



Advocacy in Barnet Limited

Report and Financial Statements For the Year Ended 31 March 2016











The Hadley Trust
Barnet and District Cancerlink







Advocacy in Barnet Limited (A company limited by guarantee)

Financial Statements For the Year Ended 31 March 2016

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The Management Committee presents its report and financial statements for the year ended 31 March 2016.

Reference and Administrative Information

Charity Name:

Advocacy in Barnet Limited

Charity registration number:

1115740

Company registration number:

5769365

Registered Office and

operational address:

One Stop Shop 4-5 The Concourse Grahame Park London NW9 5XB

Management Committee (Trustees)

Graham Kirk

Chair and Director

Steven Jaffe

Treasurer and Director

Renie Bowen

Director

Natalie Hacker

Director

Ruth King

Seconded

Janet Maddison

Director

Glynnis Joffe

Director (appointed on 26 February 2016)

Secretary

Elizabeth Sturm

Senior Management Team

Elizabeth Sturm

Chief Executive

Independent Examiners

Cohen Arnold, Chartered Accountants, New Burlington House, 1075 Finchley Road, London NW11 0PU

Bankers

Unity Trust Bank Plc, 9 Brindley Place, Birmingham B1 2HB

Structure, Governance and Management

Legal Status

Advocacy in Barnet (AIB) was registered with the Charity Commission as Charity number 1115740 on 10th August 2006 and a Company Limited by Guarantee (England and Wales) as company number 5769365 on 4th April 2006.

Objectives and Review activities

Objectives

The objects for which the Company is established are:

- a) to relieve the needs of those aged 16 or over resident in the London and throughout England by providing information, representation and support to those who use community and/or health services with a view to developing their capacities and skills so that they may better meet their own needs and participate fully in society;
- b) to advance the education and training of those providing advocacy, social care, health and related professions or wishing to take up those areas of work in London and throughout England who will assist the aforementioned residents.

The Trustees confirm their compliance with the duty to have due regard to the public benefit guidance published by the Charity Commission when reviewing the Charity's aims and objectives and in planning future activities.

Main Activities of the Year

As ever it was a year of fluctuating fortune, soaring success and unflinchingly dedicated effort by all members of AiB. Our Report highlights the main events and occasions which punctuated the last twelve months. Rather than reiterate them, I would like to pay tribute to all the staff, volunteers and Trustees who have given such unstinting service and without whose endeavours we would be unable to support and provide help for so many people in need of assistance. The fourth contributors to our success are our donors and benefactors, some of whom have underwritten specific projects while others have given unrestricted funds. To all of them we offer our thanks and appreciation. With these four elements working together AiB continues to strive to achieve and surpass its aims and objectives. So, to all, on behalf of our clients, I offer "A Big Thank You".

Doubtless next year will present equally taxing situations. I am sure that the AiB Team will work to meet the new challenges and enable many more clients to be helped and supported.

Graham Kirk, Chair

2015 was an exciting, challenging and ultimately very successful year. The highlight was undoubtedly the superb accolade Advocacy in Barnet received in recognition of its work with older people. Announced on 2 June 2015, the prestigious Queen's Award for Voluntary Service was presented to Advocacy in Barnet on 24 September 2015 in front of service users, volunteers, Trustees and staff. This National honour sets the benchmark for excellence in volunteering at the highest level and was received by Renie Bowen, our longest serving volunteer on behalf of the organisation. The award, equivalent to a collective MBE, recognises the outstanding contribution that all our volunteers have made to the overall success of Advocacy in Barnet and this report is yet another opportunity to express our gratitude for their work and the contribution they bring to not only the organisation but to the life changing involvement they bring to so many, many older people in Barnet.

Advocacy in Barnet is very much the sum of all the people involved in the organisation; volunteers, staff and Trustees who between them encompass policies, grass roots delivery, back office functions through to the strategic steer of the organisation. The components of making Advocacy in Barnet run efficiently are numerous and without the generosity of volunteers skills, experience, knowledge, time and diversity together with the local trusts and charities that have enabled us to continue delivering advocacy in the community, the Charity would not be able to meet the needs of the increased number of people who needed our support.

Despite the many uncertainties in the economic climate, the work of Fifty Plus Matters (the umbrella name for our older people's projects) has expanded. This year we introduced advocacy under the Care Act, launched Barnet Macmillan Cancer Advocacy - a dedicated advocacy project supporting older people with cancer, commenced in depth work in care homes to improve communication between staff and residents and were successful in attracting funding to support older people in making plans for their future. Barnet Macmillan Cancer Advocacy is a 3-year project recruiting, training and supporting people who have in the past been affected by cancer to act as advocates for those who are affected by cancer so that the latter are better equipped to understand, respond to and manage their illness and its impact on their lives. Evaluation of the first year concludes that 100% of respondents of the service felt that advocacy had changed their situation for the better and they would know who to contact if they were in a similar situation in the future. 60% of people who used the service felt that they had learned new skills through using advocacy. In our wider work in the community, over 95% of people using Advocacy in Barnet felt they were able to recommend the service to others.

It's been challenging with people using our services facing unprecedented cuts to social care and more people than ever before needing advocacy services. We would like to thank everyone who has worked with Advocacy in Barnet for their continued focus in supporting people who use our services to have a voice, rights which are respected and a life of their choice.

In addition to the core work, Advocacy in Barnet has delivered second-tier support including

- Independent user-focused consultancy
- Training to external organisations
- Outreach to the community
- Engagement with the statutory and voluntary sector for front line advocacy skills

Second tier support has included training minority ethnic groups in advocacy skills to cascade out into their communities; training for intergenerational work; consultation to determine people's views on homecare services and to learn about people's experience of moving into a care home. We have worked with residential care staff to increase their understanding of hearing loss and gain communication skills in supporting residents with hearing loss as well as increase awareness of the impact of moving into a care home. We have worked with multi-disciplinary teams to support them in using and integrating advocacy into their work.

Advocacy in Barnet utilise outreach approaches to engage directly with communities and ensure that advocacy is made accessible across the Borough. Venues and groups linked in with outreach include sheltered accommodation, older peoples' day centres and support groups, community day centres, faith groups, cafes including dementia cafes and a public engagement event held in October 2015. In the period covered, over 1000 people were reached through outreach.

Improving our practice

To enable Advocacy in Barnet's staff and volunteers to work most effectively and enhance the quality and effectiveness of our services, we have developed resources, regular training throughout the year and a series of relevant speakers. Training days have included Human Rights Act, Mental Capacity Act, Care Act, Safeguarding and refresher advocacy skills. Monthly support meetings enable staff and volunteers to learn and share best practice and achieve the most effective and efficient working methods.

We are here to support people to make real and lasting changes in their lives and it is important to us that we measure and understand the impact that we are having. AIB have been reviewing current systems and developing and introducing new outcome measurement tools to better capture the work we do. We ask people to rate how things have changed for them after using advocacy based on outcomes that are important to them. We have invested in IT equipment and IT support and renewed our telephone system to better improve communication when staff work away from their desk.

Future plans

In April 2017 Advocacy in Barnet will be celebrating twenty years of advocacy. The organisation is consulting with staff and volunteers to consider what the current gaps are, what the challenges people using our services are likely to face and how Advocacy in Barnet can best respond to these emergent needs whilst creating resilience to further cuts in social care.

Advocacy in Barnet's volunteers bring enormous value to the organisation, increasing capacity in delivery, enabling us to offer a service in community languages and offering a profound understanding of local issues. Advocacy in Barnet intend to further build on its' reputation for volunteer excellence as well as the number of volunteers we engage.

Financial Review

Advocacy in Barnet Trustees review the Charity's finances on a monthly basis and are satisfied with the current position of reserves.

Additional funding for 2016/2017 has not yet been secured but the Trustees are satisfied that the Charity will be operating effectively within the forecast budget for existing and on-going projects. We are seeking new ways to diversify income and will utilise evidence for new areas of need to apply for charitable funds.

We are grateful to the following funders for their support this year and making the above work possible.

- The Betty Messenger Charitable Foundation
- Barnet & District CancerLink
- · Charles Hayward Foundation
- · Comic Relief
- The Finchley Charities
- Garfield Weston Foundation
- The Hadley Trust
- Jesus Hospital Charity
- Lloyds Bank Foundation
- · Macmillan Cancer Support
- The Raven Foundation

Balance Sheet

Details of the major items on the balance sheet can be found in the notes to the accounts.

Reserve Policy

The Management Committee reviews the reserve policy periodically and aims to retain an adequate sum to ensure continuation of its activities. This is to ensure that in the event of a significant drop in funding, the charity will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Risk management

The Management Committee has drawn up a risk assessment which provides dates and details of action to be taken to reduce the risks faced by the charity. The charity also purchases a range of insurances.

Responsibilities of the Management Committee

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 United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). 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 charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the Management Committee is required to:

- select suitable accounting policies and then 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Management Committee is 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. The Management Committee is 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.

Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

Independent Examiners

Cohen Arnold have signified their willingness to continue in office and a resolution proposing their re-appointment will be put to their forthcoming Annual General Meeting on 25......2017

Remuneration of Trustees

The Management Committee Trustees received no remuneration in the year.

Special acknowledgement

The Management Committee Trustees are very grateful for all the financial support the organisation receives from our funders listed in the attached accounts. Their extended support has made it possible for us to reach our present stage of development.

Steven Jaffe FCA, Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF ADVOCACY IN BARNET LIMITED COMPANY LIMITED BY GUARANTEE

YEAR ENDED 31 MARCH 2016

I report on the accounts of the charity for the year ended 31 March 2016 which are set out on pages 11 to 18.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Advocacy in Barnet for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- · to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination in9cludes 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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 Goldberg, FCA DChA Independent Examiner

Cohen Arnold New Burlington House 1075 Finchley Road London NW11 0PU

25 Jan 2017

Advocacy in Barnet Limited Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 March 2016

Note		tricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
INCOME AND ENDOWMED Donations and legacies Investment income	ENTS	1,845 160	-	1,845 160	-
Income from charitable activities: Training Consultation	_	730 3,098	- -	730 3,098	12,194
Grants	2 -	40,000	188,928	228,928	40,872
TOTAL INCOME	-	45,833	188,928	234,761	53,066
EXPENDITURE Expenditure on Charitable activities	3 -	5,541	144,335	149,876	117,491
TOTAL EXPENDITURE	_	5,541	144,335	149,876	117,491
NET INCOME AND NET I IN FUNDS FOR THE YEA (64,425	R	NT	40,292	44,593	84,885
RECONCILIATION OF FU Total funds brought forward	JNDS -	59,920	7,084	67,004	131,429
TOTAL FUNDS CARRIED	FORWA	RD100,2	212 51,677	151,889	67,004

The statement of financial activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

Advocacy in Barnet Limited

Balance Sheet as at 31 March 2016

			2016		2015
	Notes	£	£	£	£
FIXED ASSETS Tangible assets	8		1		1
CURRENT ASSETS Debtors Cash at bank and in hand	9	24,136 161,605		4,090 101,754	
Craditara: amounta falling		185,741		105,844	
Creditors: amounts falling due within one year	10	(33,853)		(38,841)	
				Manufacture and Associated Association (Control of Control of Cont	
NET CURRENT ASSETS			151,888		67,003
			-		
NET ASSETS			151,889		67,004
			-		-
FUNDS OF THE CHARITY Unrestricted Income Funds Restricted Income Funds	12 11		100,212 51,677		59,920 7,084
TOTAL CHARITY FUNDS			151,889		67,004
			***************************************		****

For the year ended 31 March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees 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 with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by the management committee on 25... 2017 and signed on its behalf by:

Steven Jaffe FCA, Treasurer

Company Number: 5769365

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention. The Financial Statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entitles (effective January 2015) (SORP 2015).

(b) Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Income is almost entirely received by way of grants except for a minimal amount of
 income from sundry training and consultancy, and is included in full in the Statement
 of Financial Activities when receivable. Grants, where entitlement is not conditional
 on the delivery of a specific performance by the charity, are recognised when the
 charity becomes unconditionally entitled to the grant.
- Income from grants, where related to performance and specific deliverables, are
 accounted for as the charity earns the right to consideration by its performance. The
 proportion of grants receivable that are not attributable to an accounting period, are
 carried forward as deferred income and recognised as income in the subsequent
 accounting period.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT, which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

(e) Fixed assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years.

(f) Going concern

The Directors are aware that some core sources of funding have been reduced. However, the Directors believe that the Charity has enough reserve funds available to be able to fund any potential operating deficit that may arise for at least a further twelve months. The Directors are also working on finding new sources of income and finding ways of making savings.

2. Income from Charitable Activities to further the Charity's Objects

	Unrestricted Funds £	Restricted Funds	Total 2016 £	Total 2015 £
Grant income: Core advocacy	40,000	188,928	228,928	40,872
	40,000	188,928	228,923	40,872

3. Expenditure on Charitable Activities

Costs directly allocated to projects	50+ £	Unrestri £	Tota icted 2010 £	
Staff costs Room hire Training & Supervision Staff Travel and expenses Recruitment Volunteer expenses	99,685 2,309 6,352 758 2,438 4,245	1,975 100 53 - -	101,660 2,409 6,405 758 2,438 4,245	76,546 292 6,534 1,373 - 3,957
	115,787	2,128	117,915	88,702
Support costs allocated to projects				
Premises Telephone & Internet Computer costs Depreciation Other Equipment Insurance Payroll service Subscription PPS Sundry Advertising & publicity Bank charges Professional fees Management fees Database Governance costs: Accountancy fees	7,623 2,449 2,518 34 1,521 869 167 1,616 52 2,106 183 6,179 891	243 - 1,490 - 106 20 - - 1,554 -	7,623 2,449 2,761 34 3,011 869 273 1,636 52 2,106 183 7,733 891	7,623 3,343 3,188 3,281 73 2,263 716 256 1,914 26 1,042 174 1,987 793 - 2,110
Total costs of Charitable activities	144,335	5,541	149,876	117,491

The Support costs are allocated on the basis of the Income during the year.

4. Net Incoming Resources for the Year

This is stated after charging:	2016 £	2015 £
Depreciation	-	3,281
5. Staff Costs and Numbers		
Staff costs were as follows:	2016 £	2015 £
Salaries and wages Employer's Pension contributions Employer's national insurance	96,485 (193) 5,367	71,261 2,074 3,211
Total	101,659	76,546

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

The total number of employees, all of whom are part time during the year, was as follows:

	2016 Number	2015 Number
Director/ Operations Manager Advocates Administration/ Volunteer Co-ordinator	2 3 2	2 1 3
Total	7	6

The charity operates a defined contribution pension scheme on behalf of the directors and staff. The scheme and its assets are held by independent managers.

6. Trustee Remuneration & Related Party Transactions

No other members of the management committee received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the period.

7. Taxation

As a charity, Advocacy in Barnet Limited is exempt from tax on income and gains falling within section 505 of the Income and Corporation Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

8. Tangible Fixed Assets

	E	Office quipment
		£
Cost At 1 April 2015 Additions		24,246 -
At 31 March 2016		24,246
Accumulated Depreciation At 1 April 2015 Charge for the year		24,245
At 31 March 2016		24,245
Net book value At 31 March 2016		1
At 31 March 2015		1
9. Debtors	2016 £	2015 £
Other debtors Prepayments and accrued income	24,136	700 3,390
Total	24,136	4,090

10. Creditors: Amounts Fa	lling Due with	in One Year	2016 £	2015 £
Accruals Deferred Income			5,388 28,465	7,258 31,583
Total			33,853	38,841
11. Restricted Income Fun	ds			
	Balance at 1 Apr 2015 £	IncomeEx £	penditure £	At 31 Mar 2016 £
50+	7,084 ————	188,928	(144,335)	51,677 ————
12. Unrestricted income fu	nds Balance at			At 31
•	1 April 2015 £	IncomeEx £	penditure £	Mar 2016
General Funds	1 April 2015			Mar 2016
	59,920	45,833 ———	(5,541)	Mar 2016 £
General Funds	59,920	£ 45,833 ———	(5,541)	Mar 2016 £
General Funds 13. Analysis of Net Assets	59,920	£ 45,833 ——— ds Tangible Ne	£ (5,541) ———— et Current Assets	Mar 2016 £ 100,212 ———————————————————————————————————
General Funds 13. Analysis of Net Assets Funds: Restricted Income Funds	59,920	£ 45,833 ——— ds Tangible Ne	£ (5,541) et Current Assets £	Mar 2016 £ 100,212 ———————————————————————————————————
General Funds 13. Analysis of Net Assets Funds: Restricted Income Funds	59,920	£ 45,833 ——— ds Tangible Ne	£ (5,541)	Mar 2016 £ 100,212 Total £