

DRAFT

Charity Registration No: 1109083
Company Registration No: 5320369 (England&Wales)

LEWISHAM SPEAKING UP
TRUSTEES' REPORT AND AUDITED ACCOUNTS
FOR THE YEAR ENDED
31 MARCH 2012

DRAFT

LEWISHAM SPEAKING UP

Legal and Administrative Information

Status

The organisation is a charitable company limited by guarantee, incorporated on 23 December 2004 and registered as a charity on 18 April 2005.

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. Under those Articles members of the committee are elected at the Annual General Meeting and are subject to ratification at each Annual General Meeting.

Directors/Trustees

The Directors/Trustees in office during the period and at the date of this report:

Lynne Laidlaw – appointed 8 September 2009
Caryl Anderson – appointed 8 September 2009
Patricia Clark – appointed 8 September 2009
Lucy Reeve – appointed 12 September 2007
Peter Smith – appointed 8 September 2010 [see note]

Secretary

Peter Smith

Note: Not appointed as Charity Trustee but Company Director only.

Registered Office and Principal Address

The Deptford Albany
Douglas Way
Deptford
London SE8 4AG

Auditors

Andrew Thurnburn & Co.
Chartered Accountants & Registered Auditors
38 Tamworth Road
Croydon
Surrey CR0 1XU

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LEWISHAM SPEAKING UP DIRECTORS'/TRUSTEES' REPORT YEAR ENDED 31 MARCH 2012

The Directors/Trustees present their report with the financial statements of the company for the year ended 31 March 2012. In preparing this report the Trustees have adopted the relevant reporting requirements [SORP March 2005] relating to public benefit when preparing this report whilst designing it to be read in conjunction with the 'easy-read' element.

What Lewisham Speaking Does

Objectives and Activities that are for Public Benefit

The company is a charity that works to support and provide advocacy services to people with learning disabilities, particularly in the south-east London borough of Lewisham.

Our charitable objectives are:

- (a) to relieve and support people disadvantaged by learning disability, difficulty or special need through advocacy services which promote their rights and entitlements as equal citizens;*
- (b) to advance and promote education of all people with learning disabilities through group work, training, and other relevant advocacy practice;*
- (c) to advance the education of the public about the educational, physical, emotional, and psychological needs of people with learning disabilities.*

Review of the Year

Lewisham Speaking Up is an independent advocacy project for people with learning disabilities, led by people with learning disabilities. We are based in The Deptford Albany in the borough of Lewisham, south east London. We support people with learning disabilities to speak up for themselves or with the help of an advocate. This report is about our activities and outcomes for the people we support during the twelve months from April 2011 to March 2012. Please note, whilst our 3 year plan is due for review the targets identified remain applicable for the purposes of this report.

We are pleased to report success overall in achieving our objectives as outlined. Despite some challenges in relation to long term staff absence we made good progress, maintaining advocacy service and support that ensures people we support get their voices, views and aspirations heard and understood. We are pleased to maintain real roles and real jobs for people with learning disabilities, including consultant trainers and office assistant, all valued members of the Lewisham Speaking Up staff team.

Progress made in respect of advocacy activity during this period remained strong and consistent because we have an experienced staff team. Both this fact, plus the appointment of an experienced temporary replacement for our Project Director ensured both quality and consistency of our activities.

We would like to record our thanks to our staff team for their work and commitment to our values and objectives during this period.

**LEWISHAM SPEAKING UP
DIRECTORS'/TRUSTEES' REPORT
YEAR ENDED 31 MARCH 2012
(Contd)**

The following notes give a brief summary of LSU's activity and results since March 2011 in relation to stated 3-year plan targets.

Targets

- 1. *Keep running the small Speaking Up groups we do now and find money to start more that people say they want such as a 'Good to Complain' group plus groups for older people and people with high support needs.***

Some very good results relating to small group work where our Health Action and Women's groups are growing in strength and effectiveness. Overall numbers of groups and number sustained or increased.

Smaller group activity during this period included a Voice for Life pilot, having secured some start funds to explore a service model offering advocacy training to young people with learning disabilities.

We continue to support a busy and active Women's self advocacy group plus a re-launched Health Action group now a campaign group of self advocates with learning disabilities. During this period the group achieved success and recognition for their Health Action Planning campaign, leading to greater health professional activity in this area.

During this period, after much planning and preparation members of the Women's group hosted a large self advocacy event for with learning disabilities looking at and reporting on women's issues. It well supported with a report of the day disseminated.

As previous years there continues to be general pressure in the self-advocacy budget with the higher cost of People's Parliament activity proving a challenge to sustain in a difficult financial context where our income is decreasing relative to rising expenditure.

- 2. *Double the amount of 1-2-1 Advocacy service, plus find money to help people with high support needs and people who are 'hard to reach'.***

Once again we are pleased to report excellent progress overall. The number of referrals/cases have been sustained during this period despite the absence of sessional staff for much of this time. Greater detail is set out in the 1-2-1 Annual Report. We continue to bring previous income generated / under-spending forward to sustain additional 1-2-1 Advocacy activity. However opportunities to generate income from commissions associated with local service change have ceased during this period leading to a need to seek external funding if levels of service are to be maintained in future years.

- 3. *Start and run a Lewisham People's Parliament plus monthly BIG Speaking Up groups, finding money and partners to help grow them and make them strong.***

We are able to report some excellent sustained progress regarding our People's Parliament for Lewisham. We continue important work to employ people with learning disabilities as experts by experience carrying out the role of Partnership Board MPs.

We are pleased to continue employing people with learning disabilities as sessional consultants trainers although the employment and earnings issues related to arbitrary benefit limits on payments present a bureaucratic challenge for a small charity such as ours. Elections scheduled during this period have been postponed due to staff absence.

**LEWISHAM SPEAKING UP
DIRECTORS'/TRUSTEES' REPORT
YEAR ENDED 31 MARCH 2012
(Contd)**

The People's Parliament continues to deliver on its primary purpose, to give a voice to people with learning disabilities. Attendance has varied with meetings focusing on issues chosen by self advocates at the monthly BIG self advocacy group.

There continues to be good work in relation to the MP's attending the Partnership Board with ongoing reporting back from Parliaments. Changes in services have seen how we get partner 'buy in'. In practice ensuring the wide range of local provider organisations are kept well informed is paying off.

4. *Continue supporting representatives at The NEW Lewisham Learning Disabilities Partnership Board and its new sub groups, so more people can have a stronger voice.*

Excellent progress overall continues as this activity links with target 3 and Parliament activity as described above. The Partnership Board originally adopted a 4 sub-group arrangement, although in practice an In Control group was supported during this period alone.

As above work on employing the 8 people with learning disabilities who are Partnership Board MPs led to LSU employing sessional consultant trainers carrying out the Partnership Board role. Sadly our local supported employment service Mencap Pathways withdrew its support for the activity during this period so employment support has been largely our concern and has demonstrated the necessity of regular Partnership Board MPs' support supervision and training.

5. *Find money to start new ways of getting 'the disability message' out to other people with a Speaking Up Theatre Project and Our Message media group working on newsletters and a new website.*

Progress in this area has suffered as a result of long term staff absence, although quarterly production of Partnership Board reports being circulated have continued to get the message Whilst in place and active, further development of our accessible web site has been on hold for the same reason.

6. *Continue working with other local 'rights' groups and groups from other areas, including looking for money for 'Finding Out' work that gets people out to visit places, people and services.*

Limited progress, with scope to work with other constrained by funding cuts in relation to regional work. Efforts to engage in partnership working were unsuccessful following issues relating to poor communication and a mismatch of objectives. Partnership working opportunities remain of great interest.

7. *Find new ways of being paid to get 'the disability message' out to other people by running training, plus training people to be trainers who get paid as trainers.*

Sustained progress here having introduced real roles and real jobs for people with learning disabilities, with our sessional consultant trainers with learning disabilities getting the disability message out loud and clear.

Our Voice for Life pilot has given us a fresh opportunity to attract new young self advocates to the work. We are looking to build on lessons learnt.

**LEWISHAM SPEAKING UP
DIRECTORS'/TRUSTEES' REPORT
YEAR ENDED 31 MARCH 2012
(Contd)**

8. Find new ways of getting money to do more work that helps people to plan, choose, be independent and get good services, in ways that helps Lewisham Speaking Up pay the bills and keep going.

We have succeeded in sustaining our primary funding augmenting this with retrospective funding in relation to Partnership Board activity. We also continue to sustain progress in respect of 1-2-1 Advocacy in particular.

Our overall income through grant and small commissions has reduced. This is unsurprising given the financial climate. Sources remain mainly local and staff absence has contributed to limited progress in this respect of broader fundraising. Although a small funding application for a women's group event was successful significant achievement in regarding this target remains elusive.

This reporting period leaves two years of our three year grant programme with the financial context is becoming increasingly difficult. Securing non-Lewisham funding although increasingly difficult, remains a priority.

Results

The total incoming resources for the year amounted to £139,867 with an expenditure of £130,385. The surplus available to add to reserves to carry forward was £9,482.

The charity operates for the public benefit by:

providing self-advocacy groups for people with learning disabilities largely based at the Deptford Albany; supporting self-advocates to participate in meetings and events, local, regional and national; providing specialised training and support for people with learning disabilities that supports their full participation in society and their ability to raise awareness of issues that affect them amongst the wider community; 1-2-1 advocacy support where we provide professional casework advocacy support that is in response to self or professional referral. Interventions are generally short to medium term, and in response to issues, problems or changes with services, in particular where independence from service provider conflict is critical.

Future Strategy

The Board/Committee wish to continue taking Lewisham Speaking Up forward in line with its objectives with the intention of reviewing our 3 year strategic plan, lessons learnt through pilot work and recent achievements. We remain firmly of the view that building on our local knowledge and reputation is the way forward if we are to sustain our activity, and meet our objectives plus carry on growing and including more people with learning disabilities in our offer of advocacy support and service.

We would like to take this opportunity to thank Lewisham and the Voluntary Sector Grants Programme for its ongoing commitment to locally rooted groups such as ours. We believe this is our strength and where we differ from larger organisations that offer services in our sector. We remain committed to building on our strengths as an organisation led by its beneficiaries.

**LEWISHAM SPEAKING UP
DIRECTORS'/TRUSTEES' REPORT
YEAR ENDED 31 MARCH 2012
(Contd)**

Our three-year strategy includes:

Developing the Lewisham People's Parliament – building on our success in employing people with learning disabilities who undertake local involvement work aspect, with an ongoing priority to broaden involvement within local service providers and securing development funding.

Sustaining and developing new self-advocacy activity – continuing to provide the platform, such as the People's Parliament, that allows self advocates to take their key messages to those who can change things, but strengthen our ability to show the difference the work makes by focusing on evidence of act9[(r554()-2745(abs)-264(bu[(mo4()-264(b

**LEWISHAM SPEAKING UP
DIRECTORS'/TRUSTEES' REPORT
YEAR ENDED 31 MARCH 2012
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advocacy provision. Internal policies (including financial) are in place to minimise risk and ensure service and operational quality for the charitable company. The Trustees remain committed to achieving the Action for Advocacy 'Charter Standards' mark as the most applicable approach to monitoring and evaluation, that in turns informs future development, despite staff absence leading to delay.

Members of the Management Committee (Board)

Members of the management company, who are Directors for the purposes of company law and Trustees for the purpose of charity law, who served during the year up to the date of this report, are set out on page i.

Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2012 was 5.

Statement of Directors'/Trustees' Responsibilities

Company law requires the Directors/Trustees to prepare annual accounts which give a true and fair view of the state of the company's affairs and of the surplus or deficit of the company for that period.

In preparing the company's accounts, Directors/Trustees are required to:

- consistently apply suitable accounting policies and make judgements and estimates that are reasonable and prudent;
- prepare the accounts on a going concern basis unless it is appropriate to presume that the company will not continue to carry on its business.

The Directors/Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any particular time the financial position of the company. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

.....
Peter Smith
Director

12 December 2012

**LEWISHAM SPEAKING UP
INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF LEWISHAM SPEAKING UP**

We have audited the financial statements of Lewisham Speaking Up for the year ended 31 March 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and the regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 8, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 144 of the Charities Act, and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard – Provisions Available for Small Entities (Revised) in the circumstances set out in Note 11 to the financial statements.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006.

**LEWISHAM SPEAKING UP
INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF LEWISHAM SPEAKING UP
(Contd)**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
the charitable company has not kept adequate accounting records; or
the financial statements are not in agreement with the accounting records and returns;
or
we have not received all the information and explanations we require for our audit.

**Andrew Thurburn & Co.
Chartered Accountants
Statutory Auditors
38 Tamworth Road
Croydon
Surrey
CR0 1XU**

12 December 2012

**LEWISHAM SPEAKING UP
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2012**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
INCOMING RESOURCES					
Income in furtherance of the charity's activities	2	76,465	63,285	139,750	139,919
Investment income	3	117	-	117	136
Total incoming resources		<u>76,582</u>	<u>63,285</u>	<u>139,867</u>	<u>140,055</u>
RESOURCES EXPENDED					
Charitable expenditure:					
Activity costs		71,302	56,704	128,006	135,331
Depreciation		-	760	760	1,588
Governance costs		1,085	534	1,619	2,480
Total resources expended	4	<u>72,387</u>	<u>57,998</u>	<u>130,385</u>	<u>139,399</u>
NET INCOME FOR THE YEAR					
Transfers between funds		4,195	5,287	9,482	656
		5,349	(5,349)	-	-
NET MOVEMENT IN FUNDS		<u>9,544</u>	<u>(62)</u>	<u>9,482</u>	<u>656</u>
Fund balances at 1 April 2011		36,988	14,610	51,598	50,942
FUND BALANCES AT 31 MARCH 2012	10	<u>46,532</u>	<u>14,548</u>	<u>61,080</u>	<u>51,598</u>

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

**LEWISHAM SPEAKING UP
BALANCE SHEET
AS AT 31 MARCH 2012**

	Notes	2012		2011	
		£	£	£	£
FIXED ASSETS					
Tangible assets	7		618		1,378
CURRENT ASSETS					
Cash at bank and in hand		64,235		51,449	
Debtors		2,062		5,253	
		<u>66,297</u>		<u>56,702</u>	
CREDITORS: Amounts falling due within one year	8	<u>(5,835)</u>		<u>(6,482)</u>	
NET CURRENT ASSETS			<u>60,462</u>		<u>50,220</u>
NET ASSETS			<u>61,080</u>		<u>51,598</u>
INCOME FUNDS					
Restricted funds			14,548		14,610
Unrestricted funds			46,532		36,988
			<u>61,080</u>		<u>51,598</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to Small Companies.

The accounts were approved by the Board on 12 December 2012

.....
Peter Smith
Director

**LEWISHAM SPEAKING UP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2012**

1. ACCOUNTING POLICIES

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities", and in accordance with applicable UK accounting standards.

1.2 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and machinery	33% on cost
Fixtures, fittings and equipment	33% on cost

1.3 Fund accounting

Funds held by the charity are either:

- Unrestricted general funds, which can be used in accordance with charitable objects at the discretion of the trustees; or
- Restricted funds, which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2. INCOME IN FURTHERANCE OF THE CHARITY'S ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2012	Total 2011
	£	£	£	£
LB Lewisham Grants	76,452	25,680	102,132	101,580
LB Lewisham LD Commissioning	-	36,605	36,605	31,369
Inclusion North	-	1,000	1,000	-
Other	13	-	13	6,970
	76,465	63,285	139,750	139,919
	76,465	63,285	139,750	139,919

3. INVESTMENT INCOME

	2012	2011
	£	£
Interest receivable	117	136
	117	136
	117	136

4. TOTAL RESOURCES EXPENDED

	Salary Costs	Other Costs	Total 2012	Total 2011
	£	£	£	£
Charitable Expenditure:				
Activity costs	97,201	30,805	128,006	135,331
Depreciation	-	760	760	1,588
Auditors' Remuneration	-	1,500	1,500	1,440
Other Governance costs	-	119	119	1,040
	97,201	33,184	130,385	139,399
	97,201	33,184	130,385	139,399

**LEWISHAM SPEAKING UP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2012
(Contd)**

5. TRUSTEES

None of the Trustees (or any persons connected with them) received any remuneration or expenses for their services as Trustees during the year or the previous year.

6. EMPLOYEES

Number of employees	2012	2011
The average monthly number of employees (full-time equivalents) during the year was:		
Administration and Charitable Activities	4	4
	<u> </u>	<u> </u>
Employment costs	2012	2011
	£	£
Wages and salaries	89,068	94,493
Social security costs	5,237	7,284
Pension costs	2,896	3,595
	<u> </u>	<u> </u>
	<u>97,201</u>	<u>105,372</u>

7. TANGIBLE FIXED ASSETS

	Plant and Machinery	Fixtures, Fittings & Equipment	Total
	£	£	£
Cost			
At 1 April 2011	6,451	3,361	9,812
Additions	-	-	-
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2012	<u>6,451</u>	<u>3,361</u>	<u>9,812</u>
Depreciation			
At 1 April 2011	6,451	1,983	8,434
Charge for the year	-	760	760
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2012	<u>6,451</u>	<u>2,743</u>	<u>9,194</u>
Net book value			
At 31 March 2012	<u> </u>	<u>618</u>	<u>618</u>
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2011	<u> </u>	<u>1,378</u>	<u>1,378</u>

8. CREDITORS: Amounts falling due within one year

	2012	2011
	£	£
Accruals	5,835	6,482
	<u> </u>	<u> </u>

**LEWISHAM SPEAKING UP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2012
(Contd)**

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Fund balances at 31 March 2012 are represented by:				
Tangible fixed assets	-	618	618	1,378
Current assets	49,681	16,616	66,297	56,702
Creditors: amounts falling due within one year	(3,149)	(2,686)	(5,835)	(6,482)
	<u>46,532</u>	<u>14,548</u>	<u>61,080</u>	<u>51,598</u>

10. RESTRICTED AND UNRESTRICTED FUNDS

	Total 2012 £	Unrestricted Funds £	Restricted Funds £	Senior 121 £	Sessional 121 £	LBL Invoiced Work £	Earned 121 £	Women's Stay Safe Grant £	Web Media £
Opening Balance	51,598	36,988	14,610	(1,865)	(2,136)	-	17,407	-	1,204
Income – Grants	121,580	75,900	45,680	45,680	-	-	-	-	-
– Other	18,287	682	17,605	-	-	16,605	-	1,000	-
	<u>139,867</u>	<u>76,582</u>	<u>63,285</u>	<u>45,680</u>	<u>-</u>	<u>16,605</u>	<u>-</u>	<u>1,000</u>	<u>-</u>
Expenditure									
– Staff Costs	103,004	53,046	49,958	38,249	3,294	7,943	-	472	-
– Advocacy Activity	6,194	4,929	1,265	707	20	10	-	528	-
– Administration & Marketing	18,808	13,327	5,481	5,421	60	-	-	-	-
– Depreciation	760	-	760	143	-	-	-	-	617
– Governance Costs	1,619	1,085	534	534	-	-	-	-	-
	<u>130,385</u>	<u>72,387</u>	<u>57,998</u>	<u>45,054</u>	<u>3,374</u>	<u>7,953</u>	<u>-</u>	<u>1,000</u>	<u>617</u>
Surplus/(Deficit) for Year	9,482	4,195	5,287	626	(3,374)	8,652	-	-	(617)
Transfers Between Funds	-	5,349	(5,349)	1,865	14,042	(3,849)	(17,407)	-	-
Balances 31.03.12	<u>61,080</u>	<u>46,532</u>	<u>14,548</u>	<u>626</u>	<u>8,532</u>	<u>4,803</u>	<u>-</u>	<u>-</u>	<u>587</u>

11. AUDITORS

In common with many other organisations of our size and nature, we use our auditors to assist with the preparation of the financial statements.