

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 2012

Forth Valley Advocacy
(A company limited by guarantee)

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Forth Valley Advocacy
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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 David Paterson Jude Clark (Resigned 23/6/11) William Bruce Robert Hoolachan Ravind Busgeeth (Resigned 23/6/11) David Irving (Appointed 23/6/11, Resigned 10/10/11) Henrietta Wood (Appointed 10/10/11) Jennifer Davies (Appointed 10/10/11)
Secretary	Wendy Sharp
Senior management team	Wendy Sharp Margaret Turner Margaret Cheyne 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
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Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2012

The trustees present their report and the financial statements for the year ended 31 March 2012. 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 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.

All potential Board Members are required to meet formally with the Chairman prior to submitting an application form outlining the experience and knowledge they can bring to our organisation along with a brief resume. Each application is then presented to the Board for approval.

All new Board members must attend a Board induction event with the manager to learn more about charity law, their role and responsibility and, where necessary, find out more about our organisation and our staff.

The directors continue to be responsible for the administration, management and control of the advocacy service and the property of the charity. 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 groups.

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 2012

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. Monthly staff meetings are held for all staff.

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 physically disabled persons, with learning disabilities and 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 2012

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 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 with mental ill health issues, people with a learning disability, people with an acquired brain injury and people who are vulnerable.
- To continue to represent the sector on the Adult Support & Protection Committee.

Achievements and performance

After years of hard work to ensure our service was "tender ready" and several unsuccessful attempts to work collaboratively with another local provider, we submitted our tender application in December 2011 with the support of a Lloyds TSB Capacity Building Grant.

In March 2012 we received formal notification that we had won the tender and would commence the new service on 1st April 2012. It was a wonderful achievement and we ended 2011/12 on a high note as the sole locally funded independent advocacy provider in Forth Valley.

As part of our tender application, Forth Valley Advocacy designed a three-tier advocacy delivery system that clearly identifies the separate role of paid and unpaid advocates. So, from April 2012 onwards we will have a core Volunteer Co-ordinator post allowing us to recruit and support unpaid advocates who will be able to deliver more advocacy hours without increasing the cost of the service.

Part of this involved updating and formalising our advocates training and development programme and we now have in place our own evidence based training that all advocates must complete.

We continue to deliver Advocacy Services from Bungalow 1 in Larbert, but mostly the "hands on" advocacy is delivered as an outreach service either at a client's home, in hospital, 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 projects. They are involved in the ongoing monitoring of the service and monitoring of the standards of care.

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Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2012

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 2012, unrestricted reserves stand at £88,388, whilst 3 months running costs amount to £85,814.

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

Plans for future periods

Winning the Advocacy Tender in March 2012 means that our next two years are fairly well planned out as we ensure we deliver the agreed outcomes. All advocacy provision will be expected to be short term, issues-led and outcome focused and for the first time ever we will receive payment based on the actual number of hours of advocacy we deliver. Every aspect of our service delivery will be closely monitored by service managers and commissioners, something we welcome as it reinforces our transparency and accountability.

In 2011 we commissioned the design of a bespoke advocacy case management system from Evolution CS and will introduce this with the new tender specifications in 2012.

Information Technology (IT) will play a really important role in helping us to deliver advocacy more flexibly in the future. This is especially important as we anticipate an increase in the number of people who may wish to access our service.

To this end we plan to creatively use IT to allow us, amongst other things, to:

Work more remotely without the need to travel back to the office and thus freeing us up to spend more time delivering advocacy

Take information directly to those people who require it so they can access it without delay and can be shown and empowered to find what they need

Establish an Advocacy Information Resource that can be accessed by all, not just our advocates so we can utilise the information researched by all advocates (paid and unpaid) as well as encourage other agencies to feed in to it.

The directors will now work within the winning Tender Application to ensure services are delivered on target and take account of the tender requirements for advocacy services across Forth Valley.

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.

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Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2012

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.

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.

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 2012 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 to them 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:

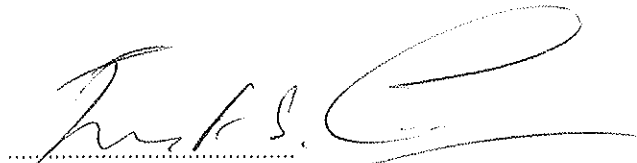
- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and 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.



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 *30/8/12.*

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

For the year ended 31 March 2012

	Notes	Unrestricted general funds £	Unrestricted designated funds £	Restricted funds £	2012 Total £	2011 Total £
Incoming resources						
Incoming resources from generating funds:						
Voluntary income	2	16,522	-	2,400	18,922	9,000
Investment income	3	1,060	-	-	1,060	1,123
Incoming resources from charitable activities	4	139,288	-	169,145	308,433	293,532
Other incoming resources	5	16,915	-	-	16,915	19,420
Total incoming resources		<u>173,785</u>	<u>-</u>	<u>171,545</u>	<u>345,330</u>	<u>323,075</u>
Resources expended						
Charitable activities	6	148,010	-	179,657	327,667	323,093
Governance costs	7	11,442	-	4,148	15,590	7,377
Total resources expended		<u>159,452</u>	<u>-</u>	<u>183,805</u>	<u>343,257</u>	<u>330,470</u>
Net incoming/(outgoing) resources before transfers						
		14,333	-	(12,260)	2,073	(7,395)
Transfer between funds		(13,438)	7,329	6,109	-	-
Net incoming/(outgoing) resources for the year		<u>895</u>	<u>7,329</u>	<u>(6,151)</u>	<u>2,073</u>	<u>7,395</u>
Total funds brought forward		<u>87,493</u>	<u>-</u>	<u>6,151</u>	<u>93,644</u>	<u>101,039</u>
Total funds carried forward		<u>88,388</u>	<u>7,329</u>	<u>-</u>	<u>95,717</u>	<u>93,644</u>

The notes on pages 11 to 19 form an integral part of these financial statements.

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Balance sheet
as at 31 March 2012

	Notes	2012		2011	
		£	£	£	£
Fixed assets					
Tangible assets	12		7,329		-
Current assets					
Debtors	13	10,305		26,719	
Cash at bank and in hand		115,675		105,596	
		125,980		132,315	
Creditors: amounts falling due within one year	14	(37,592)		(38,668)	
Net current assets			88,388		93,647
Net assets			95,717		93,647
Funds	15				
Restricted funds			-		6,151
Unrestricted designated funds			7,329		-
Unrestricted general funds			88,388		87,496
Total funds			95,717		93,647

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 2nd July and signed on its behalf by

Margaret C.V. Cheyne

Margaret Cheyne
Director

Registration number: SC251723

The notes on pages 11 to 19 form an integral part of these financial statements.

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Notes to financial statements
for the year ended 31 March 2012

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 2012

2. Voluntary income

	Unrestricted general funds £	Restricted funds £	2012 Total £	2011 Total £
Donations	80	-	80	-
Stroke Association	-	-	-	9,000
Lloyds TSB Grant	4,092	-	4,092	-
SSIO Grant	-	1,500	1,500	-
SCVO Funding	12,350	-	12,350	-
CHS Welfare grant	-	900	900	-
	<u>16,522</u>	<u>2,400</u>	<u>18,922</u>	<u>9,000</u>

3. Investment income

	Unrestricted general funds £	2012 Total £	2011 Total £
Bank interest received	1,060	1,060	1,123
	<u>1,060</u>	<u>1,060</u>	<u>1,123</u>

4. Incoming resources from charitable activities

	Unrestricted general funds £	Restricted funds £	2012 Total £	2011 Total £
NHS Forth Valley	138,216	-	138,216	138,216
Stirling Council	-	79,995	79,995	79,995
Clackmannanshire Council	-	26,024	26,024	6,506
NHS Forth Valley Partnership	-	36,027	36,027	41,716
Falkirk Council	1,072	27,099	28,171	27,099
	<u>139,288</u>	<u>169,145</u>	<u>308,433</u>	<u>293,532</u>

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Notes to financial statements
for the year ended 31 March 2012

5. Other incoming resources

	Unrestricted general funds £	2012 Total £	2011 Total £
Management and administration fees	16,915	16,915	19,420
	<u>16,915</u>	<u>16,915</u>	<u>19,420</u>

6. Costs of charitable activities

	Unrestricted general funds £	Restricted funds £	2012 Total £	2011 Total £
Wages & Salaries	111,101	110,804	221,905	221,550
Employer's NIC	8,844	10,191	19,035	18,837
Pension costs	3,177	5,587	8,764	8,683
Superannuation	6,313	-	6,313	6,313
Staff training	666	1,000	1,666	1,044
Recruitment expenses	-	-	-	580
Rent payable	2,619	3,333	5,952	5,952
Service charges	7,656	9,744	17,400	17,400
Repairs & maintenance	81	125	206	233
Insurance	1,650	2,100	3,750	4,317
Cleaning	11	52	63	85
Travelling and subsistence	2,125	9,232	11,357	11,229
Conference costs	-	805	805	-
Management and administration costs	-	16,915	16,915	19,420
Telephone	998	1,588	2,586	2,607
Printing, postage and stationery	2,116	3,359	5,475	3,539
Computer costs	385	231	616	260
Volunteer expenses	-	541	541	330
General expenses	268	286	554	714
Grant underspend repaid	-	2,864	2,864	-
Grants paid	-	900	900	-
	<u>148,010</u>	<u>179,657</u>	<u>327,667</u>	<u>323,093</u>

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Notes to financial statements
for the year ended 31 March 2012

7. Governance costs

	Unrestricted general funds £	Restricted funds £	2012 Total £	2011 Total £
Wages & salaries	3,390	-	3,390	1,695
Staff costs - Employer's NIC	371	-	371	181
Pension costs	203	-	203	98
Auditor remuneration	1,456	1,852	3,308	3,150
Management and administration costs	239	49	288	598
Consultancy	5,753	2,247	8,000	1,336
Bank charges	30	-	30	55
Depreciation on fixtures & equipment	-	-	-	264
	<u>11,442</u>	<u>4,148</u>	<u>15,590</u>	<u>7,377</u>

8. Net incoming/(outgoing) resources for the year

	2012 £	2011 £
Net incoming/(outgoing) resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	-	264
Auditors' remuneration	<u>3,308</u>	<u>3,150</u>

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Notes to financial statements
for the year ended 31 March 2012

9. Employees

Employment costs	2012	2011
	£	£
Wages and salaries	225,295	223,245
Social security costs	19,406	19,018
Pension costs	8,967	8,781
Superannuation costs	6,313	6,313
	<u>259,981</u>	<u>257,357</u>

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

During the year no expenses were reimbursed to members of the management committee.

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 (2011: nil).

Number of employees

The average monthly numbers of employees (including the trustees) during the year was as follows:

	2012	2011
	Number	Number
Advocacy services	8	8
Management and administration	3	3
Directors (not remunerated)	7	7
	<u>18</u>	<u>18</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:

	2012	2011
	£	£
Pension charge	<u>15,280</u>	<u>15,094</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 2012

12. Tangible fixed assets	Fixtures, fittings and equipment £	Total £
Cost		
At 1 April 2011	2,385	2,385
Additions	7,329	7,329
At 31 March 2012	<u>9,714</u>	<u>9,714</u>
Depreciation		
At 1 April 2011 and At 31 March 2012	<u>2,385</u>	<u>2,385</u>
Net book values		
At 31 March 2012	<u>7,329</u>	<u>7,329</u>

13. Debtors	2012 £	2011 £
Trade debtors	2,602	17,993
Other debtors	7,703	8,726
	<u>10,305</u>	<u>26,719</u>

14. Creditors: amounts falling due within one year	2012 £	2011 £
Bank overdraft	-	8,121
Trade creditors	28,167	2,396
Accruals and deferred income	9,425	28,151
	<u>37,592</u>	<u>38,668</u>

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Notes to financial statements
for the year ended 31 March 2012

15. Analysis of net assets between funds

	Unrestricted general funds £	Unrestricted designated funds £	Total funds £
Fund balances at 31 March 2012 as represented by:			
Tangible fixed assets	-	7,329	7,329
Current assets	125,980	-	125,980
Current liabilities	(37,592)	-	(37,592)
	<u>88,388</u>	<u>7,329</u>	<u>95,717</u>

16. Unrestricted general funds

	At 1 April 2011 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2012 £
General fund	<u>87,493</u>	<u>173,785</u>	<u>(159,452)</u>	<u>(13,438)</u>	<u>88,388</u>

17. Unrestricted designated funds

	At 1 April 2011 £	Transfers £	At 31 March 2012 £
Fixed Assets	<u>-</u>	<u>7,329</u>	<u>7,329</u>

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18. Restricted funds	At				At
	1 April 2011 £	Incoming resources £	Outgoing resources £	Transfers £	31 March 2012 £
Stirling Council	-	79,995	(86,470)	6,475	-
Clackmannanshire Council	-	26,024	(29,094)	3,070	-
Falkirk Council	-	27,099	(33,928)	6,829	-
NHS Forth Valley Partnership	-	36,027	(25,186)	(10,841)	-
Stroke Association	6,151	-	(6,151)	-	-
SIO	-	1,500	(2,076)	576	-
Chest, Heart & Stroke	-	900	(900)	-	-
	<u>6,151</u>	<u>171,545</u>	<u>(183,805)</u>	<u>6,109</u>	<u>-</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.

SIO

Monies provided to support sustainability and organisational development for staff and board members.

Chest, Heart & Stroke

Grants provided by Chest, Heart & Stroke.

19. Financial commitments

At 31 March 2012 the company had annual commitments under non-cancellable operating leases as follows:

	2012 £	2011 £
Expiry date:		
Within one year	-	1,488

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20. Contingent liabilities

Prior to the year end an ex-employee lodged a claim for unfair dismissal on the grounds of discrimination and the case has been taken to an Employment Tribunal.

At the date of signing the accounts, the Tribunal case has not been decided and any potential liability has not been quantified.

21. 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.