

BATIAS INDEPENDENT ADVOCACY SERVICE

Trustees Report and Accounts

For the year ended 31 March 2011

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COMPANIES HOUSE

Registered charity no: 1016226
Company no: 2776330

BATIAS INDEPENDENT ADVOCACY SERVICE

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BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2011

The Trustees present their report and the audited financial statements for the year ended 31st March 2011

Legal & administrative details

Status

The charity (charity registration no 1016226) is a private company (company no 2776330), 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
Kingston Smith LLP
Orbital House,
20, Eastern Road,
Romford,
Essex,
RM1 3PJ

Bankers
Lloyds TSB Bank plc
34, High Street
Grays
Essex
RM17 6SL

Trustees and Governance

All Trustees give their time voluntarily 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 Criminal Records Bureau check. Those who serve as trustees and are also directors of the company, during the year were as follows:

C Watts
S Wilsdon
S Fisher
J Myers
S Langsdale
A White

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Operational Structure

Chief Executive Officer and Company Secretary	Carole Cecil (re-married July 2010)
Grays Manager- Volunteer and Citizen Advocacy Lead	Angie Cahill
Brentwood Advocacy Manager- Self-advocacy Lead	Jo Jeffries
Leigh Advocacy Manager- Formal Advocacy Lead	Eileen Carter
Strategic manager, BATIAS Cafe4U lead, appointed December 2010)	Barbara Ward
Finance Manager (appointed December 2010)	Marina Martin

BATIAS recruits Trustees through editorial in local papers, community news letters 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 five 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.

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 charitable company and of the surplus or deficit of the charitable 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,

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TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2011

- 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 2006. 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 intending to undertake the National Advocacy Quality Frame Mark, an evidence based programme within the next coming year. 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 2011 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.

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, this will include people with limited communication skills and complex physical impairments. The organisation provides a service to all people with a learning disability 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. This year the charity has supported around 900 people with 1096 issues.

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.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2011

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 the BATIAS Cafe4U, these services are defined as

Formal advocacy is contracted through the local authorities and provided by paid advocates supporting the service user with specific issues or concerns. The issues for support are wide with no regular length of time assigned to each case, some may take only a couple of weeks, for others support can last over a year. Requests to support parents through child protection procedures have increased, this is a long, detailed and can be extremely upsetting process with the majority of the parents losing their children. The advocates must have a very good knowledge and understanding of the processes. The organisation also supports people through abuse situations, this can be both financial or sexual and the advocates work to the Safeguarding of Vulnerable

Adults procedures agreed across Essex. All formal advocates receive regular updated training on the legal processes. BATIAS supported around 500 people through formal advocacy this year with over 650 issues. It is our intent for our advocates to undertake the National Advocacy Qualification and a programme has been started to ensure that all of the advocates are given the opportunity to achieve this.

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 and Life Changes. 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.

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.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2011

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 developed an easy read Compliments/Complaints feedback form that is actively encouraged to be completed both after receiving a service and whilst attending self-advocacy groups.

Other Services:

Stars in the Sky- Now in its third year, the project continues to go from strength to strength, with over a 100 plus members the list of events and activities are varied and very well attended. Essex County Council and Thurrock Council have provided two year funding, committing in excess of £100,000 annually. Regular monitoring of the project ensures that we are moving towards achieving the Key Performance Indicators at the end of this two year term. These require us to continue to increase our membership with a wide range of social events being held across South Essex a month.

This project enables people to have a social life and to develop friendships which would otherwise be very difficult to achieve. A fabulous special Summer Ball was held last July with around 80 members attending who danced the night away to an excellent local band. BATIAS was also asked to attend a National Irish Conference to give a presentation on the project and the Co-ordinator and service user member stayed overnight in Dublin. Their speech was very well received.

Men's and Women's Health - Funded by both Thurrock and Essex, the self-advocacy Facilitators continue to expand on the subjects that are covered and the range of resources that are available to aid a greater understanding of specific health concerns. The self-advocacy health groups discuss not only illnesses but also ways to achieve good health with BATIAS staff encouraging people to take up the opportunity for regular health checks. BATIAS participated in the County wide Health Days organised by the PCT to assess the standard of health care provision for people with learning disabilities and whether improvement has been made against certain government key outcomes. The groups also provide an opportunity to consider not just the impact that certain health problems can have on their own health but how the different illnesses can affect their parents, carers and friends.

Reaching Communities-this project funded by the Big Lottery has just completed year four of a 5 year programme. The aim of the support centres on 5 key areas:

- Increased opportunity to undertake accessible training
- Improved personal independence
- Reduction in social isolation
- Increased voluntary and community activities
- Improved employability

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2011

Delivered through self-advocacy groups, a wide variety of activities take place that enables the service users to reach right into the local communities. All of the groups are well supported with their skills and confidence continuously developing. The Grant officer commended the end of year monitoring report, recognising that BATIAS was meeting all of the agreed objectives and that the project was continuing to make a very big difference in the lives of the people that were participating. An outline application for continued funding has been accepted and we have been invited to submit a full application which must be returned by August 15th 2011. At this stage we have a 50% chance of success.

BATIAS4U Thameside Café

The BATIAS4U Café is now open 5 and half days a week and has built up a solid customer base. Twenty volunteers have been working in the Café, undertaking NVQ training in food preparation and customer service. The Board recognises that additional financial support is needed in the long term strategic development of the café to ensure viability but the staff are very committed to move the service to a level that it is as self-sustaining as possible. External grants have been secured to assist with training and with the capital expenditure.

Outlook Care

Moving on from the service user quality audit project, BATIAS was contracted to provide training for service users to be involved in the recruitment and retention of care staff. The project was delivered through a 6 week training programme developed by the BATIAS Facilitator. All of the service users who took part really enjoyed the training and we were complimented on the work that had been carried out.

Management Review

The Managers are now all in post and meet every 2 weeks to consider any operational or staffing issues. The Managers hold 6 weekly meetings with staff at each individual office and general team meetings for all of the staff are held quarterly. Training is provided at the start of each of the general team meeting to encourage sharing of ideas and best practice. An Away Day is planned to be held with the Board and Staff in October. The Managers hold an annual Away Day to discuss how best to meet the changing needs of the external environment. 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 is being developed to further aid good communication between the staff, the management team and the Trustees.

Advocacy Essex Services

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. During the second year, two Away Days were held to look at the long term challenges that are facing the organisation and it was recognised that in order to improve its perceived levels of accountability new Directors needed to be recruited who were not associated with the provision of advocacy. Two new Directors have now joined the Board with a third member waiting to be inducted. Staffing levels have also been addressed with a Project Manager recruited to look at other business opportunities. A commissioning process has now been put in place to ensure that the award of any future contracts is carried out in a transparent and equitable way.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2011

External Environment

The community and voluntary sector is delivering its services in very difficult times. Many organisations have seen the reduction in high levels of funding resulting in redundancies and at worse closure. Running through all of the planned government changes is David Cameron's idea of the Big Society. This idea is to fundamentally change the relationship between citizens, the voluntary and community sector and the state. It involves the radical transformation of public services - giving local people and not-for-profit organisations the opportunity to take over the running of public services - and giving more control to citizens over what happens in their area. The government wants to see more people involved in local community action and has said its aim is to have neighbourhood groups in every community, and for every adult to be involved in a neighbourhood group. It's also about devolving power from central government to local government and giving local authorities more control over decision-making in their areas.

Whilst this underlying principle is in theory excellent the realities of trying to implement it are much harder and at this stage are without a structured framework. Advocacy is recognised as being key to enabling people to have independent support to making informed choices but how it will be funded is as yet unclear.

The move to review the way that the public and voluntary sector work includes looking for increased evidence of the difference that the support makes to a person's life. This has been reflected in the procurement and grant processes as outcome based commissioning has steadily replaced rolling grant programmes and services provided by a wide range of small organisations.

Partnerships, mergers and single gateway commissioning is 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 placed 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.

Unfortunately many of our contracts finish at the end of this financial year and we are waiting to see how the Procurement departments will progress future tenders. As the organisation experienced this year a drop in income of more than 30% we were able to apply for and were awarded a Transition grant from Central government of £185,610. The Transition fund was not for the delivery of front line services but putting in place business focused activities that would enable the organisation to bring in a level of independent funding. This included the recruitment of a Community and Corporate professional fundraiser on a one year fixed term contract.

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. A new Trustee has recently joined the Board with two other people also expressing an interest.

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.

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2011

The approximate financial contribution to the organisation through volunteering is £95,000

Effectiveness of Fundraising

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 does take place and it is hoped that further events will be developed through out the year. Any money raised will support Citizen Advocacy and volunteer development.

With the recruitment of a professional Fundraiser a Fundraising Strategy will be developed looking at both the Corporate and Community sector. The aim will be to bring in £100,000 of independent monies annually which will be used for the provision of the service.

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 £75,000.

The total reserves at 31 March 2011 were £283,435, of which £35,264 represented restricted funds and £75,000 represented designated funds. Of the £173,171 of unrestricted funds, £4,797 was tied up in fixed assets, leaving £168,374 as total free reserves. This equates to 11.5 weeks of salaries and expenses. The trustees endeavour to build up their funds in future years to achieve the reserves objective.

Auditors

The auditors Kingston Smith LLP are deemed to be reappointed under section 487(2) of the Companies Act 2006.

The accounts have been prepared in compliance with

- The Companies Act 2006, and
- The requirements of the memorandum and articles of association, and
- The requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities (2005)", and
- The special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the Board

The Beehive
Voluntary & Community Resource Centre
West Street,
Grays,
Essex, RM17 6XP


C. Watts, Chairman

Date

13/10/11

BATIAS INDEPENDENT ADVOCACY SERVICE

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2011

Treasurer's report

There was a surplus of £111,535 for the financial year ending 31st March 2011, this compared to a surplus of £39,237 for the year 2010. When added to the Company's reserves this provides a figure of £283,435. Total income for 2011 including bank interest received, was £878,522 (2010 £645,636). Total expenditure for the year was £766,987 (2010 £606,398). Deferred income shown on page 9 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 £283,435 at 31 March 2011. (The corresponding amount for 2010 was £171,900.) 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.

In recognition of the need to provide increasingly detailed financial information, BATIAS has employed a Finance Manager, Marina Martin, who has set up a cost centred income and expenditure programme across all of the projects. This enables detailed financial information available against each service and also that budgets are adhered to, with clear levels of accountability.

As reported in the SORP 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, Mike Love, Erika McCusker and Chris Meares who is a service user volunteer for their assistance with payroll and accounting matters.

The accounts have been professionally audited by Kingston Smith LLP of Romford, duly authorised by the BATIAS Board of Directors and signed copies will be lodged with Companies House and the Charity Commission, as required by regulations and legislation. I recommend to the Board that Kingston Smith LLP be appointed as Auditors to BATIAS for the forthcoming year.



Acting Treasurer

BATIAS INDEPENDENT ADVOCACY SERVICE

AUDITORS REPORT TO THE MEMBERS FOR THE YEAR ENDED 31ST MARCH 2011

We have audited the financial statements of BATIAS Independent Advocacy Service for the year ended 31 March 2011 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 United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 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 any party other than the charitable company and 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 Auditors

As explained more fully in the Trustees' Responsibilities Statement, 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 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' Annual 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 the 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 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been properly prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act

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

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AUDITORS REPORT TO THE MEMBERS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2011

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' remunerations specified by law are not made, or
- we have not received all the information and explanations we require for our audit

Kingston Smith LLP

Michael Sinclair (Senior Statutory Auditor)
for and on behalf of Kingston Smith LLP
Chartered Accountants
Statutory Auditor

Orbital House
20 Eastern Road
Romford
Essex
RM1 3PJ

Date *14th October 2011*

BATIAS INDEPENDENT ADVOCACY SERVICE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2011

Summary Income and Expenditure Account

	Note	Restricted £	Unrestricted £	Total 2011 £	Total 2010 £
Incoming Resources					
Incoming resources from charitable activities					
Donations, legacies and similar incoming resources	2	118,327	760,023	878,350	645,483
Incoming resources from generated funds					
Investment income	3	-	172	172	153
Total Incoming Resources		118,327	760,195	878,522	645,636
Resources Expended					
Charitable activities		114,721	646,978	761,699	598,210
Governance costs		-	5,288	5,288	8,188
Total Resources Expended	4	114,721	652,266	766,987	606,398
Net Income for the year	5	3,606	107,929	111,535	39,237
Funds at 1st April 2010		31,658	140,242	171,900	132,663
Funds at 31st March 2011		35,264	248,171	283,435	171,900

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 2011

	Note	£	2011 £	£	2010 £
Fixed Assets	8		40,063		48,036
Current Assets					
Debtors	9	99,136		89,354	
Cash at bank and in hand		<u>360,969</u>		<u>315,495</u>	
		460,105		404,849	
Creditors: Amounts falling due within one year	10	<u>(216,733)</u>		<u>(280,985)</u>	
Net Current Assets			<u>243,372</u>		<u>123,864</u>
Total assets less current liabilities			<u>283,435</u>		<u>171,900</u>
Reserves					
Restricted funds	12		35,264		31,658
Unrestricted funds	12		<u>248,171</u>		<u>140,242</u>
			<u>283,435</u>		<u>171,900</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

Approved by the board and authorised for issue on 13/10/11


C Watts
(Trustee)

Company no 02776330

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2011

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 accounting standards, the Companies Act 2006, and follow recommendations in the Statement of 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 the following rates in order to write down the cost or valuation, less estimated residual value, of all tangible fixed assets, with the exception of freehold land, by equal annual instalments or a reducing balance method at the following rate

Fixtures and fittings	15% Reducing balance
Office equipment	33% Straight line
Leasehold property improvements	33% Straight line

Voluntary income and donations

Voluntary income represents amounts received and recorded at offices and projects during the year

Fees, Contributions and Grants

Income through fees, contributions and grants is recognised in the 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 is unable to reclaim all the value added tax which it suffers on its purchases. Expenditure in these financial statements is therefore shown inclusive of value added tax

Taxation

No provision has been made for corporation tax or deferred tax as the charity is a registered charity and is therefore exempt

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 2011

Resources expended

Expenditure is classified under the charity's principal projects. Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities. Expenditure is included on an 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 for 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 Thamside 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.

2 Donations, legacies and similar incoming resources

	Restricted funds £	Unrestricted funds £	Total 2011 £	Total 2010 £
Grants and donations				
Sports Advocacy	-	-	-	29,504
Essex County Council Social Care	-	269,419	269,419	263,288
Southend Social Care	-	47,228	47,228	39,595
Thurrock Social Care	-	108,538	108,538	72,304
MEPP	-	86,441	86,441	7,007
Café4u	54,238	31,159	85,397	26,366
Stars in the Sky	-	-	-	6,666
Comic Relief over 60's advocacy	15,409	-	15,409	24,311
Big Lottery Fund, reaching communities	48,680	-	48,680	44,492
Santandar / Lloyds Debt and Finance Work	-	25,000	25,000	5,000
HA Champions	-	32,374	32,374	20,553
Advocacy Essex Services Ltd	-	146,439	146,439	88,483
Others (including Outlook Care)	-	13,425	13,425	17,914
	<u>118,327</u>	<u>760,023</u>	<u>878,350</u>	<u>645,483</u>

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2011

3 Investment income			2011	2010
			£	£
Interest received			<u>172</u>	<u>153</u>
4 Total resources expended				
	Direct	Support	2011	2010
	Charitable	Costs	£	£
	£	£		
Wages and salaries	385,644	168,618	554,262	416,109
Rent, rates and water	-	17,149	17,149	21,388
Telephone	-	8,469	8,469	6,217
Printing, stationery and postage	-	14,313	14,313	10,250
Insurance	-	4,289	4,289	3,350
Travel	37,535	-	37,535	25,339
Audit fee	-	5,288	5,288	8,188
Accountancy fee	-	7,015	7,015	4,538
Depreciation	15,583	-	15,583	11,829
Recruitment costs	-	2,056	2,056	6,042
Electricity	-	862	862	352
Repairs and maintenance	-	5,971	5,971	12,115
Legal and professional	-	24,804	24,804	40,467
Training costs	-	7,964	7,964	4,355
Subscriptions	-	748	748	71
Function costs	-	41,386	41,386	27,543
Bank charges	-	689	689	761
Other expenses	-	3,593	3,593	4,724
Bad debts	-	-	-	2,760
Café cost of sales	-	15,011	15,011	-
	<u>438,762</u>	<u>328,225</u>	<u>766,987</u>	<u>606,398</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

Wages and salaries costs have been apportioned between direct charitable cost and support costs in the ratio 70 30 (2010 65 35) which the trustees believe best reflect the time spent by staff on activities

5 Net incoming/(outgoing) resources

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

	2011	2010
	£	£
Depreciation	15,583	11,829
Auditors' remuneration	<u>5,288</u>	<u>8,188</u>

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2011

6 Trustee directors and employees

Staff costs were as follows	2011 £	2010 £
Wages and salaries	<u>554,262</u>	<u>416,109</u>

The total wages charge consists of gross wages of £506,397 (2010 - £378,543), social security costs of £41,515 (2010 - £30,992) and pension costs of £6,350 (2010 - £6,574). The average monthly number of people employed by the company during the year was 49 (2010 - 40).

The directors were not remunerated during the year (2010 - £nil)

No member of staff receives an annual salary in excess of £60,000 (2010 - nil)

The amount of expenses reimbursed to the trustees during the year was £nil (2010 - £nil). The charity paid no expenses on behalf of trustees during the year (2010 - £nil).

7 Taxation

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

8 Tangible fixed Assets

	Leasehold Property Improvements £	Office Equipment £	Fixtures and fittings £	Total £
Cost				
At 1st April 2010	13,063	25,054	53,054	91,171
Additions	-	7,195	659	7,854
At 31st March 2011	<u>13,063</u>	<u>32,249</u>	<u>53,713</u>	<u>99,025</u>
Depreciation				
At 1st April 2010	4,354	24,102	14,679	43,135
Charge for year	4,354	2,874	8,599	15,827
At 31st March 2011	<u>8,708</u>	<u>26,976</u>	<u>23,278</u>	<u>58,962</u>
Net book value				
At 31st March 2011	<u>4,355</u>	<u>5,273</u>	<u>30,435</u>	<u>40,063</u>
At 31st March 2010	<u>8,709</u>	<u>952</u>	<u>38,375</u>	<u>48,036</u>

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2011

9 Debtors

	2011 £	2010 £
Trade debtors	49,113	85,954
Prepaid expenses	7,588	3,400
Accrued Income	42,435	-
	<u>99,136</u>	<u>89,354</u>

10 Creditors

	2011 £	2010 £
Accrued expenses	18,230	14,626
Trade Creditors	10,479	-
PAYE control account	12,054	10,922
Pension Control Account	1,368	-
Deferred income (see below)	174,602	255,437
	<u>216,733</u>	<u>280,985</u>

Deferred income	£	£
Essex County Council Social Care	92,606	109,242
Sports Advocacy	-	10,000
Lloyds Advocacy	-	15,000
Big Lottery Fund, reaching communities	8,216	8,011
Membership Fees	6,467	-
Comic Relief over 60's advocacy	-	7,592
Thurrock contracts	23,263	26,598
Outlook Care	-	3,266
Advocacy Essex Services Ltd	-	29,494
Café4u Assets grant	34,851	46,234
Health PCT Project	3,836	-
TTGDU	5,363	-
	<u>174,602</u>	<u>255,437</u>

11 Operating Leases

As at 31 March 2011 the company had annual commitments under non-cancellable operating leases as set out below

	2011 £	2010 £
Operating leases which expire		
Within One year	-	-
Within two to five years	5,000	-
	<u>5,000</u>	<u>-</u>

BATIAS INDEPENDENT ADVOCACY SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2011

12 Reserves

	Restricted £	Unrestricted £	Designated £	Total £
Brought forward	31,658	65,242	75,000	171,900
Net incoming/ (outgoing) resources	3,606	107,929	-	111,535
Carried forward	<u>35,264</u>	<u>173,171</u>	<u>75,000</u>	<u>283,435</u>

The designated reserve represents a provision in respect of redundancy costs

Restricted Funds

	Brought Forward £	Income £	Expenditure £	Carried Forward £
Big Lottery Fund, reaching communities	-	48,680	(48,267)	413
Cafe4u	31,658	54,238	(51,045)	34,851
Comic Relief over 60's	-	15,409	(15,409)	-
	<u>31,658</u>	<u>118,327</u>	<u>(114,721)</u>	<u>35,264</u>

Reaching Communities (Big Lottery Fund) is delivered through self-advocacy groups. A wide variety of activities take place that enable the service users to reach right into the local communities. All of the groups are well supported with their skills and confidence continuously developing. Funding for this project continues until 31st January 2012.

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 until 2014.

Comic Relief over 60's are self-advocacy groups for people with learning disabilities over the age of 60 across South Essex. This project finished 31 March 2011.

The reserves are analysed as follows

	Restricted £	Unrestricted £	Designated £	Total £
Tangible fixed assets	35,266	4,797	-	40,063
Current assets	43,065	342,040	75,000	460,105
Current liabilities	(43,067)	(173,666)	-	(216,733)
	<u>35,264</u>	<u>173,171</u>	<u>75,000</u>	<u>283,435</u>