

Company registration number: SC356421
Charity registration number: SC041185

Patients' Advocacy Service

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2014

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

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Patients' Advocacy Service

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The following pages do not form part of the **statutory** financial statements:

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Patients' Advocacy Service
Reference and Administrative Details

Charity name	Patients' Advocacy Service	
Charity registration number	SC041185	
Company registration number	SC356421	
Principal office	State Hospital Carstairs Lanarkshire ML11 8RP	
Registered office	State Hospital Carstairs Lanarkshire ML11 8RP	
Trustees	Andrew Gardiner Francis Fallan Keith Swinley Roger Adams Heather Baillie Margaret Rodger Seymour Jo Birch (Appointed 21 August 2013) Daniel Reilly (Appointed 21 August 2013)	
Bankers	Santander 301 St Vincent Street Glasgow G2 5NT	
Accountant	Accountants Plus Upper Floor, Unit 1 82 Muir Street Hamilton ML3 6BJ	

Patients' Advocacy Service

Trustees' Report

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 noted above. 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 employed 4 paid staff, 1 sessional worker and 3 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 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.

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

Patients' Advocacy Service

Trustees' Report

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 the future

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
- Recruitment of of Volunteer Advocates
- Recruitment of Patients Representatives

Financial Review

The Statement of Financial Activities shows net deficit for the year of £13,498 (2013 surplus £12,669), and our reserves stand at £44,043 (2013 £57,541)

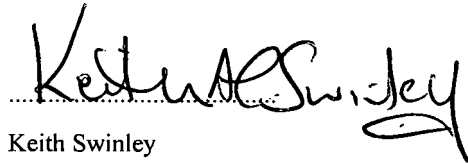
Funds held as Custodian Trustee on behalf of others

No investments were made or are held by the charity.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 23 July 2014 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Keith Swinley', written over a dotted line.

Keith Swinley
Trustee

Independent Examiner's Report to the Trustees of Patients' Advocacy Service

I report on the accounts of the company for the year ended 31 March 2014, which are set out on pages 5 to 11.

Respective responsibilities of the trustees and examiner

Basis of independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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 FCCA
Accountants Plus
Chartered Certified Accountants

23 July 2014

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

Patients' Advocacy Service

Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2014

		Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	Note	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	145,276	813	146,089	151,734
Total incoming resources		<u>145,276</u>	<u>813</u>	<u>146,089</u>	<u>151,734</u>
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	4	158,774	813	159,587	139,065
Total resources expended		<u>158,774</u>	<u>813</u>	<u>159,587</u>	<u>139,065</u>
Net movements in funds		(13,498)	-	(13,498)	12,669
Reconciliation of funds					
Total funds brought forward		57,541	-	57,541	44,872
Total funds carried forward		<u>44,043</u>	<u>-</u>	<u>44,043</u>	<u>57,541</u>

The notes on pages 7 to 11 form an integral part of these financial statements.

Patients' Advocacy Service (Registration number: SC356421)

Balance Sheet as at 31 March 2014

		2014		2013	
	Note	£	£	£	£
Current assets					
Cash at bank and in hand			49,267		62,219
Creditors: Amounts falling due within one year	8		<u>(5,224)</u>		<u>(4,678)</u>
Net current assets			<u>44,043</u>		<u>57,541</u>
Net assets			<u><u>44,043</u></u>		<u><u>57,541</u></u>
The funds of the charity:					
Restricted funds in deficit					
Restricted funds			-		-
Unrestricted funds					
Unrestricted income funds			<u>44,043</u>		<u>57,541</u>
Total charity funds			<u><u>44,043</u></u>		<u><u>57,541</u></u>

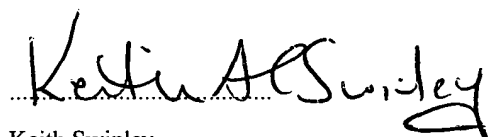
For the financial year ended 31 March 2014, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on 23 July 2014 and signed on its behalf by:



Keith Swinley
Trustee

The notes on pages 7 to 11 form an integral part of these financial statements.

Patients' Advocacy Service

Notes to the Financial Statements for the Year Ended 31 March 2014

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 12.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs associated with attracting voluntary income.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Donations and legacies				
Appeals and donations	-	813	813	-
UK Government grants	144,367	-	144,367	151,733
Interest on cash deposits	909	-	909	1
	<u>145,276</u>	<u>813</u>	<u>146,089</u>	<u>151,734</u>

Patients' Advocacy Service

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

3 Grants receivable

	Unrestricted Funds	Restricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£	£
UK Government grants	144,367	-	144,367	151,733

4 Total resources expended

	Donations and legacies	Total
	£	£
Direct costs		
Employment costs	151,598	151,598
Establishment costs	1,413	1,413
Printing, posting and stationery	2,084	2,084
Subscriptions and donations	100	100
Sundry and other costs	835	835
Accountancy fees	2,442	2,442
Legal and professional costs	1,115	1,115
	<u>159,587</u>	<u>159,587</u>

5 Trustees' remuneration and expenses

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

Out of pocket expenses, included within employment costs above, were reimbursed to trustees as follows:

	Number	£
Travel and meeting expenses etc.	8	3,399

Patients' Advocacy Service

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

6 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year, analysed by category, was as follows:

	2014 No.	2013 No.
Management	1	1
Administrator	1	1
Advocates	3	3
Trustees	8	7
	<u>13</u>	<u>12</u>

The aggregate payroll costs of these persons were as follows:

	2014 £	2013 £
Wages and salaries	132,854	110,822
Other pension costs	8,354	8,246
	<u>141,208</u>	<u>119,068</u>

7 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

Patients' Advocacy Service

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

8 Creditors: Amounts falling due within one year

	2014	2013
	£	£
Trade creditors	310	-
Taxation and social security	3,198	2,962
Accruals and deferred income	1,716	1,716
	<u>5,224</u>	<u>4,678</u>

9 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £nil towards the assets of the charity in the event of liquidation.

10 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £8,354 (2013 - £8,246).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

Patients' Advocacy Service

Notes to the Financial Statements for the Year Ended 31 March 2014

..... continued

11 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

12 Analysis of funds

	At 1 April 2013	Incoming resources	Resources expended	At 31 March 2014
	£	£	£	£
General Funds				
Unrestricted income fund	57,541	145,276	(158,774)	44,043
Restricted Funds				
Restricted funds	-	813	(813)	-
	<u>57,541</u>	<u>146,089</u>	<u>(159,587)</u>	<u>44,043</u>

Restricted funds were anonymous donations for patients benefit of £812.61 were received during the year. This money was expended to the patient wards/hubs as Amazon vouchers to purchase games and equipment for patient use. Patients were involved in deciding how to spend the vouchers.

13 Net assets by fund

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Current assets	49,267	49,267	62,219
Creditors: Amounts falling due within one year	(5,224)	(5,224)	(4,678)
Net assets	<u>44,043</u>	<u>44,043</u>	<u>57,541</u>

Patients' Advocacy Service
Statement of financial activities by fund Year Ended 31 March 2014

	Unrestricted income fund 2014	Unrestricted income fund 2013
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	145,276	151,734
Total incoming resources	<u>145,276</u>	<u>151,734</u>
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	158,774	139,065
Total resources expended	<u>158,774</u>	<u>139,065</u>
Net movements in funds	(13,498)	12,669
Reconciliation of funds		
Total funds brought forward	57,541	44,872
Total funds carried forward	<u><u>44,043</u></u>	<u><u>57,541</u></u>

This page does not form part of the statutory financial statements.

Patients' Advocacy Service
Statement of financial activities by fund Year Ended 31 March 2014

..... continued

	Restricted funds 2014 £	Restricted funds 2013 £
Incoming resources		
Incoming resources from generated funds		
Voluntary income	813	-
Total incoming resources	<u>813</u>	<u>-</u>
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	813	-
Total resources expended	<u>813</u>	<u>-</u>
Reconciliation of funds		
Total funds carried forward	<u>-</u>	<u>-</u>

This page does not form part of the statutory financial statements.