

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 2016

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, Interim Chairman Francis Fallan Keith Swinley (Resigned 17 April 2016) Roger Adams Heather Baillie Margaret Rodger Seymour Jo Birch Daniel Reilly
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 surplus for the year of £11,979 (2015 surplus £4,453), and our reserves stand at £60,565 (2015 £48,586)

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 21 September 2016 and signed on its behalf by:



.....
Andrew Gardiner
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 2016, which are set out on pages 5 to 11.

Respective responsibilities of the trustees and examiner

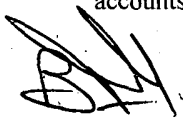
Basis of independent examiner's report

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

21 September 2016

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 2016

		Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	Note	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	143,195	-	143,195	141,956
Total incoming resources		<u>143,195</u>	<u>-</u>	<u>143,195</u>	<u>141,956</u>
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	4	136,523	-	136,523	137,413
Total resources expended		<u>136,523</u>	<u>-</u>	<u>136,523</u>	<u>137,413</u>
Net income before transfers		6,672	-	6,672	4,543
Transfers					
Gross transfers between funds		<u>(10,500)</u>	<u>10,500</u>	<u>-</u>	<u>-</u>
Net movements in funds		(3,828)	10,500	6,672	4,543
Reconciliation of funds					
Total funds brought forward		<u>48,586</u>	<u>-</u>	<u>48,586</u>	<u>44,043</u>
Total funds carried forward		<u>44,758</u>	<u>10,500</u>	<u>55,258</u>	<u>48,586</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 2016

		2016	2015
	Note	£	£
Current assets			
Cash at bank and in hand		65,374	52,767
Creditors: Amounts falling due within one year	8	<u>(10,116)</u>	<u>(4,181)</u>
Net current assets		<u>55,258</u>	<u>48,586</u>
Net assets		<u>55,258</u>	<u>48,586</u>
The funds of the charity:			
Restricted funds		10,500	-
Unrestricted funds			
Unrestricted income funds		<u>44,758</u>	<u>48,586</u>
Total charity funds		<u>55,258</u>	<u>48,586</u>

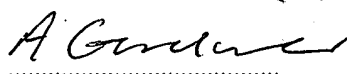
For the financial year ended 31 March 2016, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 January 2015).

Approved by the Board on 21 September 2016 and signed on its behalf by:



Andrew Gardiner
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 2016

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 January 2015) 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.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 12.

Incoming resources

Grants that provide core funding or are of a general nature are 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 2016 £	Total Funds 2015 £
Donations and legacies				
UK Government grants	142,883	-	142,883	141,504
Interest on cash deposits	312	-	312	452
	<u>143,195</u>	<u>-</u>	<u>143,195</u>	<u>141,956</u>

Patients' Advocacy Service

Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

3 Grants receivable

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£	£
UK Government grants	142,883	-	142,883	141,504

4 Total resources expended

	Donations and legacies	Total
	£	£
Direct costs		
Employment costs	130,897	130,897
Establishment costs	1,398	1,398
Printing, posting and stationery	60	60
Subscriptions and donations	177	177
Sundry and other costs	157	157
Advertising and promotion	230	230
Accountancy fees	2,370	2,370
Legal and professional costs	1,234	1,234
	<u>136,523</u>	<u>136,523</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	1,825

Patients' Advocacy Service

Notes to the Financial Statements for the Year Ended 31 March 2016

..... continued

6 Employees' remuneration

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

	2016 No.	2015 No.
Management	1	1
Administrator	1	1
Advocates	2	2
Trustees	8	8
	<u>12</u>	<u>12</u>

The aggregate payroll costs of these persons were as follows:

	2016 £	2015 £
Wages and salaries	115,928	117,782
Other pension costs	9,081	8,377
	<u>125,009</u>	<u>126,159</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 2016

..... continued

8 Creditors: Amounts falling due within one year

	2016 £	2015 £
Taxation and social security	3,098	2,465
Accruals and deferred income	7,018	1,716
	<u>10,116</u>	<u>4,181</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 £9,081 (2015 - £8,377).

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 2016

..... 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 2015	Incoming resources	Resources expended	Transfers	At 31 March 2016
	£	£	£	£	£
General Funds					
Unrestricted income fund	48,586	143,195	(136,523)	(10,500)	44,758
Restricted Funds					
Restricted funds	-	-	-	10,500	10,500
	<u>48,586</u>	<u>143,195</u>	<u>(136,523)</u>	<u>-</u>	<u>55,258</u>

Allocated for restricted funds:

Independant Review £7,000
Staff training £1,250
New Penaions £2,250

13 Net assets by fund

	Unrestricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£
Current assets	65,374	65,374	52,767
Creditors: Amounts falling due within one year	(10,116)	(10,116)	(4,181)
Net assets	<u>55,258</u>	<u>55,258</u>	<u>48,586</u>

Patients' Advocacy Service
Statement of financial activities by fund Year Ended 31 March 2016

	Unrestricted income fund 2016	Unrestricted income fund 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	143,195	141,956
Total incoming resources	<u>143,195</u>	<u>141,956</u>
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	136,523	137,413
Total resources expended	<u>136,523</u>	<u>137,413</u>
Net income before transfers	6,672	4,543
Transfers		
Gross transfers between funds	<u>(10,500)</u>	<u>-</u>
Net movements in funds	(3,828)	4,543
Reconciliation of funds		
Total funds brought forward	48,586	44,043
Total funds carried forward	<u><u>44,758</u></u>	<u><u>48,586</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 2016

..... *continued*

	Restricted funds 2016	Restricted funds 2015
	£	£
Net income before transfers	-	-
Transfers		
Gross transfers between funds	10,500	-
Reconciliation of funds		
Total funds carried forward	<u>10,500</u>	<u>-</u>

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