

REGISTERED COMPANY NUMBER: 06820903 (England and Wales)
REGISTERED CHARITY NUMBER: 1128498

**Report of the Trustees and
Financial Statements
for the Year Ended 31 March 2022
for
Cheshire East CAB Limited**

**Bennett Brooks & Co Limited
Chartered Accountants
& Statutory Auditors
St George's Court
Winnington Avenue
Northwich
Cheshire
CW8 4EE**

Cheshire East CAB Limited

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for the year ended 31 March 2022**

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Cheshire East CAB Limited

**Reference and Administrative Details
for the year ended 31 March 2022**

TRUSTEES	J G Baggott Dr. R J Cave D J Rodick A G Freeman Mrs J A Mallinson P A Carr S P Boyes (resigned 28.2.22)
COMPANY SECRETARY	Ms E A Shaw
REGISTERED OFFICE	Ground Floor Delamere House Chester Street Crewe Cheshire CW1 2BE
REGISTERED COMPANY NUMBER	06820903 (England and Wales)
REGISTERED CHARITY NUMBER	1128498
AUDITORS	Bennett Brooks & Co Limited Chartered Accountants & Statutory Auditors St George's Court Winnington Avenue Northwich Cheshire CW8 4EE

Cheshire East CAB Limited

Report of the Trustees for the year ended 31 March 2022

Cheshire East CAB Limited is a private company, limited by guarantee, registered in England and Wales.

The report also contains a directors' report as required by company law. The Trustees, who are also directors of the company for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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) (effective date 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objects, as defined in the memorandum of association, are to promote any charitable purpose for the benefit of the community of Cheshire and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress and the addressing of discrimination and injustice.

Public benefit

The charity's trustees have complied with the duty in section 4 of the 2006 Act to have regard to public benefit guidance published by the charity commission.

Volunteers

Volunteers remain the cornerstone of our organisation. As the year went on we were able to welcome back some of those who, for various reasons, were unable to support our delivery during the Covid 19 pandemic. We were also pleased to be able to recruit new trainee volunteers, helping us to deliver our telephone Adviceline service. We ended the year with a complement of 59 volunteers, including new recruits. Their contribution to the service, if measured in monetary value can be estimated at £184,000.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In the early part of the year as Covid restrictions were lifting we were able to begin planning our ongoing delivery of services and developing our business plans, concentrating on recruitment of more volunteers and increasing our Advice Supervisor resource. We were pleased to be supported in this aim by the Bentley Covid Impact fund, administered by Cheshire Community Foundation.

After receiving news earlier in the year that our grants for delivering the Money and Pensions Service debt advice and the Universal Credit help to Claim service would be extended for a further year to April 2022, later in the year we were to learn that we would not receive further funding for the Universal Credit Help to Claim Service beyond April 2022 and the funding for the debt advice service would be reduced and only extended to January 2023.

Despite these developments, our staff continued to work diligently on delivering increasing levels of support to our clients, including the new Insolvency Service initiative 'Breathing Space'. This scheme provides short term legal protection from action by creditors for anyone experiencing mental health problems and are unable to pay their debts.

Throughout the year we continued to work with our neighbouring local Citizens Advice, not only on delivering services like the MaPS debt advice but on shared IT and Telecoms procurement, introducing a VOIP telephone system across the three organisations, resulting in cost savings and more efficient working practices.

Later in the year we learned that our contract with Cheshire East Council to deliver the volunteer-led Universal Information and Advice service would be rolled over for a further year to March 2023 and we were granted a further three year contract from Macmillan Cancer Support, taking the funded service to December 2024. In September we were again successful in passing our 3 year Membership Audit.

In the last quarter of the year we launched two new 12 month projects. The first to deliver a service to people struggling to access services due to lack of digital resources or those still needing to isolate due to health vulnerabilities. The second to support continued engagement with services for people experiencing poor Mental Health. These projects were funded by Cheshire East Council's Covid Response and Recovery and Cheshire & Wirral Partnership's Transformation Fund.

Despite the successes we achieved in service delivery and income generation, we recognised that the potential loss of two major funded services would have a serious negative impact on our financial position. To ensure we remained financially viable going into 2022, the decision was taken not to renew the lease on our Congleton premises and we gave notice to the landlord at the end of December, finally closing the doors on the 28th of March 2022.

Throughout the year, we continued to deliver our services to the community and are able to report increased numbers of people helped since the beginning of the Covid Pandemic.

FINANCIAL REVIEW

Financial position

The results for the year are shown in the Statement of Financial Activities.

Cheshire East CAB Limited

Report of the Trustees for the year ended 31 March 2022

FINANCIAL REVIEW

Principal funding sources

The principal sources of income for the charity came from:

Cheshire East Council contract fees for Universal Information and Advice services £174,510

Citizens Advice grant for Money Advice Service Debt Advice Project grant £93,046

South Cheshire Clinical Commissioning Group & Macmillan Cancer Support grant for Macmillan Benefits Service £28,814

St. Luke's Cheshire Hospice grant for Welfare Rights service for patients with life threatening illnesses and their families and carers £22,864

ESF & Lottery funded New Leaf grant for Financial Inclusion service that helps to move people closer to employment £28,040

DWP via National Citizens Advice for the Universal Credit Help to Claim Service grant £35,899

Bentley Covid Impact Fund grant to improve access to Money Advice for residents of Crewe and surrounding areas £19,659

Cheshire East Council Covid Recovery Fund to support individuals struggling with the impacts of covid to access services and improve their digital skills £39,217 including amounts deferred.

Cheshire & Wirral Partnership Transforming Mental Health Community Asset Funding grant to support people experiencing poor mental health to engage with service providers £9,385 including amounts deferred.

Nantwich Food Bank grant to work with foodbank users to provide budgeting support and access money advice £4,712.

Congleton Town Council grant £15,000.

Nantwich Churchwardens Merged Charity donation £4,000

Investment policy and objectives

The charity does not have an investment policy. The funds of the charity are held in interest bearing bank accounts to maximise returns.

Reserves policy

The trustees believe that the organisation should hold financial reserves in order to ensure that the charity can continue to operate and meet the needs of clients in the event of unforeseen and potentially financially damaging circumstances arising. The trustees consider that it would be prudent to set aside an amount equivalent to three months typical operating expenditure. Unrestricted funds, including the general reserve and designated funds are shown in the notes to the accounts together with their purpose.

The trustees have designated funds from general reserves to cover potential capital expenditure on premises (buildings fund) and funds to enable them to meet their legal obligations in the event of large scale redundancies.

Restricted funds are restricted by the donor or funder and cannot be used for the general purpose of the charity. Their existence and the sums of money therein, do not imply that there has been an underspend but may result from a variety of circumstances including timing differences between the charity's financial year and the funding year of the project concerned. An explanation of the restricted funds is given in the notes to the financial statements.

Going concern

The trustees of the charity have reviewed the financial circumstances of Cheshire East CAB Limited and take a view that the charity remains a going concern.

FUTURE PLANS

Moving into a new financial year, we aim to deliver on our plans to take our services out into the community, delivering alongside partner organisations to reach the most vulnerable and marginalised.

We will continue to work together with our neighbouring local Citizens Advice in the north and west of Cheshire to develop closer working relationships and efficiencies of scale in the procurement of goods and services as well as taking every opportunity to develop county wide projects.

We also aim to engage with new and emerging strategic developments within the Local Authority and the soon to be implemented Integrated Care Partnership, devolving from the current Cheshire and Merseyside Community Care Groups. Volunteer recruitment and training remains an ongoing activity.

Cheshire East CAB Limited

Report of the Trustees for the year ended 31 March 2022

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.

Key management remuneration

The Trustees, who are also directors of the company, are responsible for the governance of the charity, providing oversight and strategic control. All directors give their time voluntarily and none received remuneration in the year save from out of pocket expenses as detailed in the financial statement.

Remuneration of senior staff reflects the role and responsibilities as laid out in job descriptions and person specifications. Increments are dependent on performance and availability of funding. They are paid from April following the first year of service until the highest point of the scale is reached.

Related parties & co-operation with other organisations

The trustees recognise the importance of continued collaborative working in order to deliver the best service possible to our clients. The organisation benefits from being part of a wide network of local service providers and has several partnership working arrangements.

These include

- Citizens Advice Cheshire North in the delivery of Universal Information & Advice Services
- Citizens Advice Cheshire West and Citizens Advice Cheshire North in the delivery of the Money and Pension Service Debt Advice Project (MaPSDAP)
- Cheshire CCG in delivering the Macmillan Benefit Service
- St. Luke's Cheshire Hospice in delivering the Hospice Benefits Service
- New Leaf partnership of 18 Cheshire wide organisations delivering support to job seekers

Risk management

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to those risks.

Systems and procedures have been established to identify, monitor and manage the risks that charity faces. Trustees and the Senior Management Team periodically review and update risks and mitigating actions.

The charity's operations expose the charity to a variety of financial risks. However, as it is a debt-free charity with a positive cash-flow, the impact of interest rate changes, debt market prices and liquidity are extremely low and all debts can be met as they fall due.

The statement of internal control (see below) sets out the risk and control framework.

The Trustee Board has a Risk Management Strategy and reviews the Risk Register annually. Key risks identified during the latest review were:

- Sustainability of the service as funding opportunities diminish and major funders recommission services -Meeting increasing demand
- Opening up services to in person delivery
- Recruiting and retaining volunteers with the necessary skills and knowledge to cope with the move to more digitally based services

**Report of the Trustees
for the year ended 31 March 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Statement of internal control

The Trustees have overall responsibility for maintaining a sound system of internal control that supports the achievement of Citizens Advice Cheshire East's policies, aims and objectives whilst safeguarding the funds and assets of the organisation.

The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. Citizens Advice Cheshire East have adopted the National citizens Advice risk and control framework in order to identify and prioritise the risks to achievement of the service's policies aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them effectively and economically.

Citizens Advice Cheshire East has a structured risk management process and responsibility lies with Trustees and Senior Management for the identification, assessment and management of the risks. Risks are identified and evaluated in the following ways:

- Regular reviews are carried out by the Trustees and Senior Managers.
- Periodic reviews are performed as part of the business impact risk assessment in order to assess the likelihood, impact and relevance of risks, current strategies applied and the strength of the strategies as they relate to the five key areas of Finance, Governance, Operational, Compliance and External factors. The residual risk is identified and action plans are created to further mitigate risk.
- Comprehensive budgeting systems, financial reporting and forecasts are reviewed and agreed by the Chief Officer, Treasurer and Trustees. Citizens Advice Cheshire East has a balanced approach to 'risk taking' and adopts an active approach to the mitigation of risk.

Information assurance

An information assurance team exists within the organisation to ensure the confidentiality, integrity and availability of all our sensitive data assets is maintained to a level which is consistent with requirements of our clients and our funding/strategic partners. All staff and volunteers have been trained to an appropriate level of compliance with the Information Commissioner's GDPR Data Protection Framework.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Cheshire East CAB Limited 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;
- 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.

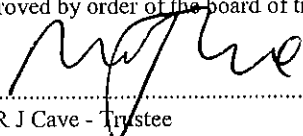
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are 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.

AUDITORS

The auditors, Bennett Brooks & Co Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on and signed on its behalf by:


.....
Dr. R J Cave - Trustee

**Report of the Independent Auditors to the Members of
Cheshire East CAB Limited**

Opinion

We have audited the financial statements of Cheshire East CAB Limited (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

**Report of the Independent Auditors to the Members of
Cheshire East CAB Limited**

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Independent auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Based on our understanding of the company and industry, we identified that the principal risks of non-compliance with laws and regulations related to UK tax legislation and regulations which govern the preparation of financial statements, and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the financial statements such as the Companies Act 2006. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to posting inappropriate journal entries to increase revenue, through management bias in manipulation of accounting estimates or accounting for significant transactions outside the normal course of business.

Audit procedures performed included:

- Enquiry of management around actual and potential litigation and claims and instances of non-compliance with laws and regulations;
- Auditing the risk of management override of controls, through testing journal entries and other adjustments for appropriateness, testing accounting estimates (because of the risk of management bias), and evaluating the business rationale of significant transactions outside the normal course of business;
- Reviewing financial statement disclosures and agreeing to supporting documentation to assess compliance with applicable laws and regulations; and
- Review of board meeting minutes.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of
Cheshire East CAB Limited**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Jason Leach FCA (Senior Statutory Auditor)
for and on behalf of Bennett Brooks & Co Limited
Chartered Accountants
& Statutory Auditors
St George's Court
Winnington Avenue
Northwich
Cheshire
CW8 4EE

Date:

Cheshire East CAB Limited
Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the year ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	13,227	-	13,227	8,704
Charitable activities					
Bureau services		378,662	361,734	740,396	793,032
Investment income	4	215	-	215	262
Total		<u>392,104</u>	<u>361,734</u>	<u>753,838</u>	<u>801,998</u>
EXPENDITURE ON					
Charitable activities	6				
Bureau services		445,916	303,963	749,879	811,699
NET INCOME/(EXPENDITURE)		<u>(53,812)</u>	<u>57,771</u>	<u>3,959</u>	<u>(9,701)</u>
Transfers between funds	16	<u>57,165</u>	<u>(57,165)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>3,353</u>	<u>606</u>	<u>3,959</u>	<u>(9,701)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		197,202	3,000	200,202	209,903
TOTAL FUNDS CARRIED FORWARD		<u><u>200,555</u></u>	<u><u>3,606</u></u>	<u><u>204,161</u></u>	<u><u>200,202</u></u>

The notes form part of these financial statements

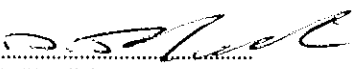
Cheshire East CAB Limited

Balance Sheet
31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	12	10,252	397	10,649	11,912
CURRENT ASSETS					
Debtors	13	20,594	3,501	24,095	93,160
Cash at bank and in hand		220,690	29,413	250,103	147,130
		<u>241,284</u>	<u>32,914</u>	<u>274,198</u>	<u>240,290</u>
CREDITORS					
Amounts falling due within one year	14	(50,981)	(29,705)	(80,686)	(52,000)
NET CURRENT ASSETS		<u>190,303</u>	<u>3,209</u>	<u>193,512</u>	<u>188,290</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>200,555</u>	<u>3,606</u>	<u>204,161</u>	<u>200,202</u>
NET ASSETS		<u>200,555</u>	<u>3,606</u>	<u>204,161</u>	<u>200,202</u>
FUNDS	16				
Unrestricted funds				200,555	197,202
Restricted funds				<u>3,606</u>	<u>3,000</u>
TOTAL FUNDS				<u>204,161</u>	<u>200,202</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

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


D J Rodick - Trustee

Cheshire East CAB Limited

**Cash Flow Statement
for the year ended 31 March 2022**

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	109,798	(7,213)
Net cash provided by/(used in) operating activities		<u>109,798</u>	<u>(7,213)</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(7,040)	(17,870)
Interest received		215	262
Net cash used in investing activities		<u>(6,825)</u>	<u>(17,608)</u>
Change in cash and cash equivalents in the reporting period		<u>102,973</u>	<u>(24,821)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>147,130</u>	<u>171,951</u>
Cash and cash equivalents at the end of the reporting period		<u><u>250,103</u></u>	<u><u>147,130</u></u>

The notes form part of these financial statements

Cheshire East CAB Limited

Notes to the Cash Flow Statement
for the year ended 31 March 2022

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2022 £	2021 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	3,959	(9,701)
Adjustments for:		
Depreciation charges	8,303	21,467
Interest received	(215)	(262)
Decrease in debtors	69,065	2,956
Increase/(decrease) in creditors	28,686	(21,673)
Net cash provided by/(used in) operations	<u>109,798</u>	<u>(7,213)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.21 £	Cash flow £	At 31.3.22 £
Net cash			
Cash at bank and in hand	<u>147,130</u>	<u>102,973</u>	<u>250,103</u>
	<u>147,130</u>	<u>102,973</u>	<u>250,103</u>
Total	<u>147,130</u>	<u>102,973</u>	<u>250,103</u>

The notes form part of these financial statements

Cheshire East CAB Limited

Notes to the Financial Statements for the year ended 31 March 2022

1. STATUTORY INFORMATION

Cheshire East CAB Limited is a private company, limited by guarantee, registered in England and Wales. The company's registered number, registered charity number and registered office can be found in the Reference and Administrative Details section of the Trustees' Report.

The presentation currency of the financial statements is Pounds Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Cheshire East CAB Limited meets the definition of a public benefit entity under FRS 102.

The trustees, having reviewed cash flow forecasts and projections for a period of greater than 12 months from the date of the accounts, and having considered the potential continuing impact of the Covid-19 pandemic, believe the immediate future of the charity to be secure and as such the accounts have been prepared under the going concern basis.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. All amounts are derived from ordinary activities and stated net of any discounts.

Donations in kind

Donations in kind are recognised as both income and expenditure at the best estimate of the value which would have to have been paid had the service not been donated.

Grants

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. Cost includes the original purchase price of the asset and the costs attributable to bringing the asset to its working condition for its intended use.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings	- 33% on cost
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Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Funds are held for the duration of a grant or service contract. Surpluses or deficits are transferred to general funds in order to account for overheads, including staff costs, expended during the project.

Cheshire East CAB Limited

**Notes to the Financial Statements - continued
for the year ended 31 March 2022**

2. ACCOUNTING POLICIES - continued

Fund accounting

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Cash and cash equivalents

Cash and cash equivalents includes cash in hand, cash held with banks and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Short term debtors and creditors

Short term debtors and creditors with no stated interest rate are recorded at transaction price. Any losses arising from impairment are recognised in the profit and loss account.

3. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	5,619	4,373
Gift aid	-	181
Donations in kind	7,608	4,150
	<u>13,227</u>	<u>8,704</u>

Donations in kind represent the rent-free use of property. An equivalent charge for rent is included within expenditure.

4. INVESTMENT INCOME

	2022	2021
	£	£
Bank interest receivable	215	262
	<u>215</u>	<u>262</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	31.3.21	31.3.20
	£	£
Grants and service contracts	793,032	737,132
Bureau services	<u>793,032</u>	<u>737,132</u>

Grants received, included in the above, are as follows:

	31.3.21	31.3.20
	£	£
Local government	305,165	284,678
Other	487,867	452,454
	<u>793,032</u>	<u>737,132</u>

Cheshire East CAB Limited

Notes to the Financial Statements - continued
for the year ended 31 March 2022

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Bureau services	<u>746,395</u>	<u>3,484</u>	<u>749,879</u>

7. SUPPORT COSTS

	Finance £	Governance costs £	Totals £
Bureau services	<u>96</u>	<u>3,388</u>	<u>3,484</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Auditors' remuneration	3,388	3,240
Depreciation - owned assets	<u>8,303</u>	<u>21,467</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

10. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	311,103	330,425
Social security costs	17,082	19,652
Other pension costs	<u>8,711</u>	<u>9,047</u>
	<u>336,896</u>	<u>359,124</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Charity staff	<u>17</u>	<u>19</u>

No employees received emoluments in excess of £60,000.

Cheshire East CAB Limited

Notes to the Financial Statements - continued
for the year ended 31 March 2022

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	8,704	-	8,704
Charitable activities			
Bureau services	430,577	362,455	793,032
Investment income	262	-	262
Total	<u>439,543</u>	<u>362,455</u>	<u>801,998</u>
EXPENDITURE ON			
Charitable activities			
Bureau services	499,359	312,340	811,699
NET INCOME/(EXPENDITURE)	<u>(59,816)</u>	<u>50,115</u>	<u>(9,701)</u>
Transfers between funds	48,315	(48,315)	-
Net movement in funds	(11,501)	1,800	(9,701)
RECONCILIATION OF FUNDS			
Total funds brought forward	208,703	1,200	209,903
TOTAL FUNDS CARRIED FORWARD	<u>197,202</u>	<u>3,000</u>	<u>200,202</u>

12. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2021	117,394
Additions	7,040
At 31 March 2022	<u>124,434</u>
DEPRECIATION	
At 1 April 2021	105,482
Charge for year	8,303
At 31 March 2022	<u>113,785</u>
NET BOOK VALUE	
At 31 March 2022	<u>10,649</u>
At 31 March 2021	<u>11,912</u>

Cheshire East CAB Limited

Notes to the Financial Statements - continued
for the year ended 31 March 2022

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Accrued income	13,706	84,992
Prepayments	10,389	8,168
	<u>24,095</u>	<u>93,160</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other creditors	1,845	3,479
Accruals and deferred income	78,841	48,521
	<u>80,686</u>	<u>52,000</u>

15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022	2021
	£	£
Within one year	32,468	17,148
Between one and five years	16,968	33,936
	<u>49,436</u>	<u>51,084</u>

16. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	77,202	(53,812)	57,165	80,555
Contingency and redundancy	100,000	-	-	100,000
Building fund	20,000	-	-	20,000
	<u>197,202</u>	<u>(53,812)</u>	<u>57,165</u>	<u>200,555</u>
Restricted funds				
Money Advice Service Debt Advice Project	3,000	18,928	(20,772)	1,156
New Leaf	-	5,531	(3,081)	2,450
Help 2 Claim	-	26,696	(26,696)	-
Covid-19 Response and Recovery	-	6,616	(6,616)	-
	<u>3,000</u>	<u>57,771</u>	<u>(57,165)</u>	<u>3,606</u>
TOTAL FUNDS	<u>200,202</u>	<u>3,959</u>	<u>-</u>	<u>204,161</u>

Cheshire East CAB Limited

Notes to the Financial Statements - continued
for the year ended 31 March 2022

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	392,104	(445,916)	(53,812)
Restricted funds			
Money Advice Service Debt Advice Project	274,526	(255,598)	18,928
New Leaf	28,040	(22,509)	5,531
Help 2 Claim	49,366	(22,670)	26,696
Covid-19 Response and Recovery	9,802	(3,186)	6,616
	<u>361,734</u>	<u>(303,963)</u>	<u>57,771</u>
TOTAL FUNDS	<u>753,838</u>	<u>(749,879)</u>	<u>3,959</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	88,703	(59,816)	48,315	77,202
Contingency and redundancy	100,000	-	-	100,000
Building fund	20,000	-	-	20,000
	<u>208,703</u>	<u>(59,816)</u>	<u>48,315</u>	<u>197,202</u>
Restricted funds				
Money Advice Service Debt Advice Project	1,429	32,837	(31,266)	3,000
New Leaf	(3,357)	4,364	(1,007)	-
Help 2 Claim	3,128	12,914	(16,042)	-
	<u>1,200</u>	<u>50,115</u>	<u>(48,315)</u>	<u>3,000</u>
TOTAL FUNDS	<u>209,903</u>	<u>(9,701)</u>	<u>-</u>	<u>200,202</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	439,543	(499,359)	(59,816)
Restricted funds			
Money Advice Service Debt Advice Project	286,798	(253,961)	32,837
New Leaf	39,153	(34,789)	4,364
Help 2 Claim	36,504	(23,590)	12,914
	<u>362,455</u>	<u>(312,340)</u>	<u>50,115</u>
TOTAL FUNDS	<u>801,998</u>	<u>(811,699)</u>	<u>(9,701)</u>

Cheshire East CAB Limited

Notes to the Financial Statements - continued
for the year ended 31 March 2022

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	88,703	(113,628)	105,480	80,555
Contingency and redundancy	100,000	-	-	100,000
Building fund	20,000	-	-	20,000
	<u>208,703</u>	<u>(113,628)</u>	<u>105,480</u>	<u>200,555</u>
Restricted funds				
Money Advice Service Debt Advice Project	1,429	51,765	(52,038)	1,156
New Leaf	(3,357)	9,895	(4,088)	2,450
Help 2 Claim	3,128	39,610	(42,738)	-
Covid-19 Response and Recovery	-	6,616	(6,616)	-
	<u>1,200</u>	<u>107,886</u>	<u>(105,480)</u>	<u>3,606</u>
TOTAL FUNDS	<u>209,903</u>	<u>(5,742)</u>	<u>-</u>	<u>204,161</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	831,647	(945,275)	(113,628)
Restricted funds			
Money Advice Service Debt Advice Project	561,324	(509,559)	51,765
New Leaf	67,193	(57,298)	9,895
Help 2 Claim	85,870	(46,260)	39,610
Covid-19 Response and Recovery	9,802	(3,186)	6,616
	<u>724,189</u>	<u>(616,303)</u>	<u>107,886</u>
TOTAL FUNDS	<u>1,555,836</u>	<u>(1,561,578)</u>	<u>(5,742)</u>

The general fund represents the free funds of the charity which are not designated for a particular purpose.

The contingency and redundancy fund represents monies designated by the trustees to cover unexpected expenditure and potential future redundancy costs should project funding not be available.

The building fund consists of monies designated by the trustees to cover the potential future costs of obtaining alternative premises. Elements of this fund were used in the prior year to fit out the new Crewe premises.

The Money Advice Service Debt Advice Project fund consists of monies provided by Citizens Advice to fund face to face money advice to clients.

The New Leaf fund comprises funding to provide assistance to people with multiple or complex barriers to work to move closer to or into employment by targeted mentoring and specialist support to individuals.

The Help 2 Claim fund comprises DWP monies allocated via Citizens Advice to help people reclaim Universal Credit.

Cheshire East CAB Limited

**Notes to the Financial Statements - continued
for the year ended 31 March 2022**

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

18. COMPANY LIMITED BY GUARANTEE

Cheshire East CAB Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of it's being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Cheshire East CAB Limited

**Detailed Statement of Financial Activities
for the year ended 31 March 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	5,619	4,373
Gift aid	-	181
Donations in kind	7,608	4,150
	<u>13,227</u>	<u>8,704</u>
Investment income		
Bank interest receivable	215	262
Charitable activities		
Grants and service contracts	740,396	793,032
Total incoming resources	<u>753,838</u>	<u>801,998</u>
EXPENDITURE		
Charitable activities		
Wages	311,103	330,425
Social security	17,082	19,652
Pensions	8,711	9,047
Sub contractors	276,782	295,242
Rent, rates and water	48,245	47,790
Insurance	2,601	2,426
Telephone	10,838	17,643
Printing, postage and stationery	27,511	28,443
Sundries	404	303
Staff training	95	226
Repairs, maintenance and IT costs	5,791	8,126
Cleaning	3,310	3,788
Travel expenses	1,399	424
Consultancy and recruitment	-	225
General expenses and project costs	7,786	6,414
Subscriptions, books and information	10,391	9,317
Legal and professional fees	4,513	5,495
Payroll charges	1,530	1,917
Depreciation	8,303	21,467
	<u>746,395</u>	<u>808,370</u>
Support costs		
Finance		
Bank charges	96	89
Governance costs		
Auditors' remuneration	3,388	3,240
Total resources expended	<u>749,879</u>	<u>811,699</u>
Net income/(expenditure)	<u>3,959</u>	<u>(9,701)</u>

This page does not form part of the statutory financial statements

