



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023 Period start date to 31st March 2024 Period end date

Charity name: Prescot and Whiston Community Advice Centre

Charity registration number: 1110989

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document.	Para 1.17	Prescot and Whiston Community Advice Centre provides a comprehensive free and impartial welfare rights advice, information and representation service for people who live and work in the Metropolitan Borough of Knowsley regardless of the income or employment status of the individual.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Centre offers a comprehensive service, providing advice and assistance to access the full spectrum of social security benefits such as Employment & Support Allowance, Universal Credit, Disability Living Allowance, Personal Independence Payment, Attendance Allowance, Income Support, Pension Credit, Housing and Council Tax Benefit, and Tax Credits etc, as well as grants and single charitable payments for those in need.</p> <p>We also act as a designated partner to assess eligibility and issue Foodbank vouchers.</p> <p>The Centre provides an income maximisation service to increase household income for those disadvantaged due to poverty, ill health, and disability.</p> <p>The Centre provides representation at judicial Social Security tribunals, representing up to and including 2nd Tier Upper Tribunals.</p> <p>A daily appointment based service is operated within its premises at Prescot One Stop Shop, between the hours of 10am and 5pm, Monday to Friday.</p>

		<p>Appointments are made for general advice and benefit checks and also for completion of lengthy benefit application forms.</p> <p>Tribunals are represented as and when they are listed.</p> <p>Prescot and Whiston Community Advice Centre works closely with other front-line service agencies such as Knowsley Borough Council's Social Services Department, NHS 5 Boroughs Partnership Community Mental Health Teams, One Knowsley, mental health charities such as Making Space and housing associations – LIVV Housing Group and the Tenants' Extra Support Service of ForHousing. We receive referrals from these and many similar agencies.</p> <p>In order to provide a seamless service for our clients, we refer clients to agencies where their issues fall outside the scope of our service.</p> <p>In September 2021 we started an initial two year Project called The Mental Health Project, funded through the Better Together Hardship Fund from Knowsley Borough Council to offer direct specialist support from our team of Advisors on welfare rights, housing and debt issues. The Project runs alongside our core service. This Project has been extended to December 2024.</p> <p>This Project continues to strive to break the link between mental health and poor financial outcomes (which can result in debt and homelessness etc). Our team of specialist Advisors assist mental health service users to reduce debt, maximise household income and ensure their right to secure affordable accommodation.</p> <p>The Project is available to clients on a referral basis via their Mental Health Team, Social Worker or GP based in the Borough of Knowsley.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm the Trustees have full regard to guidance issued by Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>All community members, especially the most vulnerable, are able to access accurate and impartial advice and representation in an uncertain and changing landscape.</p> <p>In 2023/24 our charity helped 1,252 clients from the Metropolitan Borough of Knowsley.</p> <p>In 2023/24 our core activities assisted our clients in gaining £2,044,467.55 in benefits and grants.</p> <p>Our Mental Health Project helped 765 clients in 2023/24. It assisted client in gaining £851,623.56 in benefits, £382,823.24 in benefit tribunals wins and £3,074.65 in grants.</p> <p>In assisting our clients, we have made a difference to their lives by making advice and information clear, accurate, and accessible, thus ensuring our clients are better informed to make choices that affect their own lives.</p> <p>We have maximised household incomes which has contributed to combating financial exclusion in facilitating greater access to goods and services whilst addressing issues regarding debt and money management.</p>

		<p>We have negotiated with private and social landlords and also assisted clients to gain discretionary housing payments in order to prevent progression of possession and eviction orders.</p> <p>We have continued to contribute to citizens' access to social justice by providing representation and written submissions for tribunal representation.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a relatively stable financial position with no unpaid debts, and holding some reserves.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves would only be held to meet any statutory requirement for redundancy payment liability and also mitigate any inflationary increase in major essential overheads such as insurances and indemnities.
Amount of reserves held	Para 1.22	£150,717.00
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>Our Local Authority funding is awarded on a year by year basis.</p> <p>Our TUC One Fund For All unrestricted funding was paused in January 2023 due to the fund having banking issues. The</p>

		problems have still not been resolved and we have not received any funding from them since. We are unsure if we will receive any funding from OFFA in the future.
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
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The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Prescot and Whiston Community Advice Centre
Other name the charity uses	
Registered charity number	1110989
Charity's principal address	Prescot One Stop Shop, Aspinall Street, Prescot, Merseyside L34 5GA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Terry Byron	Chair		
2	David Friar	Secretary	1/4/2021 to 19/12/2021	
3	Thomas Best			
4	Paul Bradley		1/4/2022 to 9/1/2023	
5	Stephen Byron			
6	Gillian Flatley			
7	Norman Jones		1/4/2021 to 28/9/2021	
8	Tony Newman	Treasurer		
9	Keith Pemberton			
10	Lucy Nelson		1/4/2022 to 5/4/2023	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

--	--

Position (e.g. Secretary,
Chair, etc)

--	--

Date

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Prescot & Whiston Community Advice Centre Ltd
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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Legal and administrative information

Trustees:

Mr. T Byron
Mr. T Best
Mr. S Byron
Mr. K Pemberton
Ms. G Flatley
Mr. T Newman
Ms. L Nelson

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 2024.

The trustees present their annual report and financial statements for the year ended 31 March 2024.

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 £102,327 and a surplus for the year in 2023 of £42,131.

The reserves at the year end stand at £47,198, (2023: (£6,690) for unrestricted funds, and £103,519 (2023: £55,080 for restricted funds.

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



T Byron

Date 03/09/2024

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 2024 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: 03/09/2024

Prescot & Whiston Community Advice Centre Ltd

**Statement of Financial Activities
for the year ended 31 March 2024**

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Income and endowments from:				
Income from Charitable activities	169,156	107,500	276,656	384,102
Total income and endowments	169,156	107,500	276,656	384,102
Expenditure on:				
Charitable activities	(115,268)	(59,061)	(174,329)	(341,971)
Total expenditure	(115,268)	(59,061)	(174,329)	(341,971)
Net expenditure	53,888	48,439	102,327	42,131
Net movement in funds	53,888	48,439	102,327	42,131
Reconciliation of funds:				
Total funds brought forward	(6,690)	55,080	48,390	6,259
Total funds carried forward	47,198	103,519	150,717	48,390

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 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

Registered Charity Number: 1110989

Registered Company Number: 02937464

Balance Sheet for the Year Ended 31 March 2024

	Notes	£	2024 £	£	2023 £
Fixed assets					
Tangible assets	5		3,082		4,110
Current assets					
Debtors	6	0		0	
Cash at bank		153,796		50,341	
Total current assets		153,796		50,341	
Creditors					
Amounts due within one year	7	(6,161)		(6,061)	
Net current assets			147,635		44,280
Total assets less current liabilities			150,717		48,390
Creditors					
Amounts due after more than one year					
Net assets			150,717		48,390
The funds of the charity:					
Unrestricted revenue accumulated funds	8		47,198		(6,690)
Restricted revenue accumulated funds	8		103,519		55,080
Total charity funds			150,717		48,390

For the year ending 31 March 2024, the company was exempt from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question 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 03/09/2024.



T Byron

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 2024

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 2024**

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

	2024	2023
	£	£
This is stated after charging:-		
Independent Examiner's Fees	2,500	2,500

3 Staff Costs and Emoluments

Salaries and wages	144,405	196,017
Employer's National Insurance	7,733	13,364
Pension costs	375	750
	<u>152,513</u>	<u>210,131</u>

Numbers of full-time employees or full-time equivalents

Management and administration	6	6
	<u>6</u>	<u>5</u>

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 2024**

5	Tangible fixed assets	Fixtures and fittings	
		£	
	Cost		
	As 1 April 2023	14,490	
	Additions		
	As 31 March 2024	<u>14,490</u>	
	Accumulated depreciation		
	As 1 April 2023	10,380	
	Charge for the year	<u>1,028</u>	
	At 31 March 2024	11,408	
	NBV at 31 March 2024	<u>3,082</u>	
	NBV at 31 March 2023	<u>4,110</u>	
6	Debtors	2024	2022
		£	£
	Trade debtors	<u>0</u>	<u>0</u>
7	Creditors: amounts falling due within one-year	2024	2023
		£	£
	Trade creditors		
	Accrued expenses	3,960	3,720
	Taxation and social security	1,259	1,687
	Other Creditors	942	654
		<u>6,161</u>	<u>6,061</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Dracut + Whiston Community Advice Centre

On accounts for the year
ended

31/3/20

Charity no
(if any)

1110989

Set out on pages

(amend to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended

As the charity's trustees, you are responsible for the preparation of the
accounts in accordance with the requirements of the Charities Act 2011
("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination (other than that
disclosed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 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.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

KS

Date:

8/10/22

Name:

IC Guy FEA

Relevant professional
qualification(s) or body

ICAEW

(if any):

Address:

17 Dulce St, Farnley, L37 4JH

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose:

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