

Registered charity number
1152359

Advocacy Now
(formerly Advocacy for Older People in Greenwich)

Report and Accounts

31 March 2019

Advocacy Now
Report and accounts
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Advocacy Now
Trustees' Annual Report for the period ended 31 March 2019

The Management Committee present its annual report and the financial statements for the period ended 31 March 2019.

Reference and Administration Information

Principal address:

Eltham Library
The Eltham Centre,
2, Archery Road,
Eltham

Registered Charity Number:

1152359

Trustees

Ms Freda Kelly (Chair)
Deborah Kiely (Treasurer)
Mr Graham Ross (Vice Chair)
Mr Simon Rouse
Mr Brian Tan
Mr Tom Reddington

Senior Officer

Ms Regine Aston

Independent examiners

Michael Adamson and Co
21 The Drive
Hullbridge
Hockley
Essex
SS5 6LZ

Bankers

CAF Bank
25 Kings Hill Avenue
West Malling, Kent ME19 4JQ

Advocacy Now

Registered Charity number: 1152359

Structure, Governance and management

Advocacy Now, previously known as Advocacy for Older People in Greenwich, is a Charitable Incorporated Organisation governed by its updated constitution dated 26 April 2018.

The Trustees are elected annually by the membership at a properly convened meeting of the Charity trustees. There must be at least six trustees and a maximum of ten.

All Trustees attend advocacy training and receive a comprehensive pack which includes the Charity's accounts and constitution, its policies, including the confidentiality policy, conflict of interest policy, disciplinary and grievance procedures, complaints procedures and details of the Charity's policy on diversity.

Objectives and Activities

The Objects of the Charity are to relieve and assist those in need by reason of age, disability or other disadvantage in South East England for the public benefit. In particular, but without limitation, by:

- a) Providing advocacy support, improving quality of life and enabling people to assert their rights;**
- b) Promoting the rights of those who are vulnerable or at a social disadvantage, enabling them to participate in decisions about their future;**
- c) Providing support, information and training to those who feel marginalised and isolated from mainstream society.**

The Charity undertakes the following activities for the public benefit in relation to the above objectives:

- We provide one to one advocacy to vulnerable and isolated people aged over 18 and who live in their own homes, sheltered accommodation, in residential care or in hospital.**
- We offer support on a wide range of issues, including accessing statutory services, making complaints, getting changes to care packages or adaptations, financial issues and housing problems.**
- We recruit, train and support an increasing number of volunteers from the local community and match them in one to one citizen advocacy partnerships with older people.**

Advocacy Now

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Achievements and Performance

Throughout 2018/19 we continued to expand our work in supporting the most vulnerable adults to ensure their voice is heard.

With funding from Big Lottery, our Advocacy Connect Project helped more than 250 individuals, their families and carers to speak up and get more involved in their local community. We organised 'Made of Money' Workshops in partnership with Quaker Social Action helping local older people to manage their finances better. We worked with City Lit to provide digital training workshops based around family history research and out of these activities created a regular social group who get together monthly to meet and chat but who also help us consult with users about our future organisational development. Building confidence and resilience is at the heart of all we do and we will continue to expand the range of groups and activities we offer to bring people together across community and generational divides.

We continue our work in recruiting, training, mentoring and supporting a volunteer cohort of over 40 volunteers funded by Mercers Company to the end of September 2018. Our aim is to develop volunteer advocates to be able to complete complex work supervised by our staff team. This benefits the volunteer in developing skills for potential employment and provides a really worthwhile volunteer experience.

Greenwich Hatcliffe awarded funding to support our work with older people facing crisis through poverty, financial abuse, bereavement or the onset of disability. We are grateful also for the vital funds that Greenwich Hatcliffe awards to individuals in dire need. Working together has meant a substantial increase in the number of older Greenwich residents in distress that we can support.

Advocacy Now has, despite its size, been the most successful organisation in the Royal Borough of Greenwich in delivering Independent Advocacy under the Care Act. We actively seek partner organisations in this work to ensure that those in need of assisted decision-making support can have an effective service provided in a timely manner. We have been able to generate extra funding for this work because of the extra demand we have been able to meet.

We were very pleased to be awarded the Quality Performance Mark for Advocacy (QPM) in January 2019 by the National Development Team for Inclusion (NDTi) and is testament to the dedication of our staff, volunteers and trustees and the robust systems we use to ensure high standards of governance and accountability.

We completed our Dementia Inclusive Greenwich award in 2018 and regularly take part in Dementia Inclusive Greenwich Network meetings and events to support the development of the local offer to people living with dementia and their family carers.

We are proud to be an accredited Living Wage Employer supporting our staff to undertake regular training and professional development.

We were awarded the London Healthy Workplace Award in 2016 and will undertake further accreditation work to develop a wellness strategy which underpins all our activities in 2019/20.

This Charity has been exploring strategies to ensure its sustainability and diversify its funding streams by extending our remit and rebranding the organisation. Much further work will be undertaken in this coming year to build upon our success and create a platform for long term expansion and development.

Advocacy Now

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Our gratitude to our current funders is unabated. Big Lottery, The Royal Borough of Greenwich, The Mercers' Company, the London Community Foundation, Greenwich Hatcliffe and the Gordon Family Fund.

They have been generous in their support and we thank them for that. Particularly our thanks go out to our volunteers and staff who have overcome many hurdles to achieve many incredible changes that enable local people of to lead much better lives.

Thank you.

Financial Review

The results for the year are as shown on page 5

This report was approved by the board on

26.1.20

and signed on its behalf

A handwritten signature in grey ink, appearing to read 'Freda Kelly', is positioned above the printed name and title.

Freda Kelly
Chair of Trustees

Advocacy Now Accountants' Report

Report of the Independent Examiners to the Members Advocacy Now

We have examined the financial statements on pages 5 to 14 for the period ended 31 March 2019 which have been prepared under the accounting policies set out on page 8

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- * examine the accounts under section 142 of the Charities Act,
- * to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- * to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

1. which gives us reasonable cause to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with section 130 of the Charities Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, have not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Michael Adamson and Co
Chartered Accountants

21 The Drive
Hullbridge
Hockley
Essex
SS5 6LZ

Date : 25.1.20

Advocacy Now**Statement of Financial Activities for the year ended 31 March 2019**

	Notes	Unrestricted fund £	Restricted funds £	Total 2019 £	Total 2018 £
Incoming resources:					
Incoming resources from generated funds:					
Voluntary income		3,782	150,738	154,520	145,484
Investment income		7	-	7	25
Incoming resources from charitable activities		<u>4,558</u>	<u>-</u>	<u>4,558</u>	<u>22,935</u>
Total incoming resources	2	<u>8,347</u>	<u>150,738</u>	<u>159,085</u>	<u>168,444</u>
Resources expended:					
Cost of generating funds					
Costs of generating voluntary income		-	-	-	-
Charitable activities		13,854	150,738	164,592	163,511
Governance costs		1,622	-	1,622	2,027
Total resources expended	3	<u>15,476</u>	<u>150,738</u>	<u>166,214</u>	<u>165,538</u>
Net income for the year		(7,129)	-	(7,129)	2,906
Transfer between funds					
Balance brought forward		59,492	-	59,492	56,586
Funds carried forward		<u>52,363</u>	<u>-</u>	<u>52,363</u>	<u>59,492</u>

Statement of Financial Activities for the year ended 31 March 2018

	Notes	Unrestricted fund £	Restricted funds £	Total 2018 £
Incoming resources:				
Incoming resources from generated funds:				
Voluntary income		1,496	143,988	145,484
Investment income		25	-	25
Incoming resources from charitable activities		<u>22,935</u>	<u>-</u>	<u>22,935</u>
Total incoming resources		<u>24,456</u>	<u>143,988</u>	<u>168,444</u>
Resources expended:				
Cost of generating funds				
Costs of generating voluntary income		-	-	-
Charitable activities		19,523	143,988	163,511
Governance costs		2,027	-	2,027
Total resources expended		<u>21,550</u>	<u>143,988</u>	<u>165,538</u>
Net income for the year		2,906	-	2,906
Transfer between funds		-	-	-
Balance brought forward		56,586	-	56,586
Funds carried forward		<u>59,492</u>	<u>-</u>	<u>59,492</u>

Advocacy Now
Balance Sheet as at 31 March 2019

	Notes	Unrestricted Funds 2019	Restricted Funds 2019 £	Total 2019	Total 2018 £
Fixed assets					
Tangible assets	7	3,697	-	3,697	4,349
		<u>3,697</u>	<u>-</u>	<u>3,697</u>	<u>4,349</u>
Current assets					
Debtors	8	8,400	-	8,400	17,642
Cash at bank and in hand		46,720	20,774	67,494	61,371
		<u>55,120</u>	<u>20,774</u>	<u>75,894</u>	<u>79,013</u>
Creditors: amounts falling due within one year					
	9	(6,454)	(20,774)	(27,228)	(23,870)
Net current assets		<u>48,666</u>	<u>-</u>	<u>48,666</u>	<u>55,143</u>
Net assets		<u>52,363</u>	<u>-</u>	<u>52,363</u>	<u>59,492</u>
Funds carried forward					
Unrestricted funds		52,363	-	52,363	59,492
Designated fund		-	-	-	-
Restricted funds		-	-	-	-
Total funds		<u>52,363</u>	<u>-</u>	<u>52,363</u>	<u>59,492</u>

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the year end and of the surplus or deficit for the year then ended.

In preparing these financial statements, the Trustees are required to select suitable accounting policies, as described on page 8 and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

These accounts were approved by the Management Committee on 26.1.20

and signed on its behalf by



Freda Kelly
Chair

Advocacy Now
Cash Flow Statement
for the year ended 31 March 2019

	Notes	Total funds 2019 £	Total funds 2018 £
Net cash generated from operating activities	11	6,116	3,321
Cash flows from investing activities			
Interest received	2	7	25
Purchase of fixed assets	7	<u>-</u>	<u>(1,746)</u>
Change in cash and cash equivalents in the period		6,123	1,600
Cash and cash equivalents brought forward		<u>61,371</u>	<u>59,771</u>
Cash and cash equivalents carried forward		<u>67,494</u>	<u>61,371</u>
Consisting of:			
Cash at bank and in hand		<u>67,494</u>	<u>61,371</u>

Advocacy Now

Notes to the Accounts for the year ended 31 March 2019

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention, and are in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

INCOMING RESOURCES

Recognition of incoming resources

These are included in the Statement of Financial Activities when:

- * The charity becomes entitled to the resources;
- * The trustees are virtually certain that they will receive the resources; and
- * The monetary value can be measured with sufficient reliability.

Deferred income

Where grants are received in advance and specified by the donor as relating to specific accounting periods, these are deferred on an accruals basis to the period to which they relate.

Incoming resources with related expenditure

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the Statement of Financial Activities.

Volunteer help

The value of any volunteer help is not included in the accounts.

Investment income

This is included in the accounts when receivable.

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

These include the costs of preparation and examination of statutory accounts, the costs of the Annual General Meeting and the costs of any legal advice to trustees on governance or constitutional matters.

FIXED ASSETS

Tangible fixed assets used by the charity

They are capitalised if they can be used for more than one year. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Furniture and equipment	25% on cost
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Advocacy Now

Notes to the Accounts for the year ended 31 March 2019

2 Analysis of incoming resources	2019	2018
Voluntary income:		
Unrestricted funds :		
Sundry donations and grants	3,782	1,496
	<u>3,782</u>	<u>1,496</u>
Restricted funds:		
Big Lottery	72,680	34,452
Mercers	13,225	54,536
Hatcliffe	13,333	-
LCF	1,500	5,000
Royal Borough of Greenwich	50,000	50,000
	<u>150,738</u>	<u>143,988</u>
Income from charitable activities:		
Unrestricted funds:		
Royal Borough of Greenwich	<u>4,558</u>	<u>22,935</u>
	<u>4,558</u>	<u>22,935</u>
Investment income		
Bank interest	<u>7</u>	<u>25</u>
Total incoming resources	<u>159,085</u>	<u>168,444</u>

3 Analysis of resources expended

Details of resources expended are shown on page 13 of the accounts

Advocacy Now

Notes to the Accounts for the year ended 31 March 2019

4 Net incoming resources for the year

	£	£
These are stated after charging		
Depreciation	652	1,687
Independent Examiners fee	850	750
	<u> </u>	<u> </u>

Trustees expenses

No expenses were paid to members of the management committee during the period.

5 Employees

	2019 £	2018 £
Gross salaries	127,592	125,530
Employers National Insurance costs	<u>8,998</u>	<u>9,906</u>
	<u>136,590</u>	<u>135,436</u>

The average number of full time equivalent employees during the period was 5.

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

Remuneration to key management personnel in the year amounted to £49,918 (2018: £45,100)

6 Taxation

The charity is exempt from Corporation Tax on its charitable activities.

	Furniture and equipment	Total
7 Tangible fixed assets		
Cost		
Brought forward	<u>13,284</u>	<u>13,284</u>
At 31 March 2019	<u>13,284</u>	<u>13,284</u>
Depreciation		
Brought forward	8,935	8,935
Charge for the year	<u>652</u>	<u>652</u>
At 31 March 2019	<u>9,587</u>	<u>9,587</u>
Net book value		
At 31 March 2019	<u>3,697</u>	<u>3,697</u>
At 31 March 2018	<u>4,349</u>	<u>4,349</u>

Advocacy Now
Notes to the Accounts for the year ended 31 March 2019

8 Debtors	2019	2018
	£	£
Other debtors	<u>8,400</u>	<u>17,642</u>
	<u>8,400</u>	<u>17,642</u>

9 Creditors: amounts falling due within one year	2019	2018
	£	£
Other creditors	850	718
PAYE and NI	5,604	4,685
Client's money	-	5,242
Deferred income	<u>20,774</u>	<u>13,225</u>
	<u>27,228</u>	<u>23,870</u>

Deferred income

At 31 March the following has been accrued forward as deferred income

	2019	2018
	£	£
Mercers	-	13,225
LCF	7,500	-
Hatcliff	6,667	-
Big Lottery	<u>6,607</u>	<u>-</u>
	<u>20,774</u>	<u>13,225</u>

Advocacy Now

Notes to the Accounts for the year ended 31 March 2019

10 Details of funds

Designated fund	This fund has been established by the Management Committee to provide for unexpected contingencies which may arise from time to time
Advocacy Connect	The Charity was most grateful to be awarded a new 5 year grant from the Reaching Communities fund totalling £277,255 which started in January 2012 and ended in January 2017.
Volunteering	The Charity was awarded a three year grant from The Mercers Company in 2015 to employ a full time Volunteer Manager to develop greater capacity through recruiting, training, supervising and matching Volunteers with suitable work for the organisation.
Independent Advocacy - Care Act.	The Charity was awarded £25,000 per annum in 2015 by Royal Borough of Greenwich to provide Independent Advocacy to those eligible for this offer of support under the terms of the Care Act 2014. We exceeded our targets and were awarded extra funding to recognise our exceptional work.
Money Management Service	The Charity successfully piloted our innovative Money Management Service with funding from Royal Borough of Greenwich and was commissioned to provide this service for two years from 1 December 2016. We were awarded £25,000 per annum to complete this work
Gordon Family Fund	The Charity was awarded £9,000 per annum by the Gordon Family Fund to help older people in financial crisis and at risk of financial abuse.
Greenwich Hatcliffe Charity	We were awarded £20,000 per annum for three years to tackle poverty and deprivation amongst the most vulnerable elderly in Greenwich.

11 Reconciliation of net movements in funds to net cash flow from operating activities

	2019	2018
	£	£
Net movement in funds	(7,129)	2,906
Add back depreciation	652	1,687
Less interest received	(7)	(25)
Decrease / (increase) in debtors	9,242	(3,874)
Increase / (decrease) in creditors	3,358	2,627
Net cash generated from operating activities	<u>6,116</u>	<u>3,321</u>

Advocacy Now

Analysis of resources expended

Year ended 31 March 2019

	Big Lottery	Advocacy Connect	Mercers	Other projects	General expenses	Total
	£	£	£	£	£	£
Charitable activities:						
Direct costs						-
Salaries	72,680	35,852	13,225	14,833	-	136,590
Office running expenses	-	9,694	-	-	3,645	13,339
Other staff costs	-	4,454	-	-	432	4,886
Other costs	-	-	-	-	1,196	1,196
Depreciation	-	-	-	-	652	652
Support costs:						
Premises	-	-	-	-	7,929	7,929
Total	72,680	50,000	13,225	14,833	13,854	164,592
Governance costs:						
Trustee expenses	-	-	-	-	772	772
Independent Examiners fees	-	-	-	-	850	850
Total	-	-	-	-	1,622	1,622
Total resources expended	72,680	50,000	13,225	14,833	15,476	166,214

Year ended 31 March 2018

	Royal Borough of Greenwich	Access to Advocacy	Mercers	Other projects	General expenses	Total
	£	£	£	£	£	£
Charitable activities:						
Salaries	34,452	40,000	54,536	5,000	1,448	135,436
Office running expenses	-	5,000	-	-	6,859	11,859
Publicity	-	-	-	-	758	758
Other staff costs	-	5,000	-	-	908	5,908
Other costs	-	-	-	-	540	540
Depreciation	-	-	-	-	1,687	1,687
Support costs:						
Premises	-	-	-	-	7,323	7,323
Total	34,452	50,000	54,536	5,000	19,523	163,511
Governance costs:						
Legal fees	-	-	-	-	1,277	1,277
Independent Examiners fees	-	-	-	-	750	750
Total	-	-	-	-	2,027	2,027
Total resources expended	34,452	50,000	54,536	5,000	21,550	165,538

Advocacy Now

Movement in restricted funds Year ended 31 March 2019

	Balances brought forward	Incoming resources	Outgoing resources	Gross transfers between funds	Fund balances carried forward
	£	£	£	£	£
Big Lottery	-	72,680	72,680	-	-
Advocacy Connect	-	50,000	50,000	-	-
Mercers	-	13,225	13,225	-	-
Other projects	-	14,833	14,833	-	-
Total	-	150,738	150,738	-	-

Year ended 31 March 2018

	Balances brought forward	Incoming resources	Outgoing resources	Gross transfers between funds	Fund balances carried forward
	£	£	£	£	£
Volunteering Royal Borough of Greenwich	-	34,452	34,452	-	-
Advocacy Connect	-	50,000	50,000	-	-
Mercers	-	54,536	54,536	-	-
Other projects	-	5,000	5,000	-	-
Total	-	143,988	143,988	-	-