

Registered number
SC356421

Patients' Advocacy Service
(A company limited by guarantee)

Report and Accounts

31 March 2012



accountants
plus  much more
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**Patients' Advocacy Service
Report and accounts
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Patients' Advocacy Service
Legal and administrative information

Trustees:

Andrew Gardiner
Francis Fallan
Garry Sloan (retired 24/08/2011)
Keith Swinley
Roger Adams
Sandra Hands
Alexander Finlay (retired 24/08/2011)
Heather Baillie (appointed 16/11/2011)
Margaret Rodger Seymour (appointed 16/11/2011)

Accountants

Accountants Plus
Chartered Certified Accountants
Upper Floor, Unit 1
Cadzow Park
82 Muir Street
Hamilton
ML3 6BJ

Bankers

Santander
301 St Vincent Street
Glasgow
G2 5NT

Registered number

SC356421

Registered office

State Hospital
Carstairs
ML11 8RP

Charity number

SC041185

Patients' Advocacy Service

Report of the Trustees for the year ended 31 March 2012

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the unaudited financial statements for the year ended 31 March 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity.

Administrative details of the charity, its directors and trustees

All directors of the company are also trustees of the charity, and there are no other trustees. All of the trustees named on the legal and administrative page served throughout the entire year unless otherwise noted.

Structure, governance and management

The charity is governed by a board of directors/trustees. The day to day running of the charity is managed by Mrs Ann Morton who employs 4 paid staff and 5 volunteers, whose efforts throughout the year have been invaluable.

Risk Management - The charity has no commitments and as such the trustees feel that the level of reserves are sufficient for the charity and would not enter into any business or operational circumstances that may lead to significant risks.

Trustees' responsibilities in relation to the financial statements

The trustees (who are also directors of Patients' Advocacy Service for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Patients' Advocacy Service

Report of the Trustees for the year ended 31 March 2012

Objectives of the charity and principal activities

The charity is a charitable company limited by guarantee and was set up in April 2009, gaining charitable status in January 2010. It is governed by a memorandum and articles of association.

The charity's object and principal activity is to provide an independent, highly skilled, responsible and professionally run service within the State Hospital at Carstairs. Whilst observing the safety and security of the Hospital, the Services works independently within it to promote patients as individuals, to support them and enable them to be fully informed and involved in their care and treatment.

Achievements and performance

During the year the charity has continued to strengthen and provide further training for management, staff and volunteers in order to meet its operational requirements both today and in the future.

Plans for future periods

In the coming year the charity aims to:

- Continue in the development of improved recording systems for statistical information;
- Continue to look at developing patient participation with PAS
- Continue Advocacy attendance at Community meetings
- Continue a positive relationship and open communication with the State Hospital Board and Hospital staff
- Patient survey and updating patient leaflets

Financial Review

The Statement of Financial Activities shows net loss for the year of £8,530 (2011 £318), and our reserves stand at £44,873 (2011 £53,403)

Funds held as Custodian Trustee on behalf of others

No investments were made or are held by the charity.

Small company special provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approval

This report was approved by the board of directors and trustees on 15 August 2012.



Keith Swinley
Director and Trustee

**Independent examiners report on the unaudited accounts
to the directors of Patients' Advocacy Service**

I report on the accounts of the charity for the year ended 31 March 2012 which are set out on pages 5 to 10.

Respective responsibilities of trustees and examiner

The charities trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination included review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiners statement

In the course of my examination, no matter has come to my attention:

- 1 Which gives me reasonable cause to believe that in any material respect the requirements:
 - (a) to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and regulation 4 of the 2006 Accounts Regulations; and
 - (b) to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Bryan J. T. Wood F.C.C.A.
Chartered Certified Accountants

Accountants Plus
Upper Floor, Unit 1
82 Muir Street
Hamilton
ML3 6BJ

15 August 2012

**Patients' Advocacy Service
Statement of Financial Activities
for the year ended 31 March 2012**

Summary Income and Expenditure Account

	Notes	2012 £	2011 £
Incoming Resources			
Funds received		129,150	128,842
Interest receivable	2	454	417
Total Income		<u>129,604</u>	<u>129,259</u>
Resources expended			
Administrative costs	3	(138,135)	(129,577)
Net Income / (Deficit) for the year		<u>(8,531)</u>	<u>(318)</u>
Statement of other recognised Gains			
Net income / (deficit) for the year		(8,531)	(318)
Unrealised investment gains		-	-
Net movement in funds for the year		<u>(8,531)</u>	<u>(318)</u>
Total funds:			
Brought forward		53,403	53,721
Carried Forward		<u>44,872</u>	<u>53,403</u>

Patients' Advocacy Service
Balance Sheet
as at 31 March 2012

	Notes	2012 £	2011 £
Current assets			
Cash at bank and in hand		49,588	54,976
Creditors: amounts falling due within one year	6	(4,716)	(1,573)
Net current assets		<u>44,872</u>	<u>53,403</u>
Net assets		<u>44,872</u>	<u>53,403</u>
Funds			
Unrestricted funds	7	44,872	53,403
Restricted funds	8	-	-
		<u>44,872</u>	<u>53,403</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that the members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approved by the board of directors and trustees and signed on its behalf



Keith Swinley
 Director and Trustee

Approved by the board on 15 August 2012

Patients' Advocacy Service
Notes to the Accounts
for the year ended 31 March 2012

1 Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2005 and applicable accounting standards.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category.

Pensions

The company operates a defined contribution pension scheme for the benefit of its employees. The costs of contributions are written off against profits in the year they are payable.

2 Investment Income

	2012 £	2011 £
Interest receivable	454	417
	<u>454</u>	<u>417</u>

Patients' Advocacy Service
Notes to the Accounts
for the year ended 31 March 2012

3 Total resources expended

	Staff Costs	Other Direct Costs	Total 2012
	£	£	£
Wages and salaries	109,516		109,516
Pensions	8,161		8,161
Temporary staff and recruitment		323	323
Training and conferences		2,546	2,546
Board's expenses		2,165	2,165
Staff's expenses		303	303
Volunteer's expenses		8,035	8,035
Postage and stationery		547	547
Insurance		1,363	1,363
Accountancy fees		2,406	2,406
Advertising and PR		1,780	1,780
Other legal and professional		990	990
	<u>117,677</u>	<u>20,458</u>	<u>138,135</u>

Trustees' remuneration

The trustees neither received nor waived any emoluments during the year.

Out of pocket expenses were reimbursed to trustees as follows:

	2012 Number	2012 £
Travel and meeting expenses etc.	9	2,165
	<u>9</u>	<u>2,165</u>

4 Staff Costs

	2012 £
Wages and salaries	109,516
Pension costs	8,161
	<u>117,677</u>

No employees earned more than £60,000 in the year.

The average number of employees, calculated on a full-time equivalent basis, analysed by function was:

	2012 Number	2012 £
Advocates	3	50,208
Administrator	1	19,192
Management	1	40,116
	<u>5</u>	<u>109,516</u>

Patients' Advocacy Service
Notes to the Accounts
for the year ended 31 March 2012

5 Pension costs

The charity operates a contributory pension scheme. It is a defined contribution scheme and contributions are charged in the statement of financial activities as they accrue. The charge for the period was £8,161 (2011 - £7,961)

6 Creditors: amounts falling due within one year	2012	2011
	£	£
Trade creditors	132	-
Accruals	1,716	1,716
Other taxes and social security costs	2,868	(143)
	<u>4,716</u>	<u>1,573</u>

7 Statement of funds

	At 31 Mar	Income	Expenditure	Investment	2012
	2011	£	£	Gains	£
	£			£	
At 1 April					
General reserve	53,403	129,150	(138,135)	454	44,872
Transfer to capital redemption reserve					-
Total unrestricted funds	<u>53,403</u>	<u>129,150</u>	<u>(138,135)</u>	<u>454</u>	<u>44,872</u>
Restricted funds:					
	-	-	-	-	-
Total restricted funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds	<u>53,403</u>	<u>129,150</u>	<u>(138,135)</u>	<u>454</u>	<u>44,872</u>

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The general reserve represents the free funds of the charity which are not designated for particular purposes.

Patients' Advocacy Service
Notes to the Accounts
for the year ended 31 March 2012

9 Analysis of net assets between funds

	General Funds £	Restricted Funds £
Fund balances at 31 March are represented by:		
Current assets	49,588	-
Current liabilities	(4,716)	
Total net assets	<u>44,872</u>	<u>-</u>

Patients' Advocacy Service
Financial Activities
for the year ended 31 March 2012
for the information of the directors only

	2012	2011
	£	£
Incoming resources	129,150	128,842
Interest received	454	417
Total Income	<u>129,604</u>	<u>129,259</u>
Administrative expenses	(138,135)	(129,577)
Net Income	<u>(8,531)</u>	<u>(318)</u>

Patients' Advocacy Service
Schedule to the Financial Activities
for the year ended 31 March 2012
for the information of the directors only

	2012 £	2011 £
Income		
TSH	129,150	129,150
Awards for All	-	(308)
Interest received	454	417
	<u>129,604</u>	<u>129,259</u>
Administrative expenses		
Employee costs:		
Wages and salaries	109,516	99,136
Pensions	8,161	7,961
Temporary staff and recruitment	323	3,758
Training and conferences	2,546	3,512
Board's expenses	2,165	2,048
Staff's expenses	303	315
Volunteer's expenses	8,035	7,611
	<u>131,049</u>	<u>124,341</u>
General administrative expenses:		
Postage and stationery	547	1,317
Subscriptions	-	100
Insurance	1,363	1,362
Disclosure form	-	69
	<u>1,910</u>	<u>2,848</u>
Legal and professional costs:		
Accountancy fees	2,406	2,388
Advertising and PR	1,780	-
Other legal and professional	990	-
	<u>5,176</u>	<u>2,388</u>
	<u>138,135</u>	<u>129,577</u>