

OXFORDSHIRE ADVOCACY

Registered Charity Number: 1131403

Company Number: 06845465

ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2015

REFERENCE AND ADMINISTRATIVE DETAILS

Full name of Charity	Oxfordshire Advocacy
Governing Documents:	Memorandum of Association of Oxfordshire Advocacy Articles of Association of Oxfordshire Advocacy
Charity Registration Number	1131403
Company Number	06845465
Manager	Louise Cooper (until May 2014) Katherine Boyce (from June 2014)
Trustees:	Chris Bright (Chair) Hilary Beale Sue Jeffs Robert Mathers John Parry Claire Ward
Registered Office:	Oxfordshire Advocacy Barton Neighbourhood Centre Underhill Circus Barton, Oxford OX3 9LS
Website:	www.gettingheard.org
Email:	oadg@oadg.org.uk
Bankers:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent Examiner	G White ACMA 41 Gibson Close Abingdon Oxfordshire OX14 1XS

The Trustees of Oxfordshire Advocacy are pleased to present their annual report together with the financial statements for the year ended 31 March 2015.

The reference and administrative information set out on page 2 forms part of this report.

AIMS AND OBJECTIVES

What is Oxfordshire Advocacy (OA)?

OA is an Oxfordshire based charity providing a free, confidential and independent advocacy service through staff and volunteers. We support disadvantaged and marginalised adults in Oxfordshire, ensuring their needs are expressed and their voices heard, empowering them to have their rights, views and wishes taken into account in important decisions that affect their lives. Our advocates play an important part in safeguarding disadvantaged and vulnerable people by ensuring our client's wishes are expressed and their voices are heard by the relevant authorities/service providers. This support encourages our clients' inclusion and connection on issues which impact their day to day lives.

Our beneficiaries include amongst others older people, people with a physical disability, people with a learning disability, people with mental health needs and carers. For instance, we support people with a learning disability who may not have the understanding, the vocabulary or the communication to participate in decisions being made about their lives.

Purposes and aims

Our charity's purposes as set out in the objects contained in the company's memorandum of association are to:

- a. To promote awareness of and understanding of advocacy practice.
- b. To develop advocacy services in order to address disadvantage experienced by people who need advocacy support and help.
- c. To provide an advocacy service in order to address disadvantage experienced by people who need advocacy support and help.
- d. To assist individuals and groups in empowerment, inclusion and protection of rights through representation of their views.
- e. To provide support for providers of advocacy.
- f. To develop and provide coordinated training and education on advocacy and on issues relevant to advocacy.
- g. To promote the recruitment of volunteers interested in becoming advocates.
- h. To develop and promote good practice standards for advocacy.

Our Mission Statement

Oxfordshire Advocacy exists to support disadvantaged adults, ensuring their needs are expressed and their voices heard, empowering them to have their rights, views and wishes taken into account in important decisions that affect their lives.

Ensuring our work delivers our aims

We review our mission, aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work from 1 April 2014 until 31 March 2015. This review will focus on key activity and some of the benefits they have brought to those OA is set up to help.

Overview of 2014 / 2015

The Trustees appointed an Interim Manager in July 2014 to assist them to decide on the future governance of the Charity; prepare for the discontinuation of the County Councils funding for the Generic Service from 1 April 2015; ensure successful launches of the Getting Heard partnership with SEAP and our new Peer Advocacy service for older people affected by cancer. The Interim Manager was also tasked with laying the foundations to ensure that Oxfordshire Advocacy was fit for purpose for the coming years. Our generic service and the new peer advocacy cancer service are dealt with in detail further below.

The year saw the bedding down of the Getting Heard brand and its associated partnership. The Managers of OA and SEAP met regularly, undertook reviews of accommodation towards sharing premises and the Manager of SEAP briefs the Trustees at each Trustee meeting. In addition the organisations regularly shared training and had joint quarterly staff meetings. Both organisations and their clients are seeing the benefits of this closer working. Signposting to each other's services happens as a matter of routine as a result of the greater understanding of what each organisation does and sharing of best practice has started across the board between both individual advocacy services and at the management levels.

During the summer we successfully tendered to Oxfordshire County Council for the provision of Independent Care Act Advocates. Independent advocacy under the Care Act is a statutory requirement and extends the right to advocacy to many who were previously not covered by the Mental Capacity Act but who clearly needed advocacy to ensure they were at the centre of ensuring their fundamental wishes and beliefs were addressed. We spent the last quarter of 2014/2015 ensuring we were ready to launch the service on the 1 April 2015.

There were a number of departures of staff members during the year: Louise Cooper, Julia Hamer-Hunt, Gillian Jones, Yanina Carling and Jacinta Sands. We thank each of them for their contribution to OA.

We said hello to 3 new members of advocacy staff: Glenn O'Halloran, an experienced advocate joined the IMCA team; Leigh Forster was recruited to head up the new Care Act service and Jacqueline Guerin to assist her. Pat Tonge joined us as Office Manager. In preparation for the changes to the Generic service, a Generic Volunteer Coordinator post was created and we were most fortunate to have one of our volunteers – Linda Forrest - join us as a temporary member of staff

until we filled the post permanently which we have done with the appointment of Barbara Pawlowska in May.

During the year the Trustees have been laying the foundation for increased stakeholder engagement with Oxfordshire Advocacy. There have been regular observers from amongst the volunteers at Trustee meetings for most of the year. Work was started to set up an Advisory Panel to work with the Trustees. The purpose of the Advisory Panel will be to provide a link between the Trustees and OA's clients, volunteers and staff, representing these communities to the Trustees and supporting them to meet Oxfordshire Advocacy's charitable aims and objectives. The coming year will see the first meeting of a Northern Area Network group of volunteers, which will mean that all our volunteers, regardless of where they are in the County will have the opportunity to meet with their fellow volunteers.

The focus of our work

Our work in 2014-15 split primarily into three complementary areas: Generic Advocacy: Cancer, Older People and Advocacy and Independent Mental Capacity Advocacy. In addition our Getting Heard partnership with SEAP facilitates Independent Mental Health Act Advocacy and NHS Complaints Advocacy. SEAP also provide an advocacy service for those who have served in the military.

1. Generic advocacy service

We provide this service for adults in Oxfordshire both on an instructed (i.e. the person can communicate their needs and wants) and a non-instructed basis. Non-instructed advocacy is used only when it becomes apparent that it is not possible to find out what the advocacy client wants or prefers. Every effort will be made to communicate with the person and to understand their communication. Only when this is not possible will the advocate begin to work in a non-instructed way i.e. closely observing their behaviour and asking questions on their behalf. Our aim is to ensure that people who need our services remain at the centre of any decisions made around their life and to support their carers to ensure they get all the services they need.

Recent quotes from some of our clients about the difference advocacy has made to them:

"Gave me reassurance and confidence I needed to speak to a Manager"

"Just brilliant having an advocate there"

"They sit up and take notice and think I better just do, because an advocate's there. They know you've someone with more knowledge there. It's good cos if you get stumped on what you're saying they come in and help you along."

"I think it gave me a bit more confidence in myself to speak up to people. Before I couldn't do it but now I feel a lot better. I might still need somebody in the future though."

2014 / 2015 was a challenging year for Oxfordshire Advocacy's Generic Service. It was the last year of funding from Oxfordshire County Council and much of the year was taken up with working out how to ensure that this very necessary service is retained at a time of shrinking budgets and increased demand. To this end we

created the post of Volunteer Coordinator whose main focus is volunteers and ensuring that they have the leadership and support they need to undertake generic advocacy. Under this model, staff advocates provide the statutory advocacy and specialist supervision for volunteer advocates when requested by the Volunteer Coordinator. We trialled this model from February to prove its efficacy before appointing the permanent Volunteer Coordinator.

In total last year the service undertook 315 generic cases, a 20% decrease from the previous year. We believe this to be a reflection of the lack of awareness raising undertaken in 2014/15 of the service, coupled with concentrating on consolidating the future of the service. Of these cases the biggest proportion related to social care needs, housing and legal rights. The majority of our referrals were either self-referrals, from other voluntary organisations or the Local Authority.

Training and supporting volunteer advocates – To maximise our effectiveness, OA trains and supports a bank of volunteer advocates who work alongside individuals or ‘partners’ to ensure that their voices are heard. Annually, our volunteers contribute an average 10 hours per partnership. Having undertaken initial training the volunteers have the opportunity to do follow on training covering topics like domestic violence and mental health. Volunteers now undertake the majority of Generic Service and without them we would be unable to provide this service.

During 2014-15 we had a bank of approximately 50 trained volunteers of whom about two thirds are active at any time. By the end of the year over 90% of the generic advocacy undertaken by Oxfordshire Advocacy was being done by volunteer advocates.

Volunteers support Oxfordshire Advocacy in other ways too. This year we have had volunteers putting in significant time and supporting with the following:

- Marketing / attending events / awareness raising.
- Support with volunteer training and training facilitation.
- Support with future project development
- Support with fundraising

Feedback from Volunteer Advocates on their Cases

“The partner (an older carer of an adult with learning disabilities) highly valued the support given by me and would be very keen to use the service again herself or recommend it to others”

“The partner feels his voice and wishes are being heard as a result of the advocacy.”

“I hope all agencies understand the partner to a better degree as a result of the advocacy”

“Yes they are more sensitive to her needs, they (staff) were unaware that S had been grieving and that she would like some of her personal possessions from her home.”

Case Studies from our Quarterly Monitoring Reports to Oxfordshire County Council

- A Client from the BME (black minority ethnic) community, very disabled by a degenerative illness, was finding that his children were often in trouble at school for not doing homework, bringing in the right things etc. His wife speaks very little English and the school did not seem to understand the family's difficulties. An advocate supported him to have a meeting with the school, which put him in touch with the appropriate support within the school. She also arranged for an Occupational Therapist to visit and arrange for extensive adaptations to be provided to enable him to manage better at home.
- A Client with learning difficulties wanted to draw up a will leaving their assets equally to their 2 closest relatives and with a plan for if one died before the other. Prior to the first meeting, the advocate obtained quotes from 3 local solicitors and the client chose one of them and an appointment was made. The advocate accompanied the client to the meeting with the solicitor and ensured that the client's views and wishes about inheritance were clearly understood and what the process would be for the client and their carer to receive a draft copy of the will and when it would be signed. The client was very pleased and satisfied with the outcome.

2. Independent Mental Capacity Act Advocacy Service (IMCA)

Oxfordshire Advocacy has provided the IMCA service since April 2007. IMCA advocates are an independent voice for people who lack capacity to make specific decisions, when that decision is being taken for them by other professionals and they have no friends or family to be consulted on their behalf. The role acts as a safeguard to ensure that best interest decision making is carried out for these individuals and that their wishes and feelings are represented, as far as this is possible, and taken into account.

Deprivation of Liberty Safeguards (DoLS)

The Deprivation of Liberty Safeguards (DoLS) are part of the Mental Capacity Act 2005. They aim to make sure that people in care homes, hospitals and supported living are looked after in a way that does not inappropriately restrict their freedom. The safeguards should ensure that a care home, hospital or supported living arrangement only deprives someone of their liberty in a safe and correct way, and that this is only done when it is in the best interests of the person and there is no other way to look after them. The system is administered by the Local Authority, IMCA's are involved in ensuring that anyone without an appropriate person to support them have an advocate involved in ensuring that their best interests are understood by all those involved in the case. Once a DoLS authorisation is granted, where the individual being deprived has no friends or family, a paid Responsible Person Representative (RPR) is appointed. This is very much an advocacy role and OA uses both staff and volunteers, ensuring that those doing the RPR role are trained in the Mental Capacity Act and DoLS.

Following a Supreme Court ruling in March 2014 (Cheshire West) the amount of work emanating from the Oxfordshire DoLS has significantly increased. As the year progressed the number of cases being dealt with under DoLS rose

substantially. This year we arranged for an appeal against a DoLS authorisation where we considered the client to have the capacity to determine their own living arrangements, to be taken to the Court of Protection.

We dealt with 169 IMCA cases this year, including the provision of 13 Paid RPR's. This was a 30% increase since the previous year.

IMCA Case Studies from our County Council Quarterly Monitoring Report

- An elderly man (Z) had cancer. He was a wheelchair user and lived out of county. His wife had a severe mental health illness which prevented her from leaving her home. Z was referred to the IMCA service by his cancer specialist nurse as lacking or possibly having fluctuating capacity to make a major decision for his health. The IMCA met Z at the Oxfordshire hospital where this specialist treatment was available. The IMCA spent time with Z before a panel of consultants visited him. He was very anxious about this and was unable to remain focused during the conversation. There were 4 consultants in the room and each one needed to ask Z specific questions. The IMCA wrote the conversations down including what decisions were needed and by whom. The IMCA went through these conversations with Z, and the specialist nurse helped with explaining procedures. Z was enabled to make an informed decision with all the information he was given and decided against surgical interventions. The next step was for a chemotherapy consultant to visit Z with two more options that he might like to consider. Again the IMCA took notes of the conversation and was able to go through the points again with Z. This enabled Z to make an informed decision on the options available to him. Outcome: Z was enabled to choose the least restrictive option in his own best interests and successfully completed the treatment programme.
- A referral was made for an IMCA to feed into the process of establishing whether a Deprivation of Liberty was taking place and should be authorised. On visiting the client the IMCA felt that it was apparent that she had capacity to understand the decision about her placement in the care home and she was being unreasonably prevented from leaving. With a more proactive support plan she should be supported to return to her own home without further delay. The IMCA was able to raise this with the Best Interest Assessor, who had in fact reached a similar conclusion. The manager of the home then agreed that the client's move should be expedited.

3. Cancer Older People and Advocacy

In 2013-14 we partnered with Older Peoples Advocacy Alliance (OPAAL) (www.opaal.org.uk) who successfully bid for funding from the Big Lottery Fund and have established the Cancer, Older People and Advocacy project (COPA) which OA has participated in delivering from 1 April 2014.

The service is largely delivered by volunteers under the supervision of staff members Naomi Karlake and Julie Walters and offers one to one support for anyone aged 50+ affected by cancer either as a patient or as a carer. There are many services supporting people with cancer but most are building based and do not have volunteers who can support people out in the community and critically, at medical appointments.

This first year of the cancer advocacy service has focussed on networking with the health community to raise awareness and reach out to those patients and carers who lack family and friends to attend appointments with them, to help them to prepare and ask their questions, to take notes and de-brief afterwards. Macmillan research highlights that one in four people of general age diagnosed with cancer lack support from family and friends, it is likely to be higher for the older population. Both spreading the word about this initiative and encouraging health professionals to refer to a new service has proven a challenge. But we are pleased that in the first year we received 29 referrals of which 20 individuals received some support, either with attending appointments or with practical issues.

Case Studies from the First Year of our Cancer Older People and Advocacy Project

All names have been changed in the following case studies.

- A Client was referred by a volunteer transport service who heard about the new service via an article in the AGE UK newsletter. Our Client is in her early 50's, has a mild learning disability but has lived independently in the community for many years. She was caring for a very elderly parent with dementia, with the support of paid carers. Tina and her parent do not have a network of friends and family around them. The advocate supported Tina both with practical issues and with attending medical appointments. This involved liaising with the carers to ensure that she had all the practical measures in place for the chemotherapy to be safe, notably access to the triage emergency telephone number, purchase and regular use of a thermometer and a measured amount of fluid intake during chemo and for carers to oversee medication.

The Advocate spent time talking with the Client about her general health and during appointments prompted Tina to bring to the oncologist's attention changes in her health which might jeopardise the chemotherapy, notably a chesty cough and toothache which required antibiotics. Tina had lost her only sibling to breast cancer 3 years ago and in her own words was 'terrified' that the same may happen to her. Tina has now successfully undergone both chemotherapy and radiotherapy with the support of her advocate.

- Bob is an 83 year old resident in a care home in Oxfordshire and is living with the after effects of bowel cancer which have had a negative impact on his mental health. Bob referred himself after seeing the same article in an AGE UK newsletter. The Advocate supported Bob to request and look through his medical records in order to understand better his medical condition and his prognosis. The Client felt that his doctors were not taking him seriously. He now understands his prognosis and his future medical needs and as a result has reduced anxiety and increased confidence. So much so that Bob has since taken a role in the 'Votes for Older People' campaign during the election and is now participating in the IPSOS Mori Research programme.

PUBLIC BENEFIT

Our main activities and who we help are set out above. All our charitable activities focus on ensuring that vulnerable adults in Oxfordshire have their rights recognised and their views and wishes taken into account in decisions which affect their lives. This involves providing trained advocates who can either argue the individuals' cases for them or help them to speak up for themselves.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Oxfordshire Advocacy is a charitable company limited by guarantee incorporated on 12 March 2009 and then registered with the Charity Commission on 27 August 2009. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

Recruitment and appointment of trustees

Members of the Board of Trustees are trustees for the purpose of charity law and directors of the charitable company for the purpose of company law.

Potential new Trustees are interviewed by the Chair and at least one other trustee, and those being considered are invited to attend a Trustee meeting as an observer, to meet the Trustees and ask any questions about the role. Those then wishing to become a member are voted on by the existing Board of Trustees prior to ratification at the AGM. Trustees act as individuals and do not represent or act on behalf of another group. The current board has a broad mix of skills and experience for a charity of this size, including legal, financial, social work and the health service.

New trustees are encouraged to participate in the three day initial training in advocacy that we provide for our volunteer advocates to deepen their understanding of our work.

Organisational structure

OA's trustees currently meet a minimum of six times a year and are responsible for the strategic direction and policy of the charity.

The day to day provision of services rests with OA's Manager. She is responsible for ensuring that the charity delivers the services specified and that scheme objectives are met. The Manager also has responsibility for the day to day operational management of the organisation, supervision of the staff team and also ensuring that the team (and by extension our volunteer advocates) continue to develop their skills and working practices in line with legislative changes and good practice overall.

Trustees' Responsibilities

The Trustees are responsible for preparing financial statements for each financial year that give a true and fair view of the incoming resources and application of resources during the year and its state of affairs at the end of the year. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- follow applicable accounting standards and statements of recommended practice subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which 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 Charity Act 2011. 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.

Summary of Investment Powers

There are no limitations in the Trustees' powers of investment.

Risk Management

The Trustees have reviewed the major risks that the charity faces, and systems and procedures have been established to mitigate these risks.

Significant risks in relation to our main funding source have been mitigated by diversification of sources and by the work of a part time fundraiser who focuses on seeking grants and donations from trusts and foundations and the Big Lottery Fund. £22,865 of donations and grants were received during the year. Our target for 2015-16 is £66,000. Our contract with Oxfordshire County Council for IMCA, IMHA and NHS Patients Advocacy comes up for renewal at the end of the current financial year - 2015/16.

Increased partnership working will also ensure the diversification of our activities overall. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are also in place to ensure compliance with health and safety of staff, volunteers and clients. Procedures are reviewed periodically to ensure that they continue to meet the needs of the charity.

Independent Examiner

A resolution will be proposed at the Annual General Meeting that G White be re-appointed as independent examiner for the ensuing year.

FINANCIAL REVIEW

Financial Statements: The financial statements comply with current statutory requirements, the Statement of Recommended Practice (Accounting and Reporting by Charities) (SORP 2005) and the charity's governing document.

Overview: The accounts show a deficit in the financial year of £15,185. Total incoming resources were £414,013 whilst outgoing resources were £429,198.

Unrestricted Fund: The deficit on unrestricted funds in the year was £17,244.

Restricted Funds: The surplus on restricted funds in the year was £2,059.

Reserves Policy: The trustees have set a policy which aims to have minimum unrestricted reserves sufficient to cover three month's core running costs and costs of closure. Trustees estimate this would give a target of unrestricted reserves at March 2015 of £50,000 compared to actual unrestricted reserves of £55,221.

Signed for and on behalf of the Trustees



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Chris Bright

Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
OF OXFORDSHIRE ADVOCACY**

I report on the accounts of the company for the year ended 31 March 2015, which are set out on pages 14 to 20.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 Charities

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.

Signed  Date 28/8/2015

Mr G White, ACMA
41 Gibson Close
Abingdon
Oxfordshire
OX14 1XS

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2015

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2015	Total Funds 2014
INCOMING RESOURCES		£	£	£	£
Incoming resources from generated funds		26,788	43,447	70,235	93,277
Incoming resources from charitable activities		343,621	0	343,621	61,000
Other incoming resources	4	157	0	157	0
Total incoming resources	6	370,566	43,447	414,013	154,277
RESOURCES USED					
Cost of generating funds		19,632	0	19,632	13,006
Charitable activities		367,353	41,381	408,734	148,794
Governance costs		321	0	321	376
Other resources used		504	7	511	102
Total resources used	5	387,810	41,388	429,198	162,278
NET MOVEMENT IN FUNDS BEFORE TRANSFERS		(17,244)	2,059	(15,185)	(8,001)
TRANSFERS BETWEEN FUNDS		0	0	0	0
NET MOVEMENT IN FUNDS AFTER TRANSFERS		(17,244)	2,059	(15,185)	(8,001)
FUNDS BROUGHT-FORWARD		72,465	577	73,042	81,043
FUNDS CARRIED-FORWARD		55,221	2,636	57,857	73,042

BALANCE SHEET AS AT 31 MARCH 2015

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2015	Total Funds 2014
CURRENT ASSETS		£	£	£	£
Cash at bank and in hand		61,255	1,233	62,488	77,690
Debtors	10	25	10,330	10,355	0
Total		61,280	11,563	72,843	77,690
LIABILITIES					
Creditors: Amounts falling due within one year	11	6,059	8,927	14,986	4,648
NET ASSETS LESS LIABILITIES	12	55,221	2,636	57,857	73,042
REPRESENTED BY:					
Unrestricted Funds		55,221	0	55,221	72,465
Restricted Funds		0	2,636	2,636	577
TOTAL FUNDS	12	55,221	2,636	57,857	73,042

The notes on Pages 17 to 20 form part of these financial statements.

Audit Exemption Statement

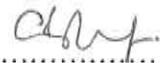
For the year ended 31 March 2015 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

Directors' Responsibilities

- the members have not required the company 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.

The financial statements were approved by the Board on13 August..... 2015 and signed for and on behalf of the Trustees



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Chris Bright

Chair

1. PRINCIPAL ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the Financial Statements are:

1.1 Accounting Convention The financial statements have been prepared under the historical cost convention, and are in accordance with applicable accounting standards. In preparing the financial statements, the Charity follows best practice as set out in the Statement of Recommended Practice, Accounting and Reporting by Charities 2005 (SORP 2005) commencing 1 April 2005.

1.2 Funds Accounting In accordance with the SORP the funds have been analysed under the following specific headings:

1.2.1 Unrestricted Funds These funds are available for any purpose within the aims and objectives specified in the governing documents. Unrestricted funds can still be designated for specific purposes.

1.2.2 Restricted Funds Restricted Funds must be spent on the purpose specified by the donor.

1.3 Incoming Resources Income is recognised when received, or when due under a legally enforceable contract.

1.4 Resources Expended and Basis of Allocation of Costs Expenditure is included on an accruals basis. Costs directly attributable to a specific charitable activity have been charged to that activity.

1.5 Governance Costs Governance costs represent the costs associated with the strategic management of the Charity.

1.6 Capitalisation and Depreciation of Tangible Fixed Assets All assets purchased from unrestricted funds and costing more than £500 are capitalised. Assets purchased from Restricted Funds are written off in the year of purchase.

Office equipment is written off by the straight line method over its useful life of 5 years.

1.7 Tax Status As a registered charity, the company is exempt from taxation other than Value Added Tax.

2. CHANGES TO PREVIOUS YEAR'S ACCOUNTING POLICIES

2.1 Income and expenditure relating to services provided on behalf of Oxfordshire County Council are included in the General Fund. Previously, they were shown under a separate fund with the balance at the year-end transferred to the General Fund.

3. NET INCOMING / (OUTGOING) RESOURCES

Net incoming resources are stated after charging:

	2015	2014
	£	£
Independent Examiner's remuneration	200	200

4. OTHER INCOMING RESOURCES

	2015	2014
	£	£
Sundry Income	36	Nil

5. ANALYSIS OF TOTAL RESOURCES EXPENDED

	2015	2014
	£	£
Cost of generating funds	19,632	13,006
Charitable Activities:		
Cancer, Older People and Advocacy (COPA - direct costs)	31,035	0
Contracted-out advocacy work	228,433	0
Other	149,266	148,794
Governance	321	376
Other resources used	511	102
Total Resources Expended	<u>£429,198</u>	<u>£162,278</u>

6. ANALYSIS OF INCOMING RESOURCES

	2015	2014
	£	£
Oxfordshire County Council contracted services	343,621	61,000
Grants	69,423	75,426
Lloyds TSB Foundation	0	17,300
Donations	812	403
Bank interest	121	148
Other	36	0
Total	<u>£414,013</u>	<u>£154,277</u>

7. EMPLOYEE COSTS

	2015	2014
	£	£
7.1 Staff costs:		
Salaries	124,256	108,367
National Insurance costs	5,616	6,494
	<u>£129,872</u>	<u>£114,861</u>

7.2 No employee received more than £60,000 per annum.

7.3 The average number of employees during the year, calculated on a full time equivalent basis, was 4.9 which compares with 4.9 in the previous year. This figure is based on paid contracted hours, whereas the costs at 7.1 include overtime.

8. RESERVES

Total Reserves as at 31st March:

	2015	2014
	£	£
Unrestricted funds	55,221	72,465
Less:		
Unrestricted Funds which could only be realised by disposal of fixed assets held for charity use.	0	0
Total Reserves	<u>£55,221</u>	<u>£ 72,465</u>

9. TANGIBLE ASSETS

Fixed assets have all been fully depreciated.

10. DEBTORS

	2015	2014
	£	£
Grant (COPA)	10,330	0
Other	25	0
Total	<u>£10,355</u>	<u>£ 0</u>

11. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Operating creditors	12,291	2,821
Social security and other taxes	2,695	1,827
	<u>£14,986</u>	<u>£4,648</u>

12. FUNDS

The following table is a summary of the funds:

	Balance brought forward	Incoming Resources	Outgoing Resources	Balance carried forward
	£	£	£	£
Unrestricted Funds				
General	72,465	370,566	387,810	55,221
Total Unrestricted	72,465	370,566	387,810	55,221
Restricted Funds				
COPA	0	30,948	30,948	0
Other	577	12,499	10,440	2,636
Total Restricted	577	43,447	41,388	2,636
Total Funds	73,042	414,013	429,198	57,857

13. NET ASSETS.

The Trustees consider that the net assets available are adequate to enable the charity to fulfil its obligations.

14. TRUSTEES' EXPENSES AND EMOLUMENTS.

No payments were made to trustees during the year other than to re-imburse payments made on behalf of Oxfordshire Advocacy (2014: £Nil).