

Prescot & Whiston Community Advice Centre Ltd
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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Legal and administrative Information

Trustees:

Mr. T Byron

Mr. P Bradley

Mr. T Best

Mr. D Friar

Mr. S Byron

Mr. K Pemberton

Ms. G Flatley

Mr. T Newman

Ms. L Nelson

Mr. N Jones

Independent examiner:

Ashurst Accountancy

Ltd

17 Duke Street

Formby

Liverpool L37 4AN

Registered Office:

Prescot One Stop Shop

Aspinall Street

Prescot

Knowsley

Merseyside

L3 5GA

Registered Company number:

02937464

Registered Charity number:

1110989

Prescot & Whiston Community Advice Centre Ltd

The Report of the Trustees for the year ended 31 March 2023.

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The Charity was incorporated on 23 March 2003.

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Objectives and Activities

The charitable objects of Prescot & Whiston Community Advice Centre Ltd are to relieve poverty by the Provision of advice and information about health, welfare and other social benefits in the Metropolitan Borough of Knowsley.

Structure, Governance and Management

Governing document

Prescot & Whiston Community Advice Centre Ltd is a charitable company limited by guarantee, incorporated on 23rd March 2003, and was registered as a charity on 23 August 2005. The company was established under a memorandum of association which established the objects of the charitable company and is governed by its articles of association.

Appointment of the Board of Trustees

The Directors of Prescot & Whiston Community Advice Centre Ltd are also charity trustees for the purpose of charity law and under Prescot & Whiston Community Advice Centre Ltd articles are known as the Board of Management.

The trustees who served during the year are noted on the charity information page at the front of the financial statements.

Trustee induction and training

Trustees are encouraged to attend appropriate external training courses that appertain to their role. In addition, they are expected to help Prescot & Whiston Community Advice Centre Ltd and be aware of policies and procedures that we adhere to.

Organisation

The Board of Management meets regularly during the year to maintain control over its governance.

Risk management

The trustees actively review the major risks which the charity faces on a regular basis and believe that adequate systems are in place to reduce/mitigate significant operational and business risks.

Going Concern

The board members consider it appropriate to adopt the going concern basis of accounting in preparing the financial statements. Local Authority funding is awarded on a year-by-year basis.

Financial Review

Reserves Policy

The trustees consider the financial position of the charity to be satisfactory. The Charity is in a relatively stable financial position with no unpaid debts and a small reserve. Reserves would only be held to meet any statutory requirement for redundancy payment liability and also to mitigate any inflationary increase in major essential overheads.

Future Plans

The charity is committed to continuing to provide a comprehensive free and impartial welfare rights advice, information and representation service for people who live and work in the Metropolitan Borough Council of Knowsley regardless of the income or employment status of the individual.

Public Benefit

The trustees have given due consideration to the Charity Commissions Guidance on the operation of the Public Benefit requirement.

Responsibilities of the Trustees

The Trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with the Companies Act 2006, and for being satisfied that the financial statements give a true and fair view. The Trustees are also responsible for preparing financial statements in accordance with 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 as at the balance sheet date and of its incoming resources and application of resources including income and expenditure for the financial year. 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 Charities SORP (FRS102);
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue on that basis.

The trustees are responsible for maintaining adequate accounting records which show and explain the Charity's transactions 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 we are aware:

- There is no relevant information of which the charitable company's independent examiner are unaware of; and
- We have taken all the steps that we ought to have taken to make ourselves aware of any relevant audit information and to establish that the charitable company's independent examiners are aware of that information.

Related Charities

Prescot & Whiston Community Advice Centre Ltd has no related charities.

Basis of preparation

This report and the financial statements have been prepared in accordance with the special provisions of Part VII of the companies Act 2006 relating to smaller companies.

Transactions and financial position

The financial statements are set out on pages 8 to 10.

The Statement of Financial Activities shows a Surplus for the year of £42,131 and a deficit for the year in 2022 of £(1,880).

The reserves at the year end stand at £ (6,690), (2022: £828) for unrestricted funds, and £55,080(2022: £5,431) for restricted funds.

This report was approved by the board and signed on their behalf by:

T Byron

Date

Independent Examiner's Report to the Trustees of Prescot & Whiston Community Advice Centre Ltd

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 8 to 14.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Kevin Guy **FCA**
On behalf of Ashurst Accountancy Ltd
Chartered Accountants

Date:

Prescot & Whiston Community Advice Centre Ltd

Statement of Financial Activities for the year ended 31 March 2023

	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Income and endowments from:				
Income from Charitable activities	252,664	131,438	384,102	201,940
Total income and endowments	252,664	131,438	384,102	201,940
Expenditure on:				
Charitable activities	(260,182)	(81,789)	(341,971)	(203,820)
Total expenditure	(260,182)	(81,789)	(341,971)	(203,820)
Net expenditure	(7,518)	49,649	42,131	(1,880)
Net movement in funds	(7,518)	49,649	42,131	(1,880)
Reconciliation of funds:				
Total funds brought forward	828	5,431	6,259	8,139
Total funds carried forward	(6,690)	55,080	48,390	6,259

Income and expenditure relate to both restricted and unrestricted activities derived from continuing activities.

Prescot & Whiston Community Advice Centre Ltd

Statement of Financial Activities for the year ended 31 March 2022

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Income and endowments from:				
Income from Charitable activities	126,440	75,500	201,940	109,625
Total income and endowments	126,440	75,500	201,940	109,625
Expenditure on:				
Charitable activities	(133,751)	(70,069)	(203,820)	(100,657)
Total expenditure	(133,751)	(70,069)	(203,820)	(100,657)
Net expenditure	(7,311)	5,431	(1,880)	8,968
Net movement in funds	(7,311)	5,431	(1,880)	8,968
Reconciliation of funds:				
Total funds brought forward	8,139	-	8,139	(829)
Total funds carried forward	828	5,431	6,259	8,139

Income and expenditure relate to both restricted and unrestricted activities derived from continuing activities.

Prescot & Whiston Community Advice Centre Ltd

Registered Charity Number: 1110989
Registered Company Number: 02937464

Balance Sheet for the Year Ended 31 March 2023

	Notes	£	2023 £	£	2022 £
Fixed assets					
Tangible assets	5		4,110		5,481
Current assets					
Debtors	6	0		0	
Cash at bank		50,341		7,769	
Total current assets		50,341		7,769	
Creditors					
Amounts due within one year	7	(6,061)		(6,991)	
Net current assets			44,280		778
Total assets less current liabilities			48,390		6,259
Creditors					
Amounts due after more than one year					
Net assets			48,390		6,259
The funds of the charity:					
Unrestricted revenue accumulated funds	8		(6,690)		828
Restricted revenue accumulated funds	8		55,080		5,431
Total charity funds			48,390		6,259

For the year ending 31 March 2023, the company was exempt from audit under section 479A of the Companies Act 2006 relating to subsidiary companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in questions in accordance with section 476;
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

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

The financial statements were approved and authorised for issue on by the Board of Trustees and signed on.

The notes on pages 11 to 14 form an integral part of these accounts.

Notes to the Financial Statements

for the Year Ended 31 March 2023

1 Accounting policies

Basis of preparation of the accounts

Prescot & Whiston Community Advice Centre Ltd is a company limited by guarantee, registered in England. The address of the registered office is given in the charity information on page 1 of these financial statements.

The charity constitutes a public entity as defined by FRS 102. 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) issued October 2019 (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK General Accepted Practice as it applies from 1 January 2015.

Going concern

The trustees assess whether the use of going concern is appropriate and whether there any material uncertainties related to events or conditions that may cast significant doubt on the ability of the trust to continue as a going concern. The members of the council make this assessment each year in respect of a period of one year from the date of approval of the financial statements.

The financial statements are presented in sterling, which is the functional currency of the charity and rounded to the nearest £.

The financial statements are prepared under the historical cost convention.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when receipt is probable or more likely than not to be received, and the amount can be quantified with reasonable accuracy.

Resources expended.

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

Fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation has been provided at the following rates in order to write off the assets (less their estimated residual value) over their useful economic lives.

Fixtures and fittings	25% reducing balance.
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Grants receivable

Grants are included in the Statement of Financial Activities when the conditions for receiving the grant have been met.

Their performance criteria are not yet met, grant income is deferred until such time as criteria is achieved.

**Notes to the Financial Statements
for the Year Ended 31 March 2023**

1 Accounting policies (continued)

Finance and operating leases.

Rentals paid under operating leases are charged to income on a straight-line basis over the lease term.

2 Surplus for the financial year

	2023	2022
	£	£
This is stated after charging:-		
Independent Examiner's Fees	2,500	2,500

3 Staff Costs and Emoluments

Salaries and wages	196,017	170,921
Employer's National Insurance	13,364	10,892
Pension costs	750	778
	210,131	182,591

Numbers of full-time employees or full-time equivalents

Management and administration	6	5
	6	5

There were no fees or expenses paid to the trustees.

There were no employees with emoluments in excess of £60,000 per annum.

4 Taxation

Taxation is not provided on the grounds that Part 11 of the Corporation Tax Act 2010 applies (tax exemption for charitable companies).

Prescot & Whiston Community Advice Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2023

5	Tangible fixed assets	Fixtures and fittings	
		£	
	Cost		
	As 1 April 2022	14,490	
	Additions		
	As 31 March 2023	<u>14,491</u>	
	Accumulated depreciation		
	As 1 April 2022	9,010	
	Charge for the year	<u>1,370</u>	
	At 31 March 2023	10,380	
	NBV at 31 March 2023	<u>4,110</u>	
	NBV at 31 March 2022	<u>5,480</u>	
6	Debtors	2023	2022
		£	£
	Trade debtors	<u>0</u>	<u>0</u>
7	Creditors: amounts falling due within one-year	2023	2022
		£	£
	Trade creditors		
	Accrued expenses	3,720	3,564
	Taxation and social security	1,687	404
	Other Creditors	654	3,023
		<u>6,061</u>	<u>6,991</u>

**Notes to the Financial Statements for
the Year Ended 31 March 2023**

8 Analysis of Funds

	At 31 March 2021	Incoming Resources	Outgoing Resources	At 31 March 2022	Incoming Resources	Outgoing Resources	At 31 March 2023
	£	£	£	£	£	£	£
<i>Unrestricted</i>							
General reserve	8,139	126,440	(133,751)	828	252,664	(260,182)	(6,690)
<i>Restricted</i>							
KMBC MH project		75,500	(70,069)	5,431	131,438	(81,789)	55,080
Total Reserves	8,139	201,940	(203,820)	6,259	384,102	(341,971)	(48,390)

KMBC (MH) Mental Health Project

This funding is provided as part of a 2-year project funded through the Better Together Hardship Fund from Knowsley Borough Council to offer direct specialist support from the charities team of advisors on welfare rights, housing and debt issues.

9 Related party transactions

There were no related party transactions in the year under review.

10 Share Capital

The company is limited by guarantee and as such does not have a share capital. In the event of a winding up, the members will each contribute a sum not exceeding £1.