

Company Registration No. 03416785

Charity Registration No. 1074622

**Community Advice Works**  
**(A company limited by guarantee)**  
**Annual Report and Financial Statements**  
**For the year ended 31 March 2021**

**Kathleen Moss ACMA, CGMA**  
**Independent Examiner**  
**48 Lawn Terrace,**  
**London,**  
**SE3 9LP**

**Community Advice Works**  
**(A company limited by guarantee)**  
**Trustees' Annual Report**  
**For the year ended 31 March 2021**

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**Community Advice Works**  
**(A company limited by guarantee)**  
**Trustees' Annual Report**  
**For the year ended 31 March 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03416785 (England and Wales)

**Registered Charity number**  
1074622

**Registered office**  
49a Hatfield Close  
London  
SE14 5DW

**Trustees / Directors**  
Katherine A Dunbar (co-chair)  
Jill Mountford  
Juliet Sturridge  
Gillian E Hart  
Nick Kardahji  
Toby Conyers (co-chair)  
Ravi Ravindran  
Amy Harrison  
Claudia Hyde

**Treasurer**  
Juliet Sturridge

**Company Secretary**  
Gillian E Hart

**Independent Examiner**  
Kathleen Moss ACMA, CGMA  
48 Lawn Terrace,  
London  
SE3 9LP

**Bankers**  
Barclays Bank Plc  
93 Lewisham High Street  
London  
SE13 6BB

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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) (FRS 102) and The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### **Recruitment and appointment of new trustees**

Directors/Trustees are appointed at an Annual General Meeting when a third of the existing Directors/Trustees must resign at which point they can then stand for re-election.

As set out in The Articles of Association the Trustees, who are also directors for the purposes of company law, have the power at any time, and from time to time, to appoint any person to be a Director/ Trustee, either to fill a casual vacancy or as an addition to the existing Directors/Trustees. Any Director/Trustee so appointed shall hold the office only until the next following Annual General Meeting and shall then be eligible for re-election.

### **Organisational structure**

The charitable company is managed by Directors/Trustees elected at the Annual General Meeting. The Directors/Trustees also act under company law as Directors of the company. There were nine Directors/Trustees as at 31 March 2021 each of whom is liable to pay a maximum of £1 in the event of the company being wound up. The board meet every 4 to 6 weeks to monitor the on-going development of the project and to discuss reports on work related projects. Updates on issues related to finance are given at each meeting. Health and Safety and staff matters are always itemised on the agenda.

The Directors/Trustees have been monitoring the organisation to ensure it is efficient, effective and sustainable. The Directors/Trustees are also committed to furthering partnership working to enable residents to benefit from local services that complement each other, avoid duplication and ensure best practice.

### **Risk management**

Following the sale of 170 New Cross Road we have secured a contract on a smaller, more appropriate workspace owned by Lewisham Homes and rent free to us.

We need to note the risk attached to the new premises as we do not own it and although we have an indefinite contract with Lewisham Homes we do, overall, have less security, however we calculate that this is a small risk.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Risks in a Covid-19 world**

The Trustees are very aware of the difficult financial situation that confronts our local community and our organisation. Community Advice Works has suffered year-on-year cuts to our main grant and it is likely to be an 80% cut in the financial year 2022-23. The services we provide offer a safety net to struggling families and vulnerable individuals and the need for our services has become greater and will continue to grow as a result of the pandemic and looming economic crisis. We have sort to secure alternative funding to continue this much needed service and plan to use some of the investment return on our capital from the sale of 170 New Cross Road to cover costs in the short-term. It is becoming increasingly difficult as many more charities struggle in the Covid-19 situation and council funding is drastically cut but central government.

There are risks to consider around staff working from home, these include social isolation, a sense of not being supported in the way staff are in the office environment, unable to see clients face to face and the affect this has on the service we can offer and the satisfaction client and staff may or may not achieve and the risk of staff being off work due to illness and self-isolation.

Reviewing the risk of Covid-19 and its impact on our service and community needs to be reviewed by the Directors/Trustees at every Board meeting over this current financial year, including measuring the impact and mitigating where possible.

Keeping on top of government and WHO changes to guidelines on how to best manage the Covid-19 situation in relation to delivering our service is time consuming but a top priority so that staff, volunteers and clients feel safe and respected.

### **Operating in a Covid-19 world**

Like many charities around the world we find ourselves in a situation where demand for our services is increasing, and, we anticipate, will continue to increase while at the same time funding to deliver our services is being cut, lost and harder to attain from grant givers under huge pressure from increased demand.

For the financial year under review Covid-19 undoubtedly impacted on how we were able to deliver our service and meet the increased demand but we adapted to online advice and fully maintained the delivery of our services. Similarly, our finances were only negligibly impacted to date. However, we fully expect this to change at the beginning of the 2022-2023 financial year.

Making the adjustments as staff work from home, striving to meet the growing needs of the local community during these difficult times has had some relatively small additional cost to the organisation which we will be able to claim back from the lead partner in the Lewisham Advice Line consortium.

It is vital that the organisation continue to look and win new sources of funding and a strategy for raising funds has been developed which the directors/Trustees have made central to their overall strategic planning.

The Directors/Trustees regularly monitor and review the risks facing the charity and to ensure that appropriate plans and policies are in place.

## OBJECTIVES AND ACTIVITIES

### Objectives and aims

Every year we work with clients to maximise their income through benefit applications, and assist with appeals and tribunals. We continue to support people to deal with changes to the benefit system, such as the bedroom tax and changes to PIP and DLA, and other measures that have resulted in reduced income level for the families and individuals who seek our assistance.

We saw cases of domestic violence increased significantly as the Covid-19 pandemic unfolded. CAWS's Domestic Violence provides continues to grow and provide a supportive environment in which women can process their experiences, explore options and pave the way for future change. Through follow-up consultations with women who received support, there was a reduction in the level of violent and controlling behaviours and injuries and significant improvements in women's self-esteem, anxiety, depression and self-efficacy.

Our focus has been to identify new revenue and capital funding opportunities to ensure our activities are sustained. This has resulted in the establishment of new partnerships and joint working with other local organisations.

The objectives of the charity as set out in the company's memorandum of association are:

- To improve social conditions, health, employment training and life skills of poor persons resident in the London Borough of Lewisham and surrounding areas.

The description "poor" is perhaps a little anachronistic and we continue to work with some of the most socially and economically deprived people in the borough enabling and empowering them to access services and agencies to help improve their lives.

**The strategies employed to achieve the charity's objectives are to:**

- To offer advice and information services to local families/individuals
- To provide volunteering and training opportunities
- To offer advocacy and counselling to victims of domestic violence.

### Ensuring our work delivers our aims

We review our aims, objectives and activities each year. The review over the coming year in the will include learning lessons on managing and meeting new and increased demands from our client group as well as sharing good practice with and from other local agencies. The review looks at what was achieved and the outcomes in the previous 12 months as well as developing strategies for this current year. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. It also helps us ensure our aim, objectives and activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities.

## **OBJECTIVES AND ACTIVITIES (CONTINUED)**

### **How our activities deliver public benefit.**

Our main activities and who we try to help are described below. All our charitable activities focus on the improvement of social conditions and prospects for socially and economically deprived people resident in the London Borough of Lewisham and are undertaken to further our charitable purposes for the public benefit

#### **Advice work**

Throughout the year we have delivered a service to clients across the borough assisting them with benefits applications and appeals, we have done preliminary advice in housing, immigration, tax and debt.

Data collected over the year continues to show the financial gains made for our clients by maximising benefits and winning appeals.

We remain an equal partner in the Advice Line Lewisham consortium and play a full and positive role in its development for the time being.

#### **Mosaic – Women's project supporting women experiencing domestic violence**

This advocacy service operating from St Thomas' Hospital provides a supportive environment for women experiencing domestic violence. This project has been part of our delivery of services for more than a decade now and remains a significant provider of support for women, helping them to process their situations and experiences, to consider their options and to deal with the myriad of issues facing them. These range from practical concerns around money, accommodation, children and work to issues of confidence, depression, anxiety and self-esteem. We have seen a significant increase in calls for help since the first lockdown in March 2020. This has put pressure on our advisors but they have continued to provide the same high quality of support. This service provides support for women from a very diverse community.

#### **Change of Name**

The Charity changed its name from 170 Works to Community Advice Works following the sale of our building at 170 New Cross Road, after which we were named. It was felt that without the physical connection to the building the name made less sense and we should take the opportunity to make better use of our branding to alert potential clients to our services. The name was changed at Companies House on 10 March 2021.

#### **CAW - Space**

Through longstanding good relations with Lewisham Homes we operate out of 49a Hatfield Close as our base on a long term lease, rent free, with maintenance support. The property has been renovated and refurbished to make it an appropriate and useful work place for the delivery of a face to face advice service and drop in centre. Since moving premises to 49a Hatfield Close and despite period of lockdown we have been able offer staff, clients and volunteers a much more appropriate work environment.

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**Volunteers**

The Trustees would like to take this opportunity to thank all the volunteers who gave their time and support so generously. Volunteers are the heart of CAW and without their commitment we would not be able to provide as full a service. CAW has traditionally taken on volunteers from the local area who are unemployed although our volunteers come from all walks of life and are of all ages. Volunteers are involved in all aspects of the organisation.

**FINANCIAL REVIEW**

**Reserves policy**

The activities of Community Advice Works are financed on a project-funding basis with a measure of unrestricted funding to cover necessary administration, core costs and overheads.

In order to fund the core costs of the organisation a management fee is built into funding applications. At the reporting date the General Reserve stands at £629,4324 (2020: £498,936). The additional reserves were raised by the sale of the charity's property at 170 New Cross Road, London SE14 5AA.

The Income generated for the year was £218,858 (2020: £224,421), with expenditure of £241,514 (2020: £291,719). This left CAW with a deficit for the year of £22,656 (2020: £67,298).

The trustees intend to invest a substantial part of these funds in a CCLA Investment fund, leaving enough accessible funds to cover 6 months overheads in the bank account at any one time. The money earned from the investment can in the short term be used to help mitigate the risk of funding cuts from London Borough of Lewisham in 2022-2023. We are investing more of our time and resource on fund-raising and will apply for NCIL funds in Autumn 2021. For the time being our known and agreed income for the current year is considered to be sufficient to ensure continuing operations over the next financial year and beyond.

**Principal funding sources**

The principal funding sources were the London Borough of Lewisham, St Thomas NHS Trust, Pinnacle Housing, New Cross Gate Trust and the Leathersellers. We will be applying for NCIL funding coming available in the Borough towards the end of 2021. We intend to apply for a significant amount of money to cover any loss in funding and for further development of the work we do. The board is extremely grateful to all our funders for their continued support.

**Investment policy and objectives**

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Directors/Trustees wish and in line with our investment policy.

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## **FUTURE DEVELOPMENTS**

We anticipate significant pressure on our finances and other resources during the coming financial year as a result of the expected cut in our funding from Lewisham Council and the looming economic crisis following in the wake of Covid-19

Directors/Trustees are developing strategic plans to ensure the organisation manages this new situation as best it can with robust policies, procedures, training and support in place, alongside a regularly reviewed risk register, a fundraising strategy that is realistic and innovative. Care of our most valuable asset, the staff and volunteers will continue to be in the foreground.

The charity was successful in its re-application for accreditation on behalf of the advice service to the Office of the Immigration Services Commissioner (OISC), Community Legal Services and the Quality Mark. The organisation continues to strive to be an active voice for our service users and communities and actively encourages and promotes community cohesion. The directors and trustees are committed to continue with further consortium and partnership working to maximise our impact. Community Advice Works Management Board and staff seek to ensure that the community is at the heart of its work.

Community Advice Works  
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Trustees' Annual Report  
For the year ended 31 March 2021

## STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Community Advice Works for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

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

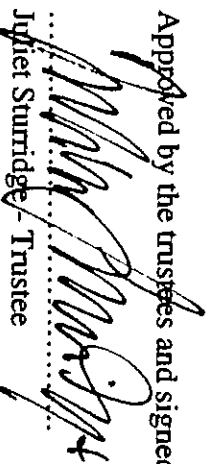
Our Independent Examiner, appointed by during the year, is Kathleen Moss ACMA, CGMA.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31st March 2021 was 9 (2020: 5). Trustees are members of the charity but this entitles them only to voting rights.

The trustees have complied with the duty in section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

The company has taken advantage of the small companies' exemption in preparing the report above. The trustees declare that they have approved the trustees' report (including directors' report) above.

Approved by the trustees and signed on their behalf by:

  
Juliet Sturridge - Trustee

Date: 31. 1. 22

## Independent Examiner's Report

### To the Trustees of Community Advice Works Limited

I report on the accounts of the charity for the year ended 31st March 2021, comprising of the Statement of Financial Activities, Balance Sheet and associated notes.

#### Respective responsibilities of Trustees and examiner

The Trustees, who are also directors of Community Advice Works Limited for the purposes of company law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and part 16 of the Companies Act 2006 and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### 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 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006, Regulation 8 of the Charities Act 2011 and with the methods and principles of the Charities Statement of Recommended Practice FRS 102

have not been met; or

- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Kathleen Moss ACMA, CGMA**  
**Kathleen Moss Limited**  
48 Lawn Terrace  
London

SE3 9LP



Dated: 31/01/2022

**Community Advice Works**  
(A company limited by guarantee)

**Statement of Financial Activities**  
(including Income and Expenditure Account)  
For the year ended 31st March 2021

	Unrestricted funds	Restricted funds	Total funds 2021	Unrestricted funds	Restricted funds	Total funds 2020
	£	£	£	£	£	£
<b>Income</b>						
Donations and legacies	Note 3	-	-	-	600	600
Charitable activities	4	207,317	9,700	207,956	9,700	217,656
Trading activities	5	1,840	-	6,157	-	6,157
Investments	6	1	1	8	-	8
<b>Total income</b>		<b>209,158</b>	<b>9,700</b>	<b>214,121</b>	<b>10,300</b>	<b>224,421</b>
<b>Expenditure:</b>						
Raising funds	7	4,963	-	4,963	-	-
Charitable activities		226,851	9,700	236,551	281,719	291,719
<b>Total expenditure</b>		<b>231,814</b>	<b>9,700</b>	<b>241,514</b>	<b>281,719</b>	<b>291,719</b>
<b>Net income/(expenditure) before transfer between funds</b>		<b>( 22,656)</b>	<b>- ( 22,656)</b>	<b>( 67,598)</b>	<b>300 ( 67,298)</b>	<b>-</b>
<b>Transfer between funds</b>		<b>-</b>	<b>-</b>	<b>4,813 ( 4,813)</b>	<b>-</b>	<b>-</b>
<b>Net income/(expenditure) before other gains and losses</b>		<b>( 22,656)</b>	<b>- ( 22,656)</b>	<b>( 62,785)</b>	<b>( 4,513)</b>	<b>( 67,298)</b>
<b>Other recognised gains:</b>						
Proceeds of sale of fixed assets		153,152	-	153,152	-	-
<b>Net movement in funds</b>		<b>130,496</b>	<b>-</b>	<b>130,496</b>	<b>( 62,785)</b>	<b>( 67,298)</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		498,936	300	499,236	561,721	4,813
<b>Total funds carried forward</b>		<b>£ 629,432</b>	<b>£ 300</b>	<b>£ 629,732</b>	<b>£ 498,936</b>	<b>£ 300</b>
					<b>£ 499,236</b>	

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

All income and expenditure derives from continuing activities.

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

The notes on pages 11 to 21 form part of these accounts.

**Community Advice Works**  
(A company limited by guarantee)

**Balance Sheet**  
**As at 31st March 2021**

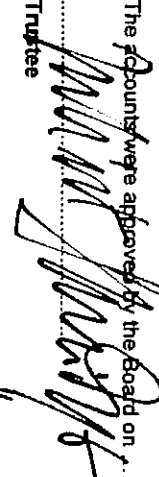
	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible Assets	10	6,113	369,590
<b>Current assets</b>			
Debtors	11	83,286	69,111
Cash at bank and in hand		549,104	78,823
		632,390	147,934
<b>Liabilities:</b>			
Creditors: Amount falling due within one year	12 (	8,771)	(18,288)
<b>Net current assets / (liabilities)</b>		623,619	129,646
<b>Net assets</b>		629,732	499,236
<b>The funds of the charity:</b>			
Restricted income funds	13		
Unrestricted income funds	14	300	300
Revaluation reserve	14	-	214,127
General reserve		629,432	284,809
<b>Total charity funds</b>		629,732	499,236

The charity is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31st March 2021. No member of the charity has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with sections 386 and 387 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the charitable 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 accounts so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The notes on pages 11 to 21 form part of these accounts.

The accounts were approved by the Board on 31.1.22  
  
 Trustee SULEY SUREMAYI  
 Name

Charity Registration No.: 1074622  
 Company Registration No.: 03416785

**Community Advice Works**  
**(A company limited by guarantee)**

**Notes to the financial statements for the year ended 31st March 2021**

- 1 Statutory information**  
170 Community Project is a charitable company, limited by guarantee, registered in England and Wales number 03416785, charity number 1074622. The charitable company's registered office address is 49a Hatfield Close, London, SE14 5DW. The registered office is the principle place of business. The functional currency is sterling.
- 2 Accounting policies**
- 2.1 Basis of preparation**  
The financial statements have been prepared in accordance with 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), (Charities SORP FRS 102) and the Companies Act 2006.  
Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).
- 2.2 Public benefit entity**  
The charitable company, 170 Community Project, meets the definition of a public benefit entity under FRS 102.
- 2.3 Going concern**  
The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The charitable company can comfortably operate based on confirmed funding with sufficient reserves.  
The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.
- 2.4 Income**  
Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.  
Where donations and grants are restricted to future accounting periods, they are deferred and recognised in those future accounting periods. Grants for immediate financial support and assistance, or to reimburse costs previously incurred, are recognised immediately.  
Income from charitable activities comprises advice work programmes which are included when receivable.
- 2.5 Interest receivable**  
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.
- 2.6 Fund accounting**  
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.  
Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.  
Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

# **Community Advice Works** **(A company limited by guarantee)**

## **Notes to the financial statements for the year ended 31st March 2021: *continued***

### **2.7 Expenditure and basis of apportioning costs**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis with the irrecoverable element of VAT included with the item to which it relates and has been classified under headings that aggregate all costs related to the category. Expenditure is classified under the following activity headings:

**Raising funds:** Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose

**Charitable activities:** Expenditure on charitable activities includes the costs of delivering advice services and other activities undertaken to further the purposes of the charity and their associated support costs.

### **2.8 Tangible fixed assets and depreciation**

The charitable company operates a policy of capitalising fixed asset items over £1,000. 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. The principal annual rates used for this purpose are:

IT equipment	33% on cost
Furniture & security	25% on cost
Plant and machinery	25% on cost
Freehold property	2% on cost

### **2.7 Leasing and hire purchase commitments**

Rental charges are charged on a straight line basis over the term of the lease.

### **2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments.

The trustees seek to use short term deposits to maximise the return on monies held at the bank and to manage cash flow.

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

### **2.9 Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **2.10 Creditors and provisions**

Creditors and provisions are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### **2.11 Fundraising**

170 Community Project doesn't use 3rd party fundraising organisations. Funds are raised through individual donations, grants from Trusts, Foundations and Government grants and contracts. Some fundraising events have been carried out from time to time.

### **2.12 Pensions**

The charitable company operates an Auto Enrolment defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they are incurred.

**Community Advice Works**  
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**Notes to the financial statements for the year ended 31st March 2021: continued**

[illegible]

**Community Advice Works**  
**(A company limited by guarantee)**

Notes to the financial statements for the year ended 31st March 2021: continued

5	Income from other trading activities	Unrestricted	Restricted	Total 2021 £
	Rental income	1,840	-	1,840
		<b>1,840</b>	<b>-</b>	<b>1,840</b>
<i>Income from other trading activities - prior year comparative</i>				
		<i>Unrestricted</i>	<i>Restricted</i>	<i>Total 2020 £</i>
	Rental income	6,157	-	6,157
		<b>6,157</b>	<b>-</b>	<b>6,157</b>
<b>6</b> Income from investments				
		<i>Unrestricted</i>	<i>Restricted</i>	<i>Total 2021 £</i>
	Interest receivable	1	-	1
<i>Income from investments - prior year comparative</i>				
		<i>Unrestricted</i>	<i>Restricted</i>	<i>Total 2020 £</i>
	Interest receivable	8		8

**Community Advice Works**  
**(A company limited by guarantee)**

Notes to the financial statements for the year ended 31st March 2021: continued

7 Analysis of expenditure						
	Cost of raising funds	Charitable activities: Advice work	Governance costs	Support costs	2021 Total	
	£	£	£	£	£	£
Staff costs	3,762	149,802	-	33,860	187,424	
IT subscriptions and cover	-	10,766	-	465	11,231	
Independent examination	-	-	1,800	-	1,800	
Bank charges	-	-	126	-	126	
Clerical, legal & professional Service Accreditation	-	626	-	5,208	5,834	
Rent, light, heat and water	-	701	-	-	701	
Telephone	-	-	-	12	12	
Equipment maintenance and renewal	-	6,050	-	-	6,050	
Advertising & promotion	-	517	-	-	517	
Subscriptions and publications	-	-	-	200	200	
Insurance & professional indemnity	-	-	386	-	386	
Printing, postage and stationery	-	-	-	3,035	3,035	
Sundries	-	2,213	-	-	2,213	
Repairs, Maintenance, Cleaning	-	198	-	-	198	
Building security	-	-	-	3,234	3,234	
Travel and subsistence	-	571	-	-	571	
Consultancy & supervision	-	45	-	-	45	
Depreciation	-	3,000	-	-	3,000	
Covid-19 related	-	-	-	4,806	4,806	
Relocation costs	-	-	-	3,604	3,604	
Staff training	-	-	-	905	905	
Volunteer expenses	-	3,599	-	-	3,599	
Other costs	-	1,198	-	-	1,198	
	-	-	-	825	825	
Support costs	3,762	179,286	2,312	56,154	241,514	
Governance costs	1,140	54,314	700	(56,154)	-	
	61	3,012	(3,074)	-	-	
<b>Total expenditure 2021</b>	<b>4,963</b>	<b>236,612</b>	<b>-</b>	<b>-</b>	<b>241,514</b>	
	Unrestricted		Restricted	Total		
Of the total expenditure:	2021	231,814	9,700	241,514		
	2020	281,719	10,000	291,719		

**Community Advice Works**  
**(A company limited by guarantee)**

**Notes to the financial statements for the year ended 31st March 2021: continued**

**Analysis of expenditure - prior year comparative**

	Cost of raising funds	Charitable activities: Advice work	Governance costs	Support costs	2020 Total
	£	£	£	£	£
Staff costs	-	184,748	-	15,837	200,585
Redundancy costs	-	1,394	-	-	1,394
Refurbishment	-	13,542	-	-	13,542
Grants for individuals	-	300	-	-	300
Partnership grants	-	-	-	-	-
IT subscriptions and cover	-	9,271	-	659	9,930
Independent examination	-	-	1,800	-	1,800
Bank charges	-	-	83	-	83
Clerical, legal & professional	-	-	2,490	1,081	3,571
Rent, light, heat and water	-	-	-	2,451	2,451
Telephone	-	-	-	7,775	7,775
Equipment maintenance and renewal	-	-	-	2,695	2,695
Advertising & promotion	-	724	-	-	724
Subscriptions and publications	-	1,641	-	952	2,593
Insurance & professional indemnity	-	-	271	2,962	3,233
Printing, postage and stationery	-	-	-	-	-
Sundries	-	-	-	309	309
Repairs, Maintenance, Cleaning	-	12,866	-	4,879	17,745
Building security	-	-	-	1,556	1,556
Travel and subsistence	-	199	-	-	199
Consultancy & supervision	-	2,340	-	-	2,340
Depreciation	-	-	-	12,969	12,969
Covid-19 related	-	-	-	1,084	1,084
Relocation costs	-	-	-	654	654
Staff training	-	343	-	-	343
Other costs	-	-	20	3,824	3,844
<b>Support costs</b>	-	227,368	4,664	59,687	291,719
<b>Governance costs</b>	-	58,487	1,200	(59,687)	-
	-	5,864	(5,803)	-	-
<b>Total expenditure 2020</b>	-	<b>291,719</b>	-	-	<b>291,719</b>

# **Community Advice Works** **(A company limited by guarantee)**

## **Notes to the financial statements for the year ended 31st March 2021: continued**

### **8 Net income for the year**

	2021	2020
	£	£
The net income for the year is stated after charging:		
Depreciation of tangible fixed assets owned by the charitable company	4,806	12,969
Independent Examination	1,800	1,800

### **9 Staff costs**

Staff costs during the year were:		
Salaries and wages	173,285	185,781
Social Security costs	9,743	10,531
Employer's contribution to defined contribution pension schemes	4,396	4,273
	<b>187,424</b>	<b>200,585</b>

### **Number of employees**

The average monthly number of employees during the year was:

	2021	2020
	8	13

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

The key management personnel of the charitable company included the Trustees and Manager.  
Total employee benefits paid to key management personnel including NIC and pension were £37,622 (2020: £31,519).

**Community Advice Works**  
(A company limited by guarantee)

Notes to the financial statements for the year ended 31st March 2021: continued

**10 Tangible fixed assets**

	Freehold Property £	Plant & Machinery £	Furniture & Security	IT Equipment	Total £
<b>Cost:</b>					
At 1 April 2020	408,224	73,604	1,467	10,487	493,782
Disposals	-	-	-	-	-
Additions at cost	(408,224)	(69,836)	-	-	(478,060)
<b>At 31 March 2021</b>	<b>-</b>	<b>3,768</b>	<b>1,467</b>	<b>10,487</b>	<b>15,722</b>
<b>Depreciation:</b>					
At 1 April 2020	41,388	70,778	366	3,496	116,028
Charge for year	-	942	367	3,496	4,805
On disposals	(41,388)	(69,836)	-	-	(111,224)
<b>At 31 March 2021</b>	<b>-</b>	<b>1,884</b>	<b>733</b>	<b>6,992</b>	<b>9,609</b>
<b>Net book value:</b>					
At 31 March 2021	-	1,884	734	3,495	6,113
<b>At 31 March 2020</b>	<b>358,672</b>	<b>2,826</b>	<b>1,101</b>	<b>6,991</b>	<b>369,590</b>

£160,873

Historical cost of freehold property  
The freehold building was valued sold during the year and the gain on the sale less costs associated with the sale is shown in Gains in the Statement of Financial Activities.

**11 Debtors**

Due within one year:

	2021 £	2020 £
Trade debtors	81,157	66,974
Accrued income and prepayments	2,129	2,137
	<b>83,286</b>	<b>69,111</b>

**12 Creditors**

Amounts falling due within one year:

	2021 £	2020 £
Trade creditors	458	4,313
Social Security and other taxes	4,357	9,066
Pension	933	14
Other creditors	3,023	4,895
	<b>8,771</b>	<b>18,288</b>

**Community Advice Works**  
**(A company limited by guarantee)**

Notes to the financial statements for the year ended 31st March 2021: continued

**13 Analysis of net assets between funds**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fund Balances at 31 March 2021 are represented by:			
Tangible Fixed Assets	6,113	-	6,113
Current Assets	632,090	300	632,390
Creditors: Amounts falling due within one	(8,771)	-	(8,771)

**Total net assets**

<b>629,432</b>	<b>300</b>	<b>629,732</b>
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**Analysis of net assets between funds - prior year comparative**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fund Balances at 31 March 2020 are represented by:			
Tangible Fixed Assets	369,590	-	369,590
Current Assets	147,634	300	147,934
Creditors: Amounts falling due within one	(18,288)	-	(18,288)

**Total net assets**

<b>498,936</b>	<b>300</b>	<b>499,236</b>
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**Community Advice Works**  
**(A company limited by guarantee)**

Notes to the financial statements for the year ended 31st March 2021: continued

**14 Funds**

The income funds of the charity include restricted and unrestricted funds comprising the following unexpended balances of donations and grants held on trust:

	At 01-Apr 2020	Income	Outgoing	Transfers between funds	At 31-Mar 2021
	£	£	£	£	£
<b>Restricted Funds</b>					
New Cross Gate	-	9,700	(9,700)	-	-
Deptford Challenge Trust	-	-	-	-	-
Friends	300	-	-	-	300

<b>Total Restricted Funds</b>	<b>300</b>	<b>9,700</b>	<b>9,700</b>	<b>-</b>	<b>300</b>
<b>Unrestricted funds:</b>					
Advice	11,069	105,122	(105,122)	-	11,069
General Fund	164,721	104,036	(126,692)	476,298	618,363
170 New Cross Road	69,323	153,152	-	(222,475)	-
Building Reserve	39,696	-	-	(39,696)	-
Revaluation reserve	214,127	-	-	(214,127)	-

<b>Total unrestricted funds</b>	<b>498,936</b>	<b>362,310</b>	<b>(231,814)</b>	<b>-</b>	<b>629,432</b>
<b>Total funds</b>	<b>499,236</b>	<b>372,010</b>	<b>(241,514)</b>	<b>-</b>	<b>629,732</b>

**Restricted Funds - description**  
**New Cross Gate:**  
**Friends:**

Funding to support the delivery of a weekly advice drop in day.  
Funding to provide for hardship funding.

**Funds - prior year comparative**

The income funds of the charity include restricted and unrestricted funds comprising the following unexpended balances of donations and grants held on trust:

	At 01-Apr 2019	Income	Outgoing	Transfers between funds	At 31-Mar 2020
	£	£	£	£	£
<b>Restricted Funds</b>					
New Cross Gate	-	9,700	(9,700)	-	-
Deptford Challenge Trust	4,813	-	-	(4,813)	-
Friends	-	600	(300)	-	300

<b>Total Restricted Funds</b>	<b>4,813</b>	<b>10,300</b>	<b>(10,000)</b>	<b>-</b>	<b>300</b>
<b>Unrestricted funds:</b>					
Advice	11,069	105,711	(105,711)	-	11,069
General Fund	132,630	108,410	(81,132)	4,813	164,721
170 New Cross Road	164,199	-	(94,876)	-	69,323
Building Reserve	39,696	-	-	-	39,696
Revaluation reserve	214,127	-	-	-	214,127
<b>Total unrestricted funds</b>	<b>561,721</b>	<b>214,121</b>	<b>(281,719)</b>	<b>4,813</b>	<b>498,936</b>
<b>Total funds</b>	<b>566,534</b>	<b>224,421</b>	<b>(291,719)</b>	<b>-</b>	<b>499,236</b>

**15 Taxation**

The charitable company is registered under Part 11 of the Corporati

**16 Related parties**

There are no related party transactions. There are no donations from or to restricted donations from related parties.

**17 Trustees**

None of the trustees (or any person connected with them) received any remunerations from the charity during the year. No reimbursements were made to trustees in 2021 (2020: nil) for travelling and other expenses and no payments were made direct to third parties.

**18 Pension and other post-retirement benefit commitments**

Defined contribution	2021 £	2020 £
Contributions payable by the company for the year	4,378	5,713

At 31 March 2021 £933 was outstanding, paid in 2021 (2020: 933)

**19 Operating lease commitments**

The charitable company has an operating lease for a property which is a cancellable operating lease.

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