SWINDON ADVOCACY
MOVEMENT
REPORT OF THE
TRUSTEES AND
UNAUDITED
FINANCIAL
STATEMENTS FOR THE
YEAR ENDED
31ST MARCH 2019

WEDNESDAY

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## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

## **OBJECTIVES AND ACTIVITIES**

## **Objectives and aims**

The charity's objective and principle activity is the provision of an independent accessible advocacy service to protect and empower people with care and support needs in the Swindon area.

#### Public benefit

The trustees have paid due regard to the guidance contained in the Charity Commission's general guidance on public benefit when deciding what activities the charity should undertake. It is the view of the trustees that the activities summarised in this report demonstrate the commitment of the charity to provide an identifiable benefit that applies to a section of the public.

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

## **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

Swindon Advocacy Movement (SAM) advocacy service gave a voice to 660 children, young people and adults enabling them to access services, make choices and challenge statutory service decisions.

We worked hard to network with and inform professionals from health and social care about entitlement to advocacy under The Care Act, The Mental Capacity Act and The Mental Health Act. We saw an overall rise in referrals with a 33% increase in Care Act referrals.

We also saw a 50% rise in safeguarding cases and under The Care Act worked with 60 clients enabling them to communicate their experiences, views and wishes through safeguarding enquiries, social work and criminal justice processes.

We saw our mental health advocacy provision grow as we now work with adults and children and young people under the Mental Health Act and in the community. We introduced a dedicated IMHA (Independent Mental Health Advocate) for young people detained under section at Marlborough House and enhanced this provision with our Community Mental Health Advocacy service for young people. We overall saw a 12% rise in the number of people using our IMHA service.

At the beginning of the year we also started a new Community Mental Health Advocacy service which worked with 31 people enabling them make a successful transition from institutional care to living independently in the community.

The SAM advocacy service supported 35 parents with learning disabilities through the Child Protection process enabling them to have a voice and take part in all aspects relating to their child's future plans. We also highlighted systemic issues to Swindon Borough Council around statutory support for those parents and we continue to campaign for the process to be made more accessible. This has resulted in a Swindon wide steering group being set up to raise awareness and improve family support for the parents across health and social care.

The Short Term Independent Advocacy project working with adults with learning disabilities, Autism or mental health concerns advocated for 39 adults enabling them to make benefit appeals, access employment support, make complaints, be supported within the criminal justice system and access care and support services.

We provided support to the Swindon Learning Disability Partnership Board and enabled representatives with learning disabilities to attend board meetings and user forums to inform local health and social care planning.

We were sad to see our Independent Support project finish in June 2018. Over the life of the project from 2014 we worked with 850 children and young people with Special Educational Needs and Disabilities (SEND) and their parents supporting them through the EHCP (Education Health Care Planning) processes and working collaboratively with a wide range of services such as schools, Youth Engagement, Swindon Carers, Aiming High, CAMHS and Youth Offending. We continue to explore new funding opportunities that might continue this work soon.

In March 2019 we moved to 1 Regent Circus from our shop base at 37 Regent Street. With help from local companies and over 200 people in our local community we have developed a contemporary welcoming place: "SAMs Space". It will be a place for our members to learn new skills and become more independent, meet friends, share ideas and drink tea.

## **FINANCIAL REVIEW**

# Financial position

For the year 31st March 2019 the charity has generated a small surplus as shown on page 5. Where possible any surplus funds will go to develop our services for clients and members.

## Principal funding sources

The charity's principle funding source is the Local Authority with additional funding raised from independent grant funders.

## Reserves policy

The Trustees always work on the principle of having 3 months running costs in reserves.

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

#### **FUTURE PLANS**

In the coming months we will be developing activities at 1 Regent Circus. June 2019 saw us start a new Day Opportunities service for people with learning disabilities; project 'Boost' will enable members to take up new work, volunteering or leisure opportunities in their local community.

We will also be starting a new Children in Need funded advocacy service for children and young people with special educational needs.

The trustees are aware of the risk relating to the rise in referral rates and advocacy capacity as funded by the current fixed price and fixed term contract with Swindon Borough Council. We are developing plans to address this and working with SBC to ensure continuity of full statutory advocacy provision.

# STRUCTURE, GOVERNANCE AND MANAGEMENT

**Governing document** 

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### Recruitment and appointment of new trustees

The appointment of trustees is governed by the Articles of Association.

We actively recruit for a broad range of life experience and skills on the board. As a user led charity, we encourage service users to participate in its development by attending one or more Management Committee meetings and then explore with them the option to serve as a trustee. Any appointment is subject to ratification at the next Annual General Meeting.

All new trustees receive a full induction in to the organisation which includes prior access to financial accounts and governing documents.

## Organizational structure

The Management committee oversees the work of the charity.

# REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number** 

03388017 (England and Wales)

## **Registered Charity number**

1070038

## Registered office

37 Regent Street SWINDON Wiltshire SN1 1JL

### **Trustees**

Ms T N Peapell - appointed 24.10.18
Ms A Cooper

Mr G Bawden Mrs E J Bewick Mr A B Dixon

Ms J Weston - appointed 14.6.18 Mr B Mitchell

Ms T Hardman - appointed 24.10.18
Mr R James - appointed 24.10.18
Mrs A Evans - appointed 24.10.18
- resigned 20.5.19

# **Company Secretary**

Ms A Cooper

# REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2019

# REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner

Morris Owen Chartered Accountants 43-45 Devizes Road SWINDON Wiltshire SN1 4BG

# **Bankers**

HSBC Bank Plc Unit 6 The Lock Canal Walk SWINDON Wiltshire SN1 1LD

Approved by order of the board of trustees on 14th August 2019 and signed on its behalf by:

Mrs E J Bewick - Trustee

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SWINDON ADVOCACY MOVEMENT

Independent examiner's report to the trustees of Swindon Advocacy Movement ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2019.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of the Association of Chartered Certified Accountants, which is one of the listed bodies

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or

2. the accounts do not accord with those records; or

- 3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

1. Sunble

Mr Ian Sumbler FCCA Morris Owen Chartered Accountants 43-45 Devizes Road SWINDON Wiltshire SN1 4BG

Date: 20.08.20.9

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2019

The second section of the second section is a second section of the second section of the second section of the second section of the second section s	Un	restricted funds	Restricted funds	2019 Total funds	2018 Total funds
•	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM Donations and legacies Charitable activities		20,246	- ·	20,246	3,365
Charitable activities		29,280	398,485	427,765	420,877
Fund generating activities Investment income	3 4	18,402 42	2,660	21,062 42	38,597 14
Total		67,970	401,145	469,115	462,853
EXPENDITURE ON					
Charitable activities Charitable activities		46,904	408,597	455,501	421,617
Other		(20,647)	24,567	3,920	2,800
Total		26,257	433,164	459,421	424,417
NET INCOME/(EXPENDITURE)		41,713	(32,019)	9,694	38,436
Transfers between funds	12	(2,712)	2,712		<del>-</del>
			<u></u>		
Net movement in funds		39,001	(29,307)	9,694	38,436
RECONCILIATION OF FUNDS		·			
Total funds brought forward		117,528	55,105	172,633	134,197
TOTAL FUNDS CARRIED FORWARD		156,529	25,798	182,327	172,633

## STATEMENT OF FINANCIAL POSITION AT 31ST MARCH 2019

	Un	restricted funds	Restricted funds	2019 Total funds	2018 Total funds
	Notes	£	£	£	£
CURRENT ASSETS Debtors Cash at bank and in hand	9	3,337 165,103	84,654 68,468	87,991 233,571	17,957 292,358
		168,440	153,122	321,562	310,315
CREDITORS Amounts falling due within one year	10	(11,912)	(127,323)	(139,235)	(137,682)
NET CURRENT ASSETS		156,528	25,799	182,327	172,633
TOTAL ASSETS LESS CURRENT LIABILITIES		156,528	25,799	182,327	172,633
NET ASSETS		156,528	25,799	182,327	172,633
FUNDS Unrestricted funds Restricted funds	12			156,528 25,799	117,528 55,105
TOTAL FUNDS			·	182,327	172,633

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 14th August 2019 and were signed on its behalf by:

Mrs E J Bewick -Trustee

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019

#### 1. COMPANY INFORMATION

The company is a company limited by guarantee and incorporated in England and Wales, and a registered charity with the Charity Commission in England and Wales.

The registered office address is 37 Regent Street, Swindon, Wiltshire SN1 1JL.

These financial statements are presented in British Pounds (GBP), which is the company's functional and presentational currency.

## 2. ACCOUNTING POLICIES

## Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

### Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

the requirements of Section 7 Statement of Cash Flows.

### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

# **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### Tayation

The charity is exempt from corporation tax on its charitable activities.

## **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2019

## 2. ACCOUNTING POLICIES - continued

### **Financial instruments**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

Short term trade creditors are measured at the transaction price. Other financial liabilities, including loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

## 3. FUND GENERATING ACTIVITIES

	Other income	2019 £ 21,062	2018 £ 38,597
4.	INVESTMENT INCOME		
	Deposit account interest	2019 £ 42	2018 £ 14

## 5. TRUSTEES' REMUNERATION AND BENEFITS

There was no remuneration to the trustees in 2019 or 2018.

## Trustees' expenses

No expenses were paid to the trustees in 2019 or 2018.

# 6. STAFF COSTS

	Wages and salaries Social security costs Other pension costs	2019 £ 364,186 26,189 8,443 398,818	2018 £ 348,670 26,192 6,184 381,046
	The average monthly number of employees during the year was as follows	:	
	Staff	2019 19	2018 17
	No employees received emoluments in excess of £60,000.		
7.	INDEPENDENT EXAMINERS FEES		
	Statutory accounts production & external scrutiny	2019 £ 1,320	2018 £ 1,320
		1,320	1,320

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2019

. COMPARATIVES FOR THE STATEMENT OF FI			
	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies  Charitable activities	252	3,113	3,365
Charitable activities  Charitable activities	78,544	342,333	420,877
Fund generating activities Investment income	38,465 14	132	38,597 14
Total	117,275	345,578	462,853
EXPENDITURE ON			
Charitable activities Charitable activities	73,859	347,758	421,617
Other		2,800	2,800
Total	73,859	350,558	424,417
NET INCOME/(EXPENDITURE)	43,416	(4,980)	38,436
Transfers between funds	(2,625)	2,625	-
Net movement in funds	40,791	(2,355)	38,436
RECONCILIATION OF FUNDS			
Total funds brought forward	76,738	57,459	134,197
TOTAL FUNDS CARRIED FORWARD	117,529	55,104	172,633
. DEBTORS: AMOUNTS FALLING DUE WITHIN	ONE YEAR		
		2019 £	2018 £
Trade debtors Prepayments		87,174 817	17,521 436
		87,991 =====	17,957
0. CREDITORS: AMOUNTS FALLING DUE WITH	IN ONE YEAR		
		2019 £	2018 £
Trade creditors		2,788	2,848
Social security and other taxes		7,774	7,673
Accrued expenses Deferred income		1,350 127,323	1,350 125,811
Seletted medite	,		
		139,235	137,682

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2019

11.	LEASING AGREEMEN	

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2019 £	2018 £
Within one year	1,200	2,400
Between one and five years	•	1,200
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	1,200	3,600

# 12. MOVEMENT IN FUNDS

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
Unrestricted funds General fund	97,867	37,607	21,054	156,528
Independant Support - SEND	19,661	4,105	(23,766)	
	117,528	41,712	(2,712)	156,528
Restricted funds				
General Advocacy	55,105	(38,524)	-	16,581
Non Statutory Advocacy Funding	-	(2,712)	2,712	-
Childrens Advocacy Service	-	523	-	523
Community Mental Health Advocacy	-	3,116	-	3,116
Money Matters (RBS)		5,579	_	5,579
	55,105	(32,018)	2,712	25,799
	<del></del> .		· ·	
TOTAL FUNDS	172,633	9,694	-	182,327

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	38,689	(1,082)	37,607
Independant Support - SEND	29,281	(25,176)	4,105
	67,970	(26,258)	41,712
Restricted funds			
General Advocacy	337,441	(375,965)	(38,524)
Non Statutory Advocacy Funding	15,000	(17,712)	(2,712)
Childrens Advocacy Service	9,431	(8,908)	523
Community Mental Health Advocacy	24,631	(21,515)	3,116
Money Matters (RBS)	14,642	(9,063)	5,579
	401,145	(433,163)	(32,018)
TOTAL FUNDS	460 115	(450 421)	0.604
IVIAL FUIIDS	469,115	(459,421)	9,694

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2019

## 12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds				
		Net	Transfers	
	At 1.4.17	movement in funds	between funds	At 31.3.18
	At 1.4.17	£	£	£
Unrestricted Funds				
General fund	69,825	30,667	(2,625)	97,867
Independant Support - SEND	6,913	12,748		19,661
	76,738	43,415	(2,625)	117,528
Restricted Funds				
General Advocacy	55,592	(487)	-	55,105
Buddies Legacy Fund	1,303	(1,303)	÷	-
Non Statutory Advocacy Funding	564	(3,189)	2,625	
•	57,459	(4,979)	2,625	55,105
TOTAL FUNDS	424467	20.426		172 622
TOTAL FUNDS	134,197	38,436		172,633 ========

Comparative net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended £	Movement in funds
Unrestricted funds			
General fund	44,335	(13,668)	30,667
Independant Support - SEND	72,940	(60,192)	12,748
	117,275	(73,860)	43,415
Restricted funds			
General Advocacy	310,908	(311,395)	(487)
Buddies Legacy Fund	19,670	(20,973)	(1,303)
Non Statutory Advocacy Funding	15,000	(18,189)	(3,189)
	345,578	(350,557)	(4,979)
			<del></del>
TOTAL FUNDS	462,853	(424,417)	38,436
			=======================================

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2019

## 12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17	Net movement in funds	Transfers between funds	At 31.3.19
	£	£	£	£
Unrestricted funds				
General fund	69,825	68,274	18,429	156,528
Independant Support - SEND	6,913	16,853	(23,766)	
Restricted funds				
General Advocacy	55,592	(39,011)	-	16,581
Buddies Legacy Fund	1,303	(1,303)	-	-
Non Statutory Advocacy Funding	564	(5,901)	5,337	-
Childrens Advocacy Service	-	523	-	523
Community Mental Health Advocacy	-	3,116	-	3,116
Money Matters (RBS)		5,579	·	5,579
	57,459	(36,997)	5,337	25,799
TOTAL FUNDS	134,197	48,130	-	182,327
	=====		. =====	<del></del>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	83,024	(14,750)	68,274
Independant Support - SEND	102,221	(85,368)	16,853
			<del></del>
	185,245	(100,118)	85,127
Restricted funds			
General Advocacy	648,349	(687,360)	(39,011)
Buddies Legacy Fund	19,670	(20,973)	(1,303)
Non Statutory Advocacy Funding	30,000	(35,901)	(5,901)
Childrens Advocacy Service	9,431	(8,908)	. 523 <sup>°</sup>
Community Mental Health Advocacy	24,631	(21,515)	3,116
Money Matters (RBS)	14,642	(9,063)	5,579
	746,723	(783,720)	(36,997)
TOTAL FUNDS	931,968	(883,838)	48,130

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST MARCH 2019

#### 12. MOVEMENT IN FUNDS - continued

#### **Details of Restricted Funds**

### **General Advocacy**

Contains the material funding by Swindon Borough Council for Statutory Advocacy under The Care Act, The Mental Capacity Act and The Mental Health Act. Also includes funding for 'Action For Independence' support for people with learning difficulties and for the Swindon Learning Disability Partnership Board.

### **Non Statutory Advocacy**

Funding provided by Henry Smith and Wiltshire Community Foundation for a crisis advocacy service for people with learning disabilities or Autism living independently in the community.

## **Children's Advocacy Service**

Funding from Zurich Community Trust for an advocacy service for young people with mental health conditions.

## **Community Mental Health Advocacy**

Funding from Lloyds Bank Foundation for a community mental health service for adults leaving mental health care to live independently in the community.

### **Money Matters**

Funding from RBS Skills and Opportunities Fund for activities for people with learning disabilities to learn how to use and manage money.

## Transfers between funds

Transfers are made between restricted and unrestricted funds at the end of every accounting period in cases where the restricted fund is in deficit and has either come to an end or there is no prospect of a surplus in a later period, when the deficit is eliminated by transfer from unrestricted funds.

# 13. CONTINGENT LIABILITIES

Various funders retain the right to claw back grants should the use of the funds not be in accordance with the terms of the grant. In the opinion of the Trustees no such liability exists at the year end.

## 14. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2019.