

**KINDRED ADVOCACY**

**Scottish Charity No: 000264**

**Company No. SC409397**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**Report of the Directors  
For the Year ended 31 March 2014**

The directors present their report and financial statements for the year ended 31 March 2014.

**Reference and Administrative Details**

<i>Company Number:</i>	SC409397
<i>Scottish Charity Registration No:</i>	SC000264
<i>Registered Office:</i>	7 Rutland Court Lane, Edinburgh, EH3 8ES
<i>Bankers:</i>	The Royal Bank of Scotland
<i>Company Directors: (Trustees)</i>	The directors serving during the period and since the period end were as follows:  Morag Steven Elisa Henderson Becky Goss Julia Main – resigned 11/11/2013 Celia Sweeney Alison Corbett Catherine Foggo – resigned 29/5/2014 Nichola Printie
<i>Secretary &amp; Director of Operations</i>	Sophie Pilgrim
<i>Independent Examiner:</i>	Christopher Spalding C.A. (ICAS)

**Statement of Directors Responsibilities**

The directors are responsible for preparing the directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing the financial statements the directors are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and accounting estimates that are reasonable and prudent.
- Observe the methods and principles in the Charities Statement of Recommended Practice.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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**Report of the Directors (Continued)  
For the Year ended 31 March 2014****Structure, Governance and Management**

Kindred Advocacy is a charitable company limited by guarantee and is governed by its Memorandum and Articles of Association dated 14 October 2011. The liability of each member is limited to £1. Kindred Advocacy is a registered charity with the Office of the Scottish Charity Regulator (OSCR).

*Structure*

The company will have no less than three and no more than ten directors who shall be responsible for the management of the company's business. At any one time at least two directors are to be parents of children with additional needs. The directors may be elected at any general meeting of the company or appointed by the other directors.

The board of directors appoints a director of operations, carries out financial management and is available to assist the director of operations. The director of operations is responsible for the day to day management of the charity's activities. The board meets on a regular basis, on average seven times a year, to examine financial and operational matters. All staff have access to the board.

*Recruitment of Directors*

The directors are appointed to maintain a balance of skills within the board of directors.

*Induction and Training of Directors*

An induction programme, which includes a day spent shadowing staff, training and publications are made available to committee members to assist them to carry out their duties and understand their responsibilities. They take part in an annual development day when they review organisational strategy and their role in implementing that strategy.

*Risk Management*

The board of directors are satisfied that the major risks to which the charity is exposed have been reviewed and procedures have been established to manage these risks.

**Objectives and Activities**

The objects of Kindred Advocacy are:

To promote the relief of families of children and young people affected by ill-health or disability; and, to promote equality and diversity by advocacy and campaigning on behalf of families of disabled children and young people for better access to public facilities.

**Achievements and Performance**

The year ending 31 March 2014 has been a year of recovery, but we have also had good news and lots of progress to celebrate. Improvements in our financial outlook allowed us to reinstate staff hours, which had been reduced the previous years, and throughout the year we have been able to make some small increases to the staff team, growing to twelve in total.

The retention of our staff has been largely due to securing two major grants from the Big Lottery Fund and from the Scottish Government's Third Sector Early Intervention Fund (TSEIF). These awards have enabled us to maintain our services in Fife and at the Royal Hospital for Sick Children (RHSC) in Edinburgh. We have worked hard to deliver support to parents in Edinburgh, the Lothians and Fife as well as many parents from further afield whose children are in-patients at RHSC Edinburgh. We have also provided advocacy to young people in Edinburgh and the Lothians. We have continued to provide our therapeutic massage project on the wards of RHSC Edinburgh. Our specialist counselling service for parents operates at full capacity but we have managed to provide the service without a waiting list.

**Report of the Directors (Continued)  
For the Year ended 31 March 2014****Achievements and Performance (continued)**

We have seen an increase in the complexity of cases referred to Kindred, reflecting our established reputation. We provided advocacy and a wide range of support to a total of 674 families. Of these families 225 are in receipt of High Rate Care (Disability Living Allowance) indicating the high level of need. 109 families were supported at the Royal Hospital for Sick Children (Edinburgh) including 24 in the Paediatric Intensive Care Unit or Neonatal care.

Our TSEIF grant allowed us to invest time in developing a Glasgow service through our links with the National Managed Clinical Network for Children with Exceptional Needs. We visited Child Development Centres in Greater Glasgow and Clyde to explain our model of practice and met parents at Kelbourne Park School. This has helped us to evidence the need for a second Glasgow post with plans to start supporting families later in 2014. By the end of the financial year we were supporting 23 families in the West of Scotland.

As a member of the Discoveries consortium, Kindred ran a range of pilot support groups which has given us the opportunity to reflect on our advocacy service and to trial new ways of providing support. Our FaceBook page is now very active with regular posts and we are gradually increasing our knowledge of social media. We also ran two popular projects for young people. Our Saturday Nights Club provided 38 young people with the opportunity for nights out, and 61 parent/carers with respite on a Saturday night, as well as attracting a number of very dedicated volunteers who contributed to the success of the project. We also worked with Young Scot to consult young people on their views about advocacy in a project which culminated in a reception at the Scottish Parliament, hosted by Children's Minister, Aileen Campbell MSP.

Towards the end of the year, we secured a significant award of £50,000 from Yorkhill Children's Charity to fund a 29 hour post alongside a 20 hour post funded by TSEIF. We also heard that we had secured a tender from Scottish Government to work in partnership with the Govan Law Centre to run an advocacy service for the Additional Support for Learning Tribunals Scotland (ASNTS).

We are really pleased to be looking forward to a more stable financial future with long term grants providing support to our core costs including management and administration. This means that our organisation is able to concentrate on the challenge of supporting families so that they are in the very best possible position to care for their children, whatever their level of need.

**Treasurer's report**

As Treasurer, I am pleased to see an increase in our annual income from £306,769 to £361,361. This reflects a continuing upward trend in Kindred's income. The increase is largely due to significant grant awards from the Big Lottery Fund Scotland (£72,641) for our project in Fife, and from the Scottish Government's Third Sector Early Intervention Fund (£65,085) for our hospital projects in Edinburgh and Glasgow. We also received a grant from the Scottish Government (£15,426) for our work on Self Directed Support for a project delivering advocacy for young people.

The Board's long-term decision to diversify income in 2012 – 2013 has been realised. Rather than apply for a large grant to replace historic funding, we have divided our work into project areas and moved towards seeking full cost recovery on all projects. We are continuing to make progress with this strategy and we have good indications that we will be increasing our income and strengthening our financial outlook in the near future.

We are delighted to have received renewed funding of £40,000 from the Sick Kids Friends Foundation towards a full time post at the Royal Hospital for Sick Children, Edinburgh. The Friends Foundation has also awarded a generous new grant towards our counselling service, providing professional counselling for parents. Despite the economic climate our grant aid from City of Edinburgh Council has not diminished and provides a major contribution to our Helpline. We also receive grants from Midlothian Council and NHS Lothian towards our staff salaries. We continue to be supported by NHS Fife through the Carers Information Strategy.

**Report of the Directors (Continued)  
For the Year ended 31 March 2014****Treasurer's report (continued)**

This year, we have seen a notable increase in our unrestricted reserves from £25,026 to £37,485. We owe special thanks to the R S MacDonald Trust who supported us with an unrestricted grant of £15,878. We had applied to the trust for a grant for our Helpline but the Trust went to some lengths to assess our circumstances and then offered unrestricted funding. As well as increasing our reserves, the grant allowed us to increase our administrative support and make the venture into new territory by appointing a Fundraiser. The trustees are committed to a year on year increase in our reserves until we have attained a target of three months running costs.

We are very grateful to our generous supporters including Mr Jim McGuire who has gifted £6,330 to Kindred this year. We are also grateful to the Souter Trust for an unrestricted grant of £5,000. In total we have raised £29,700 in unrestricted funding which is of great assistance in operating a developing service.

In the coming years we hope to continue to improve our financial stability by seeking long term funding with full cost recovery. This strategy has already resulted in an increase in our reserves and we hope to continue these positive trends. The year ended with exciting new developments that will see Kindred providing a national service across Scotland

**Reserves policy**

The directors consider that the aim should be for reserves to be at a level of at least three months of running costs in order to allow the charity to operate from year to year. The current sum of free reserves at 31<sup>st</sup> March 2014 is £37,485.

**Independent Examiner**

Christopher Spalding C.A. has indicated his willingness to continue in office as independent examiner and a resolution proposing his re-appointment will be put to the Annual General Meeting.

**On Behalf of the Board**

**Nichola Printie**  
**Director**

**28 October 2014**

**Independent Examiner's Report to the Trustees of Kindred Advocacy**

I report on the accounts of the charity for the year ended 31 March 2014 which are set out on pages 6 to 13.

**Respective responsibilities of trustees and examiner**

The charity's trustees (directors) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) – (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts 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 Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and 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 in the accounts.

**Independent examiners statement**

In the course of my examination, no matter has come to my attention

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

Christopher Spalding CA (ICAS)  
James Anderson & Co  
Chartered Accountants  
Pentland Estate  
Straiton  
EH20 9QH

28 October 2014

**Statement of Financial Activities  
(incorporating Income and Expenditure Account)**

**For the Year ended 31 March 2014**

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2014	14/10/11 -31/3/13
		£	£	£	£
<b>Incoming Resources</b>					
Incoming resources from generated funds					
- Voluntary income	2	29,700	-	29,700	84,873
- Activities for generating funds	3	-	-	-	3,050
Incoming resources from charitable activities					
- Grants receivable	4	-	303,912	303,912	205,712
- Contract income	4	27,750	-	27,750	56,540
<b>Total incoming resources</b>		<b>57,450</b>	<b>303,912</b>	<b>361,362</b>	<b>350,175</b>
<b>Resources Expended</b>					
Costs of generating funds					
- Costs of generating voluntary income	5	689	-	689	1,251
Charitable activities	6	42,166	310,491	352,657	315,592
Governance costs	7	2,136	-	2,136	1,727
<b>Total resources expended</b>		<b>44,991</b>	<b>310,491</b>	<b>355,482</b>	<b>318,570</b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>12,459</b>	<b>( 6,579)</b>	<b>5,880</b>	<b>31,605</b>
<b>Fund Balances in 1 April 2013</b>		<b>25,026</b>	<b>6,579</b>	<b>31,605</b>	<b>-</b>
<b>Fund Balances at 31 March 2014</b>	12	<b>37,485</b>	<b>-</b>	<b>37,485</b>	<b>31,605</b>

All the results of the charity relate to continuing activities.

There were no other recognised gains or losses other than those included above.

**Balance Sheet**  
**As at 31 March 2014**

	<b>Notes</b>	<b>2014</b> <b>£</b>	<b>2013</b> <b>£</b>
<b>Fixed Assets</b>			
Tangible assets	9	6,382	5,889
<b>Current Assets</b>			
Debtors	10	40,813	18,511
Bank		78,766	67,749
		119,579	86,260
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	11	88,476	60,544
<b>Net Current Assets</b>		<b>31,103</b>	<b>25,716</b>
<b>Net Assets</b>		<b>37,485</b>	<b>31,605</b>
<b>Represented by:</b>			
Restricted funds	12	-	6,579
Unrestricted funds	12	37,485	25,026
	12	37,485	31,605

These annual accounts have not been audited because the company is entitled to the exemption provided by S477 of the Companies Act 2006 and members have not required the company to obtain an audit of its accounts for the period in accordance with S476 of the Companies Act 2006. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records that comply with S386 of the Companies Act 2006. The directors also acknowledge their responsibilities for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year in accordance with S396 Companies Act 2006, and which otherwise comply with the requirements of that Act relating to accounts, so far as applicable to the company. The financial statements on pages 6 to 13 were approved on 28 October 2014 and signed on its behalf.

**Nichola Printie Director**





**Notes to the Financial Statements  
For the Year ended 31 March 2014**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>3. Activities for Generating Funds</b>		
<b>Unrestricted funds</b>		
Ian Rankin events	-	1,773
Other fundraised income	-	1,277
	<u>-</u>	<u>3,050</u>
	<u>-</u>	<u>-</u>
<b>4. Incoming resources from charitable activities</b>		
<b>Grants received - restricted grants</b>		
Big Lottery Fund	72,671	17,505
City of Edinburgh Council	14,044	14,044
City of Edinburgh Council	19,236	19,236
Midlothian District Council	6,775	6,775
Sick Kids Friends Foundation	50,000	42,500
NHS Fife	40,837	56,800
Ark Housing Trust	-	15,000
Access to work	-	275
The R S MacDonald Charitable Trust	-	13,500
Shared Care Scotland	10,546	10,877
Young Scot	1,092	1,000
Scottish Government SDS (pilot projects)	8,200	8,200
Scottish Government SDS (young people)	15,426	-
Third Sector Early Intervention Fund	65,085	-
	<u>303,912</u>	<u>205,712</u>
	<u>-</u>	<u>-</u>
<b>Contracted Income</b>		
Carers information point (NHS Fife)	-	3,500
Self Directed Support project (Discoveries post)	-	25,290
ASL helpline & training	27,750	27,750
	<u>27,750</u>	<u>56,540</u>
	<u>27,750</u>	<u>56,540</u>

**Notes to the Financial Statements  
For the Year ended 31 March 2014**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>5. Cost of generating voluntary income</b>		
Fundraising expenses	689	1,251
	<hr/>	<hr/>
<b>6. Charitable activities</b>		
Salaries	260,293	230,372
Staff pensions	13,888	13,927
Staff expenses	7,375	7,239
Staff supervision	5,330	3,921
Staff training	2,739	1,035
Staff recruitment costs	850	1,106
Contracted work expenses	2,880	2,949
Therapeutic services	11,719	12,668
Cleaning	1,534	1,625
Project support	9,280	7,635
Production of information	2,422	1,742
Stationery	2,666	1,233
Postage	1,498	1,576
Room hire	2,690	197
Rent	11,923	14,369
Heat & light	1,764	1,294
Water rates	1,136	840
Telephone	3,986	3,319
Website & photography	60	60
Subscriptions	507	715
Sundry expenses	500	493
Payroll service charge	511	671
Computer running costs	2,581	2,437
Insurance	1,488	1,484
Organisational development expenses	910	722
Depreciation	2,127	1,963
	<hr/>	<hr/>
	352,657	315,592
	<hr/>	<hr/>
<b>7. Governance Costs</b>		
Committee expenses	322	131
Independent examiners fee	1,500	1,500
AGM expenses	34	83
Annual report	280	13
	<hr/>	<hr/>
	2,136	1,727
	<hr/>	<hr/>

**Notes to the Financial Statements  
For the Year ended 31 March 2014**

**8. Staff Costs**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Wages	239,302	211,625
Social security costs	20,991	18,747
Pension costs	13,888	13,927
	<u>274,181</u>	<u>244,299</u>

The average monthly number of employees during this year was nine. No directors received any remuneration or reimbursement of expenses during the year for their service as executive committee members. No employee received remuneration of more than £60,000.

**9. Fixed Assets**

<b>Cost</b>	<b>Office Equipment</b>
	<b>£</b>
As at 1 April 2013	19,580
Additions	2,620
	<u>22,200</u>
As at 31 March 2014	22,200
	<u>15,818</u>
<b>Depreciation</b>	
As at 1 April 2013	13,691
Charge for year	2,127
	<u>15,818</u>
As at 31 March 2014	15,818
	<u>6,382</u>
<b>Net Book Value</b>	
At 31 March 2014	6,382
At 31 March 2013	5,889

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>10. Debtors</b>		
Trade debtors	38,481	15,200
Prepayments	2,332	3,311
	<u>40,813</u>	<u>18,511</u>

**11. Creditors: amounts falling due within one year**

Trade creditors	1,208	8,298
Accruals	1,500	1,500
Other taxes & social security	6,100	4,508
Deferred income	77,750	27,750
Other creditors	1,918	18,488
	<u>88,476</u>	<u>60,544</u>

**Notes to the Financial Statements  
For the Year ended 31 March 2014**

**12. Funds**

	At 1 April 2013 £	Income £	Expenditure £	At 31 March 2014 £
<b>Unrestricted funds</b>	25,026	57,450	44,991	37,485
<b>Restricted funds</b>				
Big Lottery Fund	-	72,671	72,671	-
City of Edinburgh	-	14,044	14,044	-
Midlothian District	-	6,775	6,775	-
City of Edinburgh Council S10	-	19,236	19,236	-
NHS Fife	-	40,837	40,837	-
Sick Kids Friends Foundation	-	50,000	50,000	-
R S MacDonald	5,625	-	5,625	-
Scottish Government				
SDS (pilot projects)	-	8,200	8,200	-
Shared Care Scotland	-	10,546	10,546	-
Young Scot	954	1,092	2,046	-
Scottish Government				
SDS (young people)	-	15,426	15,426	-
Third Sector Early Intervention Fund	-	65,085	65,085	-
	<u>6,579</u>	<u>303,912</u>	<u>310,491</u>	<u>-</u>
<b>Total funds</b>	<u>31,605</u>	<u>361,362</u>	<u>355,482</u>	<u>37,485</u>

The unrestricted funds represent funds which the Committee is free to use in accordance with the objects of the charity.

The restricted funds represent funds received and raised for specific purposes.

**Source of funds:**

**Specific purpose**

Big Lottery Fund	Kindred in Fife
City of Edinburgh Council	To cover therapeutic services
Midlothian District Council	Advocacy and therapeutic services
City of Edinburgh Council S10	Helpline, emotional support, advocacy
Sick Kids Friends Foundation	Peer support at RHSC & counselling service
NHS Fife	Promoting resilience for parent carers
R S MacDonald Charitable Trust	Helpline
Scottish Government SDS (pilot projects)	Piloting self directed support projects
Shared Care Scotland	Better Breaks programme
Young Scot	Young people's participation project
Scottish Government SDS (young people)	Young people's self directed support
Third Sector Early Intervention Fund	Hospital support

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**Notes to the Financial Statements  
For the Year ended 31 March 2014****13. Analysis of Net Assets between Funds**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total £</b>
Tangible fixed assets	6,382	-	6,382
Net current assets	31,103	-	31,103
	<hr/>	<hr/>	<hr/>
	37,485	-	37,485
	<hr/>	<hr/>	<hr/>