

COMPANY REGISTRATION NUMBER 03406711

DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 MARCH 2009

Charity Number 1064793

PARKINSON MATTHEWS LLP
Chartered Accountants & Registered Auditors
Cedar House
35 Ashbourne Road
Derby

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

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**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

YEAR ENDED 31 MARCH 2009

Charity Name:	Derbyshire Advocacy Service
Charity Number:	1064793
Company Number:	3406711
The board of trustees	Michael Lauro - Chair Jean Holden - Vice Chair Dr Joseph Beswick - Treasurer Marcus James Edward Rasey Perry Twigg Audrey Yeomans Jane Woodhouse David O'Grady Peter Dempsey
Company secretary	David Goss
Senior Management Team	David Goss Service Manager Liz Simister Assistant Service Manager Adrian Ainsworth Assistant Service Manager
Registered office	RTC Business Park 3 rd Floor Kelvin House London Road Derby
Auditor	Parkinson Matthews LLP Chartered Accountants & Registered Auditors Cedar House 35 Ashbourne Road Derby
Bankers	Co-operative Bank 31 East Street Derby

DERBYSHIRE ADVOCACY SERVICE COMPANY LIMITED BY GUARANTEE

DIRECTORS' REPORT

YEAR ENDED 31 MARCH 2009

The directors present their report with the audited financial statements for the year ended 31 March 2009.

Principal activities

The principal activity of the company is the provision of advocacy services to people in the Derbyshire area, not including the High Peak.

Fixed assets

Details of movements in fixed assets are shown in note 5 to the accounts.

Directors

The directors who served during the year are stated on page 1.

Directors'/trustees' responsibilities

- The Charities Act 1993 requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of Derbyshire Advocacy Service and of the surplus or deficit for that period.

In preparing those financial statements, the directors are required to :

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and the Charities SORP have been followed, 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 company will continue in business; and
- understand and comply with Charity Law, acting as Trustees of the Charity, and at all times safeguard the best interests of the Charity.

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

DIRECTORS' REPORT

YEAR ENDED 31 MARCH 2009

Directors'/trustees' responsibilities (continued)

The directors are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985 and Charity Law. They have general responsibility of taking such steps as reasonably open to them to safeguard the assets of the company and to prevent and detect any fraud and other irregularities.

In so far as the directors are aware:

- there is no relevant audit information of which the company's auditors are unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

Parkinson Matthews LLP offer themselves for re-appointment as auditors to the company at the forthcoming Annual General Meeting in accordance with Section 385 of the Companies Act 1985.

Small company exemptions

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

RTC Business Park
3rd Floor Kelvin House
London Road
Derby

By Order of the Board

David Goss
Secretary

12 August 2009

DERBYSHIRE ADVOCACY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2009

The trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2009.

Structure Governance and Management

Legal Status and Governing Document

Derbyshire Advocacy Service is based at RTC Business Park, 3rd Floor Kelvin House, London Road, Derby which is the company's registered office and the principal address of the charity.

Derbyshire Advocacy Service changed its name on 24th April 2002 from Southern Derbyshire Advocacy Service. The company is limited by guarantee, number 03406711, having been incorporated on 22nd July 1997. The registered charity number is 1064793.

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 £1.

Organisational structure

A management committee consisting of a minimum of eight members, with no maximum, manages the operation of the charity. Committee members are elected at the Annual General Meeting and the committee has powers to appoint committee members at any time. All committee members retire annually at the AGM but are able to be re-elected as per the Articles of Association. The sub-committees, made up of Directors, provide specialist support to the Board in Finance and Personnel issues.

Policies and Procedures for Introduction and Training of Trustees

Trustees are provided with guidance via the Charities Commission booklets "Rules and Responsibilities of Trustees", Responsibilities of trustees and "the hallmarks of a well run charity". A trustees' induction pack has now been made available to trustees.

The pack includes:

- The obligations of Management Committee Members.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

Related Parties

The charity has a close relationship with Derby Mind and operates a joint venture IMCA with them.

Derby Mind and IMCA use office accommodation at Kelvin House and certain administrative and establishment costs are apportioned between the two charities on an equitable basis. Details of these transactions are shown in note 13 to the accounts.

DERBYSHIRE ADVOCACY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2009

Risk Management

The board recognises that a degree of risk is inseparable from its operation. It believes that this must be accepted as the price of a valuable work that is greatly needed. It does not wish that the work should be inhibited by the possibility of omission or error. At the same time we are not complacent. The board has asked its personnel committee to keep the subject under regular review and to report and make recommendations to the full board. We try to follow best practice in all administrative and personnel matters. We believe that there is good communication and mutual support among and between all the members of the organisation. We shall try to achieve excellence in all aspects of the work of the service. As the department of Health puts it "quality protects". This applies to both the work of the organisation as a whole and most importantly to those it tries to help.

Objectives and Activities

There have been no material changes to the policies of the charity, which are;

To promote the relief of persons with learning disabilities in Derbyshire and its surrounding areas, being persons who have need of such relief by reason of their learning disability and (in the case of sub paragraph (4) below) a mental health problem and in particular but without limitation of the foregoing, by the provision of a service calculated:- (1) To assist a person with learning disabilities to obtain his or her full rights and privileges as a citizen, in accordance with current legislation; (2) To provide long term personal friendship and support; (3) To provide support on a one to one basis to persons with learning disabilities in Derbyshire, whether living in residential care or residing independently in their own homes or with relatives, and; (4) To promote a service which provides an 'Appropriate Adult' (as defined in the Police and Criminal Evidence Act 1984) to people in Derbyshire and the City of Derby who are detained by the Police and who have a mental health problem or learning disability.

Since 2008 we operated together with Derbyshire Mind, an Independent Mental Capacity Advocacy Service, in accordance with the Mental Capacity Act. This service provides safeguards for people who lack capacity to take decisions in certain specific important situations, and are particularly vulnerable because they have no close relatives, friends, or any other person, to protect their interests.

This is in accordance with the objects contained in the Memorandum and Articles of Association, the charity's governing document.

Public Benefit

This year we continued to focus on the provision of advocacy services and Appropriate Adult Services in Derbyshire, and to initiate the Independent Mental Capacity Advocacy Service. The directors confirm that they have regard to the Charity Commission public benefit guidance wherever relevant to the work of this charity.

For our work in advocacy we continued to follow the principles set out in the national "Valuing People" strategy.

DERBYSHIRE ADVOCACY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2009

Objectives and Activities (continued)

The key principles of the strategy are:

- **Independence** - supporting people to become as independent as possible in everything they do.
- **Choice** - making sure that people are supported to have power and control over their lives and are able to make informed choices.
- **Inclusion** - making sure that people are included in all aspects of daily life in society.
- **Rights** - making sure people know their rights and treating people with respect so they are not discriminated against.

For the work in providing an Appropriate Adult Service we follow the guidelines set out in the Police & Criminal Evidence Act 1984 which sets out the rules governing the way vulnerable people are to be treated at the time of their arrest in police custody.

Volunteers

In 2008/09 65 Advocates and 59 Appropriate Adults provided voluntary services in order to further our objectives. The recruitment and retention of volunteers continues to be a high priority.

Achievements and Performance

This year we have continued to expand our activities. Advocacy services were provided on an individual basis for 443 people with learning disabilities. 50 groups were supported and in total 849 people received input from the service.

We continue to provide Advocacy services for clients with profound disabilities. We completed a project in SCOPE residential homes and our project at Pinebank Chesterfield continues.

Short term Advocacy work continues to be a major part of our workload. 178 cases are currently underway.

We continue to strive to overcome the problem of a shortfall in funding which has thwarted the development of our Advocacy services in the Erewash and Amber Valley areas.

This year Appropriate Adults have supported 1688 vulnerable adults at the time of their arrest when in Police Custody. The north and south teams have ably supported the growth in the number of call outs.

Financial Review

Reserves policy

As advised by the Charities Commission, Derbyshire Advocacy Service's reserves policy seeks to provide sufficient monies to enable the organisation to properly finance its own termination, taking into account notice periods required to terminate staff contracts and the short-term nature of some funding sources.

DERBYSHIRE ADVOCACY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2009

Reserves policy

The board have decided to strive to provide and maintain a figure which equates to three months running costs of £105,488. General reserves at 31 March 2009 were £62,855 which equates to approximately 2 months running costs (2008 : £15,397).

Investment powers and restrictions

The trustees' investment powers are governed by the Memorandum and Articles of Association, which permits the charity's funds to be invested in or on such investments, securities or property as may be thought fit.

Principal funding sources

Derbyshire Advocacy Service which incorporates Derbyshire Appropriate Adult Service received funding support from the following sources for this year:-

- Derbyshire County Council Social Services & Police Service
- Derby City Council
- The Health Community via PCT's
- Home Farm Trust
- SCOPE

Plans for Future Periods

For 2009-2010 we intend to:

- Continue to develop a joint venture with Derbyshire Mind, to provide an Independent Mental Capacity Advocacy Service for Derbyshire. This is a commissioned service resulting from the recent Mental Capacity Act which became law on 1st April 2007. We have been commissioned for an initial five year period.
- Develop services in Erewash and Amber Valley areas subject to funding.
- Increase the number of volunteers available to the service.
- Maintain adequate Appropriate Adult volunteers in order to cope with workload estimated at 2300 callouts. These estimates include for the provision of an Appropriate Adult Service for Juveniles in Derbyshire.
- Continue to seek funding to enable the objects of the service to be met.

Registered office:
RTC Business Park
3rd Floor Kelvin House
London Road
Derby
DE24 8UP

Signed on behalf of the trustees

Michael Lauro
Chair

Approved by the trustees on 12 August 2009

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
DERBYSHIRE ADVOCACY SERVICE**

YEAR ENDED 31 MARCH 2009

We have audited the financial statements on pages 10 to 20 which have been prepared under the historical cost convention and the accounting policies set out on pages 13 to 14.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditor

The responsibilities of the trustees' (who also act as Directors for the charitable activities of the company) for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985, and whether the information given in the Directors' Report is consistent with the financial statements. We also report to you if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
DERBYSHIRE ADVOCACY SERVICE *(continued)***

YEAR ENDED 31 MARCH 2009

Basis of opinion (continued)

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the charitable company's affairs as at 31 March 2009 and of its incoming resources and application of resources for the year then ended; and
- have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the financial statements for the year ended 31 March 2009.

Parkinson Matthews LLP
Registered Auditor
Chartered Accountants
Cedar House
35 Ashbourne Road
Derby

12 August 2009

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2009**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2009 £	Total funds 2008 £
Incoming Resources					
Incoming resources from generated funds:					
Activities for generating funds:					
Training and audits		6,500	-	6,500	777
Fund raising income		760	-	760	2,543
Investment income		711	-	711	1,258
Other income		1,541	-	1,541	1,100
Incoming resources from charitable activities:					
Grants and contracts	2	382,493	35,374	417,867	376,063
Total incoming resources		<u>392,005</u>	<u>35,374</u>	<u>427,379</u>	<u>381,741</u>
Resources expended					
Costs of generating funds:					
Costs of generating voluntary income	3	-	-	-	1,574
Costs of training	3	14,361	-	14,361	15,586
Charitable activities	3	318,050	43,851	361,901	359,742
Governance costs	3	12,136	-	12,136	12,334
Total resources expended	3	<u>344,547</u>	<u>43,851</u>	<u>388,398</u>	<u>389,236</u>
Net incoming/(outgoing) resources for the year	4	47,458	(8,477)	38,981	(7,495)
Balances brought forward		<u>15,397</u>	<u>28,948</u>	<u>44,345</u>	<u>51,840</u>
Balances carried forward		<u>62,855</u>	<u>20,471</u>	<u>83,326</u>	<u>44,345</u>

All of the activities of the charity are classed as continuing.
The charity has no recognised gains or losses other than the results for the year as set out above.

The notes on pages 13 to 20 form part of these financial statements.

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH 2009

	Note	2009 £	2008 £
Income		426,668	380,483
Total expenditure		388,398	389,236
Operating Surplus/(deficiency)	4	<u>38,270</u>	<u>(8,753)</u>
Other income			
Interest receivable and similar income		<u>711</u>	<u>1,258</u>
Net retained Surplus/(deficiency) for the financial year		<u><u>38,981</u></u>	<u><u>(7,495)</u></u>

All of the activities of the charity are classed as continuing.

The notes on pages 13 to 20 form part of these financial statements.

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2009

	Note	2009 £	£	2008 £	£
Fixed assets					
Tangible assets	5		0		585
Current assets					
Debtors	6	53,822		25,567	
Cash at bank and in hand		50,396		27,555	
		<u>104,218</u>		<u>53,122</u>	
Creditors: amounts falling due within one year	7	<u>16,692</u>		<u>3,621</u>	
Net current assets			87,526		49,501
Total assets less current liabilities			<u>87,526</u>		<u>50,086</u>
Creditors: amounts falling due after more than one year	8		<u>4,200</u>		<u>5,741</u>
Net assets			<u><u>83,326</u></u>		<u><u>44,345</u></u>
Funds					
Restricted	9		20,471		28,948
Unrestricted general reserves			62,855		15,397
TOTAL FUNDS	10		<u><u>83,326</u></u>		<u><u>44,345</u></u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the members of the committee on the 12 August 2009 and are signed on their behalf by:

.....
Michael Lauro

.....
Dr Joseph Beswick

The notes on pages 13 to 20 form part of these financial statements.

DERBYSHIRE ADVOCACY SERVICE COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

1 Principal accounting policies

Basis of accounting

The financial statements of the charity have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 ("SORP"), the Charities' Act 1993, the Companies Act 1985 and with applicable accounting standards. These financial statements are drawn up on the historical cost accounting basis and the accruals basis of accounting has been used in recognising both income and expenditure.

Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from training and audits is accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Deferred income

Income is deferred when performance related grants are received in advance of the performance or events to which they relate.

DERBYSHIRE ADVOCACY SERVICE COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

1 Principal accounting policies (continued)

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income, training and audits.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designated to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in note 3.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment - 33% on cost

Equipment and other capital items costing more than £500 are capitalised and carried in the balance sheet at historical cost.

Pension costs

The charity does not operate its own pension scheme. The charity does however make contributions to private schemes held by its employees, these contributions are charged to the statement of financial activities.

Taxation

The charity is exempt from taxation.

Operating Leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period in which the cost is incurred.

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

2. Grants and contracts

	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Derby City JIP	28,000	-	28,000	28,000
County Advocacy Days	10,000	-	10,000	10,000
Derbyshire County Council Social Services	15,121	-	15,121	14,681
Derbyshire Appropriate Adult Scheme - Derbyshire County Council	89,480	-	89,480	86,542
Derby City Council Social Services	10,428	-	10,428	10,224
North Derbyshire JIP	52,700	-	52,700	50,000
Section 28 Health Grant	44,548	-	44,548	43,546
South Derbyshire JIP	40,000	-	40,000	40,000
Core House Project	35,491	-	35,491	-
Aston Advocacy	5,400	-	5,400	5,400
Scope	-	35,374	35,374	51,470
Home Farm Trust	5,831	-	5,831	7,000
Derby City Partnership Board	34,610	-	34,610	13,850
I.M.C.A.	10,884	-	10,884	15,350
	<u>382,493</u>	<u>35,374</u>	<u>417,867</u>	<u>376,063</u>

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

3 Total resources expended

	Basis of allocation	Voluntary Income	Training	Advocacy	Governance	Total 2009	Total 2008
	£	£	£	£	£	£	£
Costs directly allocated							
Staff costs	Direct	-	8,672	277,381	3,000	289,053	285,270
Rent & Services	Direct	-	-	21,381	-	21,381	17,837
Insurance	Direct	-	-	1,478	-	1,478	1,506
Staff expenses	Direct	-	5,689	13,275	-	18,964	23,426
Volunteer expenses	Direct	-	-	23,024	-	23,024	22,641
Office costs	Direct	-	-	14,388	-	14,388	18,776
Service user costs	Direct	-	-	3,557	-	3,557	3,467
Staff and Volunteer training	Direct	-	-	6,300	-	6,300	4,406
Depreciation	Direct	-	-	585	-	585	407
Other fundraising costs	Direct	-	-	-	-	-	1,574
Accountancy	Direct	-	-	-	2,885	2,885	4,065
Audit fees	Direct	-	-	-	1,528	1,528	1,100
Hospitality	Direct	-	-	-	865	865	337
Management and admin expenses	Direct	-	-	-	3,859	3,859	3,832
Sundries	Direct	-	-	245	-	245	301
Bank charges	Direct	-	-	286	-	286	291
			- 14,361	361,900	12,137	388,398	389,236
			- 14,361	361,900	12,137	388,398	389,236

The aggregate payroll costs were:

	2009	2008
	£	£
Wages and salaries	283,129	277,062
Social security costs	25,499	25,490
Other pension costs	15,214	15,435
	323,842	317,987
Reimbursement of IMCA salary costs	(34,789)	(32,717)
	289,053	285,270

No employee earned £60,000 per annum or more.

The trustees did not receive any remuneration during the year.

During the year 4 trustees were reimbursed for travel expenses totalling £1,500 (2008 : £866)

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

Particulars of employees:

The average number of staff employed by the charity during the financial year amounted to:

	2009	2008
	No	No
Number of administrative staff	1	1
Number of management staff	1	1
Number of direct charitable staff	16	16
	<u>18</u>	<u>18</u>

4. Operating surplus/(deficit)

Operating (deficit)/surplus is stated after charging:

	2009	2008
	£	£
Staff pension contributions	15,214	15,435
Depreciation	585	407
Auditor's fees	1,528	1,100
	<u>17,327</u>	<u>16,942</u>

5. Tangible fixed assets

	Equipment
	£
Cost	
At 1 April 2008	2,808
Additions	-
At 31 March 2009	<u>2,808</u>
Depreciation	
At 1 April 2008	2,223
Charge for the year	585
At 31 March 2009	<u>2,808</u>
Net book value	
At 31 March 2009	-
At 31 March 2008	<u>585</u>

6. Debtors

	2009	2008
	£	£
Other debtors	53,176	24,506
Prepayments	646	1,061
	<u>53,822</u>	<u>25,567</u>

**DERBYSHIRE ADVOCACY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

7. Creditors: Amounts falling due within one year

	2009	2008
	£	£
Sundry creditors and accruals	16,692	3,621
Deferred income	-	-
	<u>16,692</u>	<u>3,621</u>

Deferred income has been recognised in the SOFA as follows:

Deferred income brought forward	-	7,000
Brought forward released to SOFA	-	(7,000)
Deferred income received in the year	-	-
	<u>-</u>	<u>-</u>
Deferred income carried forward	-	-
	<u>-</u>	<u>-</u>

8 Creditors: Amounts falling due after more than one year

	2009	2008
	£	£
Other creditors	4,200	5,741
	<u>4,200</u>	<u>5,741</u>

9. Restricted funds

	Movement in resources:			
	Balance at 1 Apr 2008	Incoming	Outgoing	
	£	£	£	£
B.I.L.D.	128	-	-	128
Scope	22,210	35,374	43,507	14,077
Quality Forum	6,610	-	344	6,266
	<u>28,948</u>	<u>35,374</u>	<u>43,851</u>	<u>20,471</u>

B.I.L.D. represents funding received via the British Institute of Learning Disability which funds our work in developing self advocacy groups in Derbyshire.

Scope represents funding received from that organisation to support our project which seeks to develop independent advocacy in specified Scope residences.

Quality Forum represents funding received from Derby City Council and Derbyshire County Council Social Service departments, to fund administrative support for Quality Forums and speak out meetings.

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

10. Analysis of net assets (between restricted and unrestricted funds)

	Tangible Fixed Assets £	Net Current Assets	Total £
Restricted funds			
Scope	-	14,077	14,077
B.I.L.D.	-	128	128
Quality Forum	-	6,266	6,266
	-	20,471	20,471
Unrestricted funds – general reserves	-	62,855	62,855
	-	83,326	83,326

General reserves represent the free funds of the charity which are not designated for a particular purpose.

11. Commitments under operating leases

At 31 March 2009, the charity had aggregate annual commitments under non-cancellable operating leases as set out below.

	Land & Building 2009 £	Other 2009 £	Land & Buildings 2008 £	Other 2008 £
Operating leases which expire:				
Within 2 to 5 years	34,200	2,982	28,200	2,982

The IMCA and Derby Mind are charged their share of these lease charges as part of their joint venture agreement with the charity.

12. Company limited by guarantee

Derbyshire Advocacy Service is a company limited by guarantee not having a share capital. In the event of a winding up of the company every member agrees to contribute such amount as may be required (not exceeding £1) to the Charity's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, for payment of the Charity's debts and liabilities contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

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13. Related Parties

During the year the charity made the following recharges to Derby Mind and the IMCA joint venture.

		2009	2008
		£	£
Derby Mind			
	Share of photocopier	420	420
	Telephone and maintenance	1,123	-
		<u>1,543</u>	<u>420</u>
		£	£
IMCA	Management charge	10,300	15,350
	Share of photocopier costs	420	420
	Reimbursement of salaries	34,789	32,717
	Telephones and maintenance	4,611	2,000
		<u>50,120</u>	<u>50,487</u>

At 31 March 2009 a debtor of £31,810 (2008: £7,459) was due from IMCA/Derby Mind in respect of management charges and salary recharges.

At 31 March 2009 the following creditors were due to Derby Mind and IMCA in respect of prepaid photocopier recharges.

	2009		2008	
	Derby Mind	IMCA	Derby Mind	IMCA
	£	£	£	£
Creditor due within 1 year	841	841	910	910
Creditor due between 2 and 5 years	2,100	2,100	2,871	2,871
	<u>2,941</u>	<u>2,941</u>	<u>3,781</u>	<u>3,781</u>

During the year the charity was recharged rent, service charges and cleaning from Derby Mind/IMCA for the shared leasehold property at London Road, Derby the commitment of which is disclosed at note 11 to the financial statements. Derby Mind/IMCA paid on behalf of Derbyshire Advocacy Service £13,212 (2008: £6,541) for rent, service charges and cleaning. This is shown as a creditor in the Balance Sheet.