


**Knowsley Pensioners Advocacy & Information Service
Company Limited by Guarantee**

**Financial Statements
31st March 2016**

Charity Number 1070751

**Ashurst
Chartered Accountants & Registered Auditors
17 Duke Street
Formby
Merseyside
L37 4AN**

WEDNESDAY FRIDAY



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COMPANIES HOUSE		

**Knowsley Pensioners Advocacy & Information Service
Company Limited by Guarantee
FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2016**

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**Knowsley Pensioners Advocacy & Information Service
Company Limited by Guarantee**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered Charity Name	Knowsley Pensioners Advocacy & Information Service
Charity Number	1070751
Company Registered Number	03590240
	The Old Schoolhouse St. Johns Road Huyton Merseyside L36 0UX
Trustees As per Management Committee below	The Old Schoolhouse St. Johns Road Huyton Merseyside L36 0UX
Management Committee	Mr. T Best (Chair) Mr. R Ealey Mrs. F Ealey Mrs M Spreadbury Ms D Horridge Mr. K Hart Mrs P Burrows Miss P Thompson Mr. W Wilson Mr J Devaney
Secretary	Vacant
Auditor	Ashurst Accountancy Limited Chartered Accountants & Registered Auditors 17 Duke Steet Formby Merseyside L37 4AN
Bankers	Lloyds TSB Bank PLC. 23a Hardshaw Street St. Helens Merseyside WA10 1RT

Knowsley Pensioners Advocacy & Information Service
Company Limited by Guarantee
TRUSTEES ANNUAL REPORT
YEAR ENDED 31ST MARCH 2016

The Trustees who are also the directors for the purpose of the company law, present their report and the financial statements of the charity for the year ended 31st March 2016.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements

THE TRUSTEES

The trustees who served the charity during the period were as follows:

As Management Committee below.

Any voting member may nominate a person as an honorary officer or member of the management committee, with that persons consent for ratification or election by secret ballot at the Annual General Meeting. Honorary Officers are invited to serve as directors for the purpose of the Companies Act 2006 and as trustees for the purpose of the Charities Act 2011.

Management Committee

The Management Committee included the following persons during the year.

Mr. T Best (Chair)
 Mr. R Ealey
 Mrs. F Ealey
 Mrs M Spreadbury
 Ms D Horridge
 Mr. K Hart
 Mrs P Burrows
 Miss P Thompson
 Mr. W Wilson
 Mr J Devaney

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Charity's governing document is the memorandum and articles of association dated 30th June 1998.

Management and Organisation

KPAIS is governed by a Management Committee made up of older people and of others who by profession or experience are aware of the needs and problems facing the elderly in the community. KPAIS has 3 full-time salaried staff, 1 part time salaried staff, together with 2 volunteers. Operational decision making is carried out at trustee level. The recruitment of volunteers is an ongoing process. The Chairperson, Vice chair and Treasurer receive no expense or salary in connection with their posts.

**Knowsley Pensioners Advocacy & Information Service
Company Limited by Guarantee**

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31ST MARCH 2016

Financial Controls

The Trustees have established a system of financial controls appropriate to the scale of the charity's operations and the level of its income and expenditure as the charity has experienced significant growth over its history, these controls are subject to ongoing review and improvement as necessary.

Risk Policy

The trustees have identified that the major risk to the charity's operations is the risk that its core funding will not be renewed and consequently they are working actively with the staff to investigate alternative and additional sources of funding to main operations. They have also identified two significant, but lesser risks. The first of these is the risk of giving incorrect advice to a client, but this is mitigated by insurance and by an active programme of training and awareness, and dissemination of information for staff and volunteers. The second risk is that the experience of trustees and Management Committee members, especially newer members, in respect of their legal obligations and responsibilities, and this is being addressed by an active programme of training and awareness.

OBJECTIVES AND ACTIVITIES

Legal Status

Knowsley Pensioners Advocacy and Information Service, herein after referred to as KPAIS, incorporated on 30th June 1998, as a company limited by guarantee under provisions of the Companies Act 1985 (now 2006), and was registered as a charity on 29th July 1998, under the terms of its governing document.

Objectives

Under the terms of its registration as a charity, the objects of KPAIS are "to promote the relief of the elderly in Knowsley in any manner deemed charitable in law, and in particular, by the provision of advice, support and advocacy services in order to assist such persons to obtain his or her full rights and privileges as a citizen"

Activities

The fundamental basis of KPAIS as set out in the Mission Statement , is to provide advocacy and support to enable our peers to obtain their full rights as citizens, so enhancing their quality of life.

Secondly, KPAIS provides information regarding local trades people, such as plumbers and electricians. Clients are requested to report back enabling a directory to be maintained for future use as part of KPAIS's participation in the TASK project, which was launched on 30th June 2003.

Thirdly, KPAIS works closely with Knowsley Metropolitan Borough Council and other voluntary and statutory bodies in order to achieve the aims set out in the Mission Statement. In addition, KPAIS employs a full-time welfare rights worker to work within the community, in particular with the housebound elderly, to ensure that these people receive their full entitlement to benefits. The welfare rights worker also works closely with voluntary and statutory agencies from whom we receive many referrals

Fourthly, KPAIS is firmly committed to a policy of Equal Opportunities, and is actively opposed to all forms of discrimination on the grounds of age, race, gender, religion, disability, marital status and sexual orientation.

**Knowsley Pensioners Advocacy & Information Service
Company Limited by Guarantee**

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31ST MARCH 2016

ACHIEVEMENTS AND PERFORMANCE

Review of Developments and Progress

KPAIS is based at The Schoolhouse, St Johns Road, Huyton, L36 0UX.
The office is staffed on a full-time basis by existing employed staff and volunteers.

KPAIS is also the head agency in the TASK initiative, in partnership with Knowsley Trading Standards department. TASK is the Trader Approved Scheme Knowsley and is a directory of traders who have been vetted and approved by Trading Standards.

KPAIS continues to have a strong presence in Knowsley Older Peoples Voice, a forum for older people to express their views regarding local and national issues. KPAIS also has a seat on Knowsleys' Safeguarding Adults Partnership Board. The Charity also holds a seat on the Knowsley User Led Organisation (KULO).

Nationally KPAIS is a member of the Older Peoples Advocacy Alliance (OPAAL) and additionally in June 2013 KPAIS was awarded the Investors in People Award for a second time.

Additionally during the year and subsequently KPAIS has continued to play a major part in the local framework of support and assistance for older people and its opinions and contributions are sought and valued by a number of statutory agencies.

FINANCIAL REVIEW

The Results for the year are set out in the attached financial statements. The Charities core funding for the year is made up of a KMBC contract to deliver non-instructed advocacy as well as a sub-contract with Knowsley Disability Concern to deliver issue based advocacy. A bid to Lloyds TSB Foundation to fund an independent advocate was successful in August 2013. In May 2014, KPAIS began delivery of the Cancer Older People and Advocacy project which is lottery funded and is managed through a partnership with OPAAL and Macmillan Cancer Support.

PLANS FOR THE FUTURE PERIOD

KPAIS continues to work closely with KMBC with a view to securing further contract funding for advocacy delivery and explores the possibility of securing additional external funding through charitable trusts and foundations.

RESPONSIBILITIES OF THE TRUSTEES

The Trustees are responsible for preparing the Trustees Annual Report and the Financial Statements in accordance with applicable law and regulations.

**Knowsley Pensioners Advocacy & Information Service
Company Limited by Guarantee**

TRUSTEES ANNUAL REPORT (continued)

YEAR ENDED 31ST MARCH 2016

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The Financial Statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements the trustees are required to:

- : Select suitable accounting policies and then apply them consistently,
- : Make judgements and estimates that are reasonable and prudent.
- : Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for the keeping of proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware :

There is no relevant audit information of the which the charity's auditors are unaware,

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

The charities auditors are Ashurst Accountancy Limited, of which Kevin Guy is a principal.

Registered Office

The Old Schoolhouse
St. Johns Road
Huyton
Merseyside
L36 0UX
Signed on Behalf of the Trustees



20th October 2016

Thomas Best

**Knowsley Pensioners Advocacy & Information Service
Company Limited by Guarantee**

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
Knowsley Pensioners Advocacy & Information Service**

YEAR ENDED 31ST MARCH 2016

INDEPENDENT AUDITORS REPORT TO THE MEMBERS

We have audited the financial statements of Knowsley Pensioners Advocacy & Information Service for the year ended 31st March 2016 on pages 8 to 14 which comprise of Profit and Loss, Balance Sheet and related notes. The financial reporting framework that has been applied in their presentation is applicable law and United Kingdom Accounting Standards (UK GAAP).

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards required us to comply with the APB's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

A description of the scope of an audit of financial statements is provided on the APB's website at:

www.frc.org/apb/scope/private.cfm

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- * give a true and fair view of the companies affairs at 31st March 2016 and of its profit and loss for the year then ended
- * have been properly prepared in accordance with UK GAAP and;
- * have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

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

**Knowsley Pensioners Advocacy & Information Service
Company Limited by Guarantee**

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
Knowsley Pensioners Advocacy & Information Service**

YEAR ENDED 31ST MARCH 2016

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- * adequate accounting records have not been kept or returnsadequate for our audit have not been received from branches not visited by us; or
- * the companies financial statements are not in agreement with the accounting records and returns; or
- * certain disclosures of directors' remuneration specified by law are not made; or
- * we have not received all the information and explanations we required for our audit.



Ashurst
Chartered Accountants & Registered Auditors
17 Duke Street
Formby
Merseyside
L37 4AN

20th October 2016

KNOWSLEY PENSIONERS ADVOCACY & INFORMATION SERVICE
Company Limited by Guarantee

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31ST MARCH 2016

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
INCOMING RESOURCES					
Incoming resources from					
Generating funds:					
Voluntary income	2	2,344	101,289	103,633	111,746
Investment income	3				
Other exceptional income	4				
TOTAL INCOMING RESOURCES		2,344	101,289	103,633	111,746
RESOURCES EXPENDED					
Charitable activities	5/6	2,344	104,394	106,738	107,188
Governance Costs			2,550	2,550	2,547
TOTAL RESOURCES EXPENDED		2,344	106,944	109,288	109,735
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		-	(5,655)	(5,655)	2,011
RECONCILIATION OF FUNDS					
Total Funds brought forward		815	19,479	20,294	18,283
TOTAL FUNDS CARRIED FORWARD		815	13,824	14,639	20,294

The statement of Financial Activities includes all gains and losses in the year and therefore
a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

KNOWSLEY PENSIONERS ADVOCACY & INFORMATION SERVICE
Company Limited by Guarantee

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31ST MARCH 2016

		2016	2015
	Note	£	£
INCOME		103,633	111,746
TOTAL EXPENDITURE		<u>109,288</u>	<u>109,735</u>
OPERATING (DEFICIENCY)/SURPLUS		(5,655)	2011
OTHER INCOME			
Interest receivable and similar Income	3	<u> </u>	<u> </u>
(DEFICIT)/RETAINED SURPLUS FOR THE FINANCIAL YEAR		<u>(5,655)</u>	<u>2011</u>

The Income and Expenditure Account includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

KNOWSLEY PENSIONERS ADVOCACY & INFORMATION SERVICE
Company Limited by Guarantee

BALANCE SHEET

YEAR ENDED 31ST MARCH 2016

		2016		2015	
	Note	£	£	£	£
FIXED ASSET					
Tangible assets	11		169		212
			<u>169</u>		<u>212</u>
CURRENT ASSETS					
Debtors	12	2,352		2,352	
Cash at bank		<u>15,599</u>		<u>21,459</u>	
		<u>17,951</u>		<u>23,811</u>	
CREDITORS: (Amounts falling due within one year)	13	<u>(3,481)</u>		<u>(3,729)</u>	
NET CURRENT ASSETS			<u>14,470</u>		<u>20,082</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>14,639</u>		<u>20,294</u>
NET ASSETS			<u><u>14,639</u></u>		<u><u>20,294</u></u>
FUNDS					
Restricted income funds	14		13,824		19,479
Unrestricted incomes funds	15		<u>815</u>		<u>815</u>
TOTAL FUNDS			<u><u>14,639</u></u>		<u><u>20,294</u></u>

These financial statements have been prepared in accordance with the special provision for small companies of the Companies Act 2006.

These financial statements are approved by the members of the committee on the 20th October 2016 and are signed on their behalf by

Mr. T Best
Chair



**Knowsley Pensioners Advocacy & Information Service
Company Limited by Guarantee**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2016

1 ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities", issued in January 2015 (SORP 2015) and the Companies Act 2006.

Cash Flow Statement

The Trustees have taken advantage of the exemption in the Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statement on the grounds that the charity is small.

Donations

Voluntary donations are included in full in the statement of financial activities when receivable. The value of services provided by volunteers has not been included.

Grants

Grants, including grants for the purchase of fixed assets are recognised in full in the statement of financial activities in the year in which they are receivable

Investment assets and income

The charity holds no investment assets

Fixed Assets

All fixed assets are initially recorded at cost. All items of equipment are capitalised.

Depreciation

Depreciation is calculated so as to write off the cost of an assets, less its estimated residual value over the useful economic life of that asset as follows:

25% Reducing Balance

Operating lease agreements

Rental applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lesser are charged against income on a straight line basis over the period of the lease.

Resources expended

Resources expended are allocated to the particular activity where the costs relates directly to that activity and are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

KNOWSLEY PENSIONERS ADVOCACY & INFORMATION SERVICE

Company Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2016

1 ACCOUNTING POLICIES (continued)

Restricted Funds

Restricted funds represent funds applied for specific purpose or projects as prescribed by the donor. Expenditure which meets the specified criteria is charged to the fund.

Unrestricted Funds

Unrestricted funds represent donations and other incoming resources receivable or generated for the objects of the charity without further purpose and are available as general funds.

2 VOLUNTARY INCOME

	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Donations			
Donations-Corporate			
Donations-Private & Cash	345	345	608
Grants Receivable			
Grants Receivable	103,288	103,288	111,138
Grants Receivable-Outreach to older people	<u>103,633</u>	<u>103,633</u>	<u>111,746</u>

3 INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Bank Interest Receivable	<u> </u>	<u> </u>	<u> </u>

4 OTHER OPERATING INCOME

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Other Income			
Other grants	<u> </u>	<u> </u>	<u> </u>

5 COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Advocacy and advisory services	<u>106,738</u>	<u>106,738</u>	<u>109,735</u>

KNOWSLEY PENSIONERS ADVOCACY & INFORMATION SERVICE

Company Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2016

6 COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities Undertaken directly £	Total Funds 2016 £	Total Funds 2015 £
Advocacy and advisory services	<u>106,738</u>	<u>106,738</u>	<u>107,188</u>

7 GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Accountancy Fees	-	-	-	
Audit Fees		2,400	2,400	2,400
Depreciation		43	43	69
Bank Charges & Interest	150		150	147
Statutory Costs	<u>150</u>	<u>2,443</u>	<u>2,593</u>	<u>2,616</u>

8 NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

	2016 £	2015 £
Staff pensions and Contributions		
Depreciation	43	69
Auditors Fees	<u>2,400</u>	<u>2,400</u>
	<u>2,443</u>	<u>2,469</u>

9 STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2016 £	2015 £
Wages and Salaries	80,266	79,910
Social security costs	4,602	4,634
Other pensions costs	<u>84,868</u>	<u>84,544</u>

KNOWSLEY PENSIONERS ADVOCACY & INFORMATION SERVICE

Company Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2016

9 STAFF COSTS AND EMOLUMENTS (continued)

Particulars of employees

The average number of employees during the year calculated on the basis of full-time equivalents was as follows

	2016	2015
Welfare Rights	2	2
Development	1	1
Administration	1	1
	<u>4</u>	<u>4</u>

No employees received emoluments of more than £60,000 during the year.

10 TRUSTEES REMUNERATION

The trustees received no remuneration for their services to the charity

11 TANGIBLE FIXED ASSETS

	Equipment £
COSTS	
At 1 April 2015	26,655
Additions	
At 31st March 2016	<u>26,655</u>
DEPRECIATION	
At 1 April 2015	26,443
Charge for the year	43
At 31 March 2016	<u>26,486</u>
NET BOOK VALUE	
At 31 March 2016	169
At 31 March 2015	<u>212</u>

12 DEBTORS

	2016 £	2015 £
Other Debtors	<u>2,352</u>	<u>2,352</u>

KNOWSLEY PENSIONERS ADVOCACY & INFORMATION SERVICE
Company Limited by Guarantee

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2016

13 CREDITORS: Amounts falling due within one year

	2016 £	2015 £
PAYE and other Social Security	361	609
Accruals	3,120	3,120
Funding	<u>3,481</u>	<u>3,729</u>

14 RESTRICTED INCOME FUNDS

	Balance at 1st Apr 2015 £	Incoming Resources £	Outgoing Resources £	Balance at 31st Mar 2016 £
LTBS			5,655	
KMBC		53,809	53,809	
Knowsley Disability		7,920	7,920	
OPAAL		39,560	39,560	
Brought Forward	19,479			13,824
	<u>19,479</u>	<u>101,289</u>	<u>(106,944)</u>	<u>13,824</u>

15 UNRESTRICTED INCOME FUNDS

	Balance at 1st Apr 2015 £	Incoming Resources £	Outgoing Resources £	Balance at 31st Mar 2016 £
General funds	<u>815</u>	<u>2,344</u>	<u>(2344)</u>	<u>815</u>

16 COMPANY LIMITED BY GUARANTEE

The Charity is registered as a private company limited by guarantee and not having share capital in accordance with the Companies Act 2006. The original subscribers have guaranteed the sum of £1 each in the event of the company being wound up.