

Company registration number: SC281185

Charity registration number: SC024967

# Borders Independent Advocacy Service

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021



## **Borders Independent Advocacy Service**

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## **Borders Independent Advocacy Service**

### **Reference and Administrative Details**

<b>Trustees</b>	Mr D Purvis
	Mr R A Cowe
	Mr G Brown
	Ms M Higgins
	Mr J G Easton
<b>Secretary</b>	Mr R A Cowe
<b>Principal Office</b>	Low Buckholmside
	Galashiels
	Borders
	TD1 1RT
	The charity is incorporated in Scotland.
<b>Company Registration Number</b>	SC281185
<b>Charity Registration Number</b>	SC024967
<b>Independent Examiner</b>	David Campbell
	Deans
	27 North Bridge Street
	Hawick
	TD9 9BD

## **Borders Independent Advocacy Service**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

#### **Objectives and activities**

##### ***Objects and aims***

The objectives of the trust are:

- the relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage
- the promotion of equality and diversity
- the advancement of human rights, conflict resolution and reconciliation
- the advancement of citizenship and community development
- the advancement of health
- the advancement of education

through the provision and promotion of independent advocacy.

The principal object of the company is the provision of professional, issue based independent advocacy which is free of charge and available to anyone resident in the Scottish Borders with a health or social care need. Advocacy is provided by five advocacy workers specialising in the following:

- Mental Health
- Learning Disabilities
- Older People in Residential Care
- People affected by Drugs/Alcohol use
- Parents of Children involved with Children's Services (subject to specific criteria)
- Adult Protection
- Hospital based advocacy

These core projects are funded jointly via a contract with Scottish Borders Council and NHS Borders. Generic advocacy is also normally provided by trained volunteers but there have been no active volunteers involved with BIAS during the course of the pandemic. We continue to receive funding from Scottish Government to provide advocacy to children and young people under the Children's Hearing Act and are actively involved in the Expert Reference Group, National Providers Network and work closely with Scottish Children's Reporter and children's social work.

A great deal of work was put into developing a consortium bid to deliver advocacy for the new devolved Scottish Welfare Benefits system. The funding award has not, as yet, been announced by Scottish Government but it seems likely that this will not have been successful.

## **Borders Independent Advocacy Service**

### **Trustees' Report**

#### ***Objectives, strategies and activities***

BIAS maintains close working partnerships with a broad cross section of public, private and third sector providers. This year, no face to face training or awareness raising has been delivered due to the pandemic but virtual involvement with the following has taken place.

BIAS continues to be either a member of or represented on:-

Borders Care Voice  
Scottish Borders Adult Protection Delivery Group, Public Protection  
Borders Advocacy, Advice and Support Forum  
Borders Older Peoples Forum  
Mental Health Providers Forum  
Learning Disability Providers Group  
Learning Disability Partnership Board  
Clan Law  
Legal Services Agency  
National Providers Network – Childrens' Hearings  
Expert Reference Group – Childrens' Hearings  
Scottish Child Law Centre  
ARC  
Scottish Consortium for Learning Disability  
Scottish Independent Advocacy Alliance  
Scottish Borders Social Enterprise Chamber  
Third Sector Partnership (Interface)  
Third Sector Forum

#### **Advocacy Plan**

BIAS continues to be part of the Advocacy Planning Group, alongside other independent advocacy providers and NHS Borders and Scottish Borders Council Commissioners.

#### **Achievements and performance**

Despite Covid, during the year BIAS received 233 new referrals and successfully concluded 161. The year commenced with 200 open cases and ended with 235. In total, we worked with 433 unique individuals. Referrals were not significantly fewer than in previous years although work has been much more challenging. Referrals for individuals affected by statutory interventions have remained steady (66 Mental Health Act, 24 Adults with Incapacity, 14 Adult Protection). We would normally have received referrals from other voluntary organisations or individuals themselves but these have, understandably, not been forthcoming this year.

All of the individuals with whom we work have a health or social care need and the issues with which they seek support are very broad but include access to healthcare, community care and assessments, housing, homelessness and tenancy issues, supported living and residential care needs. Many are the subject of statutory interventions under the Mental Health Act, Adults with Incapacity Act or Adult Protection.

Our premises, known as The Hive, are still fully tenanted bringing in additional income.

BIAS staff complement remains static at seven (Manager, Training/Finance officer and five specialist advocacy workers). Once Covid restrictions allow, we intend recruiting new volunteers to assist with service delivery.

## **Borders Independent Advocacy Service**

### **Trustees' Report**

#### **Financial review**

The Board have approved a budget for financial year 2021/22 based on no further change in core income during the year but this will be regularly reviewed as information becomes available. As BIAS achieved significant economies over the financial year, a salary increment of 3% has been awarded to staff for the coming financial year. BIAS also contributes £6 per employee per week towards to cost of home working.

#### ***Policy on reserves***

The Board of BIAS has reviewed its reserves policy and still aims to achieve holding six months running costs as a reserve. Due to accrued savings through the year, the organisation sits at 4 months available funds.

#### ***Principal funding sources***

These core projects are funded jointly via a contract with Scottish Borders Council and NHS Borders. Generic advocacy is also provided by a team of trained volunteers.

#### **Plans for future periods**

##### ***Aims and key objectives for future periods***

Ensuring that professionally delivered, effective independent advocacy is available to as many individuals as possible is, as always, our key priority. The challenges of this year have highlighted the importance of connectivity and IT systems in delivering our service and, while the service and staff have coped well, the Trustees agree that a full review is required to future-proof against renewed lockdowns and also facilitate ongoing hybrid methods of working. Some of the savings achieved this year will therefore be invested in upgrading systems.

Finance Committee is currently suspended and all Trustees will continue to investigate new sources of funding and closely monitor day to day finances to ensure all the information needed to fulfil their obligations and make informed decisions is available.

Therefore, we will:

- continue to monitor performance against the Business Plan
- continue to consolidate our financial position, sourcing ongoing and alternative funding in line with our funding strategy
- continue to develop existing and new projects and ensure sustainability and continuity
- continue to promote awareness of advocacy and foster working partnerships with other agencies for the benefit of our service users
- develop volunteering opportunities

#### **Going concern**

The Trustees consider that the Company is a going concern.

#### **Structure, governance and management**

##### ***Nature of governing document***

Borders Independent Advocacy Service is a charitable company limited by guarantee incorporated on 8th March 2005 and governed by its articles of association. New Articles were adopted by means of a Special Written Resolution by existing members at the Annual General Meeting which took place on 3rd December 2020.

The principal object of the company is the provision of professional, issue based independent advocacy which is free of charge and available to anyone resident in the Scottish Borders with a health or social care need.

## **Borders Independent Advocacy Service**

### **Trustees' Report**

#### ***Recruitment and appointment of trustees***

At the final board meeting of the financial year, two of the directors shall retire from office, but, providing he/she is willing to act, each shall then be eligible for re-appointment by the directors. The directors to retire shall be those who have been longest in office since they were last appointed or re-appointed; if two or more directors were appointed or re-appointed on the same date, the question of which of them is to retire shall be decided by some random method. The directors may re-appoint any individual retiring; if any individual retiring is not so re-appointed, he/she shall cease to be a director and member of the company with effect from the conclusion of the board meeting.

#### ***Induction and training of trustees***

Induction of new trustees is tailored to their individual needs, taking account of their existing knowledge and experience. Additionally, from time to time, the trustees organise a formal training session for all trustees.

#### ***Arrangements for setting key management personnel remuneration***

Trustees are not remunerated. The remuneration for key management personnel is set by the trustees and reviewed on an annual basis.

#### ***Organisational structure***

The Members who are also The Trustees - who have the right to attend the annual general meeting (and any extraordinary meeting) and have important powers under the articles of association and the Companies Act 2006; in particular, the members may appoint new members who will also serve as trustees and take decisions in relation to changes to the articles themselves. The Members/Trustees hold regular meetings during the period between annual general meetings, maintain strategic oversight of the direction, management and activities of the company, with particular emphasis on monitoring our financial position and legal compliance.

The Manager is responsible for the day-to-day operational management of the company with support from an Administrative Assistant, providing guidance and support to the Board. All advocacy work is carried out by paid professional staff and trained volunteers.

## **Borders Independent Advocacy Service**

### **Trustees' Report**

#### **Risks**

##### ***Objectives and policies***

The trustees have a duty to identify and review the risks to which the company is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees reviewed the risks facing BIAS and considered that there are two principal risks – funding and the impact of continued Covid-19 related restrictions. The imposition of national lockdowns has required the Trustees to introduce measures to allow consistent delivery of our contracted services whilst managing the health and safety of our staff. New policies and risk assessments around safe working, office presence and precautions, infection control and safe home working have been introduced, supported by the supply of appropriate Personal Protective Equipment (PPE) and, recently, the availability of Lateral Flow Tests (LFTs). Due to the nature of the work we are required to do, the Trustees fully supported staff access to Covid 19 vaccinations for which the uptake was 100%. It is recognised that full vaccination and the use of LFTs do mitigate risk to the health of staff and users of our service but measures remain in place to actively review and monitor all processes and working practices.

The Trustees continue to actively monitor our financial situation and to seek cost savings wherever possible. The trustees have reviewed Business Continuity arrangements and the BIAS Exit Strategy which address prudent courses of action to be taken upon significant or total loss of funding and are satisfied that these arrangements are appropriate going forward. Our core contract with Scottish Borders Council and NHS Borders officially terminated on 31st September 2017 but has been extended to 31st March 2022 at the same value. We have been advised that the service will go to public procurement in due course. This clearly brings challenges in respect of governance and managing staff concerns. In the event of not being awarded the new contract, those staff currently working on core projects would transfer to the new provider under TUPE regulations. As such, it will be necessary to consult appropriately with staff and ensure they are kept advised.

The trustees regularly monitor and review the Business Continuity Plan, Financial Regulations & Procedures and Risk Management procedures in order to respond effectively to any unforeseen emergencies or absence of key personnel. In particular, the Business Continuity Plan has been amended to reflect the current Covid-19 pandemic and our Pandemic Policy has been updated and circulated to staff and volunteers. In order to ensure the safety of all BIAS personnel, clients and members of the public, the BIAS office has remained closed to visitors since 9th March 2020 with staff working predominantly from home. Office attendance has been permitted at various times dependent on local and national restrictions and currently a maximum of three staff are permitted at any given time. Mental Health Tribunals, Adult Protection and Adults with Incapacity conferences and Childrens' Hearings continue to take place using tele or video conferencing. This is not ideal and does, in some instances, put already vulnerable clients at greater disadvantage. As restrictions ease, there is a gradual return to some face to face meetings but these are the exceptions meantime. Staff continue to meet clients in formal care or health setting with suitable PPE but no home visits are as yet permitted.

Risks faced by staff and volunteers in the course of their work are monitored and lone working procedures are in place to minimise these. Our normal Risk Assessment documents have been updated to reflect both the dangers of exposure to the virus and the safety of staff working from home.

The Personnel Committee normally monitors and reviews policies and procedures, including Health & Safety, Lone Working and Sickness & Absence Management and are responsible for the development of new policies as legislation or circumstances dictate. This year the full Board has assumed this responsibility due to available numbers of Directors and the increased risks from the pandemic.



## **Borders Independent Advocacy Service**

### **Trustees' Report**

#### **Funds held as custodian trustee on behalf of others**

No funds are held on behalf of other organisations.

#### **Creditor payment policy**

It is the Company's policy to settle its invoices within normal specified credit terms.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 3 September 2021 and signed on its behalf by:



.....  
Mr D Purvis  
Trustee

## **Borders Independent Advocacy Service**

### **Statement of Trustees' Responsibilities**


The trustees (who are also the directors of Borders Independent Advocacy Service for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 3 September 2021 and signed on its behalf by:

  
.....  
Mr D Purvis  
Trustee

## **Borders Independent Advocacy Service**

### **Independent Examiner's Report to the trustees of Borders Independent Advocacy Service**

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 10 to 22 .

#### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Regulations does not apply.

It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

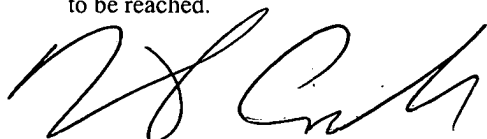
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Regulation 8 of the 2006 Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



David Campbell  
Deans  
ICAS

27 North Bridge Street  
Hawick  
TD9 9BD

Date: 14-10-21

## Borders Independent Advocacy Service

### Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2021 £
<b>Income and Endowments from:</b>			
Donations and legacies	3	213,997	213,997
Investment income	5	3	3
Other income	6	<u>21,415</u>	<u>21,415</u>
Total income		<u>235,415</u>	<u>235,415</u>
<b>Expenditure on:</b>			
Charitable activities	7	<u>(207,188)</u>	<u>(207,188)</u>
Total expenditure		<u>(207,188)</u>	<u>(207,188)</u>
Net income		<u>28,227</u>	<u>28,227</u>
Net movement in funds		28,227	28,227
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>128,888</u>	<u>128,888</u>
Total funds carried forward	17	<u>157,115</u>	<u>157,115</u>
	Note	Unrestricted funds £	Total 2020 £
<b>Income and Endowments from:</b>			
Donations and legacies	3	190,335	190,335
Investment income	5	3	3
Other income	6	<u>21,772</u>	<u>21,772</u>
Total income		<u>212,110</u>	<u>212,110</u>
<b>Expenditure on:</b>			
Charitable activities	7	<u>(215,727)</u>	<u>(215,727)</u>
Total expenditure		<u>(215,727)</u>	<u>(215,727)</u>
Net expenditure		<u>(3,617)</u>	<u>(3,617)</u>
Net movement in funds		(3,617)	(3,617)
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>132,505</u>	<u>132,505</u>
Total funds carried forward	17	<u>128,888</u>	<u>128,888</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 17.

The notes on pages 12 to 22 form an integral part of these financial statements.

## **Borders Independent Advocacy Service**

**(Registration number: SC281185)**

### **Balance Sheet as at 31 March 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	13	70,466	68,387
<b>Current assets</b>			
Debtors	14	485	480
Cash at bank and in hand	15	103,426	77,369
		103,911	77,849
<b>Creditors: Amounts falling due within one year</b>	16	(17,262)	(17,348)
<b>Net current assets</b>		86,649	60,501
<b>Net assets</b>		157,115	128,888
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		157,115	128,888
<b>Total funds</b>	17	157,115	128,888


For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### **Directors' responsibilities:**

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005.

The financial statements on pages 10 to 22 were approved by the trustees, and authorised for issue on 3 September 2021 and signed on their behalf by:

  
.....  
Mr D Purvis  
Trustee

The notes on pages 12 to 22 form an integral part of these financial statements.

## **Borders Independent Advocacy Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in Scotland, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

These financial statements were authorised for issue by the trustees on 3 September 2021.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

Borders Independent Advocacy Service meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The accounts are presented in £ and are rounded to the nearest £1.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Income and endowments**

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

##### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

## **Borders Independent Advocacy Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### ***Grants receivable***

Grants receivable are recognised as they are received, unless specific conditions are attached and then the grant is only recognised when those conditions are fully met.

#### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### ***Investment income***

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### ***Other income***

Other income is recognised as received.

#### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### ***Support costs***

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### ***Government grants***

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

## **Borders Independent Advocacy Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Land and buildings	nil
Fixtures, fittings and equipment	3 to 5 years

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.



## **Borders Independent Advocacy Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **Financial instruments**

##### ***Classification***

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

##### ***Recognition and measurement***

Where shares are issued, any component that creates a financial liability of the company is presented as a liability in the balance sheet. The corresponding dividends relating to the liability component are charged as an interest expenses in the profit and loss account.

##### ***Impairment***

At the end of each reporting period financial instruments measured at fair value are assessed for objective evidence of impairment. The impairment loss is recognised in the profit and loss account.

## Borders Independent Advocacy Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 3 Income from donations and legacies

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Donations and legacies;			
Donations to major appeals	1,500	1,500	-
Grants, including capital grants;			
Government grants	212,497	212,497	190,335
	<u>213,997</u>	<u>213,997</u>	<u>190,335</u>

#### 4 Grants received

	Unrestricted funds General £	Total 2021 £
Scottish Borders Council/NHS	190,335	190,335
Scottish Government	22,162	22,162
	<u>212,497</u>	<u>212,497</u>

	Unrestricted funds General £	Total 2020 £
Scottish Borders Council/NHS	190,335	190,335

#### 5 Investment income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Interest receivable and similar income;			
Interest receivable on bank deposits	3	3	3

#### 6 Other income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Rental income	21,415	21,415	21,772

## Borders Independent Advocacy Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 7 Expenditure on charitable activities

		<b>Unrestricted funds General £</b>	<b>Total 2021 £</b>
Staff costs	Note	178,884	178,884
Allocated support costs	8	27,404	27,404
Governance costs	8	900	900
		<u>207,188</u>	<u>207,188</u>
		<b>Unrestricted funds General £</b>	<b>Total 2020 £</b>
Staff costs	Note	173,433	173,433
Allocated support costs	8	41,394	41,394
Governance costs	8	900	900
		<u>215,727</u>	<u>215,727</u>

## Borders Independent Advocacy Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 8 Analysis of governance and support costs

##### Charitable activities expenditure

		Unrestricted funds General	Total 2021	Total 2020
	Basis of allocation	£	£	£
Insurance	A	3,009	3,009	2,914
Utilities	A	7,407	7,407	7,430
Repairs	A	1,904	1,904	5,126
Telephone	A	3,608	3,608	4,222
Office expenses	A	1,105	1,105	1,134
Computer software and maintenance costs	A	2,269	2,269	1,646
Print, post and stationery	A	1,205	1,205	1,826
Subscriptions	A	660	660	616
Sundries	A	2,942	2,942	3,040
Travel	A	2,976	2,976	13,303
Bank charges	A	130	130	137
Depreciation	A	189	189	-
		<u>27,404</u>	<u>27,404</u>	<u>41,394</u>

##### Basis of allocation

Reference	Method of allocation
A	usage

##### Governance costs

	Unrestricted funds General	Total 2021	Total 2020
	£	£	£
Independent examiner fees			
Examination of the financial statements	900	900	900
	<u>900</u>	<u>900</u>	<u>900</u>

#### 9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

## **Borders Independent Advocacy Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### **10 Staff costs**

The aggregate payroll costs were as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	159,653	153,830
Social security costs	9,251	9,894
Pension costs	9,980	9,709
	<u>178,884</u>	<u>173,433</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	<b>2021</b>	<b>2020</b>
	<b>No</b>	<b>No</b>
Charitable activities	<u>7</u>	<u>7</u>

6 (2020 - 6) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £9,980 (2020 - £9,709).

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

#### **11 Independent examiner's remuneration**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Examination of the financial statements	<u>900</u>	<u>900</u>

## Borders Independent Advocacy Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 13 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
<b>Cost</b>			
At 1 April 2020	68,387	7,316	75,703
Additions	-	2,268	2,268
At 31 March 2021	<u>68,387</u>	<u>9,584</u>	<u>77,971</u>
<b>Depreciation</b>			
At 1 April 2020	-	7,316	7,316
Charge for the year	-	189	189
At 31 March 2021	<u>-</u>	<u>7,505</u>	<u>7,505</u>
<b>Net book value</b>			
At 31 March 2021	<u>68,387</u>	<u>2,079</u>	<u>70,466</u>
At 31 March 2020	<u>68,387</u>	<u>-</u>	<u>68,387</u>

#### 14 Debtors

	2021 £	2020 £
Prepayments	<u>485</u>	<u>480</u>

#### 15 Cash and cash equivalents

	2021 £	2020 £
Cash at bank	<u>103,426</u>	<u>77,369</u>

#### 16 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	1,401	1,487
Deferred income	<u>15,861</u>	<u>15,861</u>
	<u>17,262</u>	<u>17,348</u>

## Borders Independent Advocacy Service

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 17 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
Core fund	109,900	191,838	(178,618)	123,120
Rental income fund	18,988	21,415	(9,469)	30,934
Scottish Government fund	-	22,162	(19,101)	3,061
	<u>128,888</u>	<u>235,415</u>	<u>(207,188)</u>	<u>157,115</u>
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>				
<i>General</i>				
Core fund	125,888	190,335	(206,323)	109,900
Rental income fund	6,617	21,775	(9,404)	18,988
	<u>132,505</u>	<u>212,110</u>	<u>(215,727)</u>	<u>128,888</u>

The specific purposes for which the funds are to be applied are as follows:

As the Hive is now fully let, the Trustees have decided to designate this income and expenditure as a separate fund. The relevant income and expenditure has been shown separately as a new fund.

#### 18 Analysis of net assets between funds

	Unrestricted funds		Total funds at 31 March 2021 £
	General £	Designated £	
Tangible fixed assets	70,466	-	70,466
Current assets	72,977	30,934	103,911
Current liabilities	(17,262)	-	(17,262)
Total net assets	<u>126,181</u>	<u>30,934</u>	<u>157,115</u>

## **Borders Independent Advocacy Service**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

	<b>Unrestricted funds</b>		<b>Total funds at</b>
	<b>General</b>	<b>Designated</b>	<b>31 March</b>
	<b>£</b>	<b>£</b>	<b>2020</b>
			<b>£</b>
Tangible fixed assets	68,387	-	68,387
Current assets	58,861	18,988	77,849
Current liabilities	(17,348)	-	(17,348)
Total net assets	<u>109,900</u>	<u>18,988</u>	<u>128,888</u>