

Charity number: SC034510
Company number: SC251723

Forth Valley Advocacy
(A company limited by guarantee)

Trustees' report and financial statements

for the year ended 31 March 2011

Forth Valley Advocacy
(A company limited by guarantee)

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Legal and administrative information

Charity number	SC034510	
Company registration number	SC251723	
Business address	1 The Bungalows Stirling Road Larbert FK5 4SZ	
Registered office	1 The Bungalows Stirling Road Larbert FK5 4SZ	
Trustees	Margaret Cheyne Mary-Elizabeth Kenyon Ian Malcolm Alan Seel David Paterson Jude Clark William Bruce Robert Hoolachan Ravind Busgeeth David Irving	(Resigned 23/6/10) (Resigned 8/12/10) (Resigned 23/6/10) (Appointed 8/12/10) (Appointed 13/12/10) (Appointed 13/12/10)
Secretary	Wendy Sharp	
Senior management team	Wendy Sharp Margaret Turner Margaret Cheyne Ian Malcolm Robert Hoolachan	
Auditors	Barrie Scott Ltd 16 - 18 Weir Street Falkirk FK1 1RA	
Bankers	The Royal Bank of Scotland plc 2 Newmarket Centre Falkirk FK1 1JX	

Forth Valley Advocacy
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2011

The trustees present their report and the financial statements for the year ended 31 March 2011. The trustees, who are also directors of Forth Valley Advocacy for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 29th May 2003 and registered as a charity on 25th June 2003. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Directors to the Board

The directors of the company are also charitable trustees for the purposes of charitable law and under the company's Articles of Association are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

The Board of Directors ensure that all three client groups served by the charity have representation on the Board. The Client Involvement Sub Group (CISG), a sub group of the Board consisting of a group of clients chaired by an elected Board Member who is themselves a client and the Senior Advocacy Worker, meet to discuss the workings of the organisation and make recommendations to the Board for their consideration to implement changes/improvements to working practice. This includes identifying methods for measuring outcomes, evaluating the service and considering areas for further development.

The traditional business and organisational experience are well represented on the Board of Directors. In an effort to maintain and develop this broad skill mix, members of the Board of Directors identify any skill loss when members retire. Individuals are approached to offer themselves for election to the Board of Directors.

As in past years, at the AGM the members may elect any member to be a director. The directors may at any time appoint any member to be a director. All directors shall retire at each AGM and shall then be eligible for re-election. The maximum number of directors shall be 15.

The Directors meet regularly throughout the year with sub-groups meeting as necessary and reporting back to the Board. Over the year there have been sub-groups for Human resources, service development, property and client involvement.

Directors Induction and Training

Directors are completely familiar with the practical workings of the organisation and are fully committed to supporting staff and clients.

New directors are all given an induction into Forth Valley Advocacy during which they receive a copy of the Memorandum and Articles of Association with additional information of the services carried out by the organisation, finances and Charity Law.

Directors receive regular training and updates on any change to Company or Charitable Law.

A recruitment leaflet sets out the responsibilities of a Director, the ethos underpinning the charity and the approximate time commitment required.

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Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2011

Risk Management

The Directors and staff carry out an annual risk assessment to identify any risks to service delivery and resources and to comply with Health and Safety legislation. Policies and procedures for finance, health and safety, practice and sustainability are in place and new ones are presented as required.

Organisational Structure

Forth Valley Advocacy is governed by a Board of Directors concerned with all aspects, accountability and responsibilities, organisational policies, business changes and the context and constraints within which decisions are taken.

There are ten members of paid staff, including a Manager, Senior Advocacy Worker, Administrator and 7 Advocacy Workers, three of whom are part time.

The Manager is responsible for the provision of services, financial management and delivery of key management performance indicators. The Senior Advocacy Worker line manages all advocacy workers providing support and supervision and ensuring a quality service is delivered to clients.

All Advocacy Workers participate in weekly allocations meetings and use this opportunity to share best practice, information and knowledge. All staff attend the monthly staff meetings.

Related Parties

Forth Valley Advocacy (FVA) is a member of the Scottish Council of Voluntary Organisations and the Scottish Independent Advocacy Alliance. It also has membership with local CVS groups, Age Concern, Alzheimer's Scotland and Mind, amongst others.

Objectives and activities

The object and principal activity is:

To relieve the suffering and distress and generally promote the welfare of those affected by mental ill-health and older persons by:

- Encouraging such persons to involve themselves in all aspects of society and, in particular, in those decisions affecting themselves.
- Providing an independent advocacy service for such persons.
- Promoting and encouraging the training and education of people in the field of advocacy.
- Promoting the understanding and awareness of the rights of the aforementioned individuals.

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Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2011

The main objectives and activities for the year were:

- To deliver an independent advocacy service appropriate to the needs of specific groups across Forth Valley that meets the needs and expectations of clients and funding bodies.
- Maintain and develop an independent advocacy service.
- To continue to provide independent advocacy under the statutory requirement of the Mental Health (Care and Treatment)(Scotland) Act 2003.
- To maintain the service during increasingly uncertain times as the possibility of tendering becomes a reality.
- To begin the process of measuring the impact of our service through Social Return on Investment.
- To build and strengthen our partnership working with like-minded organisations who promote equality and best practice.
- To work towards ensuring our service is equally available to as many people as possible who require it.
- To formalise procedures for evaluating the organisation and the service both internally and externally.
- To continue to improve data gathering to produce more accurate and detailed statistics to assist in strategic planning internally and externally.
- To continue to contribute at a strategic level towards service planning for older people, people experiencing mental ill health and children and young people.
- To continue to represent the sector on the Adult Support & Protection Committee.
- To facilitate a peer advocacy and information service for stroke survivors and their carers.

Achievements and performance

The past year has been one that in many ways felt static and uncertain as we awaited the outcome of a Forth Valley wide advocacy review. In August 2010 the decision was taken to put advocacy provision out to tender but no timescale was given. The aim is to ensure advocacy provision is more equitable and efficient.

We welcome all attempts at promoting a fairer and more accessible advocacy service for people across Forth Valley. Whilst concerned about the prospect of advocacy going out to tender, our staff and Board faced this head-on as we worked towards getting our service "tender ready" whilst maintaining a quality service.

We have worked hard over the past year to ensure our service continues to be fully accountable and transparent and this has been recognised and acknowledged by funders and clients.

In January 2011 we began the process of measuring the impact of advocacy on people with mental ill health one year on using Social Return on Investment tools. This exercise has allowed clients to identify their own outcomes and has helped improve the way we record and monitor client outcomes.

We have continued to build on and improve the way Forth Valley Advocacy collates data on the service outputs through detailed statistics that include the number of advocacy hours delivered. During 2010/11 our service provided over 6579 hours of advocacy support directly related to client work.

In June 2010 we commenced work with members of the stroke survivors and carers project, funded by the Stroke Association. In a relatively short space of time the group have produced a DVD about their experiences of stroke, a snakes and ladders game to raise awareness and have met with many of the smaller stroke support groups across Forth Valley. They have also designed a website, started collating information and are working towards recruiting and training stroke survivors to become peer advocacy volunteers.

Towards the end of 2010 advocacy staff supported mental health clients to get their voices heard after the decision was taken to close the service they attended. Whilst the decision remained, the service users felt they had been fully supported and were able to self-advocate moving forwards.

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for the year ended 31 March 2011

2010/11 was a challenging time for older peoples services due to the high number of referrals made from a single source, particularly following care home investigations conducted under Adult Support and Protection legislation. This involved protecting clients' rights primarily within a safeguarding role, participating in a review of the care home(s) and attending case conferences and planning meetings under the legislation. This experience has resulted in our service drawing up a checklist and pack to enable staff to efficiently and effectively advocate for people under these circumstances.

Throughout 2010/11 (and ongoing) our Younger Persons Advocacy Worker has supported a young person with autism who has been placed inappropriately. This intense piece of advocacy has involved many hours of getting to know the young person and his communication methods to ensure that his wishes and needs were considered and protected. Plans are now underway to move him to a more appropriate place suitable to his needs and requirements.

We continue to deliver Advocacy Services from our existing two bases, Bungalow 1 in Larbert and The Advocacy Place in Clackmannan, but as you will be aware, most of the "hands on" services are delivered as an outreach service either at a client's home, in-patient NHS, residential care or in an identified community setting.

Our main funders for the service remain:

Forth Valley NHS
Stirling, Falkirk and Clackmannanshire Councils.

The Board of Directors continue to be fully involved, giving their skills and their time to the various areas of the service and supporting staff and projects. They are involved in the ongoing monitoring of the service and monitoring of the standards of care.

Financial review

Reserves Policy

The Board of Directors has examined the charity's requirements for reserves in light of the main risks to the organisation. They believe that unrestricted general funds are necessary because:

- FVA is dependent on income from a variety of grants, some of which are decided from year to year and are subject to fluctuation.
- FVA requires to provide protection in order to continue operating and to meet its responsibilities in the event that changes in funding occur at short notice.

The Board of Directors believe that the minimum level of unrestricted general reserves should be the equivalent of three months operating costs and that this should be calculated and reviewed annually. At the end of March 2011, unrestricted reserves stand at £87,496, whilst 3 months unrestricted running costs amount to £37,257.

Efforts will continue to be made to ensure that unrestricted general reserves stay in line with this policy.

Plans for future periods

In August 2010 the decision was taken by all three Councils and the NHS to put (adult) independent advocacy provision out to tender.

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**Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2011**

As a result our most immediate concern is to ensure Forth Valley Advocacy is ready for the tender and all steps will be taken to ensure this is so. This will include:

- Drawing up a Disengagement Plan for services currently purchased from Forth Valley NHS.
- Hosting our first ever Conference to help us identify more cost-effective, flexible, efficient and effective ways for delivering our service.
- Investing time and resources in training staff and Trustees.
- Working towards achieving a recognised Quality Standard Award.
- Accessing funds and resources to develop our capacity and structure.
- Improving how we record and monitor met outcomes for the service and our clients.
- Continuing to strengthen our partnership working with other equality organisations.
- Accessing funds to develop and pilot a community advocacy volunteer service.
- Accessing funds to pilot a prison advocacy service.
- Continuing to develop the stroke survivor and carer's project by building up the information resource library, recruiting volunteers and initiating research into the experience of stroke survivors immediately following their stroke.

The directors will now work within an annual strategic plan to take account of the planned tender for advocacy services across Forth Valley. Staff will be tasked with activities that enable the service to achieve its 2011/12 goals.

It is the constant aim of the directors to identify the advocacy needs of the future and, with the manager, draw up specific business plans to achieve the end goal.

Statement as to disclosure of information to auditors

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- 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.

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Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2011

Statement of trustees' responsibilities

The trustees (who are also directors of Forth Valley Advocacy for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which 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.

Auditors

Barrie Scott Ltd are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board

.....
Wendy Sharp
Secretary

Forth Valley Advocacy
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Independent auditor's report to the trustees of Forth Valley Advocacy

We have audited the financial statements of Forth Valley Advocacy for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the company's members, as a body, in accordance with Section 495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditors

The trustees' (who are also directors for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

We have been appointed auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under Companies Act 2006 and report to you in accordance with those Acts.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 and whether the information given in the Trustees' Annual Report is not consistent with the financial statements. We also report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Trustees' Annual Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

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We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out below:

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006; and

- the information given in the trustees' report is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or

the charitable company has not kept proper and adequate accounting records; or

the financial statements are not in agreement with the accounting records and returns; or

we have not received all the information and explanations we require for our audit.

Emphasis of Matter - Going Concern

In forming our opinion, we have considered the adequacy of the disclosures made in the financial statements concerning the company's ability to continue as a going concern. The company's funders are still reviewing their future services and as a consequence have only guaranteed funds up to 31 December 2011. These conditions indicate the existence of a material uncertainty which may cast significant doubt about the company's ability to continue as a going concern. The financial statements do not include any adjustments that would result from a failure to continue as a going concern. Our opinion is not qualified in this respect.

.....

James Fleming Scott Coats (Senior Statutory Auditor)

Eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

For and on behalf of Barrie Scott Ltd

Chartered Accountants and

Registered Auditors

16 - 18 Weir Street

Falkirk

FK1 1RA

Date

Forth Valley Advocacy
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Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 March 2011

	Notes	Unrestricted General funds £	Unrestricted Designated funds £	Restricted funds £	2011 Total £	2010 Total £
Incoming resources						
Incoming resources from generating funds:						
Voluntary income	2	-	-	9,000	9,000	-
Investment income	3	1,123	-	-	1,123	1,658
Incoming resources from charitable activities	4	138,216	-	155,316	293,532	283,361
Other incoming resources	5	19,420	-	-	19,420	14,093
Total incoming resources		<u>158,759</u>	<u>-</u>	<u>164,316</u>	<u>323,075</u>	<u>299,112</u>
Resources expended						
Charitable activities	6	144,498	-	178,596	323,094	387,957
Governance costs	7	4,267	264	2,847	7,378	5,953
Total resources expended		<u>148,765</u>	<u>264</u>	<u>181,443</u>	<u>330,472</u>	<u>393,910</u>
Net incoming/(outgoing) resources before transfers						
		9,994	(264)	(17,127)	(7,397)	(94,798)
Transfer between funds		41,511	-	(41,511)	-	-
Net incoming/(outgoing) resources for the year / Net income/(expenditure) for the year		<u>51,505</u>	<u>(264)</u>	<u>(58,638)</u>	<u>(7,397)</u>	<u>(94,798)</u>
Total funds brought forward		35,991	264	64,789	101,044	195,842
Total funds carried forward		<u>87,496</u>	<u>-</u>	<u>6,151</u>	<u>93,647</u>	<u>101,044</u>

The notes on pages 12 to 19 form an integral part of these financial statements.

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Balance sheet
as at 31 March 2011

	Notes	2011		2010	
		£	£	£	£
Fixed assets					
Tangible assets	12		-		264
Current assets					
Debtors	13	26,719		23,345	
Cash at bank and in hand		105,596		144,938	
		<u>132,315</u>		<u>168,283</u>	
Creditors: amounts falling due within one year	14	<u>(38,668)</u>		<u>(67,505)</u>	
Net current assets			<u>93,647</u>		<u>100,778</u>
Net assets			<u>93,647</u>		<u>101,042</u>
Funds	15				
Restricted funds			6,151		64,789
Unrestricted designated funds			-		264
Unrestricted general funds			87,496		35,989
Total funds			<u>93,647</u>		<u>101,042</u>

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the board on and signed on its behalf by

.....
Margaret Cheyne
Director
Registration number: SC251723

The notes on pages 12 to 19 form an integral part of these financial statements.

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Notes to financial statements
for the year ended 31 March 2011

1. Accounting policies

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

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005), the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Companies Act 2006.

1.2. Incoming resources

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:

Voluntary income is received by way of grants, donations and gifts 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 investments is included in the year in which it is receivable.

1.3. Resources expended

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 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 on a basis designed to reflect the use of the resource.

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 3 years straight line

1.5. Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

1.6. Pensions

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

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Notes to financial statements
for the year ended 31 March 2011

1.7. Going concern

The current economic environment is challenging for the charity sector. The local authority funders are all going through financial reviews and have put advocacy services out to tender for the year starting 1 January 2012. The directors are hopeful, due to the level of service the charity has been providing, that they will be successful in this process and for this reason they continue to adopt the going concern basis in preparing the accounts.

2. Voluntary income

	Restricted funds	2011 Total	2010 Total
	£	£	£
Stroke Association	9,000	9,000	-
	<u>9,000</u>	<u>9,000</u>	<u>-</u>

3. Investment income

	Unrestricted General funds	2011 Total	2010 Total
	£	£	£
Bank interest received	1,123	1,123	1,658
	<u>1,123</u>	<u>1,123</u>	<u>1,658</u>

4. Incoming resources from charitable activities

	Unrestricted General funds	Restricted funds	2011 Total	2010 Total
	£	£	£	£
NHS Forth Valley	138,216	-	138,216	142,488
Stirling Council	-	79,995	79,995	79,994
Clackmannanshire Council	-	6,506	6,506	26,024
NHS Forth Valley Partnership	-	41,716	41,716	7,016
Falkirk Council	-	27,099	27,099	27,839
	<u>138,216</u>	<u>155,316</u>	<u>293,532</u>	<u>283,361</u>

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Notes to financial statements
for the year ended 31 March 2011

5. Other incoming resources

	Unrestricted		
	General	2011	2010
	funds	Total	Total
	£	£	£
Management and administration fees	19,420	19,420	14,093
	<u>19,420</u>	<u>19,420</u>	<u>14,093</u>

6. Costs of charitable activities

	Unrestricted	Restricted	2011	2010
	General	funds	Total	Total
	funds	£	£	£
	£	£	£	£
Wages & Salaries	108,009	132,377	240,387	261,185
Pension costs	600	8,083	8,683	11,100
Superannuation	6,313	-	6,313	6,215
Staff training	257	788	1,044	840
Recruitment expenses	-	580	580	786
Rent payable	5,952	-	5,952	5,952
Service charges	17,400	-	17,400	17,400
Repairs & maintenance	91	142	233	268
Insurance	1,900	2,418	4,317	4,669
Cleaning	59	26	85	-
Travelling and subsistence	917	10,312	11,229	12,735
Management and administration costs	-	19,420	19,420	14,093
Telephone	952	1,655	2,607	3,023
Printing, postage and stationery	1,551	1,988	3,539	4,989
Advertisinig	-	-	-	239
Computer costs	42	217	260	870
Volunteer expenses	-	330	330	693
General expenses	455	260	714	480
Grant underspend repaid	-	-	-	42,420
	<u>144,498</u>	<u>178,596</u>	<u>323,093</u>	<u>387,957</u>

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Notes to financial statements
for the year ended 31 March 2011

7. Governance costs

	Unrestricted General funds £	Unrestricted Designated funds £	Restricted funds £	2011 Total £	2010 Total £
Wages & salaries	1,877	-	-	1,877	1,852
Pension costs	98	-	-	98	96
Auditor remuneration	1,470	-	1,680	3,150	3,000
Management and administration costs	231	-	367	598	287
Consultancy	536	-	800	1,336	539
Bank charges	55	-	-	55	(84)
Depreciation on fixtures & equipment	-	264	-	264	263
	<u>4,267</u>	<u>264</u>	<u>2,847</u>	<u>7,378</u>	<u>5,953</u>

8. Net outgoing resources for the year

	2011 £	2010 £
Net outgoing resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	264	263
Auditors' remuneration	3,150	3,000
	<u>3,414</u>	<u>3,263</u>

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Notes to financial statements
for the year ended 31 March 2011

9. Employees

Employment costs	2011	2010
	£	£
Wages and salaries	242,264	263,037
Pension costs	8,781	11,196
Superannuation costs	6,313	6,215
	<u>257,358</u>	<u>280,448</u>

No member of the management committee received any remuneration during the year.

During the year £187 was reimbursed to members of the management committee for travel costs.

No director or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2010: nil).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2011	2010
	Number	Number
Advocacy services	8	9
Management and administration	3	3
Directors (not remunerated)	7	7
	<u>18</u>	<u>19</u>

10. Pension costs

The company operates a defined benefits pension scheme for a number of its employees. The scheme is a multi-employer scheme and the charity is unable to identify its share of the underlying assets and liabilities. The company also pays into the personal pension policies of a number of employees. The pension charge represents contributions due from the company and was as follows:

	2011	2010
	£	£
Pension charge	<u>15,094</u>	<u>17,411</u>

11. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

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Notes to financial statements
for the year ended 31 March 2011

12. Tangible fixed assets	Fixtures, fittings and equipment £	Total £
Cost		
At 1 April 2010 and At 31 March 2011	2,385	2,385
	<u>2,385</u>	<u>2,385</u>
Depreciation		
At 1 April 2010	2,121	2,121
Charge for the year	264	264
	<u>2,385</u>	<u>2,385</u>
At 31 March 2011	<u>2,385</u>	<u>2,385</u>
Net book values		
At 31 March 2011	-	-
	<u>-</u>	<u>-</u>
At 31 March 2010	264	264
	<u>264</u>	<u>264</u>
	<u>264</u>	<u>264</u>
 13. Debtors	 2011 £	 2010 £
Trade debtors	17,993	19,406
Other debtors	8,726	3,939
	<u>26,719</u>	<u>23,345</u>
	<u>26,719</u>	<u>23,345</u>
 14. Creditors: amounts falling due within one year	 2011 £	 2010 £
Bank overdraft	8,121	-
Trade creditors	2,396	37,420
Other taxes and social security	-	507
Accruals and deferred income	28,151	29,578
	<u>38,668</u>	<u>67,505</u>
	<u>38,668</u>	<u>67,505</u>

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15. Analysis of net assets between funds

	Unrestricted funds £	Endowment funds £	Total funds £
Fund balances at 31 March 2011 as represented by:			
Current assets	126,164	6,151	132,315
Current liabilities	(38,668)	-	(38,668)
	<u>87,496</u>	<u>6,151</u>	<u>93,647</u>

16. Unrestricted general funds

	At 1 April 2010 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2011 £
General fund	<u>35,991</u>	<u>158,759</u>	<u>(148,765)</u>	<u>41,511</u>	<u>87,496</u>

17. Unrestricted designated funds

	At 1 April 2010 £	Outgoing resources £	At 31 March 2011 £
Fixed Assets	<u>264</u>	<u>(264)</u>	<u>-</u>

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18. Restricted funds	At				At
	1 April	Incoming	Outgoing	Transfers	31 March
	2010	resources	resources		2011
	£	£	£	£	£
Stirling Council	22,772	79,995	(85,697)	(17,070)	-
Clackmannanshire Council	24,738	6,506	(21,844)	(9,400)	-
Falkirk Council	13,629	27,099	(32,455)	(8,273)	-
NHS Forth Valley Partnership	3,650	41,716	(38,598)	(6,768)	-
Stroke Association	-	9,000	(2,849)	-	6,151
	<u>64,789</u>	<u>164,316</u>	<u>(181,443)</u>	<u>(41,511)</u>	<u>6,151</u>

Purposes of restricted funds

Stirling Council

Advocacy Service for older people in Stirling residential homes, nursing homes and the community and Advocacy Service for adults with mental health problems in the Stirling area and in rural Stirlingshire.

Clackmannanshire Council

Advocacy Service for people with mental ill health and older people in Clackmannanshire.

Falkirk Council

Independent advocacy worker for people with mental ill health in Falkirk.

NHS Forth Valley Partnership

Advocacy Service for adults, children and young people under the Mental Health (Care and Treatment)(Scotland) Act 2003.

Stroke Association

Peer Advocacy Service for stroke survivors and their carers.

19. Financial commitments

At 31 March 2011 the company had annual commitments under non-cancellable operating leases as follows:

	2011	2010
	£	£
Expiry date:		
Within one year	<u>1,488</u>	<u>1,488</u>

20. Company limited by guarantee

Forth Valley Advocacy is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.