



Trustees' Annual Report for the period

		Period start date			Period end date		
		Day	Month	Year			
From	1 st	April	2015	To	31 st	March	2016

Office of the Scottish Charity Regulator

Reference and administration details

Charity name
 Other names charity is known by
 Registered charity number
 Charity's principal address

Advocacy Shetland
SC029989
Market House 14 Market Street Lerwick Shetland
Postcode ZE1 0JP

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
	Chairperson		
		16 th March 2016	
		16 th March 2016	
		16 th March 2016	

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
[REDACTED]	Resigned 6/2/16
	Resigned 26/4/16
	Resigned 1/2/16

Structure, governance and management

Type of governing document

Advocacy Shetland is governed by a Constitution adopted on 6th March 2000, which was amended and ratified in August 2009, and again in August 2011 to further clarify the same objectives and policies.

Trustee recruitment and appointment

Trustees are recruited at the Annual General Meeting, and shall consist of no more than nine members and shall meet no fewer than six times a year. Trustees may serve no longer than three years with one third of Trustees retiring in rotation each year. Trustees are eligible immediately for re-election.

Should Trustee membership fall below nine, then any person can be co-opted onto the committee.

Objectives and activities

Charitable purposes

The main objects of Advocacy Shetland are to:

- Provide independent advocacy for all who may require the service with an emphasis on provision for those who may be exposed to a greater likelihood of disadvantage through a lesser ability to represent themselves;
- Promote the work of the organisation; and in so doing to Act in accordance with the Charities and Trustee Investment (Scotland) Act, 2005

Summary of the main activities in relation to these objects

- Independent Professional Advocacy service(s) for users of services provided by Shetland Islands Council and/or NHS Shetland including health and community care services; housing services.
- Support for Collective Advocacy schemes
- Support for Citizen Advocacy
- Supervision and training of volunteer and paid advocates
- Promotion of Independent Advocacy – raising awareness among individuals most at risk of exclusion and least able to represent their own interests.
- Information for the general public – raising public awareness of advocacy issues across Shetland.

Achievements and performance

Summary of the main achievements of the charity during the financial period

2015 – 16 was a year of change for Advocacy Shetland. For much of the year our long-term manager was absent from work on health grounds. Our Advocacy Worker also left for a post in Housing in August. This left the service extremely short-staffed. However with the support of our new Chair, our Trustees and a volunteer worker the Generic Advocate succeeded in delivering the service to a high standard increasing our turnover of cases and maintaining a high level of satisfaction in our clients.

There was also considerable scrutiny of the service by our Commissioners who were reviewing all service contracts held by the voluntary sector as part of national and local restructuring of their own services. Again following various discussions with the Commissioners Advocacy Shetland had its contract renewed by the Commissioners on a slightly refocused basis and with a £9000 cut in funding. It should be noted that other third sector services were not so fortunate, having deeper cuts or having their contracts terminated.

During 2015-16 our client level increased and an increased number of cases were closed. Commissioners noted our improved delivery rate and the fact that our annual targets were being achieved.

We also recruited a number of new Trustees whose expertise in various fields has helped support the service at this time of local review and restructuring.

A major project for the year was the redesign of our promotional literature with new posters and leaflets being produced and distributed widely. This move has undoubtedly led to our increased local profile and raised customer numbers.

Many more referrals are now coming from other services and our workload is increasing varied in the issues being presented. There has been a considerable increase in cases related to child protection issues and an increased level of tribunal and review meeting support has been requested.

Income was £60,354 for the period which is down on the previous year when Change Fund income was received. Expenditure was £67,186 for the period, a similar amount to the previous year. £9,931 was transferred into the general accounts from restricted funds, this comprises of £7,234 from the Change Fund to repay costs incurred last year for this project before the money was received from the Change Fund. £2,697 was transferred from SIC Community Care Fund. As this £2,697 was unspent during the year, the SLA agreement permits up to £5,013 to be retained annually towards reserves.

At the end of the financial year 2015/16, standing balance is £48,676 to carry forward to 2015/16.

This is a healthy balance, consisting of funds already committed to

- (a) reserves, to incorporate wind-up costs for the organisation, should it have to close;
- (b) Staff training;
- (c) ICT
- (d) additional costs to cover Pension auto-enrolment scheme.

Financial review

Brief statement of the charity's policy on reserves

The Service Level Agreement with Shetland Islands Council allows Advocacy Shetland to retain a general reserve of up to £5,013 annually. It is planned to accumulate this reserve year on year to allow for three months running costs from the general fund.

Details of any deficit

Deficit of £6,832 as money from existing funds was used up.

Donated facilities and services (if any)

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)		
Position (e.g. Chair)	CHAIR	
Date	7.9.16	

Receipts and payments accounts

For the period from	Period ended 31st			to	Period commencing		
	Day	Month	Year		Day	Month	Year
	1st	April	2015		31st	March	2016

Section A Statement of receipts and payments

	Unrestricted General Fund to nearest £	Restricted Funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	20				20	90
Legacies					-	
Grants		60,156			60,156	85,877
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities	178				178	770
A1 Sub total	198	60,156	-	-	60,354	86,737
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	198	60,156	-	-	60,354	86,737
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities		67,046			67,046	64,178
Grants and donations					-	
Governance costs:					-	
Independent examination	100				100	100
Preparation of annual accounts	40				40	40
Legal costs					-	
Accountant					-	
A3 Sub total	140	67,046	-	-	67,186	64,318
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	140	67,046	-	-	67,186	64,318
Net receipts / (payments)	58	(6,890)	-	-	(6,832)	22,419
A5 Transfers to / (from) funds	9,931	(9,931)	-	-	-	-
Surplus / (deficit) for year	9,989	(16,821)	-	-	(6,832)	22,419

Section B Statement of balances

Categories	Details	Unrestricted General Fund to nearest £	Restricted Funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	33,259	22,249			55,508	33,089
	Surplus / (deficit) shown on receipts and payments account	9,989	(16,821)			(6,832)	22,419
						-	
						-	
	Cash and bank balances at end of year	43,248	5,428	-	-	48,676	55,508

(Agree balances with receipts and payments account(s))

Categories	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

Categories	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
			Total	-	-

Categories	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Reserves	General	22,710	20,013
	Pensions - auto enrolment costs	General	4,062	4,062
	Staff Training	General	15,276	
	Computer & Phones 1yr contract	General	1,200	
	Aberdeen Advocacy Services	Restricted - SIC Rollover Grant	1,668	2,531
			Total	44,916

Categories	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
		7.9.16

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

General Fund
 Money used to fund charitable purposes of Advocacy Shetland and build on reserves.

Restricted Funds
SIC Community Care Grant (£30,114) & NHS Shetland (£18,042) 2015/16 £48,156 - to fund general running costs of Advocacy Shetland, to be used by 31st March 2016. The Service Level Agreement allows for £5,013 to be retained annually towards general reserves.

SIC Housing Grant 2015/16 £12,000 - to fund Advocacy Services directly related to SIC Housing Dept, to be used by 31st March 2016

£6,507 SIC Underspend 11/12 - £1,668 remaining to be used for Advocacy Aberdeen Services.

Change Fund Grant £20,581 - for advocacy support for 'reshaping care for the elderly'

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other Information

Please Note:

Advocacy Shetland

SC029989

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted General Fund to nearest £	Restricted Funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Donation	20				20	90
					-	
					-	
Total	20	-	-	-	20	90

2 Grants

	Unrestricted General Fund to nearest £	Restricted Funds to nearest £	Total current period to nearest £	Total last period to nearest £
SIC Community Care Grant		30,114	30,114	30,114
SIC Housing Grant		12,000	12,000	12,000
NHS Shetland		18,042	18,042	18,042
VAF Grant				5,140
Change Fund Grant			-	20,581
Total	-	60,156	60,156	85,877

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Refunds	178				178	590
VAF Expenses					-	180
					-	
					-	
					-	
Total	178	-	-	-	178	770

4 Payments relating directly to charitable activities

	Unrestricted General Fund to nearest £	Restricted Funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Wages, NIC & Tax		58,028			58,028	54,224
Payroll Services		810			810	450
Staff Mileage/Training		840			840	669
Rent		1,784			1,784	
Travel		286			286	83
Bank Charges		12			12	12
Advertising/Web support		1,027			1,027	989
Membership Fees		135			135	25
Phone		154			154	126
Stationery/Office Equipment		1,002			1,002	196
Printer/Photocopier/Postage		609			609	504
Insurance		1,091			1,091	1,091
Advocacy Aberdeen Services		-			-	863
ICT SLA		1,178			1,178	
VAF Grant repayment		-				4,794
Volunteer Expenses		-				20
Other		90			90	132
Total	-	67,046	-	-	67,046	64,178

Additional analysis (2)

5 Breakdown of unrestricted funds

	General				Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	20				20	90
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities	178				178	770
Sub total	198	-	-	-	198	860
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	198	-	-	-	198	860
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	7,234
Governance costs:					-	
Audit / independent examination	100				100	
Preparation of annual accounts	40				40	
Legal costs					-	
Sub total	140	-	-	-	140	7,234
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	140	-	-	-	140	7,234
Net receipts / (payments)	58	-	-	-	58	(6,374)
Transfers to / (from) funds	9,931				9,931	
Surplus / (deficit) for year	9,989	-	-	-	9,989	(6,374)

Nature and purpose of funds

General Unrestricted Fund - used to fund charitable activities of Advocacy Shetland and build on reserves. Reserves currently stand at £43,248, however this is committed to:

£22,710 reserves
 £ 4,062 pensions - auto enrolment
 £15,276 staff training
 £1,200 computer and phone contract

£ 7,984 was committed to an audit last year. The audit was completed, but minimal costs due to inhouse savings. Funds now put towards staff training.

