

## NATIONAL YOUTH ADVOCACY SERVICE

### TRUSTEES' REPORT AND FINANCIAL STATEMENTS

for the year ended 31 March 2013



*WR*  
Whittingham Riddell  
*chartered accountants*

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**NATIONAL YOUTH ADVOCACY SERVICE**  
**(A company limited by guarantee)**

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**NATIONAL YOUTH ADVOCACY SERVICE**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS**  
**for the year ended 31 March 2013**

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<b>Trustees</b>	HHJ T Mitchell, Chair M Blackburn J Forster JE Timms DH Whitehouse GI Williams V Askham (resigned 27 November 2012) H Cameron N McCarthy DA Hanson (appointed 19 June 2012) J Roberts (appointed 19 June 2012)
<b>Company registered number</b>	2722134
<b>Charity registered number</b>	1012485
<b>Registered office</b>	Egerton House Birkenhead Wirral CH41 1FN
<b>Company secretary</b>	C M Renouf
<b>Chief executive officer</b>	C M Renouf
<b>Independent auditors</b>	Whittingham Riddell LLP Belmont House Shrewsbury Business Park Shrewsbury Shropshire SY2 6LG
<b>Bankers</b>	National Westminster Bank plc 50 Market Street Westhoughton Bolton Lancashire BL5 3BA

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**NATIONAL YOUTH ADVOCACY SERVICE**  
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**TRUSTEES' REPORT**  
**for the year ended 31 March 2013**

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The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements of the National Youth Advocacy Service (the charity) for the year ended 31 March 2012. The trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. Constitution**

The charity is registered as a charitable company limited by guarantee and was set up by a Trust deed on 10 June 1992.

The charity is constituted under a Trust deed dated 10 June 1992 and is a registered charity number 1012485.

Governance is the responsibility of the Board of Trustees working closely with the Chief Executive and operating within the terms of our Memorandum and Articles of Association. The Board of Trustees follows a routine of closely monitoring and reviewing its effectiveness at its quarterly meetings and through careful application of any advice contained within the management letter provided as part of the annual audit.

We seek to ensure that the Board of Trustees continually comprises of individuals who contribute a range of skills and expertise which are relevant to the monitoring, guidance and development of the National Youth Advocacy Service. We are particularly fortunate to have trustees who bring financial, commercial, legal and social work together with extensive academic knowledge and experience.

**b. Method of appointment or election of trustees**

Appointment of trustees follows a skills audit which we conduct periodically, so that any gaps in the Board of Trustees' expertise can be addressed. The appointment process is initiated through our established network of business, legal, voluntary and academic sector contacts and through a process of formal recruitment.

Potential trustees with the appropriate expertise and experience are given the opportunity to meet the Chair, the Chief Executive and other Board of Trustee members, and to visit the Charity Headquarters or services which may be local to them. Appointment is made after attendance at a full meeting of the Board of Trustees and when the candidate has had the opportunity to confirm their commitment to the work and values of the charity and their capability to devote appropriate time to it. A full consensus must be achieved by the Board of Trustees.

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**NATIONAL YOUTH ADVOCACY SERVICE**  
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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2013**

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**c. Policies adopted for the induction and training of trustees**

New trustees are provided with an induction pack containing background information about the work of the Charity and a copy of the NCVO's 'Good Trustee Guide'. An induction programme is matched to their individual needs and may comprise discussion of a range of documentation such as the most recent annual report and accounts, current financial records and accounting systems, organisational structure charts, young people's feedback reports and operating practices. Induction and on-going trustee training can include time spent at NYAS' operational centres in Birkenhead or Birmingham, and trustees are offered the opportunity to participate in any of the current training programmes delivered by the NYAS Training Team.

**d. Organisational structure and decision making**

The Chief Executive and the Senior Management Team report regularly to the Board of Trustees. Operational management decisions are made by the Chief Executive with the support of her Senior Management Team.

Staff appointments at director level and above are made by the Board of Trustees and strategic policy decisions are referred to them. The Board is grateful to the Professional Advisory Group for support in formulating policy.

The Board of Trustees is responsible for the preparation of financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure for the year ended. The Board of Trustees is responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

**e Risk management**

The Board of Trustees has examined the major strategic business and operational risks which the National Youth Advocacy Service faces and confirm that policies, procedures and systems have been established so that the necessary steps can be taken to manage those risks and to enable regular reports to be provided. The board reviews high level risks and the action to taken to manage these risks quarterly.

The trustees continue to be aware of the uncertainty caused by cuts in public spending and the challenges arising from changes to legal aid funding. We are responding responsibly by managing contracts robustly, introducing efficiency savings and growing alternative sources of funding.

The Charity remains firmly committed to the mission of ensuring that children, young people and vulnerable adults are able to understand and influence decisions made about their lives.

**OBJECTIVES AND ACTIVITIES**

**a Policies and objectives**

Our mission statement is "A society where every child, young person and vulnerable adult's voice is heard and their rights are respected and where they can achieve their potential."

Our strategic aims are

- To provide a range of independent, confidential information, advice, advocacy and legal services for children, young people and vulnerable adults
- To ensure children, young people and vulnerable adults are empowered to make informed and free choices and to speak for themselves

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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2013**

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- To ensure children, young people and vulnerable adults are enabled to express their wishes and feelings
- To ensure children, young people and vulnerable adults are enabled to participate in decision making and planning that affects their lives
- To influence local and national policy makers and practitioners to acknowledge the legitimacy and importance of children, young people's and vulnerable adults, rights and to address these matters directly

**b. Activities for achieving objectives**

- 1 Delivering high quality services through a diverse, supported and skilled workforce, giving a voice to children, young people and vulnerable adults and ensuring their right are up held
- 2 By focussing on measurable outcomes we will ensure that the individuals we work with receive the services they need from us and others
- 3 Ensuring the wishes and feelings and the best interests of children and young people are heard in private law family proceedings
- 4 Strengthening the contribution of children and young people in the development of NYAS services
- 5 Campaigning for changes to local and central Government policy and legislation by drawing on our learning from the children, young people and vulnerable adults we work with
- 6 Empowering children, young people and vulnerable adults to speak for themselves and enhance their ability to influence outcomes
- 7 Diversifying income streams to ensure NYAS continues to add value to its contracted services for the benefit of children, young people and vulnerable adults
- 8 Effective marketing of NYAS services to ensure those who can benefit from them are aware them and are able to access them

**ACHIEVEMENTS AND PERFORMANCE**

**a Review of activities**

- 1 We continue to be the leading provider of children and young people's advocacy services in England and a major provider in Wales We provided advocacy support to more than 4500 children and young people and 230 children and young people were matched with an independent visitor (IV)

*"Thank you for supporting me at my review and helping me say what I wanted to say I felt more confident "*

*"I've been to new places I've not been to before Also I have made a great friend with my IV I love it "*

*"If I feel I can't talk to anybody at home or my friends I can talk to my IV It is nice to know she is there for me "*

- 2 We delivered advocacy services for young people in 14 mental health settings including a mental health eating disorders unit, generic mental health wards and forensic wards

*"NYAS really get things done and have improved my admission here on the ward by changing aspects that I think aren't fair and by speaking to me and being my voice "*

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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2013**

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*"It's all clearer now, I understand even though I don't like what my doctor is saying, but you've asked her to explain it & I get it now "*

3 Our community care, public law and education legal services strengthened the support we offered children and young people as well as enabling us to support vulnerable adults

4 In Wales we have ten commissioned services and have been instrumental in providing the specialist advocacy qualification in children/young people to the voluntary and statutory sector in Wales. This training ensures the advocacy sector achieves a standard of professionalism and recognition

5 We continue to provide specialist advocacy training across England and Wales

6 We expanded our successful separating parents information programme and 240 adults attended the programme in the year, an increase of more than 40% over the previous year

*"I found the programme informative and helpful and really hope that the things I learnt and saw today can help me and my ex co-operate in the future to reduce conflict completely "*

7 We provided separate representation and a guardian for 169 children in private law family proceedings

*"The children's mother told me that she has noticed that the children have been much happier of late and that's another one of the things I never expected to hear*

*I hope to be able to meet you one more time as I would like to thank you personally for all the joy you have been able to bring back into the children's lives and the pain you have managed to remove from mine "*

8 We responded to eight consultations

Social Services (Wales) Bill  
Revised Safeguarding Consultation  
Department of Education/Ministry of Justice - Shared parenting proposal  
NCAC response to Ofsted Consultation  
SEN Reform Consultation – Welsh Government  
Department of Education - Care Planning Proposals  
Family Justice Board - Good Practice Consultation  
National Outcomes Framework for Social services in Wales

**b. Investment policy and performance**

In addition to the aim to retain a prudent amount of reserves each year, the charity's funds have generally been required to be spent in the short term. The investment policy therefore has been to balance liquidity and the availability of funds whilst ensuring an appropriate level of return on the investment. Brewin Dolphin acts as the Charity's independent investment provider, managing the performance of the charity's fixed assets investments. Further liquid funds remain in easy access bank accounts.

**FINANCIAL REVIEW**

**a Reserves policy**

The statement of financial activities, as set out on page 11 shows that the free reserves of the charity have fallen during the year from £2,135,963 as at 31 March 2012 to £1,960,333 as at 31 March 2013. Free reserves are calculated as total unrestricted funds, less designated funds, tangible assets and investment properties but

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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2013**

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include fixed asset investments. The net movement in funds is offset by a reduction in designated reserves.

It is the aim of the trustees and the Chief Executive to maintain free reserves in a range equivalent to three to six months' total expenditure to protect the charity against any sudden reduction in income and ensure immediate commitments can be met, while decisions about the future direction of the charity are made.

The trustees are keenly aware of the risks to all services supported by public funding. They are committed to ensure that the charity can continue to meet its core aims and have agreed that reserves should be drawn on, where necessary, to maintain and develop services which are essential to our charitable purpose. In the coming year some funds have been designated to this purpose.

**b Principal funding**

Our principal funding sources include contracts with local authorities, health trusts and the Legal Aid Agency (formerly Legal Services Commission) for the provision of separate representation, legal advice, advocacy, independent visitor services, training and mentoring.

Other funding sources include the National Assembly of Wales, grant making bodies, individual donors and corporates.

**PLANS FOR THE FUTURE**

**a. Future developments**

**Policy**

- To give children and young people a voice by using what they tell us to influence local authority and Government policy development
- To encourage and support children, young people and vulnerable advocates to express their views directly to policy makers
- To work with others in the advocacy field to develop national standards for the training and support of advocates and the provision of advocacy services

**Practice**

- To grow our advocacy services including in mental health settings, private residential homes and adult services
- To extend peer advocacy across England and Wales
- To promote the wishes and feelings of children and young people in all settings where their estranged parents are seeking resolve matters relating to their on-going co-parenting of them
- To increase our provision of accredited training to other advocacy providers to ensure more children and young people receive high quality advocacy services
- To provide a wider range of student placements across England and Wales
- To become an effective campaigner on behalf of children, young people and vulnerable adults
- To involve children and young people in our campaigning, planning, delivery and review of services



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**NATIONAL YOUTH ADVOCACY SERVICE**  
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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2013**

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- To identify gaps in advocacy and legal service provision arising from public spending cuts and legal aid reforms and where appropriate provide voluntary funded services to meet these needs

**Resources**

- To use voluntary raised income to add value to the services we provide to the benefit of all those we work with
- Make essential improvements to NYAS IT infrastructure
- Improve the efficiency of HR processes
- Implement the fundraising strategy

**TRUSTEES' LIABILITY**

The trustees of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up

**TRUSTEES' RESPONSIBILITIES**

The trustees (who are also directors of the National Youth Advocacy Service for the purposes of company law) are responsible for preparing the Trustees' 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they 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 these 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,
- make judgments and accounting estimates that are reasonable and prudent,
- 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 are sufficient to show and explain the charitable company's transactions and 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.

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**NATIONAL YOUTH ADVOCACY SERVICE**  
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**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2013**

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**DISCLOSURE OF INFORMATION TO AUDITOR**

So far as each of the trustees is aware at the time the report is approved

- there is no relevant audit information of which the charity's auditors are 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 auditors are aware of that information

**AUDITOR**

A resolution proposing that Whittingham Riddell LLP be re-appointed as auditors of the charity will be put to the Annual General Meeting

This report was approved by the Trustees on 1 October 2013 and signed on their behalf by



**C Renouf, Company Secretary**



**H H T Mitchell, Chair**

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**NATIONAL YOUTH ADVOCACY SERVICE**  
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NATIONAL YOUTH ADVOCACY SERVICE**

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We have audited the financial statements of National Youth Advocacy Service for the year ended 31 March 2013 set out on pages 11 to 26. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's Trustees, 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 charity's Trustees those matters we are required to state to them in an Auditors' 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 its Trustees, as a body, for our audit work, for this report, or for the opinion we have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

The Trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), and for being satisfied that the financial statements give a true and fair view, are set out in the Statement of Trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustees' report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with these accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

**BASIS OF AUDIT OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

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**NATIONAL YOUTH ADVOCACY SERVICE**  
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NATIONAL YOUTH ADVOCACY SERVICE**

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**OPINION**

In our opinion

- the financial statements give a true and fair view of the state of the charity'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,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees' report is consistent with the financial statements

*Whittingham Riddell LLP*

Mr Andrew Marpass FCA (Senior statutory auditor)

for and on behalf of

**WHITTINGHAM RIDDELL LLP**

Chartered Accountants & Statutory Auditors

Belmont House  
Shrewsbury Business Park  
Shrewsbury  
Shropshire  
SY2 6LG

Date *14 October 2013*

**NATIONAL YOUTH ADVOCACY SERVICE**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 March 2013

	Note	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income	2	142,069	31,117	173,186	296,128
Activities for generating funds	3	-	4,404	4,404	5,872
Investment income	4	-	30,777	30,777	30,986
Incoming resources from charitable activities	5	4,494,957	-	4,494,957	4,612,017
<b>TOTAL INCOMING RESOURCES</b>		<b>4,637,026</b>	<b>66,298</b>	<b>4,703,324</b>	<b>4,945,003</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Costs of generating voluntary income	6	82,116	-	82,116	262,907
Charitable activities	9	4,703,889	487,143	5,191,032	5,203,251
Governance costs	10	-	37,133	37,133	54,175
<b>TOTAL RESOURCES EXPENDED</b>		<b>4,786,005</b>	<b>524,276</b>	<b>5,310,281</b>	<b>5,520,333</b>
<b>NET RESOURCES EXPENDED BEFORE TRANSFERS</b>		<b>(148,979)</b>	<b>(457,978)</b>	<b>(606,957)</b>	<b>(575,330)</b>
Transfers between Funds	19	189,378	(189,378)	-	-
<b>NET EXPENDITURE FOR THE YEAR</b>		<b>40,399</b>	<b>(647,356)</b>	<b>(606,957)</b>	<b>(575,330)</b>
Gains and losses on disposals of investment assets	15	-	89,740	89,740	(136,769)
<b>NET RESOURCES EXPENDED BEFORE REVALUATIONS</b>		<b>40,399</b>	<b>(557,616)</b>	<b>(517,217)</b>	<b>(712,099)</b>
Gains and losses on revaluations of investment assets	15	-	3,097	3,097	(25,237)
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>40,399</b>	<b>(554,519)</b>	<b>(514,120)</b>	<b>(737,336)</b>
<i>Total funds at 1 April 2012</i>		<i>-</i>	<i>2,998,203</i>	<i>2,998,203</i>	<i>3,735,539</i>
<b>TOTAL FUNDS AT 31 MARCH 2013</b>		<b>40,399</b>	<b>2,443,684</b>	<b>2,484,083</b>	<b>2,998,203</b>

All activities relate to continuing operations

The notes on pages 14 to 26 form part of these financial statements

**NATIONAL YOUTH ADVOCACY SERVICE**  
**(A company limited by guarantee)**  
**Registered number: 2722134**

**BALANCE SHEET**  
**as at 31 March 2013**

	Note	2013 £	2012 £
<b>FIXED ASSETS</b>			
Tangible assets	14	73,351	32,238
Investment property	16	130,000	130,000
Investments	15	1,096,867	982,262
		<u>1,300,218</u>	<u>1,144,500</u>
<b>CURRENT ASSETS</b>			
Debtors	17	1,727,137	1,699,715
Cash at bank and in hand		338,480	847,948
		<u>2,065,617</u>	<u>2,547,663</u>
<b>CREDITORS</b> , amounts falling due within one year	18	<u>(881,752)</u>	<u>(693,960)</u>
<b>NET CURRENT ASSETS</b>		<u>1,183,865</u>	<u>1,853,703</u>
<b>NET ASSETS</b>		<u>2,484,083</u>	<u>2,998,203</u>
<b>CHARITY FUNDS</b>			
Restricted funds	19	40,399	-
Unrestricted funds	19	2,443,684	2,998,203
<b>TOTAL FUNDS</b>		<u>2,484,083</u>	<u>2,998,203</u>

The financial statements were approved by the Trustees on 1 October 2013 and signed on their behalf, by



**HJ T Mitchell, Chair**

The notes on pages 14 to 26 form part of these financial statements

**NATIONAL YOUTH ADVOCACY SERVICE**  
(A company limited by guarantee)

**CASH FLOW STATEMENT**  
for the year ended 31 March 2013

	Note	2013 £	2012 £
Net cash flow from operating activities	21	(445,775)	(446,900)
Returns on investments and servicing of finance	22	30,777	30,986
Capital expenditure and financial investment	22	(94,470)	166,314
<b>DECREASE IN CASH IN THE YEAR</b>		<b>(509,468)</b>	<b>(249,600)</b>

**RECONCILIATION OF NET CASH FLOW TO MOVEMENT IN NET FUNDS**  
for the year ended 31 March 2013

	2013 £	2012 £
Decrease in cash in the year	(509,468)	(249,600)
<b>MOVEMENT IN NET FUNDS IN THE YEAR</b>	<b>(509,468)</b>	<b>(249,600)</b>
Net funds at 1 April 2012	847,948	1,097,548
<b>NET FUNDS AT 31 MARCH 2013</b>	<b>338,480</b>	<b>847,948</b>

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**NATIONAL YOUTH ADVOCACY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 March 2013**

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**1 ACCOUNTING POLICIES**

**1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

**1.2 COMPANY STATUS**

The charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**1.3 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**1.4 INCOMING RESOURCES**

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

**1.5 RESOURCES EXPENDED**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Overheads have been allocated on the basis of allocation.



**NATIONAL YOUTH ADVOCACY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2013

**1 ACCOUNTING POLICIES (continued)**

**1.6 INVESTMENTS**

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

**1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION**

The policy with respect to impairment reviews of fixed assets is to review annually for impairment.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures & fittings	- 20% straight line
Computer equipment	- 33% straight line

**1.8 OPERATING LEASES**

Rentals under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

**1.9 PENSIONS**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**1.10 INVESTMENT PROPERTIES**

Investment properties are included in the Balance sheet at their open market value in accordance with Statement of Standard Accounting Practice No 19 and are not depreciated. This treatment is contrary to the Companies Act 2006 which states that fixed assets should be depreciated but is, in the opinion of the Trustees, necessary in order to give a true and fair view of the financial position of the charity.

**2 VOLUNTARY INCOME**

	<b>Restricted funds 2013 £</b>	<b>Unrestricted funds 2013 £</b>	<b>Total funds 2013 £</b>	<b>Total funds 2012 £</b>
Donations	69,913	31,117	101,030	4,148
Grants - National Assembly of Wales	72,156	-	72,156	83,980
Grants - Transitional Funding	-	-	-	208,000
	<hr/>	<hr/>	<hr/>	<hr/>
Voluntary income	<b>142,069</b>	<b>31,117</b>	<b>173,186</b>	<b>296,128</b>
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**NATIONAL YOUTH ADVOCACY SERVICE**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2013

**3 TRADING ACTIVITIES**

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
<b>CHARITY TRADING INCOME</b>				
Rental income	-	4,404	4,404	5,872
Net income from trading activities	-	4,404	4,404	5,872

**4 INVESTMENT INCOME**

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Dividend income - listed investments	-	30,015	30,015	25,203
Bank interest received	-	762	762	5,783
	-	30,777	30,777	30,986

**5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Advocacy Services	3,204,017	-	3,204,017	2,887,825
Legal Services	1,285,832	-	1,285,832	1,694,210
NYAS Helpline	5,108	-	5,108	29,982
	4,494,957	-	4,494,957	4,612,017

**6 COSTS OF GENERATING VOLUNTARY INCOME**

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Grants - National Assembly of Wales	19,037	-	19,037	20,657
Grants - Transitional Funding	-	-	-	178,927
Voluntary income staff costs	63,079	-	63,079	63,323
	82,116	-	82,116	262,907

**NATIONAL YOUTH ADVOCACY SERVICE**  
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**7. EXPENDITURE BY CHARITABLE ACTIVITY**

**SUMMARY BY FUND TYPE**

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Advocacy Services	2,831,296	260,619	3,091,915	3,253,365
Legal Services	1,636,397	188,040	1,824,437	1,737,541
NYAS Helpline	236,196	38,484	274,680	212,345
	<u>4,703,889</u>	<u>487,143</u>	<u>5,191,032</u>	<u>5,203,251</u>

**SUMMARY BY EXPENDITURE TYPE**

	Staff costs 2013 £	Depreciation 2013 £	Other costs 2013 £	Total 2013 £	Total 2012 £
Advocacy Services	2,177,393	5,545	908,977	3,091,915	3,253,365
Legal Services	1,076,353	4,001	744,083	1,824,437	1,737,541
NYAS Helpline	203,741	819	70,120	274,680	212,345
	<u>3,457,487</u>	<u>10,365</u>	<u>1,723,180</u>	<u>5,191,032</u>	<u>5,203,251</u>

**8 SUPPORT COSTS**

	Advocacy Services £	Legal Services £	NYAS Helpline £	Total 2013 £	Total 2012 £
IT Costs	1,898	1,370	280	3,548	2,368
Travel & subsistence	6,742	4,864	995	12,601	17,492
Printing, postage & stationery	6,734	4,859	994	12,587	17,923
Telephone	3,242	2,340	479	6,061	15,813
Rent & rates	15,025	10,841	2,219	28,085	40,862
Insurance	3,546	2,558	524	6,628	6,565
Irrecoverable VAT	12,528	9,039	1,850	23,417	10,705
Subscriptions	694	501	102	1,297	7,275
Marketing	2,059	1,486	304	3,849	281
Repairs & renewals	2,592	1,871	383	4,846	9,823
Training	2,748	1,983	406	5,137	4,043
Wages and salaries	174,135	125,637	25,713	325,485	311,508
National insurance	14,460	10,433	2,135	27,028	35,406
Pension cost	8,671	6,257	1,281	16,209	10,361
Depreciation	5,545	4,001	819	10,365	4,400
	<u>260,619</u>	<u>188,040</u>	<u>38,484</u>	<u>487,143</u>	<u>494,825</u>

**NATIONAL YOUTH ADVOCACY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
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**8 SUPPORT COSTS (continued)**

The above costs are the central head office overheads of the charity which do not reflect or include the costs attributable to the delivery of specific services of the charity. These have been allocated on the basis of staff numbers.

**9. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2013 £	Support costs 2013 £	Total 2013 £	Total 2012 £
Advocacy Services	2,831,296	260,619	3,091,915	3,253,365
Legal Services	1,636,397	188,040	1,824,437	1,737,541
NYAS Helpline	236,196	38,484	274,680	212,345
Total	<u>4,703,889</u>	<u>487,143</u>	<u>5,191,032</u>	<u>5,203,251</u>

**10. GOVERNANCE COSTS**

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Auditors' remuneration	-	12,950	12,950	9,060
Legal and professional fees	-	19,433	19,433	41,340
Auditors remuneration - prior year	-	4,750	4,750	3,775
	<u>-</u>	<u>37,133</u>	<u>37,133</u>	<u>54,175</u>

**NATIONAL YOUTH ADVOCACY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
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**11 DIRECT COSTS**

	<b>Basis of Allocation</b>	<b>Advocacy Services £</b>	<b>Legal Services £</b>	<b>BSS £</b>	<b>Total 2013 £</b>	<b>Total 2012 £</b>
Direct expenditure	staff numbers	851,169	702,371	61,584	1,615,124	1,751,464
Wages and salaries	staff numbers	1,747,939	824,502	154,137	2,726,578	2,578,131
National insurance	staff numbers	145,145	68,465	12,799	226,409	292,965
Pension cost	staff numbers	87,043	41,059	7,676	135,778	85,866
		<u>2,831,296</u>	<u>1,636,397</u>	<u>236,196</u>	<u>4,703,889</u>	<u>4,708,426</u>

**12. NET RESOURCES EXPENDED**

This is stated after charging

	<b>2013 £</b>	<b>2012 £</b>
Depreciation of tangible fixed assets		
- owned by the charity	10,365	4,400
Auditors' remuneration	12,950	9,060
Auditors' remuneration - prior year	4,750	3,775
	<u>12,765</u>	<u>17,235</u>

During the year, no Trustees received any remuneration (2012 - £NIL)

During the year, no Trustees received any benefits in kind (2012 - £NIL)

During the year, no Trustees received any reimbursement of expenses (2012 - £NIL)

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**13. STAFF COSTS**

Staff costs were as follows

	2013 £	2012 £
Wages and salaries	3,115,142	2,952,962
Social security costs	253,437	328,371
Other pension costs	151,987	96,227
	<u>3,520,566</u>	<u>3,377,560</u>

The average monthly number of employees during the year was as follows

	2013 No	2012 No
Co-ordinators & Service Managers	72	65
Legal	36	29
NYAS Helpline	8	8
Operational	35	38
	<u>151</u>	<u>140</u>

The number of higher paid employees was

	2013 No	2012 No
In the band £80,001 - £90,000	<u>1</u>	<u>1</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2013

**14 TANGIBLE FIXED ASSETS**

	Total £
<b>COST</b>	
At 1 April 2012	116,738
Additions	69,605
At 31 March 2013	<u>186,343</u>
<b>DEPRECIATION</b>	
At 1 April 2012	84,500
Charge for the year	28,492
At 31 March 2013	<u>112,992</u>
<b>NET BOOK VALUE</b>	
At 31 March 2013	<u>73,351</u>
At 31 March 2012	<u>32,238</u>

**15. FIXED ASSET INVESTMENTS**

	Listed securities £
<b>MARKET VALUE</b>	
At 1 April 2012	982,262
Additions	139,845
Disposals	(114,980)
Revaluations	89,740
At 31 March 2013	<u>1,096,867</u>

**INVESTMENTS AT MARKET VALUE COMPRISE:**

	2013 £	2012 £
Listed investments	<u>1,096,867</u>	<u>982,262</u>

All the fixed asset investments are held in the UK

**NATIONAL YOUTH ADVOCACY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2013

**16. INVESTMENT PROPERTY**

	Freehold investment property £
<b>VALUATION</b>	
At 1 April 2012 and 31 March 2013	<u>130,000</u>
The 2013 valuations were made by Jonathan Wilson B Sc, FRICS, on an open market value for existing use basis	

**17. DEBTORS**

	2013 £	2012 £
Trade debtors	247,511	294,733
Prepayments and accrued income	1,479,626	1,404,982
	<u>1,727,137</u>	<u>1,699,715</u>

Included within prepayments and accrued income is a balance of £334,868 which relates to caseworker unbilled disbursement - this balance has an equal and opposite value included within trade creditors (note 18)

**18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2013 £	2012 £
Trade creditors	498,197	458,920
Other taxation and social security	116,583	84,144
Other creditors	100,045	12,191
Accruals and deferred income	166,927	138,705
	<u>881,752</u>	<u>693,960</u>

Included within trade creditors is a balance of £334,868 which relates to caseworker unbilled disbursement - this balance has an equal and opposite value included within prepayments and accrued income (note 17)



**NATIONAL YOUTH ADVOCACY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2013

**19 STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Gains/ (Losses) £	Carned Forward £
<b>DESIGNATED FUNDS</b>						
Relocation of head office	-	-	-	80,000	-	80,000
Legal services transitional support	400,000	-	(200,000)	-	-	200,000
NYAS Helpline	300,000	-	(300,000)	-	-	-
	<u>700,000</u>	<u>-</u>	<u>(500,000)</u>	<u>80,000</u>	<u>-</u>	<u>280,000</u>
<b>GENERAL FUNDS</b>						
General Funds - all funds	2,298,203	66,298	(24,276)	(269,378)	92,837	2,163,684
Total Unrestricted funds	<u>2,998,203</u>	<u>66,298</u>	<u>(524,276)</u>	<u>(189,378)</u>	<u>92,837</u>	<u>2,443,684</u>

**Designated Funds**

Funds Designated by the trustees are as follows

Legal Service Transitional support

The trustees had designated £400,000 to continue to support the new community care, public law and education services until they were established as self-supporting. Towards the end of the year the viability of the services were reviewed and the Board of Trustees concluded that they were not sustainable in the longer term. A decision was made to close the service from July 2013. A further £200,000 has been set aside to cover the cost for the service for the remaining period and the costs of closure.

Helpline

The trustees had designated £300,000 to support the NYAS National Advocacy Helpline until other sources of funding were secured. Funding has now been secured from the Big Lottery Fund for three years and the Department of Education for two years, consequently it has not been necessary to designate further funds.

Head office relocation

NYAS continues to seek less expensive Head Office accommodation and £80,000 has been designated towards the cost of a possible relocation.

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**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2013

**19 STATEMENT OF FUNDS (continued)**

**RESTRICTED FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Gains/ (Losses) £	Carried Forward £
Restricted Funds - all funds	-	4,637,026	(4,786,005)	189,378	-	40,399
Total of funds	2,998,203	4,703,324	(5,310,281)	-	92,837	2,484,083

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Gains/ (Losses) £	Carried Forward £
Designated funds	700,000	-	(500,000)	80,000	-	280,000
General funds	2,298,203	66,298	(24,276)	(269,378)	92,837	2,163,684
	2,998,203	66,298	(524,276)	(189,378)	92,837	2,443,684
Restricted funds	-	4,637,026	(4,786,005)	189,378	-	40,399
	2,998,203	4,703,324	(5,310,281)	-	92,837	2,484,083

**20 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Tangible fixed assets	-	73,351	73,351	32,238
Fixed asset investments	-	1,096,867	1,096,867	982,262
Investment property	-	130,000	130,000	130,000
Current assets	40,399	2,025,218	2,065,617	2,547,663
Creditors due within one year	-	(881,752)	(881,752)	(693,960)
	40,399	2,443,684	2,484,083	2,998,203

**NATIONAL YOUTH ADVOCACY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
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**21 NET CASH FLOW FROM OPERATING ACTIVITIES**

	2013 £	2012 £
Net incoming resources before revaluations	(517,217)	(712,099)
Returns on investments and servicing of finance	(30,777)	(30,986)
Change in market value of investments	(86,643)	162,006
Depreciation of tangible fixed assets	28,492	12,330
Increase in debtors	(27,422)	(36,677)
Increase in creditors	187,792	158,526
<b>NET CASH OUTFLOW FROM OPERATIONS</b>	<b>(445,775)</b>	<b>(446,900)</b>

**22. ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN CASH FLOW STATEMENT**

	2013 £	2012 £
<b>RETURNS ON INVESTMENTS AND SERVICING OF FINANCE</b>		
Interest received	762	5,783
Dividends received	30,015	25,203
<b>NET CASH INFLOW FROM RETURNS ON INVESTMENTS AND SERVICING OF FINANCE</b>	<b>30,777</b>	<b>30,986</b>
	2013 £	2012 £
<b>CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT</b>		
Purchase of tangible fixed assets	(69,605)	(7,797)
Purchase of listed investments	(139,845)	(655,065)
Sale of listed investments	114,980	829,176
<b>NET CASH (OUTFLOW)/INFLOW FROM CAPITAL EXPENDITURE</b>	<b>(94,470)</b>	<b>166,314</b>

**23. ANALYSIS OF CHANGES IN NET FUNDS**

	1 April 2012 £	Cash flow £	Other non-cash changes £	31 March 2013 £
Cash at bank and in hand	847,948	(509,468)	-	338,480
<b>NET FUNDS</b>	<b>847,948</b>	<b>(509,468)</b>	<b>-</b>	<b>338,480</b>

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**NATIONAL YOUTH ADVOCACY SERVICE**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 March 2013**

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**24. PENSION COMMITMENTS**

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £153,285 (2012 £98,079). Contributions totalling £38,330 (2012 £7,456) were payable to the fund at the balance sheet date and are included within creditors.

**25. OPERATING LEASE COMMITMENTS**

At 31 March 2013 the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2013	2012	2013	2012
	£	£	£	£
<b>EXPIRY DATE:</b>				
Within 1 year	134,158	33,946	5,474	-
Between 2 and 5 years	12,017	12,848	1,229	5,474
After more than 5 years	-	-	1,229	1,229
	<u>146,175</u>	<u>46,794</u>	<u>6,703</u>	<u>6,703</u>