

Registered number: 2722134  
Charity number: 1012485

## NATIONAL YOUTH ADVOCACY SERVICE

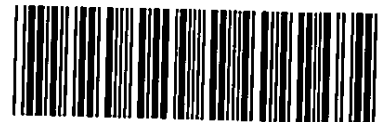
### TRUSTEES' REPORT AND FINANCIAL STATEMENTS for the year ended 31 March 2010

WR

Whittingham Riddell

*chartered accountants*

THURSDAY



\*A54Y0NNR\*

A36

23/09/2010

294

COMPANIES HOUSE

---

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

---

---

**CONTENTS**

---

	Page
<b>Reference and administrative details of the charity, its trustees and advisers</b>	<b>1</b>
<b>Trustees' report</b>	<b>2 - 10</b>
<b>Independent auditors' report</b>	<b>11 - 12</b>
<b>Statement of financial activities</b>	<b>13</b>
<b>Balance sheet</b>	<b>14</b>
<b>Notes to the financial statements</b>	<b>15 - 25</b>

---

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

---

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS**  
for the year ended 31 March 2010

---

<b>Trustees</b>	HHJ T Mitchell, Chair M Adolphe (resigned 24 February 2010) M Blackburn J Forster Rev M Roberts (resigned 8 December 2009) G Williams G Capper D Whitehouse G Lucking HHJ C Plunkett (resigned 30 June 2009) M Gopfert
<b>Company registered number</b>	2722134
<b>Charity registered number</b>	1012485
<b>Registered office</b>	Egerton House Birkenhead Wirral CH41 1FN
<b>Chief Executive Officer/ Company secretary</b>	E Fowler
<b>Assistant Chief Executive Officers</b>	M Mullin C Hyde
<b>Auditors</b>	Whittingham Riddell LLP Chartered Accountants & Statutory Auditors Belmont House Shrewsbury Business Park Shrewsbury Shropshire SY2 6LG
<b>Bankers</b>	National Westminster Bank plc 50 Market Street Westhoughton Bolton Lancashire BL5 3BA

---

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

---

**TRUSTEES' REPORT**  
**for the year ended 31 March 2010**

---

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 ended 31 March 2010. 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 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 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 continually comprises 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 Board 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 informal search.

Potential Trustees with the appropriate expertise and experience are given the opportunity to meet the Chair, the Chief Executive and other Board 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 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 between the Trustees.

**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.

---

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

---

**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2010**

---

**d ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Chief Executive and the Senior Management Team report regularly to the Board. 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 and strategic policy decisions are referred to them. The Board is grateful to the Professional Advisory Group and to the NYAS Young People's Advisory Group for support in formulating policy.

The Board 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 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 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 continues to be aware of the uncertainty caused by changes in the global financial markets and recognises the challenges arising from changes to legal aid funding. We are aware that the recession is resulting in reduced public funding and this is likely to impact on funding for advocacy services. In particular we are aware of the risk to projects and contracts commissioned and funded by local authorities facing cuts in public expenditure. We understand that, in response to uncertainty and recessionary pressures, an increasing number of local authority contracts are being let for short periods, making it difficult to recruit skilled and qualified staff to whom we may be unable to offer long term posts. We are responding constructively to this, encouraging volunteer activity and providing alternative models for ensuring that children's views are heard, and their wishes and feelings given due weight in decision making processes.

The charity also faces the challenge of reducing costs whilst maintaining services for children. The Board endorses the approach of the management team in developing alternative models of service delivery where necessary in order to make best use of a range of available skills, including those of volunteers and young people themselves.

The Charity remains firmly committed to the mission of ensuring that children and young people are able to understand and influence decisions made about their lives and we recognise that many vulnerable adults have the same needs. The Board is pleased to extend our charitable activities to these groups.

The Board recognised the risk to the charity posed by the re-commissioning of family law services. We have viewed this as a unique opportunity to extend the range of legal services offered by NYAS and have taken a considered risk in investing in and supporting the NYAS legal service during the transition to new contracts. We recognise the risk posed by the Legal Services Commission tendering process, but view this as an opportunity to greatly extend the range and reach of legal advice we can offer to children and young people across England and Wales, if we are successful. There remains the need for effective dialogue between NYAS, the MOJ/LSC, and the new Department of Education, and we will respond in detail to the various forthcoming policy consultation exercises.

The Board remains grateful for donations which enable us to ensure that there are adequate resources for NYAS' legal service in this transition period.

---

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

---

**TRUSTEES' REPORT (continued)**  
for the year ended 31 March 2010

---

**OBJECTIVES AND ACTIVITIES**

**a POLICIES AND OBJECTIVES**

Our mission statement is "To support children, vulnerable adults, parents and carers to be heard through the provision of confidential and independent advice, information and representation"

Our strategic aims are

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

**b. ACTIVITIES FOR ACHIEVING OBJECTIVES**

- 1 Development of targeted training to ensure a pool of skilled advocates with specialist skills so as to be available to support, in particular, those with disabilities or with mental health problems
- 2 Maintaining services wherever possible where funding is reduced
- 3 Quality and outcomes monitoring, to be extended to cover legal services
- 4 Maintenance of effective data security and provision of NYAS email facility to sessional advocates
- 5 Continued provision of accredited training for young people to participate in staff recruitment and selection
- 6 A diversification of the range of projects and services offered, to ensure an effective response to national economic conditions, in order to provide and maintain representation, advice and support for children, young people and vulnerable adults

**ACHIEVEMENTS AND PERFORMANCE**

**a. REVIEW OF ACTIVITIES**

- 1 We are pleased that, following significant lobbying and support, the MOJ/LSC decided to adapt their new contract specifications to include specialist legal advice for children and young people, as a discrete category within the provision of family law, taking into account the particular needs of young people in accessing legal advice and information
- 2 Changes to the range of our beneficiaries to include vulnerable adults has been shown this year to

---

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

---

**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2010**

---

support and reflect our main original charitable objects, with the benefit of extending the activity of the Charity to a wider group, whilst continuing to provide for children and young people

- 3 Specialist training has been developed and delivered for advocates working with mental health and disability issues. As an accredited centre for City and Guilds NYAS has delivered the new national Advocacy award and Independent Mental Health Advocacy Training. The NYAS Training team have introduced on-line and accredited learning material and support for independent learning for advocates.
- 4 NYAS has been working with Birmingham City Council to extend the coverage of the Service Directory to adults, and to support parents with children on the Disability Register.
- 5 We are working closely with the Birmingham City Council to maintain the role of the Signposting Service as a key element of preventative services for children in Birmingham.
- 6 The Quality Assurance Team now have well established monitoring and reporting procedures against outcomes and key performance indicators, for all projects and contracts.
- 7 The IT Team have upgraded servers to improve performance of our intranet, and have implemented full encryption to provide a high level of security, with improved capacity for the maintenance of electronic records.
- 8 All staff have received training in the use of secure electronic transfer of records and claims, helping the charity to reduce paper and postage costs.
- 9 Young people continue to be at the heart of our activities and we continue to provide them with training in recruitment and selection of staff. We are grateful for their participation in the development of services. We are very appreciative of the contribution of young employees who support the work of the Young People's Advisory Group. We are particularly pleased to have supported those young people who have successfully completed their NVQs or professional training in legal or social work.
- 10 The numbers of young people accessing our services continues to grow, and we are continuing to develop child friendly and easy methods for them to contact us and receive socio-legal advice and information, with the provision of supported face to face contact with specialist advisors on line through Skype.
- 11 Changes to methods for obtaining feedback have successfully improved the amount of feedback received. These are some examples of what children and young people who have used our services, have told us –

"the advocate was brilliant and has sorted out my problems. I am very happy now"

"Thank you again for your help over the past months. If I didn't understand what has been said in meetings, my advocate explained it to me. In one of the meetings, I thought my points wouldn't be heard, so my advocate came and spoke for me"

"NYAS helped me see my family and stuff. They contacted my mum and social worker and my mum changed her mind. My advocate used to come and see us a lot and phone us to see how I am"

"There's nothing I would like to change about NYAS"

- 12 We are grateful to the executors of the George Barnes fund for the donation of the title of 'the Lordship of Melling'. The Trustees decided this should be subject to an annual raffle or auction, the first of which was the focus of a successful and enjoyable fundraising evening, the title being won by Mrs Mary Tidy from Sussex, who can now legitimately use the title of Lady Melling.

---

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

---

**TRUSTEES' REPORT (continued)**  
for the year ended 31 March 2010

---

- 13 Other fund raising activities include a spectacular ( and brave) sky dive by Trisha Knapman, PA to the chief Executive, the proceeds going to support the activities of the Young People's Advisory Group
- 14 A new legal team has been recruited to support the planned extension of NYAS legal services. Additional office accommodation has been identified in Essex for the new team
- 15 A new case management system has been selected for the legal service to improve monitoring and reporting and financial oversight

NYAS' responses to Policy Consultations include the following

Legal Services Commission - Phase 1 Civil Fee Schemes Review Proposed Amendments from 2010 May 2009

Legal Services Commission - Funding Criteria for Care Proceedings May 2009

SENTW (Special Educational Needs Tribunal for Wales) - Proposed Education Measure June 2009

EHRCS (Equality and Human Rights Commission) - Non-statutory guidance under Equality Bill July 2009

Welsh Assembly Government - Inquiry into the Placement of Children in Care September 2009

Welsh Assembly Government – Inquiry into CAFCASS Cymru September 2009

DCSF (Department for Children, School and Families) - Care planning placements and Review regulations February 2010

ICSSW (Independent Commission on Social Services in Wales) - Call for Evidence for the Independent Commission on Social Services in Wales February 2010

DCSF (Department for Children, School and Families) - Leaving Care March 2010

NYAS also responded to HM Government's Action Plan on the Protection of Children in England, the Parliamentary Briefing on the Children's Rights Bill, the Legal Regulation Review

**Consultation Responses from the YPAG:**

In July 2009 the YPAG responded to the Alder Hey Hospital Consultation 'Have Your Say'

**b. YOUNG PERSONS' ADVISORY GROUP**



The YPAG is a group of young people whose ideas, recommendations and work help to inform the development of NYAS' services. All of the current members have an understanding of NYAS' work through their own experiences. Some of the members are looked after, some have experience of family court processes and some have experience of family breakdown.

As well as having regular meetings, members are given the opportunity to take part in accredited training such as recruitment and selection and training to become trainers themselves. The YPAG made a key contribution to the recruitment and selection of the new Chief Executive who will take up her post in the autumn following the retirement of Elena Fowler.

They facilitate consultation events with other young people and contribute to the appropriate design of provision of information for a range of children's services. Each year the group reviews its activity and this



---

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

---

**TRUSTEES' REPORT (continued)**  
for the year ended 31 March 2010

---

year the group set out a new mission statement underpinning their work, supported by a constitution for the group. They set out a written code of conduct and ground rules, with a member's pack that is given to members upon joining the group. They decided they not want incentive payments but prefer regular group outings and activities for those who attend regularly.

The group are keen to express their views on issues that affect them and two group members participated in research into "Young people's experiences of discrimination" carried out by the University of East London. The group also participated in research into the role of media in the family courts carried out by Dr Julia Brophy on behalf of the Office of the Children's Commissioner.

The YPAG has a growing reputation for speaking at conferences and events and is frequently invited to facilitate workshops in order to promote children's rights. The YPAG were invited to present to the Annual Conference for the Association of Lawyers for Children, on subjects of their choice.

The young people chose to consider two issues: The legal dress code - 'How should adults working with children and young people dress?', and transparency in the Family Courts - 'Our feelings about the press being allowed in to the family court'.

*"Knowing young people's views on media in the press, has been so informative and has made me think about it more deeply."*

*"It was excellent, young people very engaging" - "Very helpful insight as to the views of young children."*

*"It was really original and informative" - "You guys are fantastic! You are an immense credit to NYAS. Thank you! I loved it! Well done."*

### **c INVESTMENT POLICY AND PERFORMANCE**

In addition to the aim to retain a prudent amount in 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 availability of funds whilst ensuring an appropriate level of return on the investment. Subsequent to the year end, CCLA have been appointed to manage the performance of certain of the charity's market investments which have been transferred in to CCLA's COIF Ethical Fund. A review of the remaining market investments held by the charity is to be undertaken by an independent professional with a view to placing these under professional management.

## **FINANCIAL REVIEW**

### **a. RESERVES POLICY**

The statement of financial activities, as set out on page 13 shows that the free reserves of the charity have increased during the year from £2,031,607 to £2,245,899. It is the aim of the Trustees and the Chief Executive to maintain free reserves at a level equivalent to a minimum of twelve months unrestricted fund expenditure. It is deemed that this level is required due to the nature of the funding for services, which are tendered for on a regular basis, and due to the continuing requirement in the development of staff. This level therefore bridges the gap between winning the contract and receiving the first payment in arrears in the transitional period. This will need to be reviewed on a regular basis, as the charity continues to grow.

Head office accommodation will need to be reviewed within two years, and it is considered prudent to build up reserves to allow the acquisition of premises as an alternative to rented accommodation.

The Board is keenly aware of the difficulties in relation 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

---

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

---

**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2010**

---

be drawn on, where necessary, to maintain and develop services which are essential to our charitable purpose. In addition, the Board considers that reserves should be used where necessary to ensure that services can be delivered to children where no alternative funding is available, ensuring that NYAS never turns a child away.

**b. PRINCIPAL FUNDING**

Our principal funding sources include contracts with the Legal Services Commission and statutory and voluntary children's service providers, for the provision of separate representation, advocacy, Independent Visitor services, training and mentoring.

Other funding sources include the National Assembly of Wales, other grant making bodies and individual donors. We are particularly grateful to the George Barnes Trust.

**PLANS FOR THE FUTURE**

**a. FUTURE DEVELOPMENTS**

**Policy**

- To contribute to forthcoming government reviews and consultations on social work and family law
- To continue to address the uncertainty posed to us by further changes to the funding and structures for Family Legal Services. To lobby on behalf of children and young people to achieve 'child friendly' legal services which address the barriers children, young people and vulnerable adults experience in accessing legal advice.
- To work with the LSC, MOJ and CAFCASS to address the barriers for children in accessing timely legal advice and separate representation.
- To review and develop our partnerships to ensure the most effective representation for children and support and advice for them, their families and carers.

**Practice**

- To introduce the new case management system for the legal team, and to provide training for all fee earners and accounts staff.
- To effect cost savings by bringing the payroll in house, to be managed by HR.
- To upgrade the accounts software for improved and detailed reporting, and to consider the introduction of a post of Finance Director.
- To continue to improve provision for young people in the charity undertaking apprenticeships and professional training.
- To provide secure NYAS emails for advocates and sessional staff.
- To continue to improve and develop the NYAS case management system PRISM.
- To redesign the model of service delivery where there is reduced funding, to enable children to continue to have effective advocacy support.

---

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

---

**TRUSTEES' REPORT (continued)**  
**for the year ended 31 March 2010**

---

- To respond to opportunities for the voluntary sector contained in the governments new policy approach to the delivery of public services

**Resources**

- To develop and support the Fundraising and Tendering Team in order to address the demands of the process and ensure adequate numbers of skilled staff able to represent the charity

**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 and charity 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 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 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 proper 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

**PROVISION OF INFORMATION TO AUDITORS**

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

---

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

---

**TRUSTEES' REPORT (continued)**  
for the year ended 31 March 2010

---

**AUDITORS**

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

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006

This report was approved by the Trustees on 14 September 2010 and signed on its behalf, by



**E Fowler, Company Secretary**



**HHJ T Mitchell, Chair**

---

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

---

---

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

---

We have audited the financial statements of National Youth Advocacy Service for the year ended 31 March 2010 set out on pages 13 to 25. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

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.

---

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

---

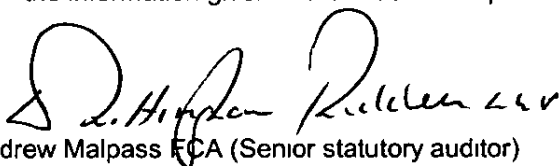
**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF NATIONAL YOUTH ADVOCACY SERVICE**

---

**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 2010 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 applicable to Smaller Entities,
- 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



Mr Andrew Malpass 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

21 September 2010

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

**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 March 2010

	Note	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income	2	96,197	208,163	304,360	420,098
Activities for generating funds	3	-	4,901	4,901	-
Investment income	4	-	77,776	77,776	120,442
Incoming resources from charitable activities	5	5,581,630	-	5,581,630	5,247,547
<b>TOTAL INCOMING RESOURCES</b>		<b>5,677,827</b>	<b>290,840</b>	<b>5,968,667</b>	<b>5,788,087</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Fundraising expenses and other costs	3	-	701	701	-
Charitable activities	8	5,047,267	693,558	5,740,825	5,210,413
Governance costs	9	-	53,866	53,866	55,051
<b>TOTAL RESOURCES EXPENDED</b>		<b>5,047,267</b>	<b>748,125</b>	<b>5,795,392</b>	<b>5,265,464</b>
<b>NET INCOMING RESOURCES / (RESOURCES EXPENDED) BEFORE TRANSFERS</b>		<b>630,560</b>	<b>(457,285)</b>	<b>173,275</b>	<b>522,623</b>
Transfers between Funds	17	(630,560)	630,560	-	-
<b>NET INCOMING RESOURCES BEFORE REVALUATIONS</b>		<b>-</b>	<b>173,275</b>	<b>173,275</b>	<b>522,623</b>
Gains and losses on revaluations of investment assets		-	170,043	170,043	(165,648)
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>-</b>	<b>343,318</b>	<b>343,318</b>	<b>356,975</b>
Total funds at 1 April 2009		-	3,805,139	3,805,139	3,448,164
<b>TOTAL FUNDS AT 31 MARCH 2010</b>		<b>-</b>	<b>4,148,457</b>	<b>4,148,457</b>	<b>3,805,139</b>

The notes on pages 15 to 25 form part of these financial statements

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

**BALANCE SHEET**  
as at 31 March 2010

	Note	2010 £	2009 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	12	13,181	15,507
Investment property	14	130,000	130,000
Fixed asset investments	13	673,380	503,337
		<u>816,561</u>	<u>648,844</u>
<b>CURRENT ASSETS</b>			
Debtors	15	1,971,430	1,563,881
Cash at bank and in hand		2,299,783	2,390,698
		<u>4,271,213</u>	<u>3,954,579</u>
<b>CREDITORS:</b> amounts falling due within one year	16	<u>(939,317)</u>	<u>(798,284)</u>
<b>NET CURRENT ASSETS</b>		<u>3,331,896</u>	<u>3,156,295</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>4,148,457</u>	<u>3,805,139</u>
<b>CHARITY FUNDS</b>			
Unrestricted funds	17	4,148,457	3,805,139
		<u>4,148,457</u>	<u>3,805,139</u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Trustees on 14 September 2010 and signed on their behalf, by



**HHJ T Mitchell, Chair**

The notes on pages 15 to 25 form part of these financial statements



---

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

---

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

---

**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, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). 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 which have been raised by the charity for particular purposes. The cost 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 is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

**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 income weighting.

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

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

**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**

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	-	15% reducing balance
---------------------	---	----------------------

**1.8 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.

**1.9 INVESTMENT PROPERTIES**

Investment properties are included in the Balance sheet at their open market value in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) 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**

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
Donations	-	8,163	8,163	11,593
Legacies	-	200,000	200,000	307,245
Grants - National Assembly of Wales	96,197	-	96,197	101,260
	<hr/>	<hr/>	<hr/>	<hr/>
Voluntary income	96,197	208,163	304,360	420,098
	<hr/>	<hr/>	<hr/>	<hr/>

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

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

**3. TRADING ACTIVITIES**

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
<b>CHARITY TRADING INCOME</b>				
Rental income	-	4,901	4,901	-
<b>CHARITY TRADING EXPENDITURE</b>				
Rental expenditure	-	701	701	-
Net income from trading activities	-	4,200	4,200	-

**4 INVESTMENT INCOME**

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
Dividend income - listed investments	-	68,560	68,560	37,627
Bank interest received	-	9,216	9,216	82,815
	-	77,776	77,776	120,442

**5 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
Advocacy services	3,849,603	-	3,849,603	3,641,664
Legal services	1,732,027	-	1,732,027	1,605,883
	5,581,630	-	5,581,630	5,247,547

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

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

**6. EXPENDITURE BY CHARITABLE ACTIVITY**

**SUMMARY BY FUND TYPE**

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
Advocacy Services	2,509,798	588,145	3,097,943	3,709,004
Legal Services	2,537,469	105,413	2,642,882	1,501,409
	<u>5,047,267</u>	<u>693,558</u>	<u>5,740,825</u>	<u>5,210,413</u>

**SUMMARY BY EXPENDITURE TYPE**

	Staff costs 2010 £	Depreciation 2010 £	Other costs 2010 £	Total 2010 £	Total 2009 £
Advocacy Services	2,738,039	2,326	357,578	3,097,943	3,709,004
Legal Services	733,085	-	1,909,797	2,642,882	1,501,409
	<u>3,471,124</u>	<u>2,326</u>	<u>2,267,375</u>	<u>5,740,825</u>	<u>5,210,413</u>

**7 SUPPORT COSTS**

	Advocacy Services £	Legal Services £	Total 2010 £	Total 2009 £
IT Costs	12,320	2,217	14,537	13,311
Travel & subsistence	18,129	3,262	21,391	27,482
Printing, postage & stationery	24,502	4,409	28,911	31,383
Bank charges & interest	1,571	283	1,854	1,544
Office expenses	4,073	733	4,806	3,595
Telephone	12,542	2,257	14,799	12,612
Rent & rates	32,282	5,809	38,091	74,133
Insurance	15,354	2,763	18,117	29,980
Irrecoverable VAT	22,309	4,014	26,323	18,649
Subscriptions	3,113	560	3,673	4,852
Marketing	15,929	2,866	18,795	24,306
Repairs & renewals	2,778	500	3,278	2,284
Sundries	23,586	4,244	27,830	34,185
Training	19,986	3,596	23,582	20,010
Relocation Costs	-	-	-	245
Wages and salaries	341,025	61,364	402,389	249,059
National insurance	27,008	4,860	31,868	23,268
Pension cost	9,312	1,676	10,988	8,976
Depreciation	2,326	-	2,326	2,735
	<u>588,145</u>	<u>105,413</u>	<u>693,558</u>	<u>582,609</u>

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

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

**7. 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.

**8 ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2010 £	Support costs 2010 £	Total 2010 £	Total 2009 £
Advocacy Services	2,509,798	588,145	3,097,943	3,630,761
Legal Services	2,537,469	105,413	2,642,882	1,589,838
<b>Total</b>	<b>5,047,267</b>	<b>693,558</b>	<b>5,740,825</b>	<b>5,220,599</b>

**9. GOVERNANCE COSTS**

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
Auditors' remuneration	-	8,800	8,800	9,200
Auditors' non audit costs	-	16,690	16,690	19,993
Legal and professional fees	-	28,376	28,376	25,858
	-	<b>53,866</b>	<b>53,866</b>	<b>55,051</b>

**10 NET INCOMING RESOURCES / (RESOURCES EXPENDED)**

This is stated after charging

	2010 £	2009 £
Depreciation of tangible fixed assets		
- owned by the charity	2,326	2,736
Auditors' remuneration	8,800	9,200
Pension costs	85,665	89,287

During the year, no Trustees received any remuneration (2009 - £NIL)  
During the year, no Trustees received any benefits in kind (2009 - £NIL)  
During the year, no Trustees received any reimbursement of expenses (2009 - £NIL)

---

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

---

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

---

**11. STAFF COSTS**

Staff costs were as follows

	2010 £	2009 £
Wages and salaries	3,137,020	2,477,650
Social security costs	248,439	231,470
Other pension costs	85,665	89,287
	<u>3,471,124</u>	<u>2,798,407</u>

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

	2010 No.	2009 No
Co-ordinators & Service Managers	69	62
Legal	24	21
Signposting	14	13
Operational	29	30
	<u>136</u>	<u>126</u>

No employee received remuneration amounting to more than £60,000 in either year

---

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

---

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

---

**12. TANGIBLE FIXED ASSETS**

	Furniture, fittings and equipment £
<b>COST</b>	
At 1 April 2009 and 31 March 2010	71,276
<b>DEPRECIATION</b>	
At 1 April 2009	55,769
Charge for the year	2,326
At 31 March 2010	58,095
<b>NET BOOK VALUE</b>	
At 31 March 2010	13,181
At 31 March 2009	15,507

**13. FIXED ASSET INVESTMENTS**

	Listed securities £
<b>MARKET VALUE</b>	
At 1 April 2009	503,337
Revaluations	170,043
At 31 March 2010	673,380

**INVESTMENTS AT MARKET VALUE COMPRISE:**

	2010 £	2009 £
Listed investments	673,380	503,337

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

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

**14 INVESTMENT PROPERTY**

	Freehold property £
<b>COST AND VALUATION</b>	
At 1 April 2009 and 31 March 2010	<b>130,000</b>

The 2008 valuations were made by Jonathan Wilson B Sc, FRICS, on an open market value for existing use basis

**15 DEBTORS**

	2010 £	2009 £
Trade debtors	443,145	581,502
Other debtors	525,583	530,966
Prepayments and accrued income	1,002,702	451,413
	<b>1,971,430</b>	<b>1,563,881</b>

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

	2010 £	As restated 2009 £
Trade creditors	430,935	179,985
Social security and other taxes	393,243	422,334
Other creditors	10,999	12,486
Accruals and deferred income	104,140	183,479
	<b>939,317</b>	<b>798,284</b>



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

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

**17. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Gains/(Losses) £	Carried Forward £
<b>DESIGNATED FUNDS</b>						
Staff training, development and IT provision	169,932	-	(29,837)	-	-	140,095
Legal services transitional support	300,000	-	(160,853)	182,000	-	321,147
Family Support Services	200,000	-	(21,993)	(168,007)	-	10,000
Office relocation	454,755	-	-	160,000	-	614,755
	<u>1,124,687</u>	<u>-</u>	<u>(212,683)</u>	<u>173,993</u>	<u>-</u>	<u>1,085,997</u>
<b>GENERAL FUNDS</b>						
Other general funds	2,680,452	290,840	(535,442)	456,567	170,043	3,062,460
Total Unrestricted funds	<u>3,805,139</u>	<u>290,840</u>	<u>(748,125)</u>	<u>630,560</u>	<u>170,043</u>	<u>4,148,457</u>

**Designated Funds**

Funds designated by the Trustees are as follows

Staff training, development and IT provision

To support the continued development of the charity's staff and to enhance its service design and delivery, the Trustees committed £200,000 to a staff training, development and IT provision fund. Expenditure of £29,837 has been incurred in the year, which included management training, Health and Safety training, IT training and development and training for young people.

Legal Services Transitional Support

The Trustees have designated £300,000 to support the continuation of the provision of legal advice during the transition to new contracts and pending the outcome of the consultations on the criteria of those contracts. Expenditure of £160,853 was incurred in the year and a further designation amounting to £182,000 made.

Family Support Services

To facilitate development of the charity's family support services, the Trustees designated £200,000. Expenditure of £21,993 was incurred in the year and due to careful management a further £168,007 has been released to the general funds.

Office relocation

The charity's head office currently occupies rented facilities, and the Trustees are considering if the charity should purchase its own premises when the lease expires, as they are of the view that this may provide better value to the charity. Accordingly, an additional £160,000 has been designated for this purpose.

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

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

**17 STATEMENT OF FUNDS (continued)**

**RESTRICTED FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Gains/ (Losses) £	Carried Forward £
Advocacy Services	-	3,345,670	(2,581,540)	(764,130)	-	-
National Assembly of Wales	-	96,167	(96,167)	-	-	-
Birmingham Signposting Services	-	503,963	(503,963)	-	-	-
Legal Services	-	1,732,027	(1,865,597)	133,570	-	-
	<u>-</u>	<u>5,677,827</u>	<u>(5,047,267)</u>	<u>(630,560)</u>	<u>-</u>	<u>-</u>
Total of funds	<u>3,805,139</u>	<u>5,968,667</u>	<u>(5,795,392)</u>	<u>-</u>	<u>170,043</u>	<u>4,148,457</u>

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Gains/ (Losses) £	Carried Forward £
Designated funds	1,124,687	-	(212,683)	173,993	-	1,085,997
General funds	2,680,452	290,840	(535,442)	456,567	170,043	3,062,460
	<u>3,805,139</u>	<u>290,840</u>	<u>(748,125)</u>	<u>630,560</u>	<u>170,043</u>	<u>4,148,457</u>
Restricted funds	-	5,677,827	(5,047,267)	(630,560)	-	-
	<u>3,805,139</u>	<u>5,968,667</u>	<u>(5,795,392)</u>	<u>-</u>	<u>170,043</u>	<u>4,148,457</u>

**18 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Restricted funds 2010 £	Unrestricted funds 2010 £	Total funds 2010 £	Total funds 2009 £
Tangible fixed assets	-	13,181	13,181	15,507
Fixed asset investments	-	673,380	673,380	503,337
Investment property	-	130,000	130,000	130,000
Current assets	-	4,271,210	4,271,210	3,954,579
Creditors due within one year	-	(939,314)	(939,314)	(798,285)
	<u>-</u>	<u>4,148,457</u>	<u>4,148,457</u>	<u>3,805,139</u>

---

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

---

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 March 2010

---

**19. 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 £85,666 (2009 £89,287). Contributions totalling £10,999 (2009 £12,486) were payable to the fund at the balance sheet date and are included within creditors.

**20. OPERATING LEASE COMMITMENTS**

At 31 March 2010 the charity had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2010	2009	2010	2009
	£	£	£	£
<b>EXPIRY DATE:</b>				
Within 1 year	54,871	15,703	-	-
Between 2 and 5 years	48,233	88,233	2,422	1,804