

SEAP
(formerly South of England Advocacy Projects)
Financial Statements
Year ended 31 March 2011

Charity No 1080679

Company No 3963421



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Reference and Administrative Details

Trustees	B. Browning M. Casey A. Heslop (Chair until 25/03/11) S. Holmes-Smith A. Bird E. McCreadie P. Cooper J. Weller G. Parker (Co-opted 30/07/10, Trustee from 11/03/11, Chair from 25/03/11)
Other Board members	C. Wood M. Tufnell I. Slater (Co-opted 30/07/10 resigned 14/01/11)
Chief Executive (Acting)	J. Wheeler
Company Secretary	B. Browning
Registered Office	7th Floor Cavendish House Breeds Place Hastings East Sussex TN34 3AA
Auditors	Mazars LLP Times House Throwley Way Sutton Surrey SM1 4JQ
Bankers	The Co-operative Bank p.l.c Head Office P O Box 101 1 Balloon Street Manchester M60 4EP
Solicitors	Sherrards Solicitors Grosvenor Hall Bolnore Road Haywards Heath West Sussex RH16 4BX

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011

The Trustees of SEAP present their annual report for the year 1st April 2010 to 31st March 2011.

VISION STATEMENT

Your Voice, Your Rights, Your Choice

MISSION STATEMENT

To continue to develop as a leading advocacy organisation within the UK, providing client-led services which enable and empower clients, providers, planners and policy makers to:

- Support successful resolution of individual client issues.
- Ensure the experiences, views, wishes and feelings of clients impact on, improve and play a central role in service planning and delivery.

VALUES & ETHOS

SEAP provides high quality, confidential, independent advocacy services, supporting clients in having a voice in the way they are cared for, in the services they receive, and in decisions that are made about their lives. Advocates support clients to express their views, wishes and feelings themselves, or through a competent and independent voice, assisting them in safeguarding their rights and ensuring that those who are particularly vulnerable and/or excluded have an opportunity to take forward issues which are of importance to them.

SEAP is committed to providing advocacy support through well trained, supervised, highly motivated advocates, who ensure that the views of clients form a central part of decision-making processes.

Our overall ethos is one of client empowerment. It is dedicated to promoting the voice of clients, especially those who are particularly vulnerable, to ensure that their views are heard, genuinely taken into account, and influence the planning, delivery and development of services.

SEAP is committed to:

- The provision of skilled individual casework advocacy, providing effective representation of clients' views, wishes and feelings to those in positions of power and influence
- Engaging with key service providers to highlight themes, trends, gaps in service provision and practice/policy issues
- The promotion of client involvement at all levels and in all areas of its own, and service provider, organisations/agencies
- Taking a lead role in furthering the quality of advocacy provision, through involvement in local, regional and national fora; the development of a formal advocacy qualification route; and the development of National Occupational Standards across the field
- Significant involvement in the wider national policy agendas.

The organisation's wider role

As a leading advocacy provider, SEAP invests resources in monitoring, influencing and responding to key developments and initiatives in the external environment, particularly within the health and social care arena. The organisation plays a proactive role in national, regional and local fora, providing consultancy advice, and working at all levels to ensure that client views, concerns and experiences influence service planning and delivery.

Scope of Operations

SEAP has 10 offices across the south of England, with its Head Office located in Hastings, East Sussex.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Documents

SEAP is a charitable company limited by guarantee, incorporated on 3 April 2000 and registered as a charity on 11 May 2000. It was established under a Memorandum of Association, which establishes its objects and powers and is governed under its articles of association which were last amended on 5 October 2007. A further amendment to change the name of the charity from South of England Advocacy Projects to SEAP was agreed by the Trustees with effect from September 2010.

Responsibilities of the Board

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- comply with applicable accounting standards, 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 charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 2006. 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.

Statements as to disclosure of information to auditors

So far as the Trustees are aware at the time the report is approved:

- there is no relevant audit information of which the charity auditors are unaware, and
- the Trustees have taken all steps as 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.

Recruitment and Appointment of the Board

Trustees who are also directors of the charity for the purposes of the Companies Act, are elected at the Annual General Meeting of the charity; and at each such meeting one third of the Trustees are subject to retirement by rotation and are eligible for re-election.

SEAP has undertaken a recruitment drive for new trustees, with a specific emphasis on those who use/have used services, primarily by publicising vacancies to clients.

SEAP successfully appointed a new Chairman, Graham Parker in 2010, and advertised for officer positions through a range of media including the national press.

The names of the Trustees at the date the accounts were signed are set out on the schedule of reference and administrative details on page 1. SEAP's Board aims to recruit in such a way as to bring expertise in advocacy, governance, specialist client groups, and related areas of expertise that can add value to the charity.

Trustee induction and training

SEAP's Board has implemented a recruitment policy, Trustee handbook, and Trustee Code of Practice. As part of their induction, Trustees meet with the CEO and other relevant managers. The Board is shortly about to adopt a policy of conducting annual appraisals with Trustees. The Board have spent time during the year reviewing the Trustees' Code of Good Governance and its application to the organisation.

Organisational Structure

The charity is governed by a Board of Trustees, which meets regularly to manage and control the resources administered by the charity.

An Executive Management Team comprising the Chief Executive, Deputy Chief Executive, Finance Manager, HR Manager and Head of Quality are responsible for day to day policy and decision making. A Senior Management Team meets to review service delivery and related issues on a monthly basis.

The Board of Trustees now numbers eleven people, including nine Trustees, and two co-opted Board Members. Four of the Board are former service users, and the Board intends to recruit further service users within the next year.

The Executive Management team submit reports on the work of the organisation to the Board, and the Finance Manager attends relevant Board agenda items and presents detailed financial reports and accounts.

At least once a year, the Board meet jointly with the Executive and Senior Management Teams to review the organisation's performance and achievements against the objectives laid down in the Business Plan. During the year, the Board has operated Audit, Risk Assessment and Remuneration subcommittees.

During the year the Trustees met on seven occasions in full Board meetings and a further six sub-committee meetings were held.

The Board received and considered reports relating to the management, development and finances of the organisation, a significant and wide-ranging proposed change management programme and to review the strategic direction.

In July 2010, SEAP selected Graham Parker as a Board member and he was appointed the new Board chair from 25/03/11. Graham comes with an extensive background in health services and the voluntary sector. In addition, SEAP reviewed the roles and responsibilities of the Board, including establishing a Board skills audit.

Staffing

SEAP employed an average of 170 staff in the year, equivalent to 130 fulltime posts.

The last year has seen the departure of two key staff, Jill Miles the Chief Executive Officer and Philippa Thompson, the ICAS Director. Jill had been the CEO since 2000, having been the manager of the Children and Young people Project, since 1994. Jill had overseen the rapid growth of the organisation from a small charity based in Hastings, to one covering the whole of the South of England. Philippa had been the ICAS Director since April 2006 and provided strong strategic and operational leadership and expertise to the ICAS service.

Our current interim Chief Executive, Jon Wheeler, has extensive knowledge of the voluntary sector, managing advocacy projects and working with vulnerable client groups.

Qualification in Independent Advocacy

SEAP continued to deliver training for the City & Guilds accredited Qualification in Independent Advocacy (QIA). This work has been subjected to a separate business plan and risk assessment with a specific agreement on how work and costs are shared. Payments are made to SEAP and a specific fee paid to Kate Mercer training for their contribution to the partnership. Training has been provided to SEAP staff as well as staff from other advocacy organisations.

Risk Management

The major risks to which the charity is exposed, as identified by the Board and the Risk Sub Committee have been reviewed on an ongoing basis, and systems have been established to mitigate against those

risks. Throughout the year, the Board has continued to consider a number of risks relating to the organisational management of the charity.

The Board has established a number of sub-committees, including a Risk Management Committee which enables SEAP to ensure a systematic approach to the consideration and management of risks that could prevent the organisation from achieving its strategic objectives. The Committee meets on a bi-monthly basis. The Committees' membership includes Trustees, the Board Treasurer, the Deputy Chief Executive, and the Finance Manager.

The risks considered by the Board have included those concerned with:

- ICT (Information and Communication Technology)
- Staff and Volunteers
- Finance
- Premises and Accommodation
- Legislative requirements
- Clients
- Income Generation
- New business activity and business processes
- ICAS loss of contract
- Qualification in Independent Advocacy
- Personalisation
- Social enterprise.

The Board also has an Audit Sub-Committee in place, which meets three times a year. The committee considers issues relating to audit matters, business continuity, finance, and meets with the organisation's external auditor following the formal audit and prior to the annual accounts being presented to the full Board. All sub-committees have formal Terms of Reference and minutes from sub-committees are approved at each full Board meeting.

SEAP has insurance policies in place for protection in the event of a person being injured at any of the organisation's premises or in the event of a claim in relation to services provided by volunteers, staff and trustees of the charity.

OBJECTIVES AND ACTIVITIES

Aims and Objectives

The objectives of the charity are expressed in the governing document as follows: "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 United Kingdom".

The purpose of the organisation is to ensure that the views, wishes and feelings of those using services, including but not exclusively health and social care services, are promoted to service providers; and to provide advocacy support to individuals or groups who wish to resolve specific issues, which may include complaints. It achieves this primarily in two ways:

- Advocates provide information, support and representation to clients relating to specific difficulties, concerns, or complaints
- The organisation works directly with service providers at local and national level, aiming to ensure that client experiences are at the heart of service planning, implementation and monitoring.

The organisation also provides a number of related services, including training, research, consultation, and client-group specific services such as buddy schemes, peer advocacy projects, and supporting clients to be involved in local and national groups.

Ensuring our work delivers our aims

The charity reviews its aims, objectives and activities each year, as part of its strategic planning/review cycle. The organisation's business plan is refreshed each year to reflect its current areas of priority, and the organisation has operational plans in place for each of its services, which include time critical measures.

The strategic review looks at achievements and outcomes from the previous plan and the benefits they have brought to service users and commissioners of advocacy services, as well as planning future objectives and activities. Individual SEAP services work to service-specific strategic plans which are reviewed and updated each year and which feed into the organisation's overarching business plan.

SEAP works closely with local and national colleagues within government departments and statutory and third sectors to ensure that its work priorities are informed by central and local commissioning priorities, and by ongoing changes to health, social care and other core agendas.

The new political landscape and changed funding realities mean that more than ever we have to focus on outcomes and look for savings in how we operate, as well as identifying new opportunities around advocacy provision and innovative ways of working, including collaboration and other ways of cooperating with partner organisations.

The focus of our work

SEAP is committed to the central advocacy principles of independence, confidentiality, best interests, and empowerment. It believes that the views, wishes and feelings of clients should be central to both its own work, and the planning and delivery of health and social care services.

SEAP staff are required to work to high standards of professionalism with both clients and service providers, building good working relationships with key stakeholders across all sectors whilst maintaining the core independence of the service.

Volunteers / Service Users

Service user involvement and volunteering are central to the organisation's value base and are key planks within SEAP's strategic and operational plans. This year has seen discussion at SMT level of how we can further and more meaningfully involve people who use services throughout the organisation. We have developed strategies for more comprehensive service user involvement once the new teams are in place, following our organisational re-structure.

Service users continue to be involved in all recruitment panels and in delivering training. Eighty volunteers were involved in helping SEAP to deliver its key priorities in the last year.

How our activities deliver public benefit

The Trustees consider that they have complied with their duty in Section 4 of the Charities Act 2006, to have regard to public benefit guidance issued by the Charity Commission.

SEAP's activities are designed around our twin aims of supporting successful resolution of individual client issues; and ensuring the experiences, views, wishes and feelings of clients impact on, improve, and play a central role in service planning and delivery.

The work of SEAP's advocacy services support clients to safeguard their individual rights and resolve concerns, complaints and difficulties. The organisation's outward-facing role at national, regional and local levels, enables SEAP to influence the development and implementation of national and local agendas and commissioning priorities, to ensure that improving outcomes are at the heart of health and social care reforms.

We have supported individuals to find a successful resolution to the issues, concerns and complaints they have raised. In addition, clients tell us that receiving advocacy support enables them to feel more empowered and in control of their lives, and leads them to develop self-advocacy skills which assist them in the future.

Enabling people to have a greater sense of autonomy and personal control over their lives supports a greater sense of inclusion and identity with local communities, and resolution of issues which have caused them concern provides a sense of closure and ability to move on for many.

SEAP works closely with service providers to ensure that the views, wishes and feelings of service users form an integral part of decision-making processes, and that their views and experiences impact on service design and delivery at a local level.

SEAP also provides training for volunteers who have used our services to act as peer advocates, which enables growth in self confidence, autonomy, and a reduced reliance on services. People who have undertaken peer advocacy or other forms of training with SEAP have gone on to return to paid employment, and the organisation itself employs a number of current or ex-service users.

Who used and benefited from our services

SEAP works with a range of people who use, or wish to use, services including

- Adults with mental health issues
- Children & young people
- Adults with learning disabilities
- Those wishing to make complaints about NHS healthcare
- Gypsy and Traveller Communities
- BME Communities
- Older People
- People with physical disabilities and/or sensory impairments
- People requiring Appropriate Adult support
- People with dementia-type conditions, acquired brain injury and those considered to lack capacity.
- Carers

SEAP provides a range of current statutory advocacy provision including

- Independent Complaints Advocacy Service (ICAS)
- Independent Mental Capacity Advocacy (IMCA)
- Independent Mental Health Advocacy (IMHA)
- Deprivation of Liberty Safeguards (DOLS) advocacy.

In 2010/11 SEAP provided services to 8,630 clients an increase of 40% on the previous year.

ACHIEVEMENTS AND PERFORMANCE

Aims and objectives for 2010/11: What did we focus on? How did we do?

In 2010 SEAP commenced a substantial change management process, with the intention of:-

- Ensuring SEAP had a flexible and robust service delivery model, based on multi-disciplinary teams to reflect changes in the Commissioning of advocacy services
- To have a flexible and diverse workforce, with a wide range of skills and expertise, to ensure we continue to provide good quality advocacy services
- To identify cost savings through a variety of means, including office closures, increasing the number of advocates working from home and making more efficient use of staffing to meet demand across all SEAP activities
- Ensuring our financial stability in the light of reduction of income and changes in the commissioning landscape.

This process will be ongoing into 2011 with the planned closure of specific offices and restructuring of staff posts and review of terms and conditions.

SEAP has an active business development team who continue to identify new business opportunities and was successful with in gaining a new contract in Sutton, and starting a new service in Oxfordshire as well as gaining extensions to contracts in other areas, including Cornwall and Portsmouth. Significantly we were able to secure a two year extension on the ICAS contract in the South East and South West, although it is clear that ICAS will cease to be commissioned in the same way post March 2013.

SEAP has been successful in securing a number of prestigious quality assurance marks during this period. We gained the EFQM Committed to Excellence award for the whole of the organisation and the EFQM recognition of Excellence for ICAS. In addition, we were successful in achieving the Action 4 Advocacy Quality Performance Mark, a specific quality mark for Advocacy providers. We had originally intended to pursue the Investors in People award, but deferred this as a goal at this stage whilst we concentrate on other quality measures.

SEAP has experienced at first hand the increasingly competitive nature of the sector and also the financial cuts taking place in the commissioning landscape. We have seen the loss of some contracts, including the Parent Project for people with learning disabilities whose funding expired. This was a highly valued and respected project, but we were unable to find funding, with the clear message from statutory services that whilst they valued the work, they had to pass on cuts to their budgets and therefore non-statutory advocacy was not their priority.

SEAP has responded to the new directions in health care brought about by the change of government, making the case for advocacy by working with other providers to produce an impact report on the benefits of the Independent CAS service and producing a detailed response to the Government White Paper on the Health Service, including commissioning a survey of previous users of our services to support our case for a strong independent advocacy services.

Increased resources were spent on staff training with a Learning And Development Manager appointed to take forward workforce training and SEAP's partnership with Kate Mercer Training, which provides a nationally recognised qualification in advocacy. As well as generating significant external income, the aim is for all SEAP advocates to have or be working towards the qualification.

SEAP completed its organisational re-brand, with the name of SEAP and a new logo being adopted. Previously, SEAP had stood for South of England Advocacy projects, but it was felt the abbreviation alone provided a better marketing framework.

In 2011 the mechanics of a Social Enterprise were established, although at this stage there has been no financial activity through it. There has been further work in identifying potential business opportunities for the social enterprise.

We undertook a review of business development methods, including developing a matrix for assessing the appropriateness of business opportunities. Within this review, the need for Head of Business Development was established, whose remit would be to lead on the commercial and marketing aspect of SEAP work.

FINANCIAL REVIEW

The charity experienced continued net growth both within its existing services and by expansion into new areas as income from contracts and other payments increased to £5,097,468 (2010 - £4,934,978), or by 3% in the financial year.

Total costs of £5,471,093 (2010 - £5,097,372) incurred during the year increased by 7% due to increased expenditure from reserves on specific costs with the aim of improving SEAP's competitiveness or to fund specific projects and development work.

Cash balances deteriorated by 13% to £1,483,361 (2010 - £1,713,217) at the yearend due to the planned drawdown from reserves. Debtors of £20,297 (2010 - £212,379) were substantially reduced during the year as were creditors of £55,246 (2010 £82,144).

SEAP has made a strategic decision to fund discrete investment in business development, and projects relating to personalisation and new approaches to advocacy using designated reserves that been built up to enable the organisation to fund this.

SEAP recognises that its sector now faces a substantial reduction in overall funding from government and whilst changes in legislation may create further opportunities the overall picture will be of retrenchment, doing more for less. Internally we have been reviewing how we provide services and with the aim of making savings from both staff and non-staff costs and this process will continue into 2011. This will include reducing the number of offices that we manage and having a streamlined management structure as well as focusing on outcomes.

Principal funding sources

The charity is primarily funded by contracts with public authorities, with 69% of charitable income coming from two contracts with the Department of Health, 15% from primary care trusts and 12% from local government. However the charity also works with a number of private and charitable bodies which provide contract funding, and also received grant funding and training income.

Reserves Policy

The Board have examined the charity's requirement for reserves in the light of the main risks facing the organisation, such as to prevent serious disruption to its charitable work in the event of delays in receiving grants, to meet contingencies that cannot be met out of current income, and to finance future activities before funding is received.

At the end of the year the balance of the charity's free reserves was £717,115 (2010 - £670,840) an increase for the year of £46,275.

The level of free reserves is equivalent to less than two months operating expenditure and it is the opinion of the trustees that the charity should aim for three months operating expenditure to provide for any possible disruption in funding. The trustees therefore have taken the relatively low level of free reserves into account in their assessment of the risks facing the organisation.

SEAP holds designated funds of £607,315 (2010 - £842,518) which have been allocated by the Board for specific purposes such as one off pieces of work around business development. Additionally designated reserves are held equivalent to the level of net fixed assets thus representing the capital investment SEAP has made in computers and other furniture and equipment.

Restricted reserves of £95,770 (2010 - £261,582) are held, where the purpose of the funding was for a specific purpose or objective, during the year these were drawn upon to fund specific projects in line with their original purpose.

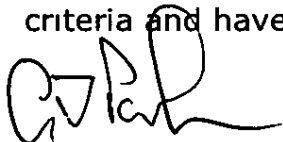
Investment policy

SEAP holds any cash in excess of working capital requirements on deposit with the major banks. The amount of interest earned during the year was £15,494 (2010 - £20,626). This equates to a return of 0.97% based upon the average of the opening and closing bank balances (2010 - 0.69%).

SEAP has an ethical investment policy which details human rights and environmental criteria with which potential investment institutions are assessed.

Taking into account the relatively low level of reserves, and the amount of designated reserves which are earmarked for expenditure in the next year, the charity has a policy of investing for the short term only. Therefore its objectives are to maintain high liquidity, ensure maximum security and achieve the highest possible return in line with its ethical standards.

To meet these objectives SEAP invests in fixed-term or call accounts with institutions that are considered to comply with SEAP's ethical criteria and have a high security rating.



Graham Parker

30th September 2011

Independent auditor's report to the members of SEAP (formerly South of England Advocacy Projects)

We have audited the financial statements of SEAP for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Respective responsibilities of trustees and auditors

As explained more fully in the Responsibilities of the Board set out on page 3, the trustees (who are also the directors of the charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors. This report is made solely to the charity's members as a body in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body for our audit work, for this report, or for the opinions we have formed.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's web-site at www.frc.org.uk/apb/scope/private.cfm.

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view 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;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

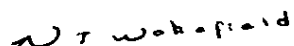
Opinion on the other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared 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 Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees.



Nicola Wakefield (Senior Statutory Auditor)
for and on behalf of Mazars LLP
Chartered Accountants and Statutory Auditor
Times House, Throwley Way, Sutton, Surrey, SM1 4JQ
Date : 20 October 2011

Statement of Financial Activities (Incorporating an Income & Expenditure Account)

For the Year Ended 31 March 2011

	Notes	Unrestricted funds £	Restricted funds £	2011 Total funds £	2010 Total funds £
Incoming resources					
Incoming resources from generated funds:					
Donations		1,976	1,416	3,392	3,118
Investment income		15,494	-	15,494	20,626
Incoming resources from charitable activities:					
Charitable activities:					
Grants and contracts	3	1,389,096	3,708,372	5,097,468	4,934,978
Total incoming resources		<u>1,406,566</u>	<u>3,709,788</u>	<u>5,116,354</u>	<u>4,958,722</u>
Resources expended					
Charitable activities	4	1,572,496	3,820,934	5,393,430	5,025,820
Governance costs	4	<u>22,997</u>	<u>54,666</u>	<u>77,663</u>	<u>71,552</u>
Total resources expended		<u>1,595,493</u>	<u>3,875,600</u>	<u>5,471,093</u>	<u>5,097,372</u>
Net (Outgoing) Resources		<u>(188,927)</u>	<u>(165,812)</u>	<u>(354,739)</u>	<u>(138,650)</u>
Net movement in funds		<u>(188,927)</u>	<u>(165,812)</u>	<u>(354,739)</u>	<u>(138,650)</u>
Funds at 1 April 2010		<u>1,513,358</u>	<u>261,582</u>	<u>1,774,940</u>	<u>1,913,590</u>
Funds at 31 March 2011		<u><u>1,324,431</u></u>	<u><u>95,770</u></u>	<u><u>1,420,201</u></u>	<u><u>1,774,940</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 11 to the financial statements.

Balance Sheet

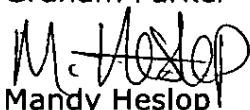
As at 31 March 2011

	Notes	£	2011 £	2010 £
Fixed Assets				
Tangible Assets	8		<u>154,983</u>	<u>197,327</u>
			154,983	197,327
Current Assets				
Debtors and Prepayments	9	102,632		291,620
Cash at Bank and in Hand		<u>1,483,361</u>		<u>1,713,217</u>
		1,585,993		2,004,837
Creditors: Amounts Falling Due Within One Year	10	<u>(320,775)</u>		<u>(427,224)</u>
Net Current Assets			<u>1,265,218</u>	<u>1,577,613</u>
Net Assets			<u>1,420,201</u>	<u>1,774,940</u>
Funds				
Restricted Funds	11		95,770	<u>261,582</u>
Unrestricted Funds	11			
Designated Funds		607,315		842,518
General Funds		<u>717,116</u>		<u>670,840</u>
Total Unrestricted Funds			<u>1,324,431</u>	<u>1,513,358</u>
Total Funds			<u>1,420,201</u>	<u>1,774,940</u>

Approved by the Trustees and signed on their behalf by



Graham Parker



Mandy Heslop

30th September 2011

Notes to the Financial Statements

For the Year Ended 31 March 2011

1. Accounting Policies

a) Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (2005) and the Companies Act 2006.

b) Legal status of the charity

The charity is a company limited by guarantee and has no share capital. 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

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable.

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Investment income comprises solely of interest on cash deposits.

Income from charitable activities includes grants and contracts for the provision of services to beneficiaries as specified in contracts and service level agreements with local authorities, government bodies and other organisations. The income is recognised in the Statement of Financial Activities in the period to which the provision of service relates.

Income is deferred if any conditions for use imposed by the donor have not been met.

Notes to the Financial Statements

For the Year Ended 31 March 2011

d) Expenditure

Cost of generating funds i.e. those costs incurred in attracting voluntary income are no longer considered significant and there are no costs incurred in trading activities that are purely to raise funds.

Cost of charitable activities comprise costs incurred on the defined charitable purposes of the charity and include direct costs of the charitable activities together with those support costs incurred that enable these activities to be undertaken.

Support costs are those costs that, whilst necessary to deliver an activity, do not themselves directly produce charitable outputs. These will include the cost of central services such as general management, finance and human resources.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on an estimate of the staff time attributable to each activity.

Governance costs (see Note 4) are costs associated with meeting the constitutional and statutory arrangements of the charity, including internal and external audit and the cost of preparing statutory accounts, the cost of Trustees' meetings, and other costs involved with the charity's strategic management.

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 in independently administered funds. The main provider of these pension funds is the Pensions Trust, but other private providers are also used. 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 does not meet the threshold requirements under Financial Reporting Standard 1 - 'Cash Flow Statements'.

Notes to the Financial Statements

For the Year Ended 31 March 2011

g) Taxation

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

As a charity, SEAP Ltd is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen as a result of activities by the Charity.

h) Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The depreciation rates in use are as follows:

Leasehold Improvements	Over the term of the lease
Furniture and Equipment	20% per annum straight line
Computers	33% per annum straight line

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities.

i) Funds accounting

General funds consist of unrestricted funds which the charity may use for purposes at its discretion.

Designated funds are unrestricted funds earmarked by the trustees for a specific purpose.

Restricted funds are those where the donor has imposed restrictions on the use of the funds.

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 charity.

Notes to the Financial Statements

For the Year Ended 31 March 2011

2. Donations and similar incoming resources

	Unrestricted	Restricted	2011 Total	2010 Total
	£	£	£	£
Donations	1,976	1,416	3,392	3,118

3. Income from charitable activities

The income, surplus for the year and net assets are attributable to the principal activity, which is to provide advocacy services for people of all ages throughout the South of England. The charity operates in, and the whole of its income is derived from, the UK.

	Unrestricted	Restricted	2011 Total	2010 Total
	£	£	£	£
ICAS	14,715	3,493,338	3,508,053	3,432,214
Other advocacy services:				
Local authorities	549,831	54,870	604,701	490,377
Primary Care Trusts	619,102	146,306	765,408	777,540
Other grants and contracts	37,406	13,858	51,264	105,402
Advocacy training	168,042	-	168,042	129,445
Total Incoming Resources	1,389,096	3,708,372	5,097,468	4,934,978

Notes to the Financial Statements

For the Year Ended 31 March 2011

4. Total Resources Expended

	Basis of allocation	ICAS	Area Based advocacy services	Specialist advocacy	Advocacy Training	Governance	2011 Total	2010 Total
		£	£	£	£	£	£	£
Costs directly allocated to activities								
Staff Costs	Direct	2,104,604	1,021,237	134,081	29,689	48,429	3,338,040	3,023,545
Staff related costs	Direct	195,486	123,931	7,016	9,937	722	337,092	415,754
Rent and associated service	Direct	154,356	69,465	7,140	9,793	5,595	246,349	223,653
Office running costs	Direct	135,887	55,909	4,279	27,642	887	224,604	247,061
Professional fees and similar	Direct	91,821	8,185	8,198	90,042	12,080	210,326	173,206
Depreciation	Direct	12,265	2,543	325	-	-	15,133	19,671
		<u>2,694,419</u>	<u>1,281,270</u>	<u>161,039</u>	<u>167,103</u>	<u>67,713</u>	<u>4,371,544</u>	<u>4,102,890</u>
Support costs allocated to activities								
Staff Costs	Staff time	443,668	215,714	27,453	9,882	6,362	703,079	642,447
Staff related costs	Staff time	52,484	25,518	3,248	1,169	753	83,172	80,617
Rent and associated service	Staff time	53,186	25,859	3,291	1,185	763	84,284	40,060
Office running costs	Staff time	29,010	14,106	1,795	646	416	45,973	53,128
Professional fees and similar	Staff time	95,547	46,456	5,912	2,128	1,370	151,413	149,126
Depreciation	Staff time	19,958	9,704	1,235	445	286	31,628	29,104
		<u>693,853</u>	<u>337,357</u>	<u>42,934</u>	<u>15,455</u>	<u>9,950</u>	<u>1,099,549</u>	<u>994,482</u>
Total		<u>3,388,272</u>	<u>1,618,627</u>	<u>203,973</u>	<u>182,558</u>	<u>77,663</u>	<u>5,471,093</u>	<u>5,097,372</u>

Notes to the Financial Statements

For the Year Ended 31 March 2011

5. Net Outgoing Resources for the Year

This is stated after charging:

	2011 £	2010 £
Depreciation: Provision for the year	46,761	48,775
Auditors' Remuneration: Audit	6,000	5,875
Operating Lease Rentals: Property	<u>167,259</u>	<u>182,959</u>

6. Trustee Remuneration & Related Party Transactions

No trustees received any remuneration from the company in their capacity as trustees. Reimbursement of travel and training costs amounting to £2,736 (2010 - £1,435) were reimbursed to 6 (2010 - 5 trustees).

Two trustees received a total of £278 as expenses and one trustee received £229 in remuneration in their capacity as former service users. One trustee received payment of £32,632 under a contract for consultancy work (2010 - nil).

7. Staff Costs and Numbers

Staff costs were as follows	2011 £	2010 £
Wages and Salaries	3,585,491	3,217,969
Agency fees	26,567	56,834
Benefits in Kind	1,413	1,408
Social Security Costs	337,037	304,442
Employer Pension Contributions	<u>90,611</u>	<u>104,402</u>
	<u>4,041,119</u>	<u>3,685,055</u>

One employee's remuneration was in the band £60,000 - £70,000 during the year with the remainder earning below £60,000.

The charity pays employer contributions to 93 (2010 - 86) staff who are members of a defined contribution pension scheme.

The average weekly number of employees (full-time equivalent) during the year was as follows:

	2011 No.	2010 No.
Advocacy Services	110	104
Management and Administration	<u>20</u>	<u>17</u>
Total	<u>130</u>	<u>121</u>

Notes to the Financial Statements

For the Year Ended 31 March 2011

8. Tangible Fixed Assets

	Leasehold property	Computer equipment	Office equipment	Total
	£	£	£	£
COST				
At 1 April 2010	111,359	81,600	170,750	363,709
Additions in Year	-	4,417	-	4,417
Disposals in Year	-	(14,864)	(7,527)	(22,391)
At 31 March 2011	<u>111,359</u>	<u>71,153</u>	<u>163,223</u>	<u>345,735</u>
DEPRECIATION				
At 1 April 2010	10,513	66,017	89,852	166,382
Charge for the Year	11,136	9,628	25,997	46,761
Disposals in Year	-	(14,864)	(7,527)	(22,391)
At 31 March 2011	<u>21,649</u>	<u>60,781</u>	<u>108,322</u>	<u>190,752</u>
NET BOOK VALUE				
At 31 March 2011	<u>89,710</u>	<u>10,372</u>	<u>54,901</u>	<u>154,983</u>
At 1 April 2010	<u>100,846</u>	<u>15,583</u>	<u>80,898</u>	<u>197,327</u>

All tangible fixed assets are used for the furtherance of the charity's charitable objectives.

9. Debtors and Prepayments

	2011	2010
	£	£
Debtors	20,297	212,379
Insurance claim	9,780	-
Prepayments	39,174	43,494
Accrued income	33,381	35,747
	<u>102,632</u>	<u>291,620</u>

10. Creditors : Amounts Falling Due Within One Year

	2011	2010
	£	£
Taxation and Social Security	101,488	107,474
Creditors	55,246	82,145
Accruals	110,440	96,921
Deferred income	53,601	140,684
	<u>320,775</u>	<u>427,224</u>

Notes to the Financial Statements

For the Year Ended 31 March 2011

11. Analysis of Net Assets Between Funds

	Tangible Fixed Assets £	Net Current Assets £	At 31 March 2011 £
Restricted funds			
Xpress	-	5,586	5,586
Mental Health	-	33,727	33,727
Independent Complaints Advocacy Service	-	26,225	26,225
Cornwall PCT	-	30,232	30,232
Total Restricted Funds	-	95,770	95,770
Unrestricted Funds:			
Designated Funds	-	607,315	607,315
General Funds	154,983	562,133	717,116
Total Unrestricted Funds	154,983	1,169,448	1,324,431
Total Funds	154,983	1,265,218	1,420,201

12. Movements in Funds

	At 1 April 2010 £	Incoming Resources £	Resources Expended £	Transfers £	At 31 March 2011 £
Restricted Funds:					
Xpress (a)	39,893	15,274	(49,581)	-	5,586
My Choice (b)	36,596	-	(36,596)	-	-
Mental Health (c)	35,704	131,176	(133,153)	-	33,727
Independent Complaints Advocacy Service (d)	129,010	3,493,338	(3,596,123)	-	26,225
Cornwall (e)	14,063	70,000	(53,831)	-	30,232
Quality Initiative (f)	6,316	-	(6,316)	-	-
Total Restricted Funds	261,582	3,709,788	(3,875,600)	-	95,770
Unrestricted Funds:					
Designated Funds					
Fixed assets (g)	197,327	-	(42,345)	-	154,982
Special Projects	178,429	-	(123,742)	30,916	85,603
Office Restructuring	100,150	-	(1,528)	-	98,622
Strategic Development	366,612	-	(67,588)	(30,916)	268,108
Total Designated Funds	842,518	-	(235,203)	-	607,315
General Fund	670,840	1,406,566	(1,360,290)	-	717,116
Total Unrestricted Funds	1,513,358	1,406,566	(1,595,493)	-	1,324,431
Total Funds	1,774,940	5,116,354	(5,471,093)	-	1,420,201

Notes to the Financial Statements

For the Year Ended 31 March 2011

Purposes of Funds

- a) Xpress Advocacy Service relates to grant income received for the advocacy and childrens rights service which works with children and young people.
- (b) My Choice Advocacy Service relates to grant income received for the charity's advocacy service for people with learning difficulties.
- (c) The Mental Health Advocacy Service relates to grants income received for services for working age adults.
- (d) The Independent Complaints Advocacy Service relates to income received under a Department of Health contract to provide free and independent advocacy support for complaints about NHS services in the South East and South West of England.
- (e) Department of Health - relates to grants received for quality development work.
- (f) Cornwall Advocacy Service relates to a specific grants received to provide advocacy services in this area.
- (g) Designated funds have been allocated by the trustees for specific purposes and have been reviewed in line with the strategic priorities of the organisation.

Fixed Assets - represents the net value of fixed assets i.e. non cash resources that are recorded in the balance sheet and unavailable for reallocation.

Special projects - represents one off sums to provide for specific pieces of work or capital items.

Office restructuring represents the cost of relocating premises and associated costs.

Strategic development - represents the cost of providing specialist resources to promote the development of SEAP.

17. Operating Lease Commitment

The Company had an annual commitment under operating leases expiring as follows:

	2011	2,010
	£	£
Leases of land and buildings expiring under one year	80,602	37,512
Leases of land and buildings expiring between one and five years	86,657	145,447

18. Contingent Liabilities

In the opinion of the trustees there are no significant contingent liabilities.