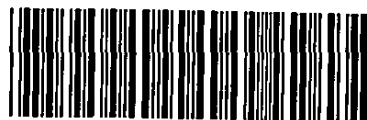


BATIAS INDEPENDENT ADVOCACY SERVICE

Trustees Report and Accounts For the year ended 31 March 2013

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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 2013

The Trustees present their report and the audited financial statements for the year ended 31st March 2013

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,

Auditors

Shroff Accountancy Services
Excel House
1 Hornminster Glen
Hornchurch
Essex
RM11 3XL

Bankers

Lloyds TSB bank plc
34, High street
Grays
Essex
RM1 76SL

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 serve 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 2013

Operational Structure

Chief Executive Officer and Company Secretary
Grays Manager- Volunteer and Citizen Advocacy Lead
Leigh Advocacy Manager- Formal Advocacy Lead
Strategic manager, BATIAS Cafe4U lead,
Finance Manager

Carole Cecil
Angie Cahill
Eileen Carter
Barbara Ward
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 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 will be 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 will include maintaining regular contact with the management team as listed above, to ensure effective delivery of the BATIAS service. 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 Learning Disability Partnership Boards of Southend and Thurrock.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2013

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. In addition to this BATIAS is in the process of undertaking the National Advocacy Quality Frame Mark, an evidenced based quality assurance programme. 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 Business plan will be written in 2013 to reflect the changing external environment and to ensure that the organisation continues to meet the requirements of the contracted service delivery.

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, particularly 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.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2013

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 provision by parents, carers and the general community. Advocacy is provided free of charge and this year the charity has supported around 800 people.

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 and these services are defined as:

Formal advocacy; contracted through the local authorities, BATIAS is the approved formal advocacy provider for Southend Borough Council, Thurrock Council and Essex County Council. 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.

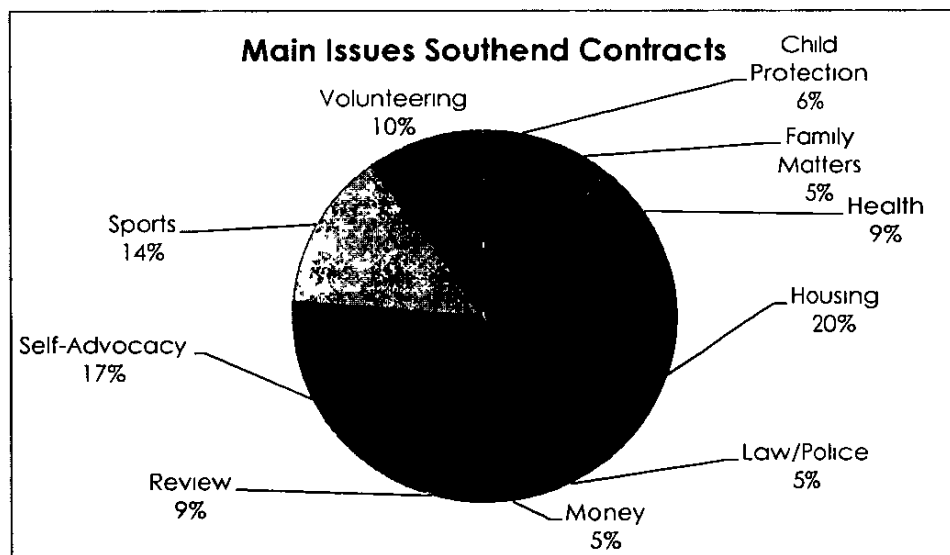
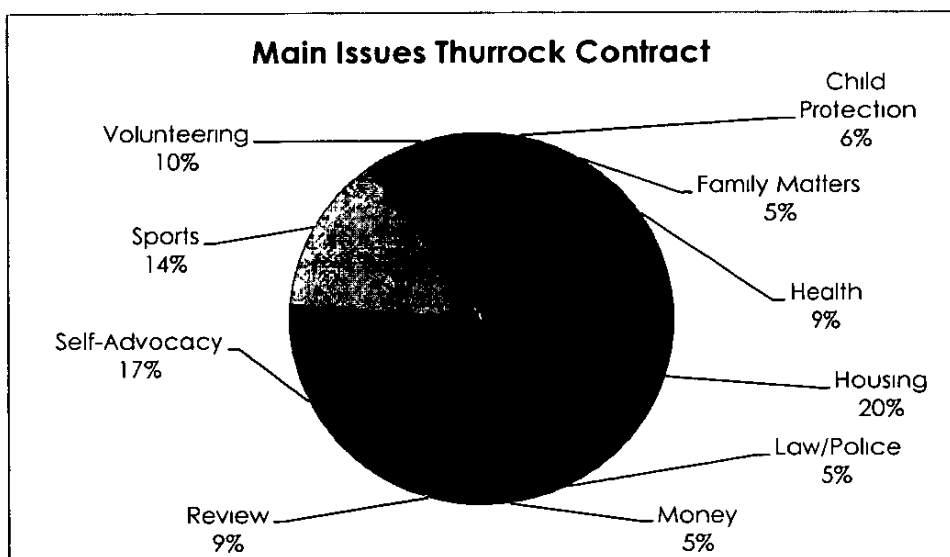
The Southend contract officially ended on the 31st March 2012, BATIAS successfully tendered as part of the commissioning process and has been awarded a contract for a further 2 years. Thurrock's contract was extended but with an end date of 31st March 2013.

During this financial year the formal advocates supported around 500 people covering over 650 issues. BATIAS has 6 staff who have achieved the National Advocacy Qualification with two staff members waiting confirmation of their portfolio.

The pie charts below record the breakdown of issues supported by the three separate offices.

BATIAS INDEPENDENT ADVOCACY SERVICE

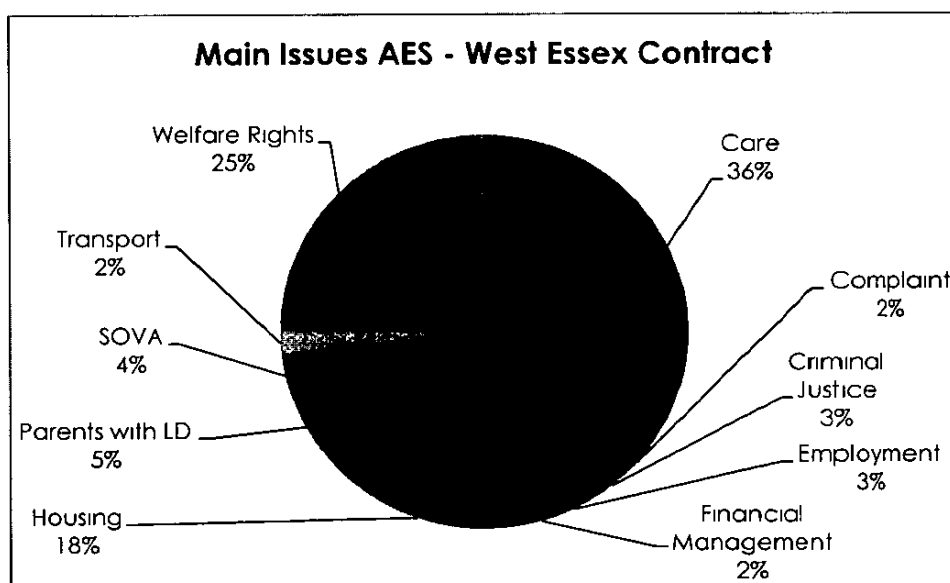
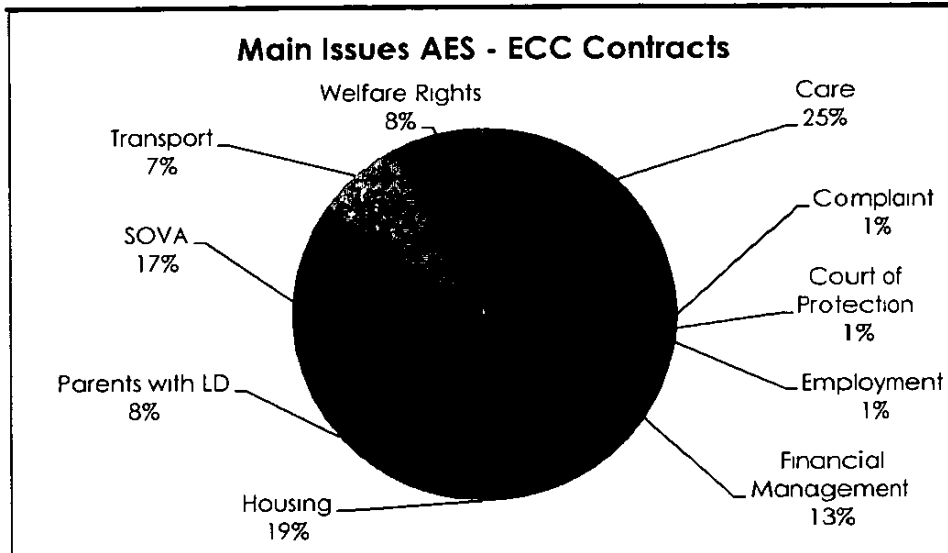
TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2013



BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2013



Self-advocacy- The principle behind self-advocacy is that through group participation, people gain confidence and develop greater communication skills 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. This area of the service continues to go from strength to strength funded by a range of providers. BATIAS runs a wide range of groups that focuses on general community /social weekly meetings to specialist focussed groups such as Sport, Drama, Health, Life Changes and groups for people over 60. The numbers of people who participate remains consistent and the groups are well attended with good individual personal progress in communication and listening skills made by the group members. The pictorial annual report provides an overview of some of the activities that have taken place.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2013

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.

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 15 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 49, 13 people are service user employees who assist at self-advocacy groups and community events. A service user forum group has been set up through the Stars in the Sky project to ensure that the activities and events that take place reflect the choices of the group members. The Reaching Communities project is also very 'user led', enabling the group members to lead on the agenda and the future plans of the group.

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.

Other Services:

Big Lottery Fund- Reaching Communities- following on from our previous 5 year grant, BATIAS was successful in securing continued funding for a further 3 years. This grant although building upon the work of the previous project is now delivered through 3 main forms of provision,

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

All of the work is aimed at building the social, communication and life skills of the group members and the effective interaction and inclusion within the local community. Service user led through facilitated committees the events and activities.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2013

are decided by the group members. A Peer quality Audit team has also been established 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 committee's. The Audit team consists of 3 people with a learning disability, supported by an Audit Manager.

BATIAS4U Thameside Café

The BATIAS4U Café moved to being open 5 and half days a week building upon its solid customer base. Over twenty volunteers have been working in the Café, undertaking NVQ training in food preparation and customer service. Since the Café was first established the Board recognised that it would be difficult for it to become financially viable and that the project's aim was more around a strong community presence, a training centre and offering people with disabilities the opportunity to develop work based skills. Although an external grant had been secured through Lloyds TSB Foundation for England and Wales to assist with the salaries, the Board of Trustees had to take the hard decision to close the café as it had recorded a consistent loss which was impacting upon the overall financial sustainability of BATIAS. The café closed formally in March 2013. The organisation is now looking at partnership opportunities to see if the space could be used more as a drop in centre with limited refreshments rather than a café.

Management Review

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. An externally facilitated Away Day was held with the Board and Managers in September 2012. The day enabled the staff and volunteers to discuss how best to respond to the changing needs of the external environment whilst ensuring that the charity remains focussed on delivering its charitable objects.

Staff representatives have now been appointed to every site with a person expected to attend a Board meeting on a rotational basis. A staff feedback form has been developed to further aid good communication between the staff, the management team and the Trustees.

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 older people, carers, people with learning disabilities and people with physical and sensory impairments.

Now in the fourth year of the contract AES 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.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2013

External Environment

The external environment continues to be extremely challenging as central government initiatives and spending cut reviews come into force. The majority of the contracts were due to finish at the beginning of this financial year but commissioners and procurement officers have extended them while they re-evaluate exactly what needs to be commissioned and the budgets that will be available.

Outcome based commissioning is now the direction of travel as any provision given must clearly evidence the difference that the support has made to a person's life. Partnerships, mergers and single gateway commissioning continue to be part of the present and future market place. The negotiation of contracts where payment is made against services delivered as opposed to anticipated provision are now in place.

BATIAS is very well situated to meet all of the above issues, it is already part of a single gateway commissioning partnership and the Chief Executive Officer has both the understanding and experience of working within this market place. Advocacy is clearly delivered against achieving the best possible outcomes for our client and we have a range of innovative methods in capturing this information.

The Board of Trustees in recognition of the difficult times ahead have made a robust move to recruit new Trustees who will bring different skills and experience to the organisation. Two new Trustees were recruited during this financial year.

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. The organisation recognises that independent sources of income need to be secured so that there is a spread of financial commitment that provides a level of sustainability.

A small level of community fundraising has always taken place but the Board recognises that this must become more strategic. BATIAS has employed a part time social media Co-ordinator who regularly updates the face book page, and twitter.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2013

account. The organisation receives very small levels of donations through the two registered on line giving sites, Localgiving.com and virginmoneygiving.com

Sainsbury's Chafford Hundred

BATIAS was really excited to be chosen as Sainsbury's charity of the year 2012/2013. Some joint fundraising activities were held with the store staff, although a lot of the money was raised through the staff and in store events. It was agreed that the money would go to support Citizen Advocacy in Thurrock and over £4,300 was raised which was fantastic. We are most appreciative of the staff's commitment and hard work in raising such a sum.

Reserves Policy

85% 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 £45,000.

The free reserves stood at £218,907.

Auditors

A resolution proposing that Shroff Accountancy Services be reappointed as auditors 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 17/10/13

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31st MARCH 2013

Treasurer's Report

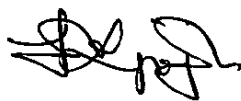
There was a deficit of £74,897 for the financial year ending 31st March 2013, this compared to a surplus of £10,369 for the year 2012. When subtracted from the Company's reserves this provides a figure of £218,907. Total income for 2013 including bank interest received, was £575,910 (2012: £826,906). Total expenditure for the year was £650,807 (2012: £816,537). 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 £218,907 at 31st March 2013. (The corresponding amount for 2012 was £293,804). 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 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, Sam Foster and Chris Meares who is a service user volunteer, for their assistance with payroll and accounting matters.

The accounts have been professionally audited 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 Shroff Accountancy Services be appointed as Auditors to BATIAS for the forthcoming year.



Treasurer

BATIAS INDEPENDENT ADVOCACY SERVICE

AUDITORS' REPORT FOR THE YEAR ENDED 31ST MARCH 2013

We have audited the financial statements of BATIAS Independent Advocacy Service for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on pages 2 - 12, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

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 2013, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,

BATIAS INDEPENDENT ADVOCACY SERVICE

AUDITORS' REPORT FOR THE YEAR ENDED 31ST MARCH 2013

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities, and
- have been prepared in accordance with the requirements of the Companies Act 2006

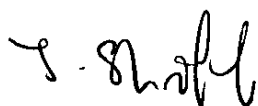
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors' report



.....
Jimmy Shroff (Senior Statutory Auditor)
Date: . . .
For and on behalf of Shroff Accountancy Services,
Statutory Auditor

Excel House
1 Hornminster Glen
Hornchurch
Essex
RM11 3XL

BATIAS INDEPENDENT ADVOCACY SERVICE

STATEMENT OF ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2013

Summary Income and Expenditure Account

	Note	Restricted £	Unrestricted £	Total 2012 £	Total 2011 £
Incoming Resources					
Incoming resources from charitable activities:					
Donations, legacies and similar					
incoming resources	2	131,494	444,062	575,556	826,759
Investment income	3		354	354	147
Total Incoming Resources		<u>131,494</u>	<u>444,416</u>	<u>575,910</u>	<u>826,906</u>
Resources Expended					
Charitable activities		131,494	515,473	646,967	811,744
Governance costs			3,840	3,840	4,793
Total Resources Expended	4	<u>131,494</u>	<u>519,313</u>	<u>650,807</u>	<u>816,537</u>
Net (Expenditure) / Income for year		-	(74,897)	(74,897)	10,369
Funds at 1st April 2012		-	293,804	293,804	283,435
Funds at 31st March 2013		<u>-</u>	<u>218,907</u>	<u>218,907</u>	<u>293,804</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 2013

	Note	2013	2012
		£	£
Fixed Assets	8	2,416	34,200
Current Assets			
Debtors	9	36,755	137,191
Cash at bank and in hand		<u>259,071</u>	<u>263,221</u>
		295,826	400,412
Creditors: Amounts falling due within one year	10	<u>(79,335)</u>	<u>(140,808)</u>
Net Current Assets		<u>216,491</u>	<u>259,604</u>
Net Assets		<u>218,907</u>	<u>293,804</u>
Reserves			
Restricted funds	12	-	-
Unrestricted funds	12	<u>218,907</u>	<u>293,804</u>
Total Funds		<u>218,907</u>	<u>293,804</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

For and on behalf of the trustees

..... C. Watts
C. Watts
(Trustee)

Date

17.10.13

Company Registration No 02776330

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2013

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)"

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 2013

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 of 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 2013

2. Donations, legacies and similar incoming resources

	Restricted funds	Unrestricted funds	Total 2013	Total 2012
Grants and donations	£	£	£	£
Essex County Council Social Care	-	-	-	96,443
Southend Social Care	-	50,928	50,928	48,895
Thurrock Social Care	-	127,076	127,076	103,812
Essex Community Foundation	-	-	-	5,000
MEPP	-	54,866	54,866	62,275
Lloyds TSB Foundation England and Wales	14,828	-	14,828	-
Café4u	24,952	30,913	55,865	50,581
ECC Sports PMLD	-	4,981	4,981	19,926
Big Lottery Fund transition	-	-	-	185,910
Trinity	-	10,250	10,250	-
Big Lottery Fund, reaching communities	-	-	-	45,212
Big Lottery Fund, Can Do	91,714	-	91,714	8,236
Money Saving Expert	-	5,000	5,000	-
HA Champions	-	21,216	21,216	21,216
Advocacy Essex Services Ltd	-	113,862	113,862	143,855
Field Rumens	-	12,136	12,136	15,442
Others	-	12,834	12,834	19,956
	<u>131,494</u>	<u>444,062</u>	<u>575,556</u>	<u>826,759</u>

3 Investment income

	2013	2012
	£	£
Interest received	<u>354</u>	<u>147</u>

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2013

4 Total resources expended

	Direct Charitable	Support Costs	2013	2012
	£	£	£	£
Wages and salaries	289,424	187,789	477,213	562,220
Rent, rates and water	-	23,374	23,374	22,387
Telephone	-	7,609	7,609	9,491
Printing, stationery and postage	-	17,135	17,135	22,033
Insurance	-	4,359	4,359	5,433
Travel	27,300	-	27,300	38,310
Audit fee	-	3,840	3,840	4,793
Depreciation	32,300	-	32,300	14,831
Recruitment costs	-	1,000	1,000	4,437
Electricity	-	677	677	1,089
Repairs and maintenance	-	1,718	1,718	2,087
Legal and professional	-	4,768	4,768	55,438
Training costs	-	889	889	13,896
Subscriptions	-	950	950	628
Function costs	-	32,391	32,391	37,325
Bank charges	-	793	793	759
Bad debt	-	289	289	5,304
Other expenses	-	1,911	1,911	768
Café Cost of Sales	-	12,291	12,291	15,308
	<u>349,024</u>	<u>301,783</u>	<u>650,807</u>	<u>816,537</u>

The support costs mentioned above have not 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 61 39 (2012 73 27) 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 2013

5 Net incoming/(outgoing) resource before transfers

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

	2013	2012
	£	£
Depreciation	32,300	14,831
Auditors' remuneration	<u>3,840</u>	<u>4,793</u>

The value of the fixed assets for the Café 4 U balance have been reduced to nil by provision of an additional depreciation charge of £23,544 due to the closure of this site as of 31st March 2013

6 Trustee directors and employees

Staff costs were as follows	2013	2012
	£	£
Wages and salaries	<u>477,213</u>	<u>562,220</u>

The total wages charge consists of gross wages of £439,394 (2012-£513,508), social security costs of £31,087 (2012-£41,473) and pension costs £6,732 (2012-£7,239). The average monthly number of people employed by the company during the year was 46 (2012- 45)

At the 31 March 2013 unpaid pension contributions amounted to £557 (2012-£1,463)

The directors were not remunerated during the year (2012 - £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 £215 (2012 - £nil). The charity paid no expense on behalf of the trustees during the year (2012 - £nil)

The wages charge has an additional cost of £1,132 due to the closure of the Café 4 U

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 2013

8 Tangible fixed Assets

	Leasehold Property Improvements £	Office Equipment £	Fixtures and fittings £	Total £
Cost				
At 1st April 2012	13,063	38,945	55,440	107,448
Additions	-	277	239	516
At 31st March 2013	13,063	39,222	55,679	107,964
Depreciation				
At 1st April 2012	13,063	32,083	28,102	73,248
Charge for year	-	4,723	27,577	32,300
At 31st March 2013	13,063	36,806	55,679	105,548
Net book value				
At 31st March 2013	-	2,416	-	2,416
At 31st March 2012	-	6,862	27,338	34,200

9 Debtors

	2013 £	2012 £
Trade debtors	25,742	83,923
Prepaid expenses	7,196	21,274
Accrued Income	3,817	31,994
	<u>36,755</u>	<u>137,191</u>

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2013

10 Creditors

	2013	2012
	£	£
Accrued expenses	14,781	16,710
Trade Creditors	16,056	47,406
PAYE control account	7,723	11,352
Pension Control Account	557	1,463
Net Wages Control Account	915	-
Deferred income (see below)	34,322	63,877
Other Creditor	4,981	-
	<u>79,335</u>	<u>140,808</u>

Deferred income	£	£
Essex County Council Social Care	10,359	10,359
Thurrock contracts	-	23,565
Café4u Assets grant	-	24,953
Big Lottery Fund - Reaching Communities	22,213	-
Trinity Family Centre	1,750	-
Money Saving Expert	-	5,000
	<u>34,322</u>	<u>63,877</u>

11 Operating Leases

As at 31st March 2013, the Company had annual commitments under non-cancellable operating leases as set out below

	2013	2012
	£	£
expiry date		
within one year	-	5,000
with one and five years	<u>5,500</u>	<u>-</u>

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2013

12 Reserves

	Restricted £	Unrestricted £	Designated £	Total £
Brought forward	-	218,804	75,000	293,804
Net incoming/(outgoing) resources	-	(74,897)	-	(74,897)
Carried forward	-	143,907	75,000	218,907

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

Restricted Funds

	Brought Forward £	Income £	Expenditure £	Carried Forward £
Lloyds TSB Foundation for England and Wales	-	14,828	(14,828)	-
Café4u	-	24,952	(24,952)	-
Big Lottery Fund, Can Do	-	91,714	(91,714)	-
	-	131,494	(131,494)	-

Lloyds TSB Foundation for England and Wales funding is to support the wages cost of the Café 4 U Co-Ordinator. The Café 4 U provides work experience training for people with learning disabilities and other vulnerable adults, to gain experience in a real work place to help improve their chances of getting paid work or volunteering.

Café 4 U has volunteer service users who undertake training in food preparation and customer service. The restricted fund covers the depreciation of the fixed assets. This project was closed on 31st March 2013.

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 for 3 years, until 28th February 2015.

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2013

The reserves are analysed as following

	Restricted	Unrestricted	Designated	Total
	£	£	£	£
Tangible fixed assets	-	2,416	-	2,416
Current assets	-	220,826	75,000	295,826
Current liabilities	-	(79,335)	-	(79,335)
	<hr/>	<hr/>	<hr/>	<hr/>
	-	143,907	75,000	218,907
	<hr/>	<hr/>	<hr/>	<hr/>