

ADVOCACY MATTERS LTD

A company limited by guarantee

Charity Number 1148198

Company Number 07987156

**Trustees' Report and Accounts
for the year ended 31st March 2018**

Contents

Page 1	Legal and Administration
Pages 2-10	Trustees' Report
Pages 11-12	Auditor's Report
Page 13	Statement of Financial Activities
Page 14	Balance Sheet
Pages 15-18	Notes to the Accounts

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ADVOCACY MATTERS

LEGAL AND ADMINISTRATION

Full Name: Advocacy Matters Ltd

Legal Status Company Limited by Guarantee

Charity Number: 1148198

Company Number: 07987156

Date of Incorporation: 12th March 2012

Governing Document: Memorandum and Articles of Association

Registered Address: 198 Boldmere Road
Boldmere
Sutton Coldfield
West Midlands
B73 5UE

Telephone Number: 0121 321 2377
Fax Number: 0121 321 2396
E-mail Address: info@advocacymatters.co.uk
Website www.advocacymatters.co.uk

Trustee Directors (Trustees) and Advisors

Trustees:	G Law	Chair
	J Steckles	Vice Chair
	C Chadwick	Treasurer
	K Grima	Resigned 19 th December 2016
		Re-appointed 12 th October 2017
	A Parker	
	S Jackson	
	I Gibson	

Chief Executive Officer: P Dempsey

Bankers Lloyds TSB
9 Birmingham Road
Sutton Coldfield
West Midlands
B72 1QA

Auditor: Harben Barker Limited
112 High Street
Coleshill
Warwickshire
B46 3BL

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2018

The trustees of Advocacy Matters Ltd present their report and the audited financial statements of the charity for the year ended 31st March 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland, published 16th July 2014.

Legal Status of the Charity

The charity is a company Limited by Guarantee incorporated on 12th March 2012 and is governed by its Memorandum and Articles of Association. The company was formed specifically to take over the operations of Advocacy Matters, an unincorporated charity which has since been decommissioned. The company commenced operations on 1st October 2012 at which point any remaining assets or liabilities of the unincorporated charity were transferred to the company.

Members' Liability

The charity is a company limited by Guarantee. The trustees/directors named on page 1 are also the only members of the company. In the event of the company being wound up, their liability in respect of the guarantee is limited to £1 each.

Mission Statement

To provide Disabled People with an independent advocate to ensure individuals are heard and their rights, concerns and needs are acted upon.

Objects of the Charity

The objects of the charity as set out in its Articles of Association are:

1. To promote the relief of the physical and mental sickness of persons in need by reason of addiction, bereavement or loss, and to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded, assisting them to integrate into society with the object of improving their conditions of life by the provision of an advocacy service in the counties of the West Midlands, Warwickshire, Worcestershire, Staffordshire and Herefordshire or elsewhere in England and Wales, where need is identified, and additional support with the object of improving their conditions of life.

For the purpose of this clause, 'socially excluded' means being excluded from society or parts of society as a result of one or more of the following factors: unemployment; financial hardship; youth and old age; ill health, (physical or mental); substance abuse or dependency, including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation, gender reassignment, poor education or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards); crime (i.e. either as a victim of crime or as an offender rehabilitating into society).

2. To advance education, in particular training in advocacy skills and disability issues, throughout the UK.

In support of these objects, the charity will provide advocacy to all disabled people although the requirements of funders may restrict either the geographical area or type of disability for particular projects.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2018

Objects of the Charity (Continued)

When projects are first established, great care is taken to ensure that they are consistent with the aims and objectives of the charity and the trustees give careful consideration to the Charity Commission's general guidance on public benefit. Each case is also reviewed regularly by management in supervision with the advocate responsible to ensure that these requirements continue to be met.

The advocacy provided is completely independent and is not subject to the direction or approval of the funder. Funds available and advocates' time will also restrict the numbers to whom advocacy can be provided. Subject to these limits, the projects are for the benefit of all members of the disabled community irrespective of ethnicity, gender or sexuality and, except in unusual circumstances such as referrals by a solicitor, advocacy is provided without charge to the recipient. Applicants are dealt with on a first come, first served basis except where a crisis situation or other complex issues may require immediate action.

Each project is reviewed annually to ensure that it continues to reflect the charity objectives and has delivered benefits to the group of people the project was set up to help.

Structure, Governance and Management

The charity is governed by an Executive Committee comprising all the Trustees who are also Directors and the only members of the company. The day-to-day management is delegated to the Chief Executive Officer with the assistance of four Operations Managers.

Where there is a requirement for a new trustee, candidates will normally be identified from recommendations by existing trustees or the Chief Executive Officer, particularly bearing in mind the skills and experience which such candidates would bring in areas which are beneficial to the charity but may not necessarily be represented by the existing trustees. Potential new trustees will be interviewed by the Chairman and the Chief Executive who will explain the concept of advocacy and the aims and objectives of the charity. They are also informed of their legal obligations under charity and company law, the Charity Commission guidance on public benefit and are provided with leaflets from the Charity Commission so that they are aware of their roles and responsibilities before they decide to take on the role. Successful candidates are invited to attend the next trustees' meeting as observers and are provided with a copy of the Memorandum and Articles of Association.

New trustees are voted in by the Executive Committee and appointments are subject to Enhanced Disclosure and Barring Scheme checks. New trustees are provided with a trustee Induction Pack and Advocacy Training is available to ensure the new trustee is fully aware of the meaning of advocacy.

All members of the Executive Committee give their time voluntarily and do not receive any benefits from the charity. Note 7 to the accounts shows any expenses claimed by the Trustees during the period.

The Steering Group, which is incorporated into the Volunteers' Advocacy project, ensures that the charity remains "user led" and provides an important element of the charity's structure and governance.

Risk Management

The Trustees continually assess the risks to which the charity and its staff are exposed. Where appropriate, systems, policies and procedures have been implemented to reduce these risks. They cover areas such as health and safety of staff, volunteers and visitors and lone working for staff and volunteers. These policies and procedures are regularly reviewed to ensure they are up to date and cover all areas involving the charity. All staff and volunteer appointments are subject to Enhanced Disclosure and Barring Scheme checks and full training is given to safeguard not only the safety of staff and volunteers but also the users for whom they may be advocating. A written risk assessment is carried out for every disabled person who is to be supported by a member of staff or volunteer and is held on file.

Risk Assessments relating to the office are carried out annually and Health and Safety is included on the Agenda of all Staff Meetings.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2018

Risk Management (Continued)

Financial Risk is a major consideration for a small charity and liquid funds and reserves are regularly reviewed to ensure that there is sufficient working capital for the charity's needs. This includes the ability to finance the expenditure for those projects where payment for services is made in arrears, often quarterly.

Pay Policy

The Trustees consider the Chief Executive Officer and the four Operations Managers to be key management personnel but the pay policy for these key personnel is the same as for other staff. The pay of all staff is reviewed annually and will normally be increased in line with, or above, average earnings benchmarked against similar roles at other charities or the public sector, with a view to ensuring that they are paid at least as well as those benchmarks.

Achievements and Performance

Advocates continue to raise Safeguarding issues on a number of the projects where there appears to be abuse of their disabled partners. Whilst these cases have resulted in the greater awareness of such problems and have also resulted in the improvement of safeguarding procedures and in the scrutiny of care providers, progress has been frustratingly slow. Incidents such as these, which can often lead to protracted investigations, emphasise the need for greater diligence and the importance of independent advocacy.

As a result of the independent advocacy provided by Advocacy Matters, care provision is often challenged, enabling individuals to be heard who might not otherwise have a voice.

The year under review has again been extremely challenging, mainly arising from the loss of substantial amounts of funding and the ever increasing pressure, particularly from local authorities, to reduce charges. Yet again, managers and staff have responded well to all the problems with which they have been faced.

Projects

The following is a brief review for the period of each of the major projects run by Advocacy Matters.

1. Volunteers' Advocacy

Formerly the One Stop project, it has been re-named Volunteers' Advocacy as it was felt that this more accurately described the purpose of the project.

The trustees consider this type of project and particularly the employment of volunteers to be a fundamental part of the DNA of Advocacy Matters and have agreed to continue to fund the project from Unrestricted Funds but with vastly reduced numbers and mainly by trained Volunteers.

We have provided a range of different services on this project including one to one advocacy casework, group work, volunteer training, support, supervision, attendance at events and the continued promotion of our work.

One of the project's aims is to recruit and train volunteer advocates. This recruitment has continued and a number of carefully vetted and trained volunteer advocates are undertaking advocacy work with careful support and supervision. The project also facilitates user groups of vulnerable adults across Birmingham and Walsall.

There is still a clear demand for non-statutory advocacy work in Birmingham and we continue to be a much-needed service for support for vulnerable individuals who do not meet the eligibility for statutory advocacy. Even with this restricted capacity we have been able to provide independent advocacy for 35 users but this still leaves a huge number of vulnerable people in Birmingham for whom no independent advocacy is available.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2018

Achievements and Performance (Continued)

1. Volunteers' Advocacy (Continued)

The Steering Group is an important part of this project and provides input into the charity's governance from all areas of Birmingham and Walsall. It functions to provide former and current advocacy partners with the opportunity to access peer advocacy as well as develop self advocacy skills. The purpose of the group is to address common barriers that prevent people accessing facilities in their local communities. Members are actively involved in such matters as the interviewing of all new staff, the provision of advice as to what accessible information should be provided by the charity, the design and content of the accessible information documentation produced and in contributing to the development of future projects for which the charity applies for funding.

During the year under review 35 individuals were supported on a one to one basis.

2. Physical Disability Advocacy

This project is now being funded by Birmingham Cross City Clinical Commissioning Group and South Birmingham and Central Clinical Commissioning Group has again been extended. The project provides support for people who have experienced strokes or have other long-term, chronic conditions, including certain physical disabilities arising from spinal injuries, amputations, neurological conditions, traumatic brain injury etc.

By their very nature many of the cases require longer term involvement by Advocacy Matters but despite this support was provided to 58 people during the year to 31st March 2018.

3. Walsall Care Act Advocacy

The original Walsall advocacy project funded by Walsall Metropolitan Borough Council was decommissioned at 30th June 2017.

This project was superseded by a temporary project to run until the tender for Care Act Advocacy for Walsall has been issued and the contract awarded

The nature and scope of this project is the same as that of the Birmingham Care Act Advocacy project, see 6 below, except that VoiceAbility are not involved and the arrangement is direct with Walsall Metropolitan Borough Council.

During the period from 1st July 2017 until 31st March 2018 support was provided for 85 individuals.

4. Independent Mental Capacity Advocacy (IMCA)

This project commenced on 1st April 2015 when Birmingham City Council appointed Advocacy Matters to carry out IMCA services for Birmingham to share referrals with an existing provider. The project has been extended on a number of occasions and has been extended yet again pending the issue of a tender covering statutory advocacy across Birmingham.

The Mental Capacity Act came into force in April 2007 introducing statutory independent advocacy and imposing on the NHS and Local Authorities the duty to consult in defined situations concerning vulnerable individuals. IMCA requires the provision of non-instructed advocacy to individuals, aged 16 and over, who have been assessed to lack capacity for specific decisions and who have no family or friends who might otherwise advocate on their behalf.

This may include those with learning disabilities, dementia, mental health problems, acquired brain injury and cognitive impairments associated with serious physical illness.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2018

Achievements and Performance (Continued)

4. Independent Mental Capacity Advocacy (Continued)

IMCA advocates will also be involved in any Safeguarding aspects related to Deprivation of Liberty (DoLs).

IMCA is a very specialist form of advocacy and all advocates involved in this form of advocacy are required to undertake specialist training.

During the period under review Advocacy Matters dealt with 349 referrals under this project.

5. Young People's Advocacy

This project is a combination of the Where2NXT and Department for Education (SEND) which were both set up to provide support for disabled and disadvantaged young people aged 14 to 18 years.

Support is provided to encourage these young people to work through choices, resolve problems and to assist them in the transition from academia and children's services to adults' services and the wider community. Many of the young people have no family support and having an advocate helps them to identify options and raises aspirations.

Guidance is also provided to young disabled and disadvantaged people who are in the course of completing an Education Healthcare Plan and to their families. The content of these plans is of paramount importance to these young people as the plan stays with them until they are 25 years old and supports any application to colleges, further education etc.

Advocacy Matters provides assistance to families in completing these plans to ensure that they accurately reflect the young person concerned and all that is important to them, their likes, dislikes, support needs etc. If the plan does not include enough information, or if the information is poor or covers the wrong sort of information, the young person can lose out on opportunities when moving on. It was found that, in a large number of cases, the plans were being completed by the schools with no input from home and did not include relevant information. The feedback from parents and schools has been excellent and Birmingham City Council have acknowledged that the plans with which Advocacy Matters have been involved are of a much higher standard than those without input from Advocacy Matters.

The project also aims to encourage families to engage with their son/daughter's education and make the process less intimidating and easier to understand for parents who do not always know what to include in the plans.

Advocacy Matters are also heavily focused on safeguarding and on supporting young people to keep them safe. In acknowledgement of the importance and quality of the work carried out in this area, Advocacy Matters have received the Safeguarding Innovation award which involves being nominated by one of the Birmingham schools then being voted winner at an awards evening.

Advocacy Matters have worked with 118 young people covering many issues directly affecting young people and their families. The feedback relating to this work has continued to be very positive.

Because of the positive results achieved by this project and the benefits to young people at a critical time in their lives, the trustees agreed to fund this project from unrestricted funds.

6. Birmingham Care Act Advocacy

From 1st October 2015, Birmingham City Council appointed VoiceAbility, a national advocacy provider, to act as lead provider of Care Act Advocacy for Birmingham. Advocacy Matters entered into an agreement with VoiceAbility to provide local service and act as point of contact for Birmingham on referrals.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2018

Achievements and Performance (Continued)

6. Birmingham Care Act Advocacy (Continued)

Care Act Advocacy is a form of statutory Advocacy whereby local authorities must arrange an independent advocate to facilitate the involvement of a person in their assessment, in the preparation of their care and support plan, in the review of their care plan, and in appropriate safeguarding procedures. This independent advocacy must be implemented to provide assistance if the following two conditions are met:-

- Where the potential recipient has substantial difficulty in being fully involved in these processes
- Where there is no one appropriate available to support and represent the person's wishes.

The role of the independent advocate is to support and represent the person and to facilitate their involvement in the key processes and interactions with the local authority. Acting as an advocate for a person who has substantial difficulty in engaging with care and support processes is a responsible position.

This work includes:-

- Assisting a person to understand the assessment, the care and support planning and the review processes. This requires advocates to understand local authority policies and processes, the available assessment tools, the planning options and the options available at the review of a care or support plan. It may involve advocates spending considerable time with the individual, considering their communications needs, their wishes and feelings and their life story, and using all this to assist the person to be involved and where possible to make decisions.
- Assisting a person to communicate their views, wishes and feelings to the staff who are carrying out an assessment or developing a care or support plan or reviewing an existing plan.
- Assisting a person to understand how their needs can be met by the local authority or otherwise – understanding, for example, how a plan can be personalised, how it can be tailored to meet specific needs, how it can be creative and inclusive and how it can be used to promote a person's rights to liberty and to family life.
- Assisting the person to make decisions about their care and support arrangements – assisting them to weigh up various care and support options and to choose the ones that best meet the person's needs and wishes.
- Assisting the person to understand their rights under the Care Act – for an assessment which considers their wishes and feelings and which considers the views of other people; their right to have their eligible needs met and to have a care or support plan that reflects their needs and their preferences. Also assisting the person to understand their wider rights, including their rights to liberty and family life. A person's rights are complemented by the local authority's duties, for example, to involve the person, to meet needs in a way that is least restrictive of a person's rights.
- Assisting a person to challenge a decision made by the local authority; and where a person cannot challenge the decision even with assistance, then to challenge it on their behalf.

The year has again been challenging as members of staff have had to improve familiarity not only with the requirements of the Care Act but also with the technicalities of the VoiceAbility recording system which requires the time spent on each referral to be recorded in detail.

284 referrals were dealt with during the year under review with a further 160 being assessed then passed on to VoiceAbility or rejected as not appropriate.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2018

Achievements and Performance (Continued)

7. Hear Me Out

This project is a spin off from the Young People's project. It is a small but important project commissioned by the Birmingham Children's Hospital Charity to provide advocacy for sick children in the Birmingham Children's Hospital.

The project commenced in October 2017 and provides advocacy on broadly similar lines to the Young People's Advocacy to give the young people hospitalised in the Birmingham Children's Hospital a say in their future and assist them to move on to further education or on to adult life. In particular the problems encountered in moving on to university are particularly daunting.

Advocacy has been provided for 20 young people in the period and there has been very positive feedback about the project, not only the young people themselves but from hospital consultants and parents.

All the above projects were ongoing at the period end. Many have long waiting lists due to the current high demand for advocacy.

Income and Expenditure for the year for each of these projects and the balances at the year-end are shown in Note 15 to the Accounts.

Other Major Sources of Funds

The Jaffray Care Society has unfortunately discontinued the contribution to Advocacy Matter's core costs. During the current year the charity received £1,500. The trustees would like to thank Jaffray for the generous funding in the past.

Financial Results

The results for the year are set out in the attached Financial Statements and Notes. The net movement in funds for the period amounted to a deficit of £150,467. The total retained reserves at 31st March 2018 amounted to £393,513.

Reserves

The trustees periodically review the reserves position of the charity in order to ascertain whether or not the funds that they are holding are adequate for its work. In doing this they take into consideration the financial risks to which the charity is subject, the assets and working capital requirements for continued service delivery and for unforeseen circumstances, particularly relating to uncertainties of future funding.

A further major consideration is the drastic change in the way that many projects are being funded. In a number of cases remuneration is on a per hour or per referral basis with payment in arrears with no guarantee of the number of referrals which will be required. This places all the risk on to the provider and could have a catastrophic effect on the charity's funds if things go wrong.

At 31 March 2018 the charity had reserves of £393,513, of which £315,526 were unrestricted. The trustees have reviewed how unrestricted funds can be applied for public benefit whilst maintaining an appropriate level of free reserves. The trustees have agreed to continue to fund from unrestricted reserves, the Volunteer's Advocacy and Young People's Advocacy projects as described in Subsequent Events. The trustees are of the opinion that free reserves (reserves available for working capital, development and provision of the service) should be at least six months costs of running the organisation which currently equates to £290,289.

The trustees keep the reserves policy under regular review.

ADVOCACY MATTERS LTD TRUSTEES' REPORT

For the year ended 31st March 2018

Subsequent Events

Volunteer's Advocacy

The recruitment and training of volunteers will continue and the project will be staffed by a small element of paid advocacy but mainly by volunteers who will continue to provide advocacy services with careful support and supervision.

Young People's Advocacy

Because of the beneficial effect for disabled and disadvantaged teenagers and young adults and the opportunity which this type of advocacy provides to give such young people a better start in life, the trustees agreed to continue funding from unrestricted reserves but with very much reduced staffing levels.

Walsall Care Act Advocacy

Following the completion of a tender exercise, Advocacy Matters have been commissioned to provide Care Act Advocacy for throughout the Borough of Walsall. The project will commence on 1st October 2018.

South Staffordshire Child and Adolescent Mental Health Services (CAMHS)

This project is for spot purchase of advocacy for children and young people with emotional, behavioural or mental health difficulties. It is due to commence on 1st October 2018.

Birmingham Care Act

VoiceAbility have imposed severe restrictions not only on the numbers of referrals with which Advocacy Matters are to deal from 1st April 2018 but also the price per referral. This will result in a substantial reduction in the income generated from the project and has also led to redundancies.

Birmingham City Council have issued a tender encompassing not only the Care Act but also IMCA for a project which will commence on 1st April 2019. This project is of critical importance to Advocacy Matters and is being carefully considered to establish the scope of the project and how resources can be provided.

Plans for Future Periods

The decommissioning of various projects have had a significant effect on the charity's income and the trustees will continue to seek new projects which are suitable and beneficial to the community of people with disabilities, which are consistent with the charity's aims and objectives and which deliver public benefit to all members of the community.

The reduction in funding from Local Authorities generally and the reluctance of other potential funders to fund non-statutory advocacy means that different approach to fundraising is required if the charity is to remain sustainable with adequate levels of funding and this is now a priority which is being urgently addressed.

One of the Objects of the charity is to advance education, in particular by providing training in advocacy skills and disability issues. This type of training has always been available from Advocacy Matters but more time will now be spent in developing this resource. A brief outline of the type of facilities which could be provided is available on the charity's website. This training will normally be provided to other advocacy organisations or health professionals to the ultimate public benefit of the disabled community as a whole.

The training of professionals in disability awareness under the Working with Learning Disabled Parents project has shown the necessity of such training and the charity will continue to look for similar opportunities. In the meantime the provision of training for professionals working with learning disabled parents is taking place on an as and when required basis.

**ADVOCACY MATTERS LTD
TRUSTEES' REPORT**

For the year ended 31st March 2018

Statement of Trustees' Responsibilities

The trustees (who are also directors of Advocacy Matters Ltd for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Insofar as the trustees are aware:


- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

The strategic report under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 is not required as the charity qualifies as a small charitable company.

Auditor

Harben Barker Limited have indicated their willingness to act as Auditors to the charitable company and were duly re-appointed.

This report was approved by the Trustees on 22nd November 2018 and signed on their behalf by:-



G Law
Chairman

Independent Auditor's Report to the Trustees of Advocacy Matters Ltd

We have audited the financial statements of Advocacy Matters Ltd for the year ended 31st March 2018 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 Standards) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The report is made solely to the charity's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our Audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditors

As explained more fully in the Statement of Trustees' Responsibilities set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of financial statements which give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than Companies Act 2006. Accordingly we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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 charity'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:

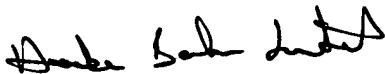
- give a true and fair view of the state of the charity's affairs at 31st March 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- have been properly prepared in accordance with the requirements of the Charities Act 2011

Independent Auditors Report (Continued)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



Harben Barker Limited
Statutory Auditor

112 High Street
Coleshill
Warwickshire
B46 3BL

27th November 2018

Harben Barker Limited is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006.

ADVOCACY MATTERS LTD
Statement of Financial Activities
for the year to 31st March 2018

	Notes	Restricted Funds £	Unrestricted Funds £	2018 £	2017 £
Income from :-					
Donations and Legacies	2		3,402	3,402	13,942
Other Trading Activities	4		5,790	5,790	4,898
Income from Investments	5		116	116	1,364
Income from Charitable Activities	3	85,794	299,957	385,751	476,350
Total Income		<u>85,794</u>	<u>309,265</u>	<u>395,059</u>	<u>496,553</u>
Expenditure on:-					
Raising Funds			30,100	30,100	20,450
Charitable Activities		100,846	429,632	530,478	637,465
Total Expenditure		<u>100,846</u>	<u>459,732</u>	<u>560,578</u>	<u>657,914</u>
Net Income		(15,052)	(150,467)	(165,519)	(161,362)
Inter Fund Transfers	15	30,190	(30,190)		
Net Movement in Funds		<u>30,190</u>	<u>(180,657)</u>	<u>(165,519)</u>	<u>(161,362)</u>
Total Funds Brought Forward	15	62,849	496,183	559,032	720,394
Total Funds Carried Forward	15	<u>77,987</u>	<u>315,526</u>	<u>393,513</u>	<u>559,032</u>

All recognised gains and losses are included in these accounts.

The notes on Pages 15 to 18 form part of these accounts.

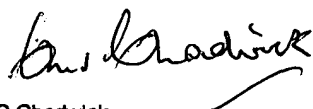
ADVOCACY MATTERS LTD

Balance Sheet as at 31 March 2018

	Notes	£	2018 £	£	2017 £
Fixed Assets					
Tangible fixed Assets	11		880		1,761
Current Assets					
Debtors	12	62,317		60,410	
Cash at Bank and in hand		<u>336,363</u>		<u>523,200</u>	
Total Current Assets		<u>398,680</u>		<u>583,611</u>	
Current Liabilities - amounts falling due within one year					
Creditors	13	<u>6,047</u>		<u>26,339</u>	
Total Current Liabilities -		<u>6,047</u>		<u>26,339</u>	
Net Current Assets			392,633		557,271
Total Assets less Liabilities			<u>393,513</u>		<u>559,032</u>
Represented by Funds carried forward					
Unrestricted Funds	15		315,526		496,183
Restricted Funds	15		<u>77,987</u>		<u>62,849</u>
Total of Accumulated Funds carried forward			<u>393,513</u>		<u>559,032</u>

These Financial Statements have been prepared in accordance with special provisions of Part 15 of Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015).

Agreed by the Trustees on 22nd November 2018
and signed on their behalf by:-



C Chadwick
Director/Trustee

The notes on Pages 15 to 18 form part of these Accounts.

ADVOCACY MATTERS LTD

Notes to the Accounts for the year ended 31st March 2018

Accounting Policies

Accounting Convention

The accounts are prepared on an historical cost basis and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) and the Statement of Recommended Practice for Charities (SORP 102), the Charities Act 2011 and the Companies Act 2006. Advocacy Matters Ltd has taken advantage of the exemption in Financial Reporting Practice No. 1 from the requirement to produce a Cash Flow Statement on the grounds that it is a small charitable company.

Income

Incoming Resources include grants received from local government and other organisations and generated income which are accounted for on an accruals basis. Donations, gifts, donated services and other voluntary income are accounted for when received.

Expenditure

Resources expended are accounted for on an accruals basis. Costs relating to specific projects are allocated on a direct basis. Other costs are allocated on an estimated usage basis.

Tangible Fixed Assets

All Tangible Fixed Assets costing, or with an estimated cost of, at least £250 are valued at cost or a reasonable value on receipt and are depreciated on a straight-line basis over a period of three years.

Voluntary Income

	£	2018 £	£	2017 £
Jaffray Care	1,500		6,000	
Donations	403		369	
Miscellaneous Advocacy	1,499		5,207	
Other Income			32	
Legacy			2,333	
Total Voluntary Income		3,402		13,942

Incoming Resources from Charitable Activities

Restricted Income from Charitable Activities

Walsall Metropolitan Borough Council	39,335		157,341	
Walsall Advocacy		39,335		157,341
Walsall Metropolitan Borough Council	41,459			
Walsall Care Act		41,459		
Children in Need			7,655	
Where2NXT				7,655
Department for Education (SEND)			18,116	
Department for Education				18,116
Birmingham Children's Hospital	5,000			
Hear Me Out		5,000		
Total Restricted Income from Charitable Activities		85,794		183,112

Unrestricted Income from Charitable Activities

Birmingham Adults and Communities	121,086		133,353	
Independent Mental Capacity Advocacy		121,086		133,353
VoiceAbility	137,606		118,665	
Care Act		137,606		118,665
Cross Birmingham Clinical Commissioning Group	41,265		41,220	
Physical Disability Advocacy		41,265		41,220

Total Unrestricted Income from Charitable Activities

Total Income from Charitable Activities

	£	2018 £	£	2017 £
Generated Funds				
Income from Fundraising Events	-		476	
Generated Income	5,790		4,422	
Total Generated Income		5,790		4,898
Investment Income				
Bank Interest		116		1,364

ADVOCACY MATTERS LTD

Notes to the Accounts for the year ended 31st March 2018

6. Staff Numbers and Costs

Staff Numbers

The average monthly numbers of employees during the year were as follows:-

On Charitable Operations	19	19
On Administration	3	3
	2018	2017
	£	£

Staff Costs

Salaries	387,610	473,282
Employers National Insurance	29,352	40,772
Employers Pension Contributions & other staff costs	5,943	3,300
	422,905	517,354

Pension Administration

The charity administers contributions by the staff to a stakeholders pension scheme. The charity contributes up to 3% of the annual salary of members of staff who have joined the scheme and who contribute a similar percentage.

Number of staff in the scheme during the period - 15

There are no members of staff earning more than £60,000 per annum

7. Trustee Remuneration and Expenses

None of the Trustees received remuneration for their services.

2018	2017
£	£

Reimbursement of expenses relating to travel and attendance at Trustee Meetings

Number of Trustees reimbursed during the year - none (2017 - none)

8. Support and Governance Costs

8.1 Support Costs

Salary & Salary Costs	34,250	45,498
Premises & Office Costs	9,533	22,798
HR Services	4,161	4,217
Depreciation	165	309
	48,109	72,817

8.2 Governance Costs

Salaries & Salary Costs	3,772	3,178
Premises & Office Costs	23,201	8,894
Legal & Professional	48	288
Audit Fee	1,500	1,500
Insurance	1,552	1,578
Publicity	407	-
Bank Charges	62	94
Depreciation	716	922
	31,258	16,454

Support and Governance costs are allocated to projects in proportion to the staffing levels in each project.

9. Government Grants and Contracts

2018	2017
£	£

Details of the Grants Received and Service Contracts with Local Authorities are shown in Note 3 to the Accounts. The totals for the year under review are:-

Grants from Local Government		
Contracts from Local Government	258,692	280,694

10. Taxation

The company is a registered charity and therefore is not liable for corporation tax on income derived from its charitable activities as it falls within the various exemptions available to registered charities.

ADVOCACY MATTERS LTD

Notes to the Accounts for the year ended 31st March 2018

11. Tangible Fixed Assets

	£	£	2018 £	2017 £
Cost	Office Furniture & Equipment	Office Machinery	Total	Total
At 1st April 2017	14,698	49,283	63,980	61,337
Additions				2,643
At 31st March 2018	14,698	49,283	63,980	63,980
Depreciation				
At 1st April 2017	14,698	47,522	62,219	60,989
Charge for the period		881	881	1,230
At 31st March 2018	14,698	48,403	63,100	62,219
Net Book Value at 31st March 2018		880	880	1,761

12. Debtors

	2018 £	2017 £
Prepayments and accrued income		
Other Debtors	62,317	60,410
	<u>62,317</u>	<u>60,410</u>

13. Creditors

	2018 £	2017 £
Amounts falling due within one year		
Accruals and deferred income	2,100	25,068
Trade Creditors	3,947	1,272
	<u>6,047</u>	<u>26,339</u>

14. Operating Lease Commitments

At 31st March 2018, the company had annual commitments under non-cancellable operating leases as follows:-

	2018 £	2017 £
Buildings		
Expiry Date		
Within one year	-	-
Between two and five years	25,800	25,800

15. Movement of Funds

15.1 Accumulated Funds

	Accumulated Funds Brought Forward £	Income for the Period £	Expenditure for the Period £	Inter Fund Transfers £	Accumulated Funds Carried Forward £
Restricted Funds					
Walsall Advocacy	(13,799)	39,335	43,659	18,123	
Walsall Care Act		41,459	53,527	12,068	
Hear me out		5,000	3,660		1,340
Crisis Advocacy	34,374				34,374
Moving on Project	42,303				42,303
Next Stop	(4,885)				(4,885)
Working with Learning Disabled Parents	4,856				4,856
Total - Restricted Funds	62,849	85,794	100,846	30,190	77,987
Unrestricted Funds					
Physical Disability		41,265	39,394	(1,871)	
Care Act - Birmingham		137,606	143,427	5,821	
Independent Mental Capacity Advocacy		121,087	134,483	13,397	
Volunteer's Advocacy			39,304	39,304	
Young Peoples' Advocacy			71,070	71,070	
General Fund	496,183	9,307	32,054	157,911	315,526
Total - Unrestricted Funds	496,183	309,265	459,732	30,190	315,526
Total Accumulated Funds	559,032	395,059	560,578		393,513

ADVOCACY MATTERS LTD

Notes to the Accounts for the year ended 31st March 2018

15.2 Analysis of Balances Carried Forward

	Net Fixed Assets £	Debtors £	Creditors £	Prepaid Income £	Accrued Charges £	Accrued Income £	Bank & Cash £	Balances Carried Forward £
Restricted Funds								
Walsall Advocacy								
Walsall Care Act	165		2,955				2,790	
Hear me out		2,500					(1,160)	1,340
Crisis Advocacy							34,374	34,374
Moving on Project							42,303	42,303
Next Stop							(4,885)	(4,885)
Working with Learning Disabled Parents							4,856	4,856
Total - Restricted Funds	165	2,500	2,955				78,277	77,987
Unrestricted Funds								
Physical Disability								
Care Act - Birmingham		30,541					(30,541)	
Independent Mental Capacity Advocacy		28,841					(28,841)	
Volunteer's Advocacy			14				14	
Young Peoples' Advocacy								
General Fund	715	436	978		2,100		317,453	315,526
Total Unrestricted Funds	715	59,817	992		2,100		258,085	315,526
Balances Carried Forward	880	62,317	3,947		2,100		336,362	393,513