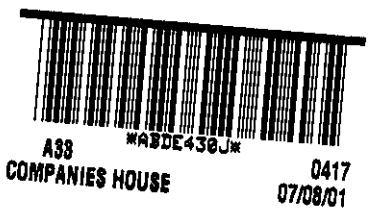
South East Advocacy Projects

(A company limited by guarantee)

Report and Financial Statements

31 March 2001



Charity no: 1080679

Company no: 3963421

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Legal and administrative information

Trustees	J. Bolton B. Browning M. Casey G. Clarke J. Langley I. Wilson (resigned 27/10/2000)
Registered Office	The Advocacy Centre 42 Robertson Street Hastings East Sussex TN34 1HL
Auditors	James Hough & Co. 38 Ward Way Bexhill on Sea East Sussex TN39 4HL
Bankers	Lloyds TSB Bank PLC 17 Wellington Place Hastings East Sussex TN34 1NX
Solicitors	Heringtons 84 Battle Road St. Leonards-on-Sea East Sussex TN37 7XL

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their first annual report and the audited financial statements of South East Advocacy Projects for the year ended 31 March 2001. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of the charity.

Introduction

South East Advocacy Projects is a charitable company limited by guarantee and was set up on 3 April 2000. It is governed by a memorandum and articles of association which were last amended 11 July 2000.

Principal activities and aims

The general objects of the charity are to relieve persons who are in need by reason of their age, youth, disability, ill-health or social or economic circumstances through the provision of effective advocacy services in the south east of England. These objects are fulfilled through the provision of three specialist advocacy services in East Sussex:

- Xpress Advocacy Service for children and young people in care,
- My Choice Advocacy Service for people with learning disabilities, and
- The Mental Health Advocacy Service for adult users of the health service.

The three advocacy services mentioned above have been in existence for a number of years and were formerly managed by Hastings Voluntary Action, whose published accounts included the finances of the three services. They now benefit from a common administration and management structure provided by the charity, which has its headquarters at the Advocacy Centre in Hastings.

South East Advocacy Projects, which houses all three services in one centre, is probably unique in the country. It provides a focal point for the promotion and development of advocacy services. Because they are housed under the same roof, staff members of the three specialist advocacy services are able to support each other, share information and resources, undertake work on a variety of issues/cases and develop a consistent approach to volunteers' recruitment, training, operational policies etc. The centre has a fully equipped meeting/training room that is used for advocates' training programmes. It is also used for courses run by local voluntary and community groups. There is a reception area that provides space for self-advocacy initiatives. Some of the office facilities are used by associated charities to complement the advocacy services.

South East Advocacy Projects is independent of local authorities and service providers. The charity provides accredited training courses for paid staff and volunteer advocates. The charity promotes and subscribes to national and locally agreed advocacy quality standards covering training, supervision, equal opportunities, referrals, user involvement, best interests, confidentiality, recruitment, involvement of volunteers, complaints, monitoring, evaluation and the provision of independent advocacy services. All the advocacy services managed by the charity are grant funded and free of charge to users.

Organisation

At the first annual general meeting of the charity in the autumn of 2001 all the trustees shall retire from office and all shall be eligible for re-election by members attending the meeting. Subsequently at each annual general meeting one third of the trustees shall be subject to retirement by rotation and will be eligible for re-election by members. The charity is organised so that the trustees are members of the executive committee that meets regularly to manage and control the resources administered by the charity. The executive committee includes the county manager and a representative of the county advisory group of each advocacy service, service user representatives and specialist advisors.

The names of the trustees at the date the accounts were signed are set out on the schedule of legal and administrative details on page 1. They all served during the year under review, except as noted in the following paragraph.

I. Wilson resigned as a trustee on 27 October 2000.

Trustees' responsibilities statement

Company and charity 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 charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees have:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on the going concern basis.

The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable; and
- the charity complies with relevant laws and regulations.

The trustees are pleased to report that the charity's internal financial controls conform to guidelines issued by the Charity Commission.

Review of developments

In the year to 31 March 2001, the charity took over the management of the Advocacy Centre and three specialist advocacy services. During the year, the following activities of the charity are worthy of note:

- **South East Advocacy Projects charity administration**

  The charity established its administration headquarters in the Advocacy Centre at Hastings, which served as a base for the countywide activities of the charity. A financial administrator was appointed in May. The trustees formulated new policies and a structure for the organisation. Each advocacy service set up a countywide advisory group that was represented on the executive committee of the charity.

  £21,653 was spent on the management and administration of the charity which included a payroll service, health & safety compliance, bookkeeping and accountancy services, organisation of a pension scheme for employees and the cost of insurance cover and legal & professional fees charged to the charity.

  The charity owes a debt of gratitude to Hastings Voluntary Action, which managed the centre and the advocacy services between 1995 and 2000. The charity will continue to play an important part in the establishment of countywide specialist advocacy services that are independent of statutory bodies.

- **The Advocacy Centre**

  The three advocacy services were housed in one centre so that members of staff could benefit from the common facilities and offices provided there. The centre provided rooms for meetings and training courses, shared advocacy resources and research facilities. The advocacy centre has undergone considerable growth this year. Three offices in the centre have been used by associated charities. Some interior decoration work was carried out to make the reception area and other rooms more attractive for meetings and other events. During the year the centre has been used regularly for staff & trustees' meetings, training courses, client sessions and administration. The principal users were the county managers and Hastings & Rother co-ordinators of the three advocacy services, Hastings & Rother Mediation Service, FOCUS on mental health, Manic Depression Fellowship, Hastings Mind, Community Health Council, and the Rural Rother Creative Care Network.

  The advocacy centre was financed in part by the general funds of the charity and in part by contributions from the advocacy services. The centre generated some income of its own in fees for services provided to two associated charities using office space in the centre, namely Hastings & Rother Mediation Service and FOCUS on mental health.

  £22,598 was spent on the rental and maintenance of the centre during the year.

  Future plans for the centre include further training courses for staff and volunteer advocates. The centre will continue to host meetings for trustees, staff and volunteers, youth groups and community groups. Two more rooms are to be made available as offices for associated projects, once work has been completed to cure damp and dry rot problems. Extensive interior redecoration of the premises will take place in a phased programme of work during the next three years.

Review of developments (continued)

- **Xpress Advocacy Service** for children and young people in care.

  In this period Xpress was funded principally by a grant of £92,100 from the Quality Protects programme to transform the management and delivery of social services for children in need for whom the local authority has responsibility. All monies received by Xpress were held and accounted for in a restricted fund and were not available to the other advocacy services managed by the charity.

  The grant from Quality Protects was less than the agreed budget submitted in 1999, therefore plans for setting up a fully developed countywide advocacy service were delayed and it was not until January 2001 that two new staff members were recruited to work for Xpress in Eastbourne and Wealden. Next year increased grant funding will be necessary to consolidate the countywide service.

  Xpress received £4,165 from Social Services and £8,680 from Scope to carry out research. The findings were published as two reports early in 2001. "*Tell It Like It Is*" described how young people in East Sussex felt about leaving care and the level of preparation they received. "*Listen Here, Hear Listen*" aimed to look at the level of consultation between service providers and young disabled people and to describe how young disabled people felt about the services they received from health and social care services. 17 young disabled people and 22 health and social service providers came together in a conference in order to contribute to this research.

  In this period Xpress received £9,128 in fees for specialist advocacy services provided for a total of forty people at Old Roar Children's Home, Chailey Heritage School and through an independent visitor scheme for children in care in East Sussex. These services will continue next year. A training course for volunteers will take place so that the independent visitor scheme can be extended next year.

  Xpress published and distributed a magazine for 350 children and young people who are Looked After or Accommodated by the Local Authority throughout East Sussex. Next year further issues of the magazine will be published.

  Xpress has also supported Right's Xpress, which is a group of young people aged between 12 and 21. Twenty people belong to the group that meets regularly in Hastings and next year it is planned to set up similar groups around the county. The main purpose of the group is to involve young people more fully in the evaluation and provision of an advocacy service that meets their needs.

  Xpress continued to operate a freephone helpline for young people in care. Approximately 400 people used the helpline during the year.

  The training courses run by Xpress are being evaluated by the Open College Network with a view to receiving official accreditation.

  During the year Xpress contributed a total of £13,478 towards the administration of the charity and the running costs of the Advocacy Centre. These costs were all included in budgets submitted with grant applications for this year.

Review of developments (continued)

- **My Choice Advocacy Service** for people with learning disabilities

  In this period My Choice was funded principally by grants of £114,560 from the Health Authority and £50,000 from Social Services. European funding totalling £4,166 was obtained for specific projects involving people with learning disabilities in the Lewes and Wealden areas. All monies received by My Choice were held and accounted for in a restricted fund and were not available to the other advocacy services managed by the charity.

  My Choice has consolidated and renamed a number of separate advocacy projects for people with learning disabilities who live in East Sussex. Prior to 1999 there were four such projects, all of which operated separately from each other, had different names, and were managed by their local Council of Voluntary Services. Each project had to seek its own funding and manage its own finances. Under the guidance of Hastings Voluntary Action, and after consultation with people who use the services, these four projects came together to develop as one integrated countywide service. A new county manager was appointed in 1999. The charity took over the management of the service in 2000.

  The new countywide service has local co-ordinators who cover the areas of Hastings & Rother, Eastbourne, Lewes and Wealden. The co-ordinators had a publicity drive in October and November 2000 and a number of new volunteers were recruited. Training and supervision programmes for volunteer advocates were organised.

  During the year My Choice was able to offer different forms of advocacy that were appropriate to the needs of individual persons with a learning disability. These included citizen advocacy, formal advocacy, group advocacy, self-advocacy and peer advocacy.

  In February 2001 My Choice was awarded a twelve month service contract worth £16,949 by South West London Community NHS Trust for a reprovision advocacy service for people in a residential home in Hastings.

  My Choice staff regularly attended Social Services meetings as well as local and county planning groups in order to learn about current developments, to influence decisions being made and to voice the views of individual people and "service user groups". My Choice has increased its efforts to make it more possible for people with learning disabilities to attend its meetings and to be represented on its Advisory Group.

  During the year My Choice has provided direct advocacy support for approximately 150 people with learning disabilities. This support has been provided by six paid staff and about 40 trained volunteer advocates based in several locations in East Sussex.

  My Choice contributed a total of £6,000 towards the running costs of the Advocacy Centre. These costs were all included in budgets submitted with grant applications for this year.

Review of developments (continued)

- **Mental Health Advocacy Service** for adult users of the health service.

  In this period the service has been funded by grants totalling £94,140 from the Health Authority (this included a late grant of £23,000 for 1999-2000). All monies received by the mental health advocacy service were held and accounted for in a restricted fund and were not available to the other advocacy services managed by the charity.

  There is no other mental health advocacy service in the county of East Sussex and a unique contribution has been made by the charity towards the development of health care in this region. The mental health advocacy service has become well established in the Hastings & Rother area and grants of £25,650 ensured that this work continued and that those with mental health problems were able to participate in and make decisions about their health and social care. Advocates have represented and supported their clients at Mental Health Act tribunals, outpatient appointments, ward rounds, Care Programme Approach reviews, Section 117 meetings and case conferences. Advocates have assisted in other situations where appropriate. Mental health users in the Hastings & Rother area have been encouraged to join FOCUS, the local user group which meets regularly in the Advocacy Centre. A drop-in advocacy surgery is held at a local hospital on a regular basis.

  There have been several requests for help from people in Eastbourne and the Wealden area to which the service was unable to respond, other than provide information over the telephone. A grant of £44,990 was used this year to finance a county co-ordinator's post and core costs so that the service could later be developed and extended to the whole county of East Sussex. With the help of local Mind organisations and users of the health service, plans have been drawn up for a mental health advocacy project that will involve the recruitment of up to seven more staff and about twenty volunteer advocates. A key feature of this project is user involvement in the evaluation and development of the advocacy service by means of "UserQ" (User Involvement in Quality Monitoring), which has been pioneered by Mind. The cost of this consortium project will be £555,000 over three years. The Health Authority will be unable to fund this project so applications have been made to other grant awarding bodies to obtain these funds.

  Future plans for setting up the Patients' Advocacy Liaison Service (PALS) are being monitored by the mental health advocacy service with a view to the charity being actively involved in the planning and provision of some aspects of this service.

  The mental health advocacy service contributed a total of £13,478 towards the administration of the charity and the running costs of the Advocacy Centre in this period. These costs were all included in budgets submitted with grant applications for this year.

  In total, the service has provided direct advocacy support this year for 152 people with mental health problems. This support has been provided by three paid staff and one trained volunteer advocate working in the Hastings area.

Risk Management

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks. The immediate risks are redundancies and closure of advocacy projects because of withdrawal of core funding, cash flow problems because of delays in receiving grants, and difficulties in covering for staff on sick leave. The principal means of managing major risks is to have funds in reserve, which can be utilised when needed. During the year one staff member was made redundant, one grant was delayed by five months and another grant was delayed from the previous year. Consequently reserve funds were fully utilised this year.

Risk Management in the next financial year and utilisation of reserve funds

The charity has been engaged in trying to secure core funding for the next financial year. Difficulties have been encountered by the advocacy services as follows:

- Xpress Advocacy Service.

£25,000 has been cut from the budget submitted to Social Services. This represents a 16% shortfall in the incoming resources required to provide the essential advocacy service and it means that the reserve funds carried forward to the next financial year will be utilised.

- My Choice Advocacy Service.

The grant from Social Services has been reduced by £37,500. This represents a 24% cut in the incoming resources required to provide the essential advocacy service and it means that the reserve funds carried forward to the next financial year will be fully utilised.

The difficulties mentioned above will result in the depletion of reserve funds in the next financial year to such an extent that the reserves will fall well below the level that the trustees consider to be prudent for the management of the advocacy services. The level of reserve funds available to the charity in the next twelve months will be a matter of serious concern to the trustees.

Despite the difficulties in obtaining core funding, the charity has been successful in obtaining other grant funding for new and developing projects in the next financial year. Successful grant awards for new and developing projects include the following:

- The BBC Children in Need Appeal has awarded a £23,640 grant for the first year of a two-year buddying scheme for children with physical disabilities to be managed by Xpress.

- Social Services have awarded a £10,000 grant towards the independent visitor scheme managed by Xpress.

Financial review

A summary of the results for this period can be found on page 11 of the attached accounts.

Total incoming resources were £395,100 compared to £290,449 in 2000.

The charity incurred direct charitable expenditure of £315,115 (2000 - £257,673) in carrying out its charitable work. Costs of generating funds were £7,065 and charity administration costs were £21,653 (2000 – £3,095).

Reserves policy and financial position

The balance sheet shows total reserves of £114,139.

The trustees are mindful of the need to keep resources in reserve to manage the risks mentioned above and have estimated that reserves should be available to cover a quarter of the total annual expenditure. During this period the level of reserves for each advocacy service was sufficient, but the level of reserves for the advocacy centre was too low and therefore the trustees will seek ways of building up reserves for the advocacy centre. Future plans include the setting up of a designated fund for the redecoration and maintenance of the advocacy centre during the next three years.

General funds to finance the advocacy centre and meet contingencies amount to £237.

Restricted fund balances of £113,902 are amounts held on trust for donors in connection with the three specialist advocacy services provided by the charity. Such funds are not available to finance the general work of the charity. These funds will be utilised in the next financial year as explained above under the heading of Risk Management.

Investment policy

The charity has a policy of holding cash in an interest bearing account until required.

Employees, volunteers and supporters of the charity

The trustees wish to record their recognition of the loyalty and commitment of all their staff and volunteers. Their dedication, enthusiasm and positive approach are very much appreciated. The contribution of the 70 volunteers to the advocacy services is worthy of note because they have given freely of their time and energy so that others may benefit. Without the volunteers, the charity would not be able to provide the advocacy services that are needed by so many people.

By order of the trustees:



Trustee

Approved on: 19/4/01

Report of the auditors

Report of the auditors to the trustees of South East Advocacy Projects

We have audited the financial statements on pages 11 to 19 which have been prepared on the basis of the accounting policies set out on pages 13 to 14.

Respective responsibilities of trustees and auditors

As described on page 3 the trustees are responsible for the preparation of the financial statements in accordance with the United Kingdom law and accounting standards. Our responsibilities, as independent auditors, are established in the United Kingdom by statute, the Auditing Practices Board and by our profession's ethical guidance.

Basis of opinion

We conducted our audit in accordance with Auditing Standards 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.

Opinion

In our opinion the financial statements give a true and fair view of the state of affairs of the charity at 31 March 2001 and of its incoming resources and resources expended, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

24 July 2001

James Hough & Co
Certified Accountant
38 Ward Way
Bexhill on Sea
East Sussex

Statement of Financial Activities for the year ended 31 March 2001

	Notes	Unrestricted funds £	Restricted funds £	**Total funds 2001 £**	Total funds 2000 £
Income and expenditure					
Incoming resources					
Grants received	2	1,500	365,588	**367,088**	287,236
Donations		300	5,702	**6,002**	1,324
Fees received		7,413	12,500	**19,913**	1,294
Bank interest receivable		-	2,097	**2,097**	595
Total incoming resources		9,213	385,887	**395,100**	290,449
Resources expended					
Costs of generating funds		1,184	5,881	**7,065**	-
Direct charitable expenditure	3	22,598	292,517	**315,115**	257,673
Management and administration	4	21,653	-	**21,653**	3,095
Total resources expended		45,435	298,398	**343,833**	260,768
Net incoming (outgoing) resources					
For the year	5	(36,222)	87,489	**51,267**	29,681
Transfers		32,956	(32,956)	-	-
Net movement in funds		(3,266)	54,533	**51,267**	29,681
Total funds brought forward					
At 1 April 2000		3,503	59,369	**62,872**	33,191
Total funds carried forward					
At 31 March 2001		237	113,902	**114,139**	62,872

Balance Sheet as at 31 March 2001

	Notes	**2001** **£**	**2001** **£**	2000 £	2000 £
Fixed assets	8				
Advocacy Centre			**340**		-
Advocacy Services			**3,052**		3,113
			3,392		3,113
Current assets					
Debtors	9				
Advocacy Centre		**692**		-	
Advocacy Services		**5,723**		4,165	
Cash at bank and in hand					
Advocacy Centre		**497**		3,503	
Advocacy Services		**10,598**		53,687	
Cash on deposit					
Advocacy Centre		**-**		-	
Advocacy Services		**95,000**		-	
		112,510		61,355	
Creditors: amounts falling due					
Within one year	10				
Advocacy Centre		**(1,292)**		-	
Advocacy Services		**(471)**		(1,596)	
Net current assets			**110,747**		59,759
Total net assets			**114,139**		62,872
Represented by:					
Funds					
Restricted	11		**113,902**		59,369
Unrestricted					
. Designated funds		**-**		-	
. General fund		**237**		3,503	
			237		3,503
			114,139		62,872

Approved by the Trustees
and signed on their behalf by:

Trustee

19/7/01

Approved on:

1 Accounting policies

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in October 2000, applicable accounting standards and the Companies Act 1985.

(b) Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

(c) Income

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Voluntary income is credited to the statement of financial activities in the year in which it is received.

Fees received represent the remuneration for services provided by the charity under service agreements with various bodies.

Interest on cash deposits is credited to the statement of financial activities when received and includes recoverable tax deductions.

(d) Expenditure

Costs of generating funds include management time spent in researching grant funding for the advocacy services, filling in application forms and negotiating budgets with the grant providers.

Direct charitable expenditure comprises direct expenses incurred on the defined charitable purposes of the charity and includes direct staff costs attributable thereto.

Management and administration costs include expenditure on general administration of the charity and on compliance with constitutional and statutory requirements.

(e) Pensions

The charity has arranged a defined contribution scheme that is available to all members of staff. The assets of this scheme are held separately from those of the charity, being invested with The Pensions Trust. Pension costs charged in the Statement of Financial Activities represent the contributions payable by the charity in the year.

(f) **Cash flow**

The financial statements do not include a cash flow statement, because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

(g) **Value added tax**

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

(h) **Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets over their expected useful lives at the following rates per annum:

Office equipment and furniture	20% on cost
Computer equipment	33% on cost

Items of equipment are capitalised where the purchase price exceeds £500.

(i) **Funds accounting**

The general fund comprises those monies which may be used towards meeting the charitable objectives of the charity at the discretion of the trustees.

The restricted funds are monies raised for, and their use restricted to, a specific advocacy service.

(j) **Services provided by volunteers**

For the purposes of these accounts no monetary value has been placed on administrative and other services provided by volunteers in the Advocacy Services.

2 *Grants Received*

	General fund £	Restricted funds £	**Total 2001 £**	Total 2000 £
East Sussex: Social Services	-	142,100	**142,100**	101,088
East Sussex: Health Authority	-	208,700	**208,700**	142,003
European funding – ESCORT	1,500	1,796	**3,296**	-
European Social Fund – STEPS	-	3,316	**3,316**	-
SCOPE grants	-	9,676	**9,676**	10,000
Other grants	-	-	**-**	34,145
	1,500	365,588	**367,088**	287,236

3 Direct Charitable Expenditure

	General fund £	Restricted funds £	**Total 2001 £**	Total 2000 £
Staff salaries	5,943	225,099	**231,042**	168,587
Rents and property maintenance	14,355	5,744	**20,099**	13,465
Staff training and travel	-	13,710	**13,710**	9,368
Volunteers' training and travel	-	5,512	**5,512**	6,636
Recruitment and publicity	-	5,039	**5,039**	3,342
Office equipment and running costs	2,300	24,709	**27,009**	19,848
Meetings, conferences & other projects	-	7,754	**7,754**	12,652
Professional fees	-	3,079	**3,079**	21,669
Depreciation	-	1,871	**1,871**	2,106
	22,598	292,517	**315,115**	257,673

4 Management and administration of the charity

	General fund £	Restricted funds £	**Total 2001 £**	Total 2000 £
Staff salary	14,208	-	**14,208**	-
Insurances	894	-	**894**	881
Office expenses	2,523	-	**2,523**	589
Legal and professional fees	3,858	-	**3,858**	1,625
Depreciation	170	-	**170**	-
	21,653	-	**21,653**	3,095

5 Net incoming/(outgoing) resources for the year

This is stated after charging:

	General fund £	Restricted funds £	**Total 2001 £**	Total 2000 £
Staff costs (note 6)	21,334	230,981	**252,315**	168,587
Auditors' remuneration	764	-	**764**	881
Depreciation	170	1,871	**2,041**	2,106

6 Staff costs and trustees' remuneration

	2001 £	2000 £
Staff costs during the year were as follows:		
Wages and salaries	**230,064**	155,518
Social security costs	**19,467**	13,069
Pension costs	**2,784**	-
	252,315	168,587
Staff costs per function were as follows:		
Generating funds	**7,065**	-
Support of the charitable work of the charity	**231,042**	168,587
Management and administration of the charity	**14,208**	-
	252,315	168,587

The average number of employees during the year was as follows:

	2001	2000
Part time	**14**	10
Full time	**5**	4
	19	14

No employee received remuneration of more than £50,000 during the year.

Trustees are not remunerated. Two trustees received reimbursement of travel expenses for attending meetings and training sessions amounting to £368 (2000: £Nil).

7 Taxation

South East Advocacy Projects is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

8 Tangible fixed assets

	Advocacy Centre £	Advocacy Services £	**Total £**
Cost or valuation			
At 1 April 2000	-	10,332	**10,332**
Additions	510	3,543	**4,053**
Disposals	-	(8,263)	**(8,263)**
At 31 March 2001	510	5,612	**6,122**
Accumulated depreciation			
At 1 April 2000	-	7,219	**7,219**
Charge for year	170	1,871	**2,041**
Disposals	-	(6,530)	**(6,530)**
At 31 March 2001	170	2,560	**2,730**
Net book values			
At 31 March 2001	340	3,052	**3,392**
At 31 March 2000	-	3,113	**3,113**

The net book value at 31 March 2001 represents fixed assets used for:

	Computers £	Office Equipment £	**Total £**
Direct charitable purposes	3,052	-	**3,052**
Management and administration of the charity	340	-	**340**
	3,392	-	**3,392**

9 Debtors

	2001 **£**	2000 £
Grant not yet received	**-**	4,165
Other debtors	**6,415**	-
	6,415	4,165

10 Creditors: amounts falling due within one year

	2001 **£**	2000 £
Audit fees	**764**	881
Other creditors	**999**	715
	1,763	1,596

11 Restricted funds

	At 1 April 2000 £	Incoming resources £	Resources expended £	**At 31 March 2001 £**
Xpress Advocacy Service	35,613	113,502	(110,539)	**38,576**
My Choice Advocacy Service	33,162	178,031	(152,762)	**58,431**
Mental Health Advocacy Service	(9,406)	94,354	(68,053)	**16,895**
	59,369	385,887	(331,354)	**113,902**

The restricted funds comprise the unexpended balances of grants, donations and fees received for the specific purpose of each advocacy service.

12 Analysis of net assets between funds

	Unrestricted Funds		Restricted	**Total**
	General	Designated	Funds	**2001**
	£	£	£	**£**
Fund balances at 31 March 2001 are represented by:				
Tangible fixed assets	340	-	3,052	**3,392**
Current assets	1,189	-	111,321	**112,510**
Creditors: amounts falling due within one year	(1,292)	-	(471)	**(1,763)**
Total net assets	237	-	113,902	**114,139**

13 Contingent liabilities

In the event of the charity not receiving the full grant funding that was agreed in original budgets submitted for core advocacy services or for advocacy projects already in operation, the charity may have to end projects early and become liable for redundancy pay to employees who have to be laid off. In these circumstances the charity may also become liable to pay outstanding rent on premises that are occupied subject to a fixed term rent agreement. It is not possible to quantify such contingent liabilities, but in recognition of the risk, the trustees have decided to hold some monies in reserve from one year to the next for each advocacy service and for the advocacy centre.