



**Alexander Sloan**  
Accountants and Business Advisers

**Company Registration No. SC213637 (Scotland)**  
**(a company limited by guarantee)**

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**CENTRAL ADVOCACY PARTNERS**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Charity Registration No. SC025729 (Scotland)**

# CENTRAL ADVOCACY PARTNERS

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Directors</b>	Norman Dunning Dr Paul Lim Helen MacDonald Laura Wilson Ann Ballany
<b>Secretary</b>	Angela Reid
<b>Charity number (Scotland)</b>	SC025729
<b>Company number</b>	SC213637
<b>Registered office</b>	27 West Bridge Street Falkirk FK1 5RJ
<b>Independent examiner</b>	Allison Devine, C.A. Alexander Sloan 180 St Vincent Street Glasgow G2 5SG

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# CENTRAL ADVOCACY PARTNERS

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# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT

**FOR THE YEAR ENDED 31 MARCH 2021**

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The Directors present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

### **Objectives and activities**

The charity's objects are;

a) The advancement of education and awareness raising about learning disabilities, through the provision of formal and informal training in educational bodies such as schools and further education colleges, as well as in the public, private and voluntary and public sectors, including community groups.

(b) The advancement of citizenship including the rights and responsibilities of the citizen, as well as:

- the development of opportunities for people with learning disabilities to be more active in their communities
- involving people in community activity including volunteering.

(c) The advancement of human rights, conflict resolution or reconciliation through our advocacy services.

(d) The promotion of equality and diversity including the elimination of discrimination.

(e) The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage, contributing to the prevention or relief of poverty through information and advocacy.

# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

### Achievements and performance



## Central Advocacy Partners Annual Report 2021

At the end of March 2020 COVID-19 was declared a pandemic and the country went into Lockdown. The government instructed all of us to stay at home, only going out for food, exercise and only to work if deemed essential. Staff were sent home on 23<sup>rd</sup> March, uncertain what to expect and how we would deliver advocacy support to our partners.

Like everyone else in the country we have been led by the government and public health guidance and restrictions, trying to respond to the constant changing situation. Over the last year we have had many challenges however we learned new skills too. It has been a difficult year for the charity, staff, volunteers, members, and partners alike. We have had to be even more flexible, adaptable, and creative in making advocacy support accessible. We have had to pull on our collective values and resources and support each other with the many ways this pandemic has impacted on our work and the people we support.

We would like to take the opportunity to acknowledge and thank everyone more than ever for the arduous work and commitment during what has been a challenging year and the uncertainties of the year ahead.

Even with all the challenges over the year we have much to celebrate. We have supported partners to reach positive outcomes and continue to make a difference!

We would like to thank the staff, board of directors, members committee, volunteers and members, our advocacy partners and our current funders for the continued support and belief in CAP and the power of independent advocacy.



We take the opportunity to acknowledge the great outcomes and celebrate the positive differences we are making in supporting people to live more informed, safer lives. We have demonstrated how person centred, inclusive and value based we are and how our relationship-based model of advocacy has been more vital than ever for our members and partners. We have adapted and responded to the many challenges experienced because of the pandemic in all aspects of people's lives over the last year.

### Changes

The Board of Directors and the Members Committee have learned new skills this year, as we all have, using zoom and MS Teams to keep connected and on top of the governance of CAP. This new learning will be useful as we move forward into a different way of working.

# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021



In June 2020 Adele left CAP after being on a student placement then joining the team in February 2018 working with Inclusion members and people living in Deanston House. We were sad to see her go but wished her well in her future as a social worker.

In September 2020 with all the uncertainty especially around funding, we took a positive, proactive decision and asked Elizabeth to bring her skills, expertise and track record for successful funding applications to help to support the organisations future sustainability.



### Project Reports

We have worked alongside 209 people during this year through our projects:

#### The Inclusion Project

Due to the COVID-19 lockdowns and ongoing guidance and restrictions we have been unable to deliver activities face to face over most of the last year. At the start of the year when we were all asked to stay at home inclusion members felt very anxious, fearful, and confused and as the restrictions progressed, lonely, isolated, and felt the impact on physical and mental wellbeing.

We have worked hard to keep connected and ensure effective communication and engagement with members. We have made information about COVID-19 accessible to members. We keep regular contact and support members to understand new or changing guidance. Some of our members have learned new skills as we have supported them to access technology! This is proving successful and beneficial, especially for those living in rural areas where transport has been a long running issue preventing members from accessing activities.

This enforced situation has led us to be more creative and think positively moving forward about how we make the service more accessible. We have supported members to use their mobile phones more and have set up WhatsApp groups, making video calls to stay connected with each other regularly and attend virtual activities like quizzes, cooking and baking together online games and attending virtual tea dances. We have successfully secured COVID-19 resilience funding and have been able to buy and distribute tablets to members, supporting them with easy read information and virtual support to use them. We have been running virtual activities: catch up coffee and chats, cooking, baking, quizzes, games, bingo, debates, crafts, themed activities etc. We are also in regular contact with members individually especially those more vulnerable or who live alone.

The impact of COVID-19 is challenging, and people are feeling lonely, isolated, and anxious. The project had been more vital than ever in keeping people connected and informed and checking in on members' health and wellbeing. As a result of our trust and relationships with members we have been able to identify concerns early and support members to access help when needed. As and when guidance has allowed, we have met some members face to face for socially distanced walks where we have been concerned about their wellbeing. Members have struggled with confidence, mental health issues, understanding COVID-19 guidance, loneliness, isolation, physical health issues, practical issues like shopping for food and accessing, or a reduction in support.

Despite this the project has engaged and supported 48 members to keep connected virtually. Outcomes have been about members having accessible information and understanding of COVID-19 and the guidance, keeping safe, supporting members emotional and mental well-being, accessing technology, and learning how to use it, helping with isolation and loneliness, practical support and signposting about food, financial hardship, personal support, making calls and sending emails on their behalf.

We are beginning to look at face to face activities again outdoors, as guidance allows.

# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

### The House Link Project

This year we have continued to provide our unique House Link Project to service providers. However due to Covid 19, the delivery has been slightly different!

There were no face-to-face visits in this period, in line with Covid 19 guidelines, which provided a challenge for Advocacy Workers. We had to think creatively to stay connected and maintain a presence within the services.

It highlighted the lack of technology available to people living in residential services, and initially there was limited knowledge of how to communicate virtually. It was a steep learning curve for everyone involved.

Advocacy workers made sure people knew that advocacy was still available. There was regular contact with Activity Coordinators, relationships which were essential to enabling contact with people living in the houses.

As knowledge increased and technology became available, weekly Zoom drop ins and a Monthly Regional Lead Advocate meeting were established. New relationships developed and ideas were shared. These were met with positive feedback.

Some people living in the houses really liked the new way of communicating; virtually, via phone, email, or letter. For others, these modes of communicating were less helpful.

We worked flexibly with support teams and acknowledged the unprecedented times. Priority was for people living in the houses to keep contact with family and friends.

CAP built relationships with the new Advocacy Workers from DIAS (Dundee Independent Advocacy Services). Together we met (via Zoom) with the Scottish Cygnet Managers and the Operations Manager to highlight Advocacy and build awareness. These relationships benefit everyone we work with.

Although a challenging year, there has been an abundance of positive learning. This time has highlighted our ability to learn, adapt and persevere which we will carry with us into the support we provide in the future!

### The Parent's Network

In the Parents' Network we have been working hard to create a resilient long-term environment of peer support for parents who have experienced child protection issues. Throughout the last year the parents have shown their abilities to overcome obstacles and struggle on, holding as important a sense of solidarity and support.

When the Covid pandemic stopped us meeting together, we immediately switched to alternative means to remain in contact. We worked together studying and developing resilience through the pandemic, focusing on having a daily structure; regular exercise; offering help to other people; improving "sleep hygiene"; limiting daily exposure to media and endless news reports on Covid; and focusing attention on the future and our plans for that. This proved helpful in what went from a three-week lockdown to a seemingly endless situation.



Meeting regularly through various video conferencing apps, we increased our skills in this area and improved our confidence in presenting ourselves on video. We were able to help some members with the hardware to stay in contact and supported them with coaching and one to one support, with some members helping others to connect. We used this online medium to make a film about our experiences of lockdown and its impact on

# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

contact. Regular catchups became a positive focus and an opportunity to stay up to date on lockdown restrictions and what they mean.

As the pandemic had interrupted our Self Advocacy courses, we adjusted these and carried them on by video conference. To improve our connections, we developed a calling circle so that everybody had contact from someone once a week. Later we reorganised this with volunteers messaging everyone in the Network.

We studied various themes together, encouraging learning and open mindedness, looking at race equality and the parallels for the discrimination we have experienced. Also, financial resilience – one member completed an online course with Open University by Martin Lewis and another member has been inspired to study Social Care with the Open University. Together we also took part in weekly escape room puzzles online to keep our minds agile, if not confused. Members also continued to participate virtually in the Cross-Party Groups for both Autism and Learning Disabilities at the Scottish Parliament. Latterly we have become involved in the Forth Valley Consultation on Child Protection, with the joint CP teams in Clacks, Stirling and Falkirk.

During the year we tried to meet up for socially distanced walks, but public transport restrictions made this impractical until summer of 2021, when we started going out regularly and meeting up. This meant meeting some new members for the first time in person. We had difficulty generating as many referrals as we had hoped, without the planned activities to visit other organisations and take part in training sessions for child protection, but we still included several new members, who have joined in wholeheartedly.

### Autistic 'n' Awesome

As with our other projects, the Covid pandemic interrupted our working together and our plans, but the members of A'n'A continued undaunted, adjusting to having online meetings, using video conference apps and sharing messages to stay connected.

We welcomed several new members during the year even though we did not meet in person until summer 2021, when we were able to start meeting regularly at outdoor venues and go for group walks come rain or shine.

Initially the pandemic stopped our piloting of the Transition workshops in schools, but we worked together and continued to develop the Rollercoaster of Change game to an online version and trialled it with members in our meetings. We have expanded the game into an 8-week workshop around transitions, choices, and positive images of autism, which is now the basis of our A'n'A Transitions project.

We made inroads into working with some new schools (Braes High, Carrongrange High twice and the Falkirk ASN (Additional Support Needs Unit), conducting introductions and workshops online, developing interesting ways for groups to work together in mixed formats, using video, voice, or typed messaging to augment participation. We are adding this "blended" way of conducting workshops to our plans for the A'n'A Transitions project.



A'n'A has been blazing along our various wet and sunny trails thanks to funding from Awards for All (The Community Fund) and their flexibility with this funding during the Covid pandemic. As well as developing the Transitions Project, a lot of energy has gone into funding applications. We are optimistic that the A'n'A

# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Transitions project will forge ahead, bringing advocacy to young people going through transitions, which was a major part of the vision of A'n'A when we started off 4 years ago.

We have continued to participate in the Cross-Party Group on Autism at the Scottish Parliament, albeit virtually, as with everything else. We have maintained contact with our sister autism project in Kenya, which was always done virtually in any case, and we have made links with a similar autism project in Tanzania. Sharing experiences across continents always proves to be eye opening and thought provoking.

### Survivors Project

This year we have worked with 50 advocacy partners. Most of the work has been one to one work with advocacy partners. We have worked alongside people to make sure their voice is heard; their views are understood and their safety and risk of experiencing domestic abuse are reduced by increasing their understanding of domestic abuse and working with other services to ensure they receive appropriate support.

There has been an increase in contact with domestic violence services during COVID-19. The impact of COVID-19 has been challenging for advocacy partners putting survivors at greater risk. The household lockdown and restrictions on movement and socialisation in place especially earlier in the year, meant that partners were being supported initially only by telephone. The ongoing situation puts survivors at much greater risk, not just in keeping themselves and their children safe but with increased social isolation, loneliness, and exclusion.

Despite it being challenging, it has been a successful, and innovative year for the project, we have responded creatively, flexibly and adapted to the constantly changing situation. We have worked hard to maintain vital communication and engagement with partners over an exceedingly difficult year and to support new referrals, acknowledging the increased risk due to the impact of covid restrictions.

We have been working from home, as per government guidelines. We continue to represent our partners at meetings and case conferences etc. in a variety of ways, on-line or via telephone. We are working hard to ensure that our advocacy partners remain safe in their homes and understand why services are less accessible, supporting them make sense of the changes that surround them. This has caused frustration and uncertainty and an increase in anxiety impacting on emotional and mental wellbeing.

We are finding that many advocacy partners are still facing the same support issues including but not limited to – accessing Gender Based Violence services, managing risk and support to keep safe, Adult Support and Protection, Child Protection, Children's Hearings, court support, homeless and housing support, financial hardship/debt, legal advice, accessing specialist learning disability and mental health support, referrals to food banks and community care grants.

We are limited in our support to partners by how other agencies have been impacted by COVID-19 and are delivering services during this time, for example courts, children's hearings, child protection meetings, contact arrangements with children, housing, domestic abuse services etc. Most meetings/hearings have been taking place virtually, been cancelled or delayed which has a significant impact on partners circumstances. More recently as changes have allowed, we have been able to support partners face to face, meeting them outdoors to prepare for meetings or supporting them to understand decisions or reports and contacting services on their behalf.

We have continued to support partners throughout the pandemic responding to the changing government and public health guidance and adapting to individual need and circumstance, with safety always being paramount.

The Survivors Project funding from The National Lottery was due to end after March 2021. We have been in constant communication with our funding officer throughout the pandemic and had excellent support, flexibility and appreciation of the challenges and changes we have had to make to support partners throughout the last year. We have been awarded extensions to the funding for the project and we are grateful for the ongoing support from the Community Fund. We have applied for new funding to



# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

continue the vital work of this project; decisions have been delayed but we remain optimistic!

We continue to work with our external evaluators from Strathclyde University Dr Gillian MacIntyre and Dr Ailsa Stewart. We look forward to sharing the findings locally and nationally in the hope of making a difference and influencing policy in Domestic Abuse and Learning Disability.

See an article written by our evaluators about the Survivors Project published in an online Social Work magazine at the height of the pandemic.

<https://sw2020covid19.group.shef.ac.uk/2020/04/24/for-some-home-is-not-safe-considering-the-experiences-of-women-with-learning-disabilities-affected-by-gender-based-violence-during-covid-19/>

**2ND EDITION APRIL 24TH, 2020 GILLIAN  
MACINTRYE AND AILSA STEWART**

**For some, home is not safe:  
Considering the  
experiences of women with  
learning disabilities affected  
by gender based violence  
during Covid-19**

We have worked in partnership with other agencies, Photosymbols and the Stirling GBV (Gender Based Violence) partnership, to help develop accessible information for those with learning disabilities about COVID-19 and Domestic Abuse. See poster led by the project and in consultation with our advocacy partners.

We continued to contribute to a review of Domestic Abuse and Learning Disabilities with Stirling Council, facilitated by SafeLives. This was extended due COVID-19.

We have contributed virtually to our local Gender Based Violence Partnership meetings.

We contributed locally to 16 days of action which was virtual this year.

We funded our Survivor's Project staff to access (IDAA) Independent Domestic Abuse Advocacy training, a PDA delivered by Scottish Women's Aid/Assist and SafeLives. This was postponed and resumed in Feb 21.



### Covid-19 Funding

We successfully secured £10k from the Falkirk Council COVID Resilience Fund and twice secured £2k from Corra. This supported the organisation and the changes we had to make in response to the Covid restrictions and guidance and allowed us to buy, set up and distribute tablets to our members and partners. This was vital in giving us the tools to keep connected and engaged during really challenging times. It meant we could make sure the vulnerable people we support were safe, got help to understand the constantly changing complex information and supported their wellbeing. Members and partners have also learned new skills as a result.



We also secured funding via SafeLives which enabled us to buy, set up and distribute mobile phones to our advocacy partners in our Survivors Project allowing vital safe contact with partners.



### Working in partnership

This year some of the organisations we have worked with across Forth Valley and nationally include:

- Scottish Commission for Learning Disabilities
- Mental Welfare Commission
- Falkirk Child Protection Committee
- Scottish Children's Reporter Administration

# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

- Intensive Family Support Service
- Scottish Government Cross Party Group on Autism
- Scottish Government Cross Party Group on Learning Disabilities
- Stirling Family Life Centre
- Women's Aid
- MARAC's (Multi Agency Risk Assessment Conference)
- Gender Based Violence Partnerships
- SafeLives
- CVS - Falkirk and District
- SVE - Stirling Voluntary Enterprise
- CTSI - Clackmannan Third Sector Interface
- Food Banks
- Debt advice services
- Housing Colleagues
- Shelter
- Legal colleagues
- Homestart
- Aberlour
- Rape Crisis
- University of Strathclyde
- Forth Valley Local Authority colleagues - Learning Disabilities and Children and Families social work teams
- Forth Valley NHS colleagues - Learning Disability nursing and Psychiatry, Speech and Language, OT's, School nurses, GP's, Willow team Midwifery, Kevin Campbell NHS Scotland
- FDAMH - Falkirk District Association of Mental Health
- Woodlands Resource Centre - Psychiatry services
- Support Providers - Carr Gomm, Richmond Fellowship, Key Housing, Loretto Care, Cygnet, Abbeyfield
- CEA - Committed to Ending Abuse Falkirk
- Banks - TSB/Bank of Scotland
- Victim Information and Advice
- Grangemouth, Carrongrange and Braes High Schools and the ASN Unit in Falkirk
- The Meadows - NHS Forth Valley
- Employability
- Police Scotland/ Domestic Abuse Unit
- SIAA
- Inspiring Scotland
- Autism Network Scotland
- Children in Scotland
- SPEAK (Kenya)

### **Business Planning**

We were not able to have our PATH Day this year to plan our business priorities for the year ahead due to COVID-19. However, we consulted with our members throughout the year in response to the constantly changing restrictions and guidance and the focus has been on keeping everyone informed and safe! We have continued to do our best to deliver quality, responsive, flexible advocacy support to members and partners. Feedback from partners and members has highlighted how challenging and difficult the year to date has been and how CAP has been a 'lifeline' for many in navigating the complicated information and guidance and supporting their overall wellbeing.

We held our AGM later than usual in December 2020, hoping to get together to celebrate, however we had to have a virtual AGM. Still, it was a celebration, a new experience and lots of learning!

# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2021

### And so....

We are working from home as per Government guidelines in response to Covid19. We anticipate more challenges in the year ahead for CAP, our members, and partners. However, this will be an opportunity to look at how we might take the learning from this year and develop creative flexible opportunities moving forward.

Our funders have been incredibly supportive, understanding, and flexible around project outcomes over the last year. We continue in the uncertainty ahead to do our best and hope to secure new funding so we can retain our skilled and experienced team so that we are still here supporting people with learning disabilities be truly informed, able to make informed choices, and can live their lives to the full!

We will also continue to focus on maintaining our organisation, delivering quality relationship based, independent advocacy and ensuring that the people who use our services now and, in the future, have a full range of options available to them.

We could not have anticipated at the beginning of the year the ongoing impact of COVID-19 on our work, personal lives, and general wellbeing. We pride ourselves as a team on dealing with the many challenges, taking an equalities and human rights approach, and having the resilience, drive and commitment to support our members and advocacy partners.

No single person comes with a single issue and this year more than ever this has been highlighted. CAP's model of relationship-based advocacy has proven itself invaluable in responding to partners' needs in these times. Completing our 25th Year of providing advocacy across Forth Valley, we look forward to a year of celebration and challenges as we take CAP forward.

# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### Financial review

The Statement of Financial Activities shows net income for the year of £12,168 (2020 - net income of £3,092).

This combines a deficit on restricted funds of £2,941 and a surplus on unrestricted funds of £15,109.

A total of £101,715 was retained in accumulated funds at the year end (2020 - £89,547). This is representative of Unrestricted Funds of £84,575 and Restricted Funds of £17,140. Full details of each of the charity's restricted and designated funds are included within notes 14 - 15 of the Financial Statements.

#### Reserves Policy

It is the policy of the charity that unrestricted reserves which have not been designated for a specific use should be maintained at a level equivalent to three to six months expenditure. The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds can be raised. During the year unrestricted reserves increased, as noted above, and remain within required level. The Directors are aware of continuing uncertainties the charity faces in the light of the Covid-19 pandemic and a generally challenging funding environment, so will ensure the maintenance of a level of reserves to meet any future liabilities.

#### Risk management

The Directors conducted a thorough review of the risks the charity faces during the year. They are satisfied that systems have been established to mitigate all significant operational risks including extra precautions to minimise the risks posed by the Covid-19 pandemic and to adapt to home working and virtual meetings as necessary. All staff are regularly advised of Government briefings and regulations and changes have been made to make the office environment safe. With these measures the charity is able to continue to offer an appropriate service to all its beneficiaries. The Directors are also satisfied that all significant risks, including the risk to sources of income, are closely managed. Regular liaison has continued with all funders and agreements reached on any operational changes and modifications of planned outcomes. The charity actively seeks continued and new funding opportunities from charitable trusts and statutory sources.

#### Plans for Future Periods

Central Advocacy Partners' core aim is to make our communities more inclusive by valuing and being seen to value people with learning disabilities. Through all aspects of our work, we will continue to add weight to people's ideas, hopes, ambitions and opinions in order to increase the amount of control they have over their own lives. The Covid-19 pandemic created added challenges and, though some restrictions have been eased recently, many of the changes in the way professional agencies now operate and continuing focus on employing technology pose particular difficulties for people with learning disabilities. The restrictions on social gatherings and face-to-face contact created additional risk of isolation, loneliness, reduction in healthy lifestyle and mental well-being, from which many have not yet recovered.

We believe this makes the services of Central Advocacy Partners even more necessary and we will strive to raise the awareness of what we can offer to statutory, private and voluntary services and that the adaptations we have made to our operations make it viable to continue to operate and develop services.

We will continue to be resilient, open to new practice and responsive to change in order to maintain our distinctive quality service. We are proud to be a truly independent advocacy service.

# CENTRAL ADVOCACY PARTNERS

## DIRECTORS' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **Structure, governance and management**

The charity is a company limited by guarantee and is governed by a Memorandum and Articles of Association.

The Directors who served during the year and up to the date of signature of the financial statements were:

Norman Dunning

Dr Paul Lim

Helen MacDonald

Laura Wilson

Ann Ballany

### **Appointment of Directors**

At each Annual General Meeting the members may elect any member, providing they are willing to act, as a director. In addition, the directors may at any time appoint any member, providing they are willing to act, to be a director.

Furthermore, the directors may at any time appoint a non-member to be a director, either on the basis that they are nominated by a body which the charity has close contact with in the course of its activities or on the basis that they have specialist experience or skills which could be of assistance to the directors.

At each annual general meeting all of the directors retire from office, but are then eligible for re-election. The maximum number of directors is 5.

### **Key Management Personnel**

Central Advocacy Partners consider the board and the manager as key management personnel with regard to directing, controlling and running the charity's daily activities.

### **Independent Examiner**

The Directors recommend that Allison Devine, C.A., a partner in Alexander Sloan, Accountants and Business Advisers, remains in office as independent examiner until further notice.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The Directors' report was approved by the Board of Directors.



**Angela Reid**

Secretary

Dated: 6 September 2021

# CENTRAL ADVOCACY PARTNERS

## INDEPENDENT EXAMINER'S REPORT

### TO THE DIRECTORS OF CENTRAL ADVOCACY PARTNERS

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I report on the financial statements of the charity for the year ended 31 March 2021, which are set out on pages 13 to 28.

#### **Respective responsibilities of Directors and examiner**

The charity's directors, who also act as trustees for the charitable activities of Central Advocacy Partners, are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Directors consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks 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 I do not express an audit opinion on the view given by the financial statements.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - (ii) to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

*Allison Devine*

Allison Devine, C.A.  
Alexander Sloan  
180 St Vincent Street  
Glasgow  
G2 5SG

6/9/2021  
Dated: .....

# CENTRAL ADVOCACY PARTNERS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

### Current financial year

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes				
<b><u>Income from:</u></b>					
Donations and legacies	3	366	-	366	701
Income from charitable activities	4	53,125	214,689	267,814	272,720
Other trading activities	5	-	-	-	3,066
Investments	6	24	-	24	116
<b>Total income</b>		<u>53,515</u>	<u>214,689</u>	<u>268,204</u>	<u>276,603</u>
<b><u>Expenditure on:</u></b>					
Cost of charitable activities	7	38,406	217,630	256,036	273,511
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		15,109	(2,941)	12,168	3,092
Fund balances at 1 April 2020		69,466	20,081	89,547	86,455
<b>Fund balances at 31 March 2021</b>		<u>84,575</u>	<u>17,140</u>	<u>101,715</u>	<u>89,547</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 16 to 28 form an integral part of these financial statements.

# CENTRAL ADVOCACY PARTNERS

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year

		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes				
<b><u>Income from:</u></b>					
Donations and legacies	3	701	-	-	701
Income from charitable activities	4	46,503	-	226,217	272,720
Other trading activities	5	3,066	-	-	3,066
Investments	6	116	-	-	116
<b>Total income</b>		<u>50,386</u>	<u>-</u>	<u>226,217</u>	<u>276,603</u>
<b><u>Expenditure on:</u></b>					
Cost of charitable activities	7	59,181	6,186	208,144	273,511
Gross transfers between funds		(2,008)	-	2,008	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<u>(10,803)</u>	<u>(6,186)</u>	<u>20,081</u>	<u>3,092</u>
Fund balances at 1 April 2019		<u>80,269</u>	<u>6,186</u>	<u>-</u>	<u>86,455</u>
<b>Fund balances at 31 March 2020</b>		<u><u>69,466</u></u>	<u><u>-</u></u>	<u><u>20,081</u></u>	<u><u>89,547</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# CENTRAL ADVOCACY PARTNERS

## BALANCE SHEET

AS AT 31 MARCH 2021

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	Notes	2021 £	£	2020 £	£
<b>Current assets</b>					
Cash at bank and in hand		108,243		93,961	
<b>Creditors: amounts falling due within one year</b>	<b>12</b>	<u>(6,528)</u>		<u>(4,414)</u>	
Net current assets			<u>101,715</u>		<u>89,547</u>
<b>Income funds</b>					
Restricted funds	<b>14</b>		17,140		20,081
Unrestricted funds			<u>84,575</u>		<u>69,466</u>
			<u>101,715</u>		<u>89,547</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Directors on 6 September 2021.

*Norman Dunning*

**Norman Dunning**  
Trustee

Company Registration No. SC213637

The notes on pages 16 to 28 form an integral part of these financial statements.

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 MARCH 2021*

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### 1 Accounting policies

#### Charity information

Central Advocacy Partners is a private company limited by guarantee incorporated in Scotland. The registered office and principal place of business is 27 West Bridge Street, Falkirk, FK1 5RJ.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

Given the continued support for ongoing activity, new grant offers, the level of reserves and a review of potential liabilities at the time of approving the financial statements, the Directors believe the charity has an expectation of adequate resources to continue in operational existence for the foreseeable future. Thus the Directors continue to adopt the going concern basis of accounting in preparing financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Directors in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### Grants receivable

Income from government and other grants, whether 'capital' or 'revenue' in nature, are recognised when the charity has unconditional entitlement to the funds, it is probable that the income will be received, the amount can be measured reliably. Unconditional entitlement will be achieved once any performance or other conditions attached to the grants have been met, or fulfilment of those conditions is wholly within the control of the charity.

Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### Income from charitable activities

Income from charitable activities includes income earned both from the supply of goods or services under contractual arrangements and from performance-related grants which have conditions that specify the provision of particular goods or services to be provided by the charity. Income from charitable activities is recognised as earned (as the related goods or services are provided).

#### Other trading activities

Income from other trading activities includes income earned from both trading activities to raise funds for the charity and income from fundraising events and is recognised when the charity has entitlement to the funds, it is probable that these will be received and the amounts can be measured reliably.

#### Investment income

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured or estimated reliably.

Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date. The exception is that certain financial instruments must be adjusted to their present value; these include financial liabilities where settlement is deferred for more than 12 months after the reporting date.

All expenditure is accounted for on an accruals basis. All expenses are allocated or apportioned to the applicable expenditure headings.

#### Governance costs

Governance costs (which are included as a component of support costs in accordance with SORP) comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include those related to constitutional and statutory requirements, external scrutiny (audit or independent examination), strategic management, and other legal professional fees.

#### Expenditure on charitable activities

Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities. The costs of charitable activities presented in the Statement of Financial Activities includes the costs of both direct service provision and the payments of grant awards if applicable.

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. The costs of minor additions or those costing below £1,000 are not capitalised.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 1.8 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	<b>Unrestricted funds general 2021 £</b>	Unrestricted funds general 2020 £
Donations and membership subscriptions	366	701

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 4 Income from charitable activities

	2021 £	2020 £
Income from charitable activities	267,814	272,720
Analysis by fund		
Unrestricted funds - general	53,125	46,503
Restricted funds	214,689	226,217
	<u>267,814</u>	<u>272,720</u>
<b>Representative of :</b>		
Advocacy fees, placement fees and direct payments	-	3,314
Cygnnet Group (formerly Danshell) advocacy fees	40,103	42,480
Henry Duncan Award	-	5,000
Stirling Council - Service level agreement	41,022	40,905
The Big Lottery (Parents' Project)	57,300	57,812
Deanston House Limited	1,080	3,000
The Big Lottery (Survivors Advocacy Project)	112,256	110,642
Covid-19 Grants	15,942	-
Awards for All (National Lottery)	-	9,567
Other	111	-
	<u>267,814</u>	<u>272,720</u>

### 5 Other trading activities

	Total 2021 £	Unrestricted funds general 2020 £
Fundraising	-	3,066
	<u>-</u>	<u>3,066</u>

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 6 Investments

	<b>Unrestricted funds general 2021 £</b>	<b>Unrestricted funds general 2020 £</b>
Interest receivable	24	116

### 7 Cost of charitable activities

	<b>2021 £</b>	<b>2020 £</b>
Staff costs	200,094	209,974
Depreciation and impairment	-	170
Premises costs	11,385	12,590
Project and running costs	33,301	32,831
Travel costs	7,113	13,125
Interest and finance charges	182	242
Governance costs	3,961	4,579
	<u>256,036</u>	<u>273,511</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	38,406	59,181
Unrestricted funds - designated	-	6,186
Restricted funds	217,630	208,144
	<u>256,036</u>	<u>273,511</u>

### 8 Directors

None of the Directors (or any persons connected with them) received any remuneration, benefits or expenses from the charity during the year or in the prior year.

### 9 Employees

The average monthly number of employees during the year was:

	<b>2021 Number</b>	<b>2020 Number</b>
Direct Charitable Work	6	4
Administrative	2	2
Total	<u>8</u>	<u>6</u>

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 9 Employees (Continued)

Employment costs	2021 £	2020 £
Wages and salaries	180,705	188,583
Social security costs	11,544	13,366
Other pension costs	7,845	8,025
	<u>200,094</u>	<u>209,974</u>

The remuneration of key management personnel during the year, including salaries and employer's contributions to national insurance and pensions, was £39,174 (2020 - £43,273).

There were no employees whose annual remuneration was £60,000 or more.

### 10 Net income

Net income for the year is stated after charging:	2021 £	2020 £
Independent Examiner's fee	3,961	3,962
Depreciation of owned tangible fixed assets	-	170
	<u>-</u>	<u>170</u>

### 11 Pension costs

The charity operates a defined contribution scheme whereby payments are made to individuals' personal pension plans. The pension charge represents contributions due from the company and amounted to £7,883 (2020 - £8,025).

### 12 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Deferred income	13	2,272	-
Other creditors		-	230
Accruals and deferred income		4,256	4,184
		<u>6,528</u>	<u>4,414</u>

### 13 Deferred income

	2021 £	2020 £
Other deferred income	<u>2,272</u>	<u>-</u>

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2021*

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### 13 Deferred income

(Continued)

Deferred income includes sums received from Circle Funding (Saves Lives) to be used to make small grant awards to members. This income will be recognised in the Statement of Financial Activities as the grants are awarded and paid to members.

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held for specific purposes:

	Movement in funds				Movement in funds			
	Balance at 1 April 2019	Income	Expenditure	Transfers	Balance at 1 April 2020	Income	Expenditure	Balance at 31 March 2021
	£	£	£	£	£	£	£	£
Inclusion Service	-	43,196	(45,204)	2,008	-	40,905	(40,385)	520
Parents' Project (Big Lottery)	-	57,812	(44,058)	-	13,754	57,300	(57,092)	13,962
Henry Duncan Award (Corra Foundation) (Salary Funding)	-	5,000	(5,000)	-	-	-	-	-
Survivors Advocacy Project	-	110,642	(109,597)	-	1,045	112,256	(112,282)	1,019
Autistic'N'Awesome Project	-	9,567	(4,285)	-	5,282	-	(3,643)	1,639
Tablet Fund	-	-	-	-	-	4,000	(4,000)	-
Circle Fund	-	-	-	-	-	228	(228)	-
	<u>-</u>	<u>226,217</u>	<u>(208,144)</u>	<u>2,008</u>	<u>20,081</u>	<u>214,689</u>	<u>(217,630)</u>	<u>17,140</u>

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 MARCH 2021*

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### 14 Restricted funds

(Continued)

#### Purposes of restricted funds

##### **Inclusion Service**

During the year, grant income was received from Stirling Council towards the costs of the charity's 'Inclusion Service'. The income and expenditure associated with this service are reported through the restricted fund.

##### **Parents' Project (Big Lottery)**

During the year, grant income was received from The Big Lottery Fund towards the charity's 'Parent Development' project. The income and expenditure associated with this service were reported through this restricted fund. The remaining balance on the fund will be utilised in delivering the Parents' Project during 21/22.

##### **Henry Duncan Award (Corra Foundation)**

During the previous year (nothing in 2021), grant income was received from the Henry Duncan Award (Corra Foundation) towards the salary of the full-time Manager.

##### **Survivors Advocacy Project**

During the year, grant income was received from The Big Lottery towards the charity's "Survivors Advocacy Project". The income and expenditure associated with this project are reported through this fund.

##### **Autistic'N'Awesome Project**

During the previous year, grant income was received from Awards for All (National Lottery) towards the charity's "Autistic'N'Awesome Project". The income and expenditure associated with this project are reported through this fund. The remaining balance on the fund will be utilised in delivering the Project in 21/22.

##### **Tablet Fund (Corra Foundation)**

During the year, grant funding was received from the Corra Foundation Community Wellbeing Fund to purchase tablets for members who do not have access to basic technology and are struggling during lockdown. The Fund was fully expended at the year end.

##### **Circle Fund (SaveLives)**

During the year, grant funding was received from SaveLives to allow Central Advocacy Partners to award small grants of up to £500 to members experiencing domestic and economic abuse. Total small grants of £228 were awarded in 20/21. This leaves a balance of the Circle Fund award (£2,500) of £2,272 which is included in deferred income (Note 13).

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019	Expenditure	Balance at 1 April 2020	Movement in funds Income	Balance at 31 March 2021
	£	£	£	£	£
Designated Fund Asset	170	(170)	-	-	-
Designated IT Investment Fund	6,016	(6,016)	-	-	-
	<u>6,186</u>	<u>(6,186)</u>	<u>-</u>	<u>-</u>	<u>-</u>

#### Purposes of Designated Funds

##### Designated Assets Fund

The Designated Assets Fund has been set up in order to reflect the funds of the charity which are tied up in fixed assets and therefore not available as readily available liquid funds to be applied for charitable purposes. The balance on the fund is representative of the Net Book Value of Fixed Assets at the year end.

##### Designated IT Investment Fund

The Directors designated £6,016 towards 3 months planned IT spend, this was fully expensed during 2019/20.

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 16 Analysis of net assets between funds

	<b>Unrestricted General funds</b>	<b>Restricted funds</b>	<b>Total</b>	Unrestricted General funds	Designated funds	Restricted funds	Total
	<b>2021</b>	<b>2021</b>	<b>2021</b>	2020	2020	2020	2020
	£	£	£	£	£	£	£
Fund balances at 31 March 2021 are represented by:							
Current assets/(liabilities)	84,575	17,140	101,715	69,466	-	20,081	89,547
	<u>84,575</u>	<u>17,140</u>	<u>101,715</u>	<u>69,466</u>	<u>-</u>	<u>20,081</u>	<u>89,547</u>
	<u><u>84,575</u></u>	<u><u>17,140</u></u>	<u><u>101,715</u></u>	<u><u>69,466</u></u>	<u><u>-</u></u>	<u><u>20,081</u></u>	<u><u>89,547</u></u>

# CENTRAL ADVOCACY PARTNERS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### 17 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	<b>2021</b>	<b>2020</b>
	£	£
Within one year	700	700
Between two and five years	-	700
	<u>700</u>	<u>1,400</u>
	<u><u>700</u></u>	<u><u>1,400</u></u>

### 18 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

**The following pages do not form part of the statutory accounts**

# CENTRAL ADVOCACY PARTNERS

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

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	2021	2020
<b><u>Income</u></b>		
UF Donations and gifts	366	701
	<hr/>	<hr/>
	366	701
<b><u>Income from charitable activities</u></b>		
UF Charitable income 1 - performance related grants	53,125	46,503
RF Charitable income 1 - performance related grants	214,689	226,217
	<hr/>	<hr/>
	267,814	272,720
<b><u>Income from trading activities</u></b>		
UF Trading activity income - other	-	3,066
	<hr/>	<hr/>
	-	3,066
<b><u>Investment income</u></b>		
UF Other interest receivable operating	24	116
	<hr/>	<hr/>
	24	116
<b>Total income</b>	<hr/>	<hr/>
	268,204	276,603
<b>Total expenditure</b>	(256,036)	(273,511)
	<hr/>	<hr/>
<b>Net surplus/(deficit) for the year</b>	12,168	3,092
	<hr/> <hr/>	<hr/> <hr/>

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# CENTRAL ADVOCACY PARTNERS

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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	2021	2020
<b><u>Charitable activities</u></b>		
<b><u>Staff costs</u></b>		
Wages and salaries	180,705	188,583
Social security costs	11,544	13,366
Staff pension costs defined contribution	7,845	8,025
	<hr/>	<hr/>
	200,094	209,974
<b><u>Depreciation</u></b>		
Depreciation	-	170
	<hr/>	<hr/>
	-	170
<b><u>Premises costs</u></b>		
Rent	7,800	7,737
Heat and light	1,156	2,119
Insurance	2,429	2,279
Repairs and maintenance	-	138
Cleaning	-	317
	<hr/>	<hr/>
	11,385	12,590
<b><u>Project and running costs</u></b>		
Printing, postage and stationery	3,902	3,779
Telephone	3,410	3,105
Computer, website and IT costs	3,485	3,011
Training costs	110	3,664
Advertising and marketing	-	41
Room hire and hospitality	3,947	5,320
Subscriptions	380	410
General expenses	115	288
Misc Inclusion Expenses	560	1,553
Payroll costs	819	978
Evaluation costs	12,500	9,000
Network set up costs	-	1,187
Equipment	-	495
Small grants awarded	228	-
Tablets purchased	3,845	-
	<hr/>	<hr/>
	33,301	32,831
<b><u>Motor and travel costs</u></b>		
Staff travel	7,113	13,125
	<hr/>	<hr/>
	7,113	13,125
<b><u>Interest and finance charges</u></b>		
Bank charges	182	242
	<hr/>	<hr/>
	182	242

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# CENTRAL ADVOCACY PARTNERS

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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	2021	2020
<u>Governance costs</u>		
Independent examination fees	3,961	3,962
AGM costs	-	617
	<u>3,961</u>	<u>4,579</u>
<b>Total charitable activities expenditure</b>	<u><u>256,036</u></u>	<u><u>273,511</u></u>
<b>Total resources expended</b>	<u><u>256,036</u></u>	<u><u>273,511</u></u>

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Accepted: 9/7/2021 2:12:41 AM  
ID: 9305a38a-75e7-4d04-9f89-ebbe5e1958b0

Norman Dunning norman.dunning@btinternet.com Security Level: Email, Account Authentication (None)	<i>Norman Dunning</i>	Sent: 9/6/2021 10:19:27 AM Viewed: 9/7/2021 3:57:16 AM Signed: 9/7/2021 3:57:33 AM
	Signature Adoption: Pre-selected Style Using IP Address: 109.154.39.115	

**Electronic Record and Signature Disclosure:**  
Accepted: 9/7/2021 3:57:16 AM  
ID: 3a5e5825-14f7-417f-8f29-e487a1b74d89**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
Nicola Shanks nicola@centraladvocacypartners.org.uk Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/6/2021 10:19:28 AM Viewed: 9/7/2021 12:35:40 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/6/2021 10:19:28 AM
Certified Delivered	Security Checked	9/7/2021 3:57:16 AM
Signing Complete	Security Checked	9/7/2021 3:57:33 AM
Completed	Security Checked	9/7/2021 3:57:33 AM

Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**

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Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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