



Changing Lives of People
with learning disabilities

Trustees' Report 2006 – 2007

Solihull Action through Advocacy ~ registered as Citizen Advocacy Solihull

332 Stratford Road, Shirley, Solihull B90 3DNS

Telephone: 0121 733 2434

Fax: 01217337767

Email: office@solihulladvocacy.org.uk

Website: www.solihulladvocacy.org.uk

Registered Charity Number: 1048856

SOLIHULL ACTION THROUGH ADVOCACY
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007

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**SOLIHULL ACTION THROUGH ADVOCACY
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

Report of the Trustees

Reference information

Charity Trustees

Chair	Christine Fowler
Vice-Chair	Helen Badger
Secretary	Claire Thompson
Treasurer	Geoff Harris
	James Brown
	Graham Burt
	Denise Daniels
	Sardar Zia Mahmood
	Alex O'Brien
	Jane Williams

Principal Address

332 Stratford Road
Shirley
Solihull
West Midlands B90 3DN

Charity Number

1048856

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hills
West Malling
Kent ME19 4JQ

Independent Examiner

Noel Grace F.C.A.
32 Widney Manor Road
Solihull
West Midlands
B91 3JQ

Structure Governance and Management

This is the Trustees' Report of Solihull Action through Advocacy, registered as Citizen Advocacy Solihull, for the year 1st April 2006 to 31st March 2007. This Report and the attached Accounts comply with all current statutory requirements, the Charity's Constitution and "Accounting and Reporting by Charities: Statement of Recommended Practice (Revised 2005)". The association, Solihull Action through Advocacy, (also known as "Citizen Advocacy Solihull ", "Solihull Advocacy" and "SATA") is a registered charity, number 1048856.

SOLIHULL ACTION THROUGH ADVOCACY TRUSTEES REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

Governing document

Solihull Action through Advocacy's governing document, its Constitution, was adopted by its Management Committee on 9th August 1995 in advance of the first annual general meeting of the association. The Constitution was amended at the Annual General Meeting held on 6th July 1998, removing the requirement that the Chairperson, Secretary and Treasurer should be a partnership between two members of the Association, one member having a learning disability and introducing a monitoring sub committee under the control of the Management Committee with no fewer than 50% having a learning disability.

Membership, recruitment and appointment of trustees

Membership of the association is open to any person over the age of 18 years interested in furthering its work. Currently there is no annual subscription. Every member has one vote. The association is managed by a Management Committee (the Charity Trustees) of no fewer than 7 members and no more than 13, who are elected annually by the membership. The Committee includes a chairperson, secretary and treasurer who are also elected at the annual general meeting. Each officer and member of the Management Committee retires at the annual general meeting after the date on which they came to office. They may stand for re-election, but may not hold office for more than 3 years continuously. The Management Committee may appoint up to 4 co-opted members to its membership, provided no more than one third of the Management Committee should be co-opted. Decisions to co-opt members are made at Special General Meetings of the Committee. The staff and Management Committee actively seek new members to join the Management Committee throughout the year to ensure suitably qualified and experienced persons are available to give the necessary leadership to meet the charitable objectives of the association.

Objectives and activities

The object of the Association is the relief of persons with a Learning Disability within the Borough of Solihull in particular but not exclusively by

1. assisting such persons to develop self-advocacy skills, self-confidence, and self-esteem;
2. assisting such persons to obtain full rights and privileges as citizens;
3. providing long term personal friendship and support.

Our main activities are:

1. Providing one to one advocacy support for adults with a learning disability living in the borough of Solihull having established their views and wishes through appropriate communication methods.
2. Facilitating self-advocacy groups to enable people to speak up for themselves and increase their confidence and self esteem.

All of our activities involve paid staff and volunteers wherever it is suitable to do so.

SOLIHULL ACTION THROUGH ADVOCACY TRUSTEES REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2007

Achievements and performance

In this financial year 2 members of staff left the organisation but we were lucky enough to find 2 very good replacements. We have worked with 113 clients on varying issues on an individual basis and supported at least 70 more with our groups. The charities management committee also undertook some training on being trustees which they hope to develop further.

Financial Review

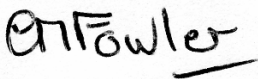
The Charity's only assets are a Bank Account with CAF Bank Ltd and some fixed assets. Total reserves are £37,297 at the 31 March 2007 (£82,015 31 March 2006).

Risk management

Solihull Action through Advocacy maintains within the reserves a balance of £20,000, as a contingency for liabilities that could arise should the charity cease operation. This has been set by the Management Committee as a minimum level to meet potential liabilities, including the liability for redundancy payments, should it become necessary to cease operating as a charitable association.

Full details of the activities of Solihull Action through Advocacy during the year 2006 - 7 can be found in the Annual Report which accompanies this Trustees' Report.

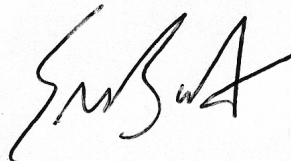
Signed on behalf of the Trustees,



Christine Fowler

Chair

02 July 2007



Graham Burt

Trustee

02 July 2007

**INDEPENDENT EXAMINER'S REPORT
ON ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2007
For the Trustees of Solihull Action through Advocacy
Registered Charity - Citizen Advocacy Solihull -1048856**

As the Charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to:

- Examine the accounts (under section 43(3) (a) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently do not express an audit opinion on the view given by the accounts.

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 41 of the 1993 Act and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act 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:



Noel Grace FCA (ICAEW),

02 July 2007

Noel Grace Limited,

32 Widney Manor Road, Solihull, B91 3JQ

Solihull Action through Advocacy
Statement of Financial Activities
for the year ended 31st March 2007

Incoming Resources	2006/7	2006/7	2006/7	2005/6
	Restricted funds	Unrestricted funds	All Funds	All funds
	£	£	£	£
Grant from Solihull MBC	...	49,400.00	49,400.00	64,400.00
Grant from Solihull Primary Care Trust	...	12,135.00	12,135.00	19,210.75
Grant from Department of Health	25,864.00
Grant from Comic Relief (Trusts & Charities)	22,598.00	...	22,598.00	10,995.00
Grant from Lloyds TSB Charitable Trust (Trust & Charities)	5,000.00	...	5,000.00	...
Sundry Donations	...	2,245.00	2,245.00	11,080.00
Bank interest	...	2,840.56	2,840.56	3,130.86
Sundry receipts	...	2,932.94	2,932.94	714.35

TOTALS	<u>27,598.00</u>	<u>69,553.50</u>	<u>97,151.50</u>	<u>135,394.96</u>

Charitable Expenditure	2006/7	2006/7	2006/7	2005/6
	Restricted funds	Unrestricted funds	All Funds	All funds
	£	£	£	£
Staff Salaries	20,928.51	83,714.02	104,642.53	97,162.44
Travelling Expenses	1,135.42	4,747.40	5,882.82	5,795.95
Training/conferences	426.13	152.00	578.13	1,671.93
Consultancy	700.00	6,258.00	6,958.00	...
Rent	1,774.61	7,098.45	8,873.06	7,637.52
Premises Maintenance & Cleaning	180.00	718.27	898.27	920.00
Heat, light & water	165.00	670.54	835.54	810.40
Telephone, Internet and website	330.00	1,335.33	1,665.33	1,590.50
Insurance	390.00	1,207.81	1,597.81	1,422.48
Printing and stationery	280.00	1,157.97	1,437.97	1,740.73
Recruitment costs for staff	1,210.00	1,163.69	2,373.69	2,894.92
Miscellaneous expenditure	...	520.82	520.82	532.69
Volunteer expenses	...	1,149.52	1,149.52	549.00
Room Hire	...	759.85	759.85	447.00
Catering and Provisions	...	713.89	713.89	240.00
Office Expenditure	...	23.49	23.49	488.88
Postage	78.33	340.20	418.53	435.00
Resources and Subscriptions	...	354.40	354.40	173.00
Publicity	...	142.00	142.00	850.00
Bank Charges	...	26.00	26.00	58.00
Depreciation	...	1,312.95	1,312.95	1,312.95
Examination and accounting fees	...	705.00	705.00	998.75

TOTALS	<u>27,598.00</u>	<u>114,271.60</u>	<u>141,869.60</u>	<u>127,732.14</u>

Net (outgoing) Incoming resources ... - 44,718.10 - 44,718.10 7,662.82

Final Balances brought forward 1 April 2006 ... 82,015.06 82,015.06 74,352.24

Final balances carried forward 31 March 2007 = 37,296.96 37,296.96 82,015.06

Statement of financial activities includes all gains and losses recognised in the year.
All incoming resources and resources expended derive from continuing activities.

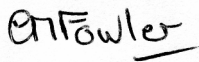
Solihull Action through Advocacy

Balance Sheet as at 31 March 2007

	<i>Notes</i>	2007	2006
		£	£
Fixed Assets		-	-
Tangible Assets	4	1,737.68	3,050.63
Current Assets		-	-
Cash at Bank & in Hand		38,384.84	79,963.18
Current Assets – Prepayments		484.47	-
Less Current liabilities – accruals		(3,310.03)	(998.75)
Net current assets		35,559.28	78,964.43
Total Assets		<u>37,296.96</u>	<u>82,015.06</u>
Represented by			
Unrestricted Funds	6	37,296.96	82,015.06
Restricted funds		-	-
Totals		<u>37,296.96</u>	<u>82,015.06</u>

Notes on pg 9 – 11 form part of these accounts.

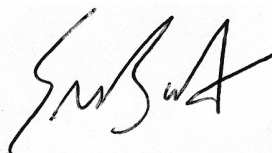
Signed on behalf of the trustees



Christine Fowler

Chair

02 July 2007



Graham Burt

Trustee

02 July 2007

**SOLIHULL ACTION THROUGH ADVOCACY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

1. Accounting Policies

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' issued in 2005.

Incoming Resources

All incoming resources are included in the Statement of Accounts when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers.

Resources expended

All expenditure is accounted for on the accruals basis where material amounts are involved, and has been classified under headings that aggregate all costs related to the category. Where costs cannot be clearly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Fund accounting

Funds held by the Charity are either:

- a) Unrestricted general funds - these are funds without specified purpose and are available as general funds.
- b) Restricted funds - these are funds which can only be used for particular restricted purposes within the object of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Pensions

Solihull Action through Advocacy offers a stakeholder pension scheme to staff. The charity makes no contributions to that scheme.

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:

- Computer equipment – 33% straight line basis.
- Fixtures and fittings – 20% straight line basis

Taxation

No provision has been made for corporation tax as the charitable status of the organisation renders it exempt from corporation tax.

**SOLIHULL ACTION THROUGH ADVOCACY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

2 Surplus for the year

The surplus for the year is after charging

	2007	2006
	£	£
Examiners charges	705	705
Accountancy Charges	-	294
Depreciation of fixed assets	1,312	1,312

3 Staff costs

Staff costs including the following:

	2007	2006
	£	£
Wages and salaries	95,747	89,856
Employer's N.I.	8,895	7,306
Pension costs	-	-

The average number of persons employed
by the Charity during the year was as follows:

7	7
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4 Tangible fixed assets

	Computers	Fixtures and fittings	Total
Cost	£	£	£
At 1 April 2006	3,387.15	976.43	4,363.58
Additions for the year	-	-	-
At 31 March 2007	<u>3,387.15</u>	<u>976.43</u>	<u>4,363.58</u>
Depreciation			
At 31 March 2006	1,117.75	195.20	1,312.95
Charge for the year	1,117.75	195.20	1,312.95
At 31 March 2007	<u>2,235.50</u>	<u>390.40</u>	<u>2,625.90</u>
Net Book Value			
At 31 March 2007	1,151.65	586.03	1,737.68
At 31 March 2006	2,269.40	781.23	3,050.63

The tangible fixed assets are used principally in furtherance of the Charity's main charitable objectives.

**SOLIHULL ACTION THROUGH ADVOCACY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2007**

5 Funds analysis

	Unrestricted £	Restricted £	Total £
Balance at 1 April 2006	82,015.06	-	82,015.06
Net <i>(outgoing/incoming resources)</i>	(44,718.10)	-	(44,718.10)
Balance at 31 March 2007	<u>37,296.96</u>	=	<u>37,296.96</u>

Analysis of net assets between funds

Current assets	£35,559.28
Fixed assets	<u>£1,737.68</u>
	<u>£37,296.96</u>

6 Donations

Donations were received from the following

A.J. Green	£1,200.00
Union Theatre	£250.00
Dubarrie School of Dance	£500.00
Christ Church URC	£250.00
Shirley Lions	£45.00
Total	<u>£2,245.00</u>