

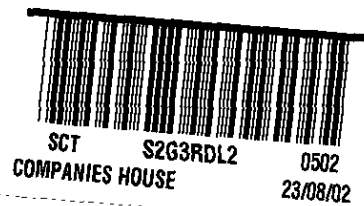
Company Number: SC 213637

Charity Number: SCO 25729

Advocacy into Action (Scotland) Limited

Directors' Report and Accounts

For The Year Ended 31 March 2002



Advocacy into Action (Scotland) Limited
Report and accounts
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Advocacy into Action (Scotland) Limited
Legal and administrative information

Directors

Julian Michalowski
John Ferguson
Mary Anderson
Heather Dall
Margaret Lafferty
Andrew Rae
Angela Reid
Irene Sherrington
John Wylie

Chairperson

Treasurer

(Resigned 06/05/01)
(Appointed 05/05/01)

Secretary

Stuart McKenzie
Paul Holmes

(Resigned 24/10/01)
(Appointed 24/10/01)

Auditors

ATN
Units 37 & 38
Stirling Enterprise Park
Stirling
FK7 7RP

Bankers

The Royal Bank of Scotland
Falkirk Newmarket Street Branch
2 Newmarket Centre
Falkirk
FK1 1JX

Registered office

27 West Bridge Street
Falkirk

Company number

SC213637

Charity Number

SCO 25729

Advocacy into Action (Scotland) Limited

Directors' Report

The Directors of the charity for the purposes of the Companies Act, present their annual report and the audited financial statements for the year ended 31 March 2002. The Directors 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.

Objects of the Charity, Principal Activities and Organisation of our work

The Charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The charity's objectives and principle activities are:

- (i) To promote the welfare of adults with learning difficulties through the provision of a range of support to enable them to become involved in all aspects of society and in particular those decisions affecting themselves, their families and carers, through co-operation with the statutory authorities and other agencies.
- (ii) To advance the education of people with learning difficulties through the provision of education and training which promotes different types and forms of advocacy and to promote an understanding among people with learning difficulties of their rights and forms of advocacy that can be used to enable them to obtain their rights and in furtherance thereof but not otherwise.
- (iii) To undertake research into the effects of learning difficulties and publish the results of such research.

Funding to provide these services is given by the local authorities and by other organisations, charities and individuals.

The charity is organised so that the trustees meet regularly to discuss the charity's affairs.

Achievements

The directors consider that progress throughout the year has been most satisfactory. Additional funding has been obtained to establish service user consultation groups to inform learning disability services planning in Falkirk, self advocacy group training in Clackmannanshire, undertaking a feasibility study into forming a social firm to create employment and developing an interactive internet self advocacy training programme. Over 120 people with learning disabilities in Falkirk and Clackmannanshire have been received advocacy support over the past year.

Future Developments

Additional external funding has been secured from the Unemployed Volunteers Action Fund to develop a community based volunteer crisis advocacy resource and from BBC Children in Need to develop a children's and young people's advocacy service. Both of these services will commence from July 2002. Negotiations are ongoing with a neighbouring authority to establish a Citizens Advocacy resource. Building on the recommendations of the feasibility study the directors intend to move forwards to establishing a social firm in Falkirk to create employment for 30 people with learning disabilities. In partnership with statutory agencies we will be establishing a specialist advocacy service for children and young people with learning disabilities and mental ill health.

Transactions and Financial Position

The Statement of Financial Activities shows a net surplus for the year of £3,822, with reserves totaling £8,906.

Advocacy into Action (Scotland) Limited

Directors' Report

Directors

The directors are as named on page 1. Appointment of the directors is governed by the memorandum and articles of association. Removal of directors is also governed by these.

All of the directors were either appointed, resigned or served throughout the year.

Risk review

The directors actively review the risks the charity faces on a regular basis. These have identified the need to build on current reserves to cushion the charity against adverse conditions. The need has also been identified to move from the present annual grant-funding regime to three year funding cycles to enable consolidation of current and development of future services. The directors have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate against the significant risks.

Auditors

A resolution to reappoint ATN as auditors will be put to the members at the Annual General Meeting.

This report was approved by the Trustees on 10 August 2002.

John Ferguson

John Ferguson
Treasurer

Advocacy into Action (Scotland) Limited

Statement of Directors' Responsibilities

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the income and expenditure for the year. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.
- state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the Board on 10 August 2002 and signed on its behalf.



Julian Michalowski
Chairperson.

Advocacy into Action (Scotland) Limited
Auditors' Report

Report of the auditors
to the members of Advocacy into Action (Scotland) Limited

We have audited the financial statements of Advocacy into Action (Scotland) Limited on pages 6 to 11 under the historical cost convention and the accounting policies set out on page 9.

Respective responsibilities of directors and auditors

As described on page 4, the directors of the company are for the purposes of company law responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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 Companies Act 1985. We also report to you if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if 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 the law regarding directors' remuneration and transactions with the company is not disclosed.

We have read the Directors' Report and have considered the implications for our report if we become aware of any apparent misstatements within it.

Basis of opinion

We conducted our audit in accordance with United Kingdom 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 Directors 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 accounts.

Opinion

In our opinion the accounts give a true and fair view of the state of the charity's affairs as at 31 March 2002 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



ATN
Chartered Accountants and Registered Auditors
Units 37 & 38
Stirling Enterprise Park
Stirling
FK7 7RP

10 August 2002

Advocacy into Action (Scotland) Limited
Statement of Financial Activities
for the year ended 31 March 2002

	Notes	Restricted £	Unrestricted £	Total 2002 £	2001 £
INCOMING RESOURCES					
Donations and gifts		-	886	886	296
Grants received		20,000	65,877	85,877	35,528
Fundraising income		-	586	586	-
Investment income		-	-	-	99
Total Income		<u>20,000</u>	<u>67,349</u>	<u>87,349</u>	<u>35,923</u>
RESOURCES EXPENDED					
Direct charitable expenditure		(15,322)	(55,703)	(71,025)	(39,726)
Other expenditure					
Management and administration		(1,558)	(10,944)	(12,502)	(9,182)
Net surplus/(deficit) for the year	4	<u><u>3,120</u></u>	<u><u>702</u></u>	<u><u>3,822</u></u>	<u><u>(12,985)</u></u>

There were no other recognised gains or losses in the year.

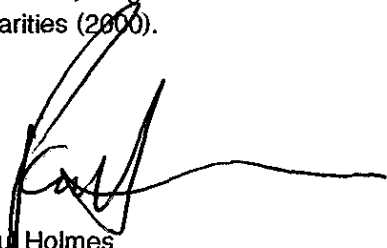
Advocacy into Action (Scotland) Limited
Statement of total recognised gains and losses
for the year ended 31 March 2002

	Notes	Restricted £	Unrestricted £	2002 £	2001 £
Net surplus/(deficit) for the year		3,120	702	3,822	(12,985)
Funds brought forward		-	5,084	5,084	18,069
Funds carried forward		<u>3,120</u>	<u>5,786</u>	<u>8,906</u>	<u>5,084</u>

Advocacy into Action (Scotland) Limited
Balance Sheet
as at 31 March 2002

	Notes	2002 £	2001 £
Current assets			
Debtors	5	5,000	-
Bank	6	9,806	6,915
Cash on hand		44	217
		<u>14,850</u>	<u>7,132</u>
Creditors: amounts falling due within one year	7	(5,944)	(2,048)
Net current assets		<u>8,906</u>	<u>5,084</u>
Net assets		<u>8,906</u>	<u>5,084</u>
Capital and reserves			
Unrestricted funds	8	8,906	5,084
Fund balances		<u>8,906</u>	<u>5,084</u>

The accounts have been prepared in accordance with the special provisions relating to small companies within part VII of the Companies Act 1985 and with the Financial Reporting Standards for Smaller Entities (effective March 2000), with the requirements of the charities Accounts (Scotland) Regulations 1992 and with the Statement of Recommended Practice for Accounting by Charities (2000).



Paul Holmes
Secretary

Approved by the Board on 10 August 2002

Advocacy into Action (Scotland) Limited
Notes to the Accounts
for the year ended 31 March 2002

1 Accounting policies

Basis of preparation of accounts

The accounts have been prepared under the historical cost convention. The accounts have been prepared in accordance with The Statement of Recommended Practice, Accounting and reporting by charities (SORP2000) issued in October 2000, applicable accounting standards and the Companies Act 1985.

Incoming Resources

Voluntary income and donations are included in incoming resources when they are receivable except when the donors specify that they must be used in future accounting periods or donors conditions have not been fulfilled, then the income is deferred. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

Resources expended

Resources expended are included in the statement of financial activities on an accruals basis, inclusive of VAT which cannot be recovered.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the categories on a basis consistent with the use of these resources.

Taxation

The project is regarded as a charity for tax purposes under section 505 of the Corporation tax act of 1988.

Fundraising Costs

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the charity's work. This includes the cost of advertising for donations and the staging of special fundraising events.

Expenditure on management and administration of the charity

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes costs of renting and running office premises, staff salaries for administrative staff and audit fees.

Fixed Assets

Fixed assets are written off in the year they are purchased.

Expenditure on management and administration of the charity

Administrative expenditure includes all expenses not related to the charitable activity of the charity such as administrative costs, premises costs and legal and professional costs.

2 Investment Income

This relates to interest receivable.

3 Share Capital

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

Advocacy into Action (Scotland) Limited
Notes to the Accounts
for the year ended 31 March 2002

4 Net surplus/(deficit)	2002	2001
	£	£
This is stated after charging:		
Consultancy fees paid to Paul Holmes	32,922	11,113
Pension costs	504	1,198
Auditors' remuneration	<u>1,188</u>	<u>600</u>
5 Debtors	2002	2001
	£	£
Grants receivable	<u>5,000</u>	<u>-</u>
6 Bank Accounts	2002	2001
	£	£
Current Bank Account	<u>9,806</u>	<u>6,915</u>
7 Creditors: amounts falling due within one year	2002	2001
	£	£
Trade creditors	<u>5,944</u>	<u>2,048</u>
8 Movement in capital account	2002	2001
	£	£
At 1 April	5,084	18,069
Surplus/(Deficit)	3,822	(12,985)
At 31 March	<u>8,906</u>	<u>5,084</u>
9 Staff costs		
The staff costs of the remaining staff were:	2002	2001
	£	£
Wages and salaries	<u>19,774</u>	<u>19,785</u>
	<u>19,774</u>	<u>19,785</u>

10 Investments

The only investment the charity has is the money held on deposit in the bank accounts. Interest is received on the balance.

Advocacy into Action (Scotland) Limited
Notes to the Accounts
for the year ended 31 March 2002

11 Statement of Funds

	At 1/4/01	Income	Expenditure	At 31/3/02
Unrestricted Fund				
General Reserve	5,084	67,349	(66,647)	5,786
Restricted Fund	-	20,000	(16,880)	3,120
Total Restricted Fund	-	20,000	(16,880)	3,120
Total Funds	<u>5,084</u>	<u>87,349</u>	<u>(83,527)</u>	<u>8,906</u>