year was £532,561 (2013: £650,807). Deferred income shown in note 10 to the accounts 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 £167,525 at 31st March 2014. (The corresponding amount for 2013 was £218,907). 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 and other costs in the unlikely event that the charity is wound up.

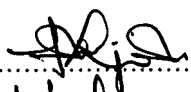
As reported in the trustee's report, the external environment going forward is one of uncertainty and change, it is therefore vitally important that BATIAS continues to maintain as wide an income base as possible.

The Trustees would like to thank the finance and administrative staff, Marina Martin, Erika McCusker and Sam Foster for their assistance with payroll and accounting matters.

The accounts have been independently examined by Shroff Accountancy Services of Hornchurch, 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 Jimmy Shroff of Shroff Accountancy Services be appointed as Independent examiner to BATIAS for the forthcoming year.

T. Erinjogunola, Treasurer

Date:


.....
16/10/2014
.....

BATIAS INDEPENDENT ADVOCACY SERVICE

INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31ST MARCH 2014

Independent Examiner's Report to the Trustees of BATIAS Independent Advocacy Service Limited

I report on the accounts of the company for the year ended 31 March 2014 which are set out on pages 15 to 26.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants In England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:

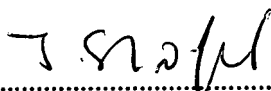
BATIAS INDEPENDENT ADVOCACY SERVICE

INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31ST MARCH 2014

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


.....
Jimmy Shroff
Chartered Accountant
Date: 19/11/14

Excel House
1 Hornminster Glen
Hornchurch
Essex
RM11 3XL

BATIAS INDEPENDENT ADVOCACY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2014

Summary Income and Expenditure Account

	Note	Restricted £	Unrestricted £	Total 2014 £	Total 2013 £
Incoming Resources					
Incoming resources from charitable activities:					
Donations, legacies and similar					
incoming resources	2	110,261	370,470	480,731	575,556
Investment income	3		448	448	354
Total Incoming Resources		<u>110,261</u>	<u>370,918</u>	<u>481,179</u>	<u>575,910</u>
Resources Expended					
Charitable activities		110,261	419,300	529,561	646,967
Governance costs			3,000	3,000	3,840
Total Resources Expended	4	<u>110,261</u>	<u>422,300</u>	<u>532,561</u>	<u>650,807</u>
Net (Expenditure) / Income for year		-	(51,382)	(51,382)	(74,897)
Funds at 1st April 2013		-	218,907	218,907	293,804
Funds at 31st March 2014		<u>-</u>	<u>167,525</u>	<u>167,525</u>	<u>218,907</u>

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 31ST MARCH 2014

	Note	2014	2013
		£	£
Fixed Assets	8	2,573	2,416
Current Assets			
Debtors	9	42,270	36,755
Cash at bank and in hand		<u>177,812</u>	<u>259,071</u>
		220,082	295,826
Creditors: Amounts falling due within one year	10	<u>(55,130)</u>	<u>(79,335)</u>
Net Current Assets		<u>164,952</u>	<u>216,491</u>
Net Assets		<u>167,525</u>	<u>218,907</u>
Reserves			
Restricted funds	12	-	-
Unrestricted funds	12	<u>167,525</u>	<u>218,907</u>
Total Funds		<u>167,525</u>	<u>218,907</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.

BATIAS INDEPENDENT ADVOCACY SERVICE

BALANCE SHEET

FOR THE YEAR ENDED 31ST MARCH 2014

For the year ending 31 March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

For and on behalf of the trustees

..... 

C. Watts
(Trustee)

Date: 

Company Registration No. 02776330

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2014

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 Recommended Practice: "Accounting and Reporting by Charities (2005)" and applicable accounting standards.

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 rates calculated to write off cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives, as follows:

Fixtures and Fittings	15% Reducing balance
Office Equipment	33% Straight line
Leasehold property improvements	33% Straight line

Income

Income through fees, contributions and grants is recognised in 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 financial statements are 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 31ST MARCH 2014

Resources expended

Expenditure is classified under the charity's principal projects. Staff costs and overhead expenses are 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 of 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 or 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 Thameside 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.

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2014

2. Donations, legacies and similar incoming resources

	Restricted funds	Unrestricted funds	Total 2014	Total 2013
Grants and donations	£	£	£	£
Citizen Advice Bureau – Big Lottery	7,967	-	7,967	-
Southend Social Care	-	50,371	50,371	50,928
Thurrock Social Care	-	80,335	80,335	127,076
MEPP	-	49,028	49,028	54,866
Lloyds TSB Foundation England and Wales	-	-	-	14,828
Café4u	-	-	-	55,865
ECC Sports PMLD	-	-	-	4,981
Trinity	-	12,000	12,000	10,250
Southend Association Voluntary Services – Healthwatch	-	31,824	31,824	-
Big Lottery Fund, Can Do	102,294	-	102,294	91,714
Money Saving Expert	-	-	-	5,000
HA Champions	-	21,216	21,216	21,216
Advocacy Essex Services Ltd	-	100,808	100,808	113,862
Field Rumens	-	12,136	12,136	12,136
Others	-	12,752	12,752	12,834
	<u>110,261</u>	<u>370,470</u>	<u>480,731</u>	<u>575,556</u>

3 Investment income

	2014	2013
	£	£
Interest received	<u>448</u>	<u>354</u>

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2014

4 Total resources expended

	Direct Charitable	Support Costs	2014	2013
	£	£	£	£
Wages and salaries	238,938	170,213	409,151	477,213
Rent, rates and water	-	21,697	21,697	23,374
Telephone	-	7,080	7,080	7,609
Printing, stationery and postage	-	15,358	15,358	17,135
Insurance	-	4,477	4,477	4,359
Travel	26,695	-	26,695	27,300
Independent Examiners /Audit Fee	-	3,000	3,000	3,840
Depreciation	3,033	-	3,033	32,300
Recruitment costs	-	3,041	3,041	1,000
Electricity	-	685	685	677
Repairs and maintenance	-	895	895	1,718
Legal and professional	-	2,646	2,646	4,768
Training costs	-	5,907	5,907	889
Subscriptions	-	1,345	1,345	950
Function costs	-	24,467	24,467	32,391
Bank charges	-	514	514	793
Loss on disposal of Assets	-	532	532	-
Bad debt	-	-	-	289
Other expenses	-	2,038	2,038	1,911
Café Cost of Sales	-	-	-	12,291
	<u>268,666</u>	<u>263,895</u>	<u>532,561</u>	<u>650,807</u>

The support costs mentioned above have been split between the activities of the charitable company because the trustees believe that the cost of such a task outweighs the benefit.

The wages and salaries costs have been apportioned between direct charitable costs and support costs in the ratio 58:42 (2013: 61:39) which the trustees believe best reflect the time spent on staff activities.

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2014

5 Net incoming/(outgoing) resource before transfers

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

	2014	2013
	£	£
Depreciation	3,033	32,300
Auditors' remuneration	-	3,840

In previous year the value of fixed assets for the café 4 U was reduced to nil by a provision of an additional depreciation charge of £23,544, due to the closure of this site on 31st March 2013.

6 Trustee directors and employees

Staff costs were as follows:	2014	2013
	£	£
Wages and salaries	409,151	477,213

The total wages charge consists of gross wages of £375,414 (2013-£439,394), social security costs of £27,772 (2013-£31,087) and pension costs £5,965 (2013-£6,732). The average monthly number of people employed by the company during the year was 36 (2013- 46).

The directors were not remunerated during the year (2013 - £nil).

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

The amount of expenses reimbursed to trustees during the year was £124 (2013 - £215).

7 Taxation

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

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2014

8 Tangible fixed Assets

	Leasehold Property Improvements £	Office Equipment £	Fixtures and fittings £	Total £
Cost				
At 1st April 2013	13,063	39,222	55,679	107,964
Disposals	(13,063)	(23,065)	(2,113)	(38,241)
Additions	-	3,720	-	3,720
At 31st March 2014	-	19,877	53,566	73,443
Depreciation				
At 1st April 2013	13,063	36,806	55,679	105,548
Disposals	(13,063)	(22,535)	(2,113)	(37,711)
Charge for year	-	3,033	-	3,033
At 31st March 2014	-	17,304	53,566	70,870
Net book value				
At 31st March 2014	-	2,573	-	2,573
At 31st March 2013	-	2,416	-	2,416

9 Debtors

	2014 £	2013 £
Trade debtors	36,685	25,742
Prepaid expenses	5,585	7,196
Accrued Income	-	3,817
	<u>42,270</u>	<u>36,755</u>

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2014

10 Creditors

	2014	2013
	£	£
Accrued expenses	4,004	14,781
Trade Creditors	15,355	16,056
PAYE control account	6,956	7,723
Pension Control Account	474	557
Net Wages Control Account	-	915
Deferred income (see below)	28,341	34,322
Other Creditor	-	4,981
	<u>55,130</u>	<u>79,335</u>

Deferred income

	£	£
Essex County Council Social Care	-	10,359
Big Lottery Fund - Reaching Communities	26,591	22,213
Trinity Family Centre	<u>1,750</u>	<u>1,750</u>
	<u>28,341</u>	<u>34,322</u>

11 Operating Leases

As at 31st March 2014, the Company had annual commitments under non-cancellable operating leases as set out below:

	2014	2013
	£	£
Land and buildings		
expiry date:		
within one year	5,500	-
Between one and five	<u>-</u>	<u>5,500</u>

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2014

12 Reserves

	Restricted £	Unrestricted £	Designated £	Total £
Brought forward	-	143,907	75,000	218,907
Net incoming/(outgoing) Resources	-	(51,382)	-	(51,382)
Carried forward	-	92,525	75,000	167,525

The designated reserve represents a provision in respect of redundancy and winding down costs.

Restricted Funds

	Brought Forward £	Income £	Expenditure £	Carried Forward £
Citizen Advice Bureau	-	7,967	(7,967)	-
Big Lottery Fund	-	102,294	(102,294)	-
Big Lottery Fund, Can Do	-			
	-	110,261	(110,261)	-

Can Do Project (Big Lottery Fund) supports people with learning disabilities to access their local community. This is achieved by using local facilities such as sport centres, leisure activities, and community projects. In doing so BATIAS is able to support people towards inclusion, reducing social isolation and building confidence and self-esteem. The project commenced on 1st March 2012 and will continue until 28th February 2015.

BATIAS is working in partnership with Thurrock Citizen Advice Bureau, who are funded by The Big Lottery Fund, to support clients with learning disabilities to access and use other services and find information within the local area.

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2014

The reserves are analysed as following:

	Restricted	Unrestricted	Designated	Total
	£	£	£	£
Tangible fixed assets	-	2,573	-	2,573
Current assets	26,591	118,491	75,000	220,082
Current liabilities	(26,591)	(28,539)	-	(55,130)
	<hr/>	<hr/>	<hr/>	<hr/>
	-	92,525	75,000	167,525
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