



Cheetham Hill  
Advice Centre

---

# Cheetham Hill Advice Centre

**Annual Report 2021-22**



# Introduction and Chair's Report

## Welcome to Cheetham Hill Advice Centre's annual report for 2021-2022

This annual report covers the period of 1 April 2021 to 31 March 2022. This has been a busy year full of many challenges for both our community and our charity. The team at CHAC have risen to the many challenges faced and have achieved great things against a back drop of growing demand and increased complexity.

### Key achievements

This year saw our community emerge from the pandemic before being plunged immediately into a cost-of-living crisis. CHAC have always worked with the people in our community who have some of the lowest incomes, most insecure work and least amount of savings.

This community were impacted greatly by the Covid pandemic in illness and mortality but also in terms of the economic impact of the lockdowns and the effect this had on households that were barely surviving before this.



CHAC have spent the last year maximising people's incomes, helping people manage debt and providing advice to stabilise people's rights, entitlements and living conditions. This was necessary following the pandemic and even more needed as the cost-of-living crisis began.

**Sarah Sedge**

Chair of Cheetham Hill Advice Centre



The beginnings of the cost-of-living crisis saw food costs rocket with cheaper, staple foods being some of the most inflated prices. CHAC have spent the last year maximising people's incomes, helping people manage debt and providing advice to stabilise people's rights, entitlements and living conditions. This was necessary following the pandemic and even more needed as the cost-of-living crisis began.

CHAC have been able to bring our experience of anti-poverty work and our cost-of-living focus to our partnership work as well as allowing us to advocate or our community on a system-wide level. We continue to engage in partnership approaches in this area as the cost-of-living crisis has expanded to include more and more people.

We continue to be part of the successful partnership commissioned to deliver the citywide advice contract. This work is delivered in partnership with Citizens Advice Manchester and Shelter. This partnership allows all involved to bring their strengths and specialism to work together to improve the lives of people in Manchester. This was particularly needed during the Covid pandemic and has become even more necessary with financial stresses being experienced by so many in our community. This contract was extended by two years and will now run until 2024.

### Operational developments

CHAC have dedicated considerable time to helping local people access grants and trust funds that are available to individuals. One particular success was our charity-wide effort to help distribute Manchester City Council's Household Support Fund to over 240 individuals or families. This involved volunteers and advisors providing advice on the frontline and checking eligibility, our Advice and Volunteer Manager and Finance and Administration Officer checking all the correct details had been collected and then inputting them individually, leading then to a Trustee completing the process by authorising the payments to each and every individual beneficiary of the scheme.

We were pleased to return to face-to-face working with our community but wanted to keep all the positives that people identified from remote working and telephone advice. Providing both methods of open access proved challenging to our capacity and we needed to redesign our systems of work.

We trialled a model where we funded additional capacity at the frontline of our service so that more people could be helped quickly with this initial enquiry. This change helped us to further expand our multi-lingual offer throughout our services. This model has been successful and is something we have been able to obtain funding for to ensure we can help as many people as possible over the coming years.

### Our thanks

We are grateful to all of our funders, our partners, our staff team, our volunteers and our trustees. We remain eternally grateful to the people in Cheetham Hill and across Manchester who trust us with their problems and support us.

**Sarah Sedge**

Chair of Cheetham Hill Advice Centre

### Contents

|                                      |   |
|--------------------------------------|---|
| Introduction and Chair's Report..... | 2 |
| Advice Service.....                  | 4 |
| Advice Issues.....                   | 5 |
| An Evaluation of CHAC.....           | 6 |
| Welcome Back to Our Volunteers.....  | 6 |
| Our Supporters and Partners.....     | 7 |

Advice Service

Summary

Throughout 2021-2022 we helped 1,361 people with 3,074 issues. We helped with over 1200 welfare benefit issues and helped to increase and maintain over £1.3 million worth of welfare benefits (£1,381,708 in total). We helped 357 people with over £54,000 worth of debt, dealt with 187 people with housing issues and 227 people with immigration enquires. We also helped with education, employment, consumer and health and social care issues.

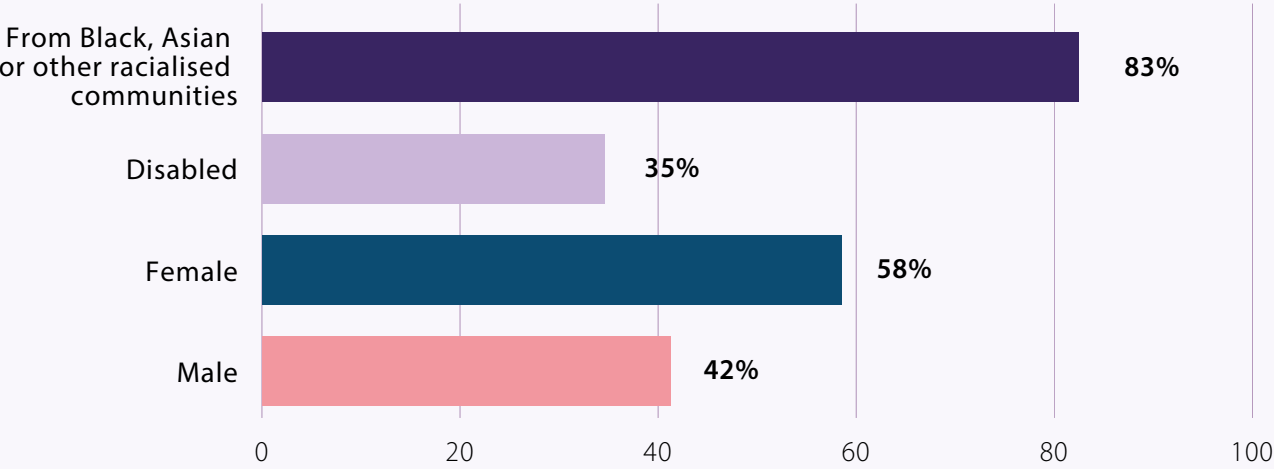
[Going to CHAC], it was the best thing I ever did because they managed to clear a lot of my debt. I wasn't in a good place to sort it out, I didn't know where to start, who to get in touch with, I wasn't aware that I was entitled to trust funds, I wasn't aware that I was entitled to reductions due to my mental health issues, that they were available, until I got in touch with them and until they talked me through everything.

Client

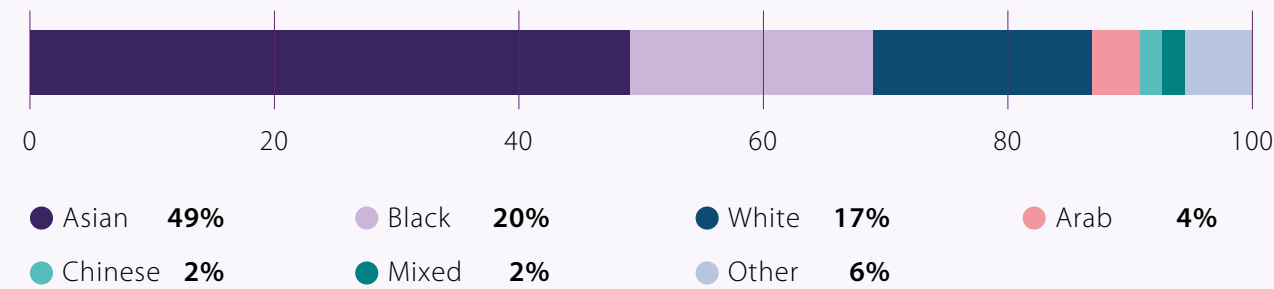
**£1,381,708**

income has been increased or protected

Key statistics



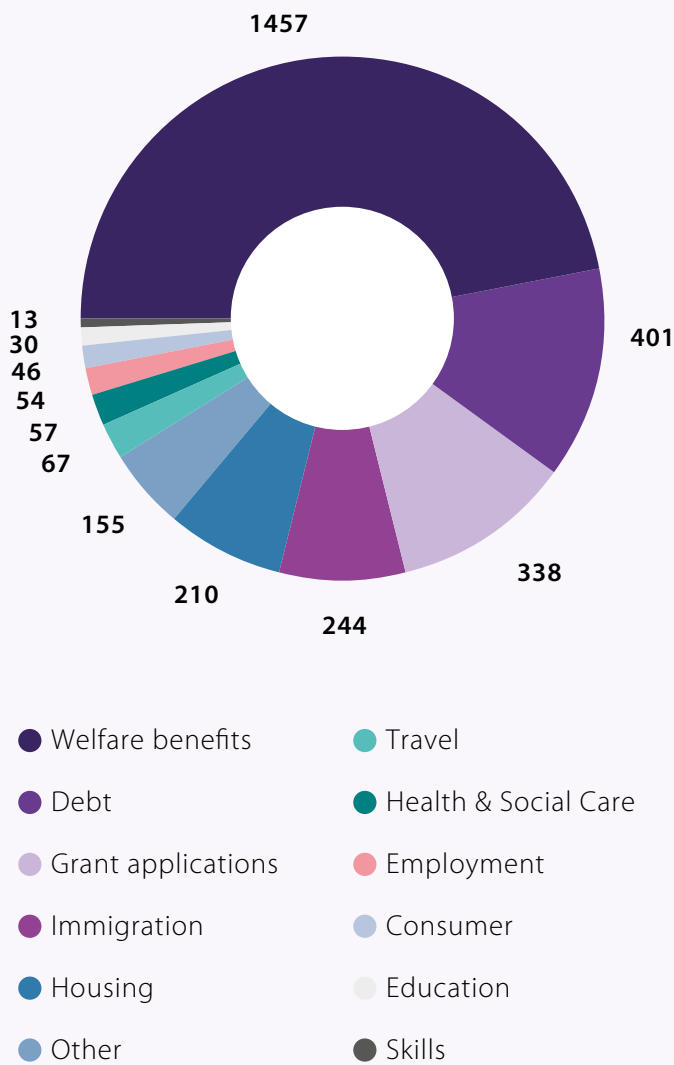
Ethnic origin detail



Advice issues

People come to CHAC for help with a range of issues. People are often very stressed when they arrive and commonly speak of the amount they have been worrying. The vast majority of people who come to us for help do not have enough money to live on. This leads to practical, emotional and health problems for people. Through our services, CHAC increases people's income so they can pay the rent, buy food, take care of their health and afford to have the heat and lights on in their homes. There is often mix of problems that CHAC's advisors and volunteers separate out for people and then provide outcomes that improve people's lives.

Type of advice queries



Household Support Fund

Between January and March we were proud to be chosen to support Manchester City Council's Household Support Fund. This was to help Manchester individuals and families with a one-off grant for £70 for individuals and £100 for households. CHAC were able to facilitate these grants for 242 individuals/ families totalling £21,130. This money was a lifeline and enabled clients to top up their energy meters, buy food and other essential items.

Welfare Benefits

We helped 370 clients claim additional benefits of £765,292, 88 clients backdate benefits worth £414,625.47 and we helped 69 clients maintain benefits worth £283,677 per year. Ensuring individuals and families are in receipt of all the benefits they are entitled to helps ensure they can meet their essential payments and also lessens worry and stress.

Immigration

We experienced a higher volumes of clients who were under immigration controls and unable to support themselves due to losing their self-employment or employment due to the pandemic. As many people in the area were employed or self-employed in industries such as restaurants and hotels. We made 7 successful applications to have the 'No Recourse to Public Funds' released. This provided a vital lifeline to these families to be able to maintain their lives in the UK.

Outcomes

**370**  
Increased benefits

**242**  
Household Support Fund awards

**37**  
Charitable grant awards

**248**  
Felt empowered to act

**19**  
Positive immigration cases

**290**  
Increased in their understanding



An Evaluation of CHAC’s Approach

Our work during the year was part of an independent evaluation carried out on CHAC’s services. The evaluation found that CHAC was a trusted, respected and impactful part of the community. The professional knowledge, lived experience and compassion of CHAC’s staff and volunteers was highlighted as key qualities that are appreciated by people in the community. A diagram summarising CHAC’s approach is below.



Welcome Back to Volunteers

This year was the first since 2020 where we were back to having our volunteers at CHAC and we were happy to welcome back five existing volunteers. We continued our partnership with Manchester Mind, Manchester Refugee Support Network (MRSN) and Greater Manchester Immigration Aid Unit (GMIAU) working together to recruit and train advice volunteers.

In November we were delighted to recommence with the formal advice volunteer training as this brings much needed enthusiasm and additional skills into our organisation. Seven new volunteers were able to take up this training and join us at CHAC in the last year.


During the year we were immensely proud that three of our volunteers were successfully recruited into paid positions within our organisation.

 I started volunteering at Cheetham Hill Advice Centre in 2021 and I can honestly say volunteering there has completely changed me as a person.


Before I started at Cheetham Hill I had been unwell for quite some time, and I had lost all my confidence. I remember the first day, I was really scared and anxious, I thought to myself I don’t know if I can do it, but all the people working at Cheetham Hill just made me feel so welcome and comfortable.

They helped me to believe in myself again, gave me a sense of purpose and my confidence just continued to grow.



 Choosing to volunteer at Cheetham Hill Advice Centre was one of the best decisions I’ve made, I’ve met so many amazing people, learnt so many new skills and it has given me a sense of belonging.

It gives you the opportunity to be part of something bigger than just yourself and you can really make difference to people’s lives within the community.



Our Supporters and Partners

CHAC is grateful for the agencies and groups we work in partnership with. We know that these partnerships are essential to help our community to survive the complexity of problems they are facing today.

Cheetham Hill Advice Centre work with Citizens Advice Manchester and Shelter to deliver Manchester’s citywide advice offer. In the last year we also worked with Women Asylum Seekers Together (WAST) to deliver work funded by The Spotlight Fund and with Ethnic Health Forum via the Covid-19 Community Advice Fund. We worked on the Manchester Advice Volunteer Partnership with Manchester Mind, Greater Manchester Immigration Aid Unit (GMIAU) and Manchester Refugee Support Network (MRSN). We worked with Hopewell, Wai Yin, Abraham Moss Warriors, New Testament Church of God, 4CT and Communities for All on capacity building in North Manchester.

CHAC works alongside cross-sector partners on North Manchester Together, Hope for Cheetham, Manchester Advice Forum and is proud to take part in the annual Cheetham Cultural Festival.



Cheetham Cultural Festival



Tesco Bags of Help

The charity have been working to build relationships with the business sector to develop donation routes and pro-bono support. CHAC made links with the Far East Consortium, Engie / Equans and Ameen via the North Manchester Business Network. The three construction companies worked together to help CHAC implement a range of building improvements that make the building more comfortable for residents who visit the charity. This led to the provision of over £6,000 worth of materials and specialist trades work. CHAC were supported by The Cranfield Trust who identified a consultant to work with the charity for free to develop our three-year Business Plan. CHAC also received £1,000 from Tesco which the charity invested in improving the computers and internet access for volunteers. Tesco also donated biscuits as a treat for CHAC’s volunteers and these were presented by the Community Champion at Tesco Cheetham Hill.



Ameen, Engie / Equans and Far East Condortium helping the community by improving CHAC’s building



# Cheetham Hill Advice Centre

A copy of our full accounts is available from the Centre upon request

## Independent Account Examiners

Community Accountancy Service  
The Grange  
Pilgrim Drive  
Manchester  
M11 3QR

## Finance and Administration Officer in the financial year

Nadia Erdenesuren

## IT Support

Bytesize

## Banker

Co-operative Bank  
1 Balloon Street  
Manchester

## Partners

Abraham Moss Warriors, Citizens Advice Manchester, Communities for All, Ethnic Health Forum, Greater Manchester Immigration Aid Unit, Hopewell, New Testament Church of God, Manchester Mind, Manchester Refugee Support Network, Shelter, Wai Yin, Women Asylum Seekers Together and 4CT. We worked with Women Asylum Seekers Together (WAST) to deliver work funded by The Spotlight Fund and with Ethnic Health Forum via the Covid-19 Community Advice Fund.

## Supporters

Tesco Cheetham Hill, Far East Consortium, Ameen, Englie / Equans and The Cranfield Trust.

## Funding

Our main funding in the year came from The National Lottery Community Fund, Manchester City Council, The Henry Smith Charity, the Department of Levelling Up, Housing and Communities, the Peter Kershaw Trust and the John Grant Davies Trust.

Cheetham Hill Advice Centre is an independent advice charity working with people across Manchester and predominantly in Cheetham, Crumpsall and North Manchester. We work with the local community through providing an advice service, training volunteers and partnership initiatives as well as developing the opportunity for voluntary sector, public sector and businesses to improve the lives of local people.

If you'd like to find out more about Cheetham Hill Advice Centre or get involved please get in touch.

## Cheetham Hill Advice Centre

1 Morrowfield Avenue  
Cheetham Hill  
Manchester  
M8 9AR  
T 0161 740 8999  
E [office@cheethamadvice.org.uk](mailto:office@cheethamadvice.org.uk)

OISC registration number: N201100029

Registered Charity Number 1136328 | Company number 7253445

**CHEETHAM HILL ADVICE CENTRE**

**COMPANY REGISTRATION NO: 7253445**

**(England)**

**CHARITY REGISTRATION NO: 1136328**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30TH MARCH 2022**

## **CHEETHAM HILL ADVICE CENTRE**

### **FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2022**

#### **INDEX PAGE**

| <b>PAGE NO.</b> | <b>CONTENTS</b>                   |
|-----------------|-----------------------------------|
| 1 - 5           | Directors' Report                 |
| 6               | Independent Examiner's Report     |
| 7               | Statement of Financial Activities |
| 8               | Balance Sheet                     |
| 9               | Statement of Cash Flows           |
| 10 - 16         | Notes to the Accounts             |

## CHEETHAM HILL ADVICE CENTRE

### Report of the Trustees for the Year Ended 30th March 2022

The trustees present their annual directors' report and financial statements of the charity for the year ended 30th March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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 2015).

### Reference and administrative information

Charity Name: Cheetham Hill Advice Centre

Charity Number: 1136328

Company No: 7253445

### Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law.

The trustees and officers serving during the year and since the year end were as follows:

|                          |                      |
|--------------------------|----------------------|
| Sarah Sedge              | Val Bayliss-Brideaux |
| Andrew Alexander Gridley | Mohammed Ali         |
| Khouloud Azzouni         | Jane Eberhart        |
| Mary Atkinson            | Guy Johnson          |
| Revd. Sarah Fletcher     | Herbert McKenzie     |
| Tracy Langton            |                      |
| Amer Salam               |                      |

### Key management personnel: Trustees and Directors

|             |                   |
|-------------|-------------------|
| Sarah Sedge | Chair of Trustees |
| Guy Johnson | Treasurer         |

### Senior managers

Sinéad O'Connor

### Registered Office

1-3 Morrowfield Avenue, Manchester, M8 9AR

### Independent Examiners

Community Accountancy Service Limited  
The Grange, Pilgrim Drive  
Beswick, Manchester, M11 3TQ

### Bankers

Cooperative Bank plc, 70-72 Cross Street, Manchester, M2 4JG  
CAF Bank, 25 Kings Hill Avenue, West Mailing, Kent, ME19 4JQ



## CHEETHAM HILL ADVICE CENTRE

### **Objectives and activities**

The purposes of the charity are to promote any charitable purpose for the benefit of residents of the City of Manchester, but primarily for the benefit of the community in Cheetham and Crumpsall and North Manchester in particular the advancement of education, the furtherance of health, the relief of poverty, distress and sickness.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through the provision of quality assured social welfare advice, information and support, to enable residents to lift themselves out of poverty, and to improve their quality of life and general health and wellbeing. It increases the capabilities of individuals through running a volunteer development programme, recruiting and training a diverse group of local people to ensure services are culturally and linguistically appropriate and accessible, and it increases the capabilities of other organisations by running outreach services, by offering training to their volunteers, and by providing them with a consultancy advice service.

### **Structure, governance and management**

Cheetham Hill Advice Centre is a company limited by guarantee governed by its Memorandum and Articles of Association dated 13<sup>th</sup> May 2010. It is registered as a charity with the Charity Commission (dated 14<sup>th</sup> June 2010).

### **Appointment of trustees**

As set out in the Articles of Association trustees are elected annually by the members of the charitable company attending the Annual General meeting, with the officers being elected from the Board. The number of trustees shall not be less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

### **Trustee induction and training**

New trustees are given a formal induction from the Manager that includes an overview of the charity's activities and funding as well as copies of all the relevant written policies, and provided with access to external training to further develop their knowledge of trustee roles and responsibilities.

### **Organisation**

The board of trustees administers the charity. The board normally meets monthly, with a break in August. A Manager is appointed by the trustees to manage the day-to-day operations of the charity.

### **Related parties and co-operation with other organisations**

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year such related party transactions are reported in Note 10.

## CHEETHAM HILL ADVICE CENTRE

### **A review of our achievements and performance**

From April 2021 to March 2022 we resolved 3074 cases for 1361 individuals and families throughout the year. We managed debt worth £274,295 and raised over £1.5 million in additional income for people (£1,544,474 in total). As of 30<sup>th</sup> March 2022 we had 1194 cases open for 735 people.

The Covid lockdown in 2020 meant we had to offer all of our services remotely, we were delighted that in early 2021 we were able to re-open our service and begin to safely advise people face to face.

Cheetham Hill Advice Centre are now offering a mixture of both telephone and face to face advice, ensuring we can reach all in need and provide them help in their chosen medium. This hybrid model was audited and approved during our scheduled AQS Audit, allowing us to see a wider variety of people and ensure those who are housebound, living further afield or affected by health issues can access our service.

### **Financial review**

Trustees conducted their annual and business financial reviews in February 2022 and began implementing the charity's three-year Business Plan covering the period 2021-24.

Core funding comes from Manchester City Council via a sub-contract with Citizens Advice Manchester. This partnership work involves Cheetham Hill Advice Centre working alongside Citizens Advice Manchester and Shelter to deliver Manchester's citywide advice contract. This contract is from Manchester City Council and is managed by the Directorate for Commissioning. The current contract has been extended till 2024.

Other key funders over the past year have been The National Lottery Community Fund Reaching Communities programme, the Henry Smith Charity, A Manchester City Council 'Our Manchester Voluntary and Community Sector grant', Department of Levelling Up, Housing and Communities, the Peter Kershaw Trust and the John Grant Davies Trust. We worked with Women Asylum Seekers Together (WAST) to deliver work funded by The Spotlight Fund.

The charity have been working to build relationships with the business sector to develop donation routes and pro-bono support. CHAC made links with the Far East Consortium, Equans and Ameen via the North Manchester Business Network. The three construction companies worked together to help CHAC implement a range of building improvements that make the building more comfortable for residents who visit the charity. This led to the provision of over £6,000 worth of materials and specialist trades work. CHAC also received £1,000 from Tesco which the charity invested in improving the computers and internet access for volunteers.

### **Investment powers and policy**

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest-bearing deposit account.

## CHEETHAM HILL ADVICE CENTRE

### **Reserves policy and going concern**

The balance held in unrestricted reserves at 30th March 2022 was £106,877 of which £106,372 are free reserves, after allowing for funds tied up in tangible fixed assets.

The charity aims to reserve free reserves in unrestricted funds at a level that equates to approximately three months' worth of running costs (currently £78,784). The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

Having regard to the budget the trustees consider that the charity is a going concern. The charity's reliance on grant funding is managed through a flexible approach to staffing, with employees redeployed across to other projects wherever possible if one funding stream ends and new funding is brought on stream.

### **Risk management**

The trustees conducted a review of the charity's Risk Management Policy in February 2022. This identified the major risks to which the charity is exposed and systems established to mitigate those risks. The risk management plan was also reviewed in February 2022. The charity began implementing their three-year plan Business Plan for 2021-2024.

### **Plans for future periods**

The charity has developed a fundraising strategy and is working to bolster services for the increased need that they know is growing in the community. They have also begun working with businesses to develop ways for companies to support the charity via the provision of pro bono services.

The charity has identified the funds to improve resilience in communications and IT access along with building improvements in the advice centre. This has led to a list of improvements that will be delivered on a priority basis over the next financial year.

The charity has developed further partnerships in order to ensure residents in other parts of Manchester can access face-to-face advice services. This has included working with organisations and groups who are well placed to provide service complementary to the work of Cheetham Hill Advice Centre within the local area and across Manchester

At the start of the financial year we were fortunate to have worked with a business consultant on a pro-bono basis to develop a road map for a three year plan to ensure CHAC remains resilient to changes and focus on the most impactful areas.

The plan based upon an in-depth PEST and SWOT analysis will ensure that CHAC is prepared for foreseeable changes and build on their strengths.

**CHEETHAM HILL ADVICE CENTRE****Trustees responsibilities in relation to the financial statements**

The charity trustees (who are also the directors of Cheetham Hill Advice Centre) for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees



-----  
Sarah Sedge - Chair

Date: 30<sup>th</sup> September 2022

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHEETHAM HILL ADVICE CENTRE

I report on the accounts of the company for the year ended 30th March 2022, which are set out on pages 7 to 16.

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

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

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

### Basis of independent examiner's report

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

### Independent examiner's statement

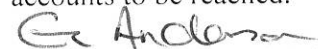
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
- with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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



EL Anderson MA FCA CTA,  
Community Accountancy Service Ltd,  
The Grange, Pilgrim Drive,  
Beswick, Manchester, M11 3TQ  
Date: 30<sup>th</sup> September 2022



**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDING 30TH MARCH 2022**  
 (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

|  | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Year<br>Ended<br>30.03.22<br>Total<br>Funds<br>£ | Year<br>Ended<br>30.03.21<br>Total<br>Funds<br>£ |
|--|-------|----------------------------|--------------------------|--|--|
| <b>INCOME FROM:</b>  |       |                            |                          |  |  |
| Donations and Legacies   |       | 900                        | -                        | 900  | 1,177  |
| Investment Income  |       | 3                          | -                        | 3  | 8  |
| Charitable Activities  | 4     | 72,893                     | 216,031                  | 288,924  | 364,369  |
| Other Trading Activities   | 5     | -                          | -                        | -  | (667)  |
| Other Income   |       | 1,635                      | -                        | 1,635  | 82   |
| <b>TOTAL</b>   |       | <b>75,431</b>              | <b>216,031</b>           | <b>291,462</b>                                   | <b>364,969</b>                                   |
| <b>EXPENDITURE ON:</b>   |       |                            |                          |  |  |
| Raising Funds  | 6     | (1,276)                    | -                        | (1,276)  | (1,251)  |
| Charitable Activities  | 7     | (69,177)                   | (202,604)                | (271,781)  | (332,980)  |
| <b>TOTAL</b>   |       | <b>(70,453)</b>            | <b>(202,604)</b>         | <b>(273,057)</b>                                 | <b>(334,231)</b>                                 |
| <b>NET INCOMING (OUTGOING) RESOURCES<br/>FOR THE YEAR BEFORE TRANSFERS</b> |       | <b>4,978</b>               | <b>13,427</b>            | <b>18,405</b>                                    | <b>30,738</b>                                    |
| <b>TRANSFER BETWEEN FUNDS</b>  | 16    | -                          | -                        | -  | -  |
| <b>NET INCOMING (OUTGOING) RESOURCES<br/>FOR THE YEAR AFTER TRANSFERS</b>  |       | <b>4,978</b>               | <b>13,427</b>            | <b>18,405</b>                                    | <b>30,738</b>                                    |
| <b>RECONCILIATION OF FUNDS</b>   |       |                            |                          |  |  |
| Total Funds Brought Forward  |       | 101,899                    | 36,505                   | 138,404  | 107,666  |
| <b>TOTAL FUNDS CARRIED FORWARD</b>   | 16    | <b>106,877</b>             | <b>49,932</b>            | <b>156,809</b>                                   | <b>138,404</b>                                   |

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 16 form part of these accounts.

## BALANCE SHEET AS AT 30 MARCH 2022

Registration Number: 7253445

|                                     | NOTES | 2022            | 2021            |
|-------------------------------------|-------|-----------------|-----------------|
|                                     |       | £               | £               |
| <b>FIXED ASSETS</b>                 |       |                 |                 |
| Tangible Fixed Assets               | 11    | 8,518           | 2,704           |
| <b>CURRENT ASSETS</b>               |       |                 |                 |
| Debtors & Prepayments               | 12    | 10,794          | 24,738          |
| Cash at Bank & In Hand              |       | 212,849         | 190,069         |
|                                     |       | <u>223,643</u>  | <u>214,807</u>  |
| <b>LIABILITIES:</b>                 |       |                 |                 |
| Amounts falling due within one year | 14    | (75,352)        | (79,107)        |
|                                     |       | <u>(75,352)</u> | <u>(79,107)</u> |
| <i>Client Account:</i>              |       |                 |                 |
| Client Ledger                       |       | (655)           | (285)           |
| Cash at Bank                        |       | 655             | 285             |
|                                     |       | <u>-</u>        | <u>-</u>        |
| <b>NET CURRENT ASSETS</b>           |       | 148,291         | 135,700         |
| <b>TOTAL NET ASSETS</b>             |       | <u>156,809</u>  | <u>138,404</u>  |

## THE FUNDS OF THE CHARITY



|                            |    |                |                |
|----------------------------|----|----------------|----------------|
| Unrestricted Reserves      | 17 | 106,877        | 101,899        |
| Restricted Reserves        | 17 | 49,932         | 36,505         |
| <b>TOTAL CHARITY FUNDS</b> |    | <u>156,809</u> | <u>138,404</u> |

For the year in question the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- 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 accounts.

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

Approved on behalf of the Board

) Trustee

Guy Johnson

) Trustee

Sarah Sedge

Date: 30th September 2022

The notes on pages 10 to 16 form part of these accounts.

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 30th MARCH 2022

RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH  
FLOW FROM OPERATING ACTIVITIES

|  | 2022            | 2021           |
|--|-----------------|----------------|
|  | £               | £              |
| Net movement in funds  | 18,405          | 30,738         |
| Add back depreciation  | 5,386           | 1,886          |
| Deduct investment income   | (3)             | (8)            |
| Decrease/(increase) in debtors                                       | 13,944          | (16,422)       |
| Increase/(decrease) in creditors                                     | (3,755)         | 6,916          |
| <b>Net cash used in operating activities</b>                         | <b>33,977</b>   | <b>23,110</b>  |
| <b>Cash flows from investment activities:</b>                        |                 |                |
| Interest   | 3               | 8              |
| Purchase of fixed assets   | (11,200)        | (2,650)        |
| <b>Net cash provided by investing activities</b>                     | <b>(11,197)</b> | <b>(2,642)</b> |
| <br>Increase/(decrease) in cash and cash equivalents during the year | <br>22,780      | <br>20,468     |
| <br>Cash and cash equivalents brought forward                        | <br>190,069     | <br>169,601    |
| <b>Cash and cash equivalents carried forward</b>                     | <b>212,849</b>  | <b>190,069</b> |

**1. ACCOUNTING POLICIES****(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**(b) Funds structure**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There were 10 restricted funds at the year end.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose.

Further details of each fund are disclosed in note 16.

**(c) Income recognition**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Operating income represents grants, contracts, and sundry income receivable.

**(d) Expenditure Recognition**

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 settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

**(e) Irrecoverable VAT**

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**(f) Allocation of support and governance costs**

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity.

The allocation of support and governance costs is analysed in note 8.

**(g) Charitable Activities**

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 7.

**(h) Tangible fixed assets and depreciation**

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets).

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

|                             |                |
|-----------------------------|----------------|
| Computer                    | 33.33% on cost |
| Office Equipment & Fittings | 25% on cost    |

**(i) Taxation**

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The Charity is not currently registered for VAT.

**(j) Pensions**

The trustees implemented an auto enrolment pension scheme from June 2016. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions. Costs are charged to expenditure in the period incurred.

**(k) Contingent liabilities**

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

**(l) Debtors**

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

**(m) Creditors and Provisions**

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

**(n) Operating Leases**

Payments under operating leases are charged to the income and expenditure account in the period to which they relate.

**2 NET INCOME FOR THE YEAR**

This is stated after charging:

Depreciation - owned assets

Independent Examiners Fees

Other financial services

| 2022  | 2021  |
|-------|-------|
| £     | £     |
| 5,386 | 1,886 |
| 975   | 975   |
| 1,182 | 1,081 |

**3 TAX ON SURPLUS ON ORDINARY ACTIVITIES**

(See taxation policy note above)

|   |   |
|---|---|
| - | - |
|---|---|



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2022 (cont...)

## 4 INCOME FROM CHARITABLE ACTIVITIES

|   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2021<br>£ |
|---|----------------------------|--------------------------|--------------------|----------------------------|--------------------------|--------------------|
| <i>Grants:</i>                          |                            |                          |                    |                            |                          |                    |
| Henry Smith Charity                     | -                          | 45,350                   | 45,350             | -                          | 49,800                   | 49,800             |
| National Lottery - Reaching Communities | -                          | 132,805                  | 132,805            | -                          | 128,523                  | 128,523            |
| National Lottery Covid                  | -                          | -                        | -                  | -                          | 99,431                   | 99,431             |
| HMRC SSP Grant                          | -                          | 193                      | 193                | -                          | -                        | -                  |
| DLUHC Hong Kong Project                 | -                          | 3,817                    | 3,817              | -                          | -                        | -                  |
| Tesco Bags of Help                      | -                          | 1,000                    | 1,000              | -                          | -                        | -                  |
| MCC - ClifA                             | -                          | 14,473                   | 14,473             | -                          | -                        | -                  |
| MCC - T3 Covid Support                  | 6,163                      | -                        | 6,163              | -                          | -                        | -                  |
| MCC - Wellbeing                         | -                          | -                        | -                  | -                          | 500                      | 500                |
| Love Manchester                         | -                          | -                        | -                  | -                          | 2,872                    | 2,872              |
| Our Manchester VCE Grant                | -                          | 18,393                   | 18,393             | -                          | 18,393                   | 18,393             |
| <i>Contracts:</i>                       |                            |                          |                    |                            |                          |                    |
| CAB - advice services                   | 60,099                     | -                        | 60,099             | 58,349                     | -                        | 58,349             |
| Other - advice services                 | 6,631                      | -                        | 6,631              | 6,501                      | -                        | 6,501              |
|   | <u>72,893</u>              | <u>216,031</u>           | <u>288,924</u>     | <u>64,850</u>              | <u>299,519</u>           | <u>364,369</u>     |

## 5 INCOME FROM OTHER TRADING ACTIVITIES

|                                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2021<br>£ |
|-----------------------------------|----------------------------|--------------------------|--------------------|----------------------------|--------------------------|--------------------|
| Contribution to Office Facilities | -                          | -                        | -                  | (667)                      | -                        | (667)              |
|                                   | <u>-</u>                   | <u>-</u>                 | <u>-</u>           | <u>(667)</u>               | <u>-</u>                 | <u>(667)</u>       |

## 6 COST OF RAISING FUNDS

|                              | £            | £        | £            | £            | £        | £            |
|------------------------------|--------------|----------|--------------|--------------|----------|--------------|
| Employment Costs             | 788          | -        | 788          | 858          | -        | 858          |
| Rent, Rates and Insurance    | 76           | -        | 76           | 81           | -        | 81           |
| Heat, Light & Water          | 157          | -        | 157          | 181          | -        | 181          |
| Repairs and Maintenance      | 153          | -        | 153          | 86           | -        | 86           |
| Cleaner & Cleaning Materials | 102          | -        | 102          | 45           | -        | 45           |
|                              | <u>1,276</u> | <u>-</u> | <u>1,276</u> | <u>1,251</u> | <u>-</u> | <u>1,251</u> |

## 7 EXPENDITURE

|                              | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| <i>Charitable Activities</i> |                            |                          |                    |                    |
| Employment Costs             | 58,360                     | 157,259                  | 215,619            | 190,878            |
| External Evaluations         | 1,000                      | 512                      | 1,512              | 6,400              |
| Recruitment                  | -                          | 299                      | 299                | 700                |
| Project Partners             | -                          | 7,906                    | 7,906              | 85,168             |
| Interpreting                 | 550                        | 3,122                    | 3,672              | 389                |
| Client expenses              | -                          | -                        | -                  | 169                |
| Staff Training               | 319                        | 891                      | 1,210              | 1,068              |
| Advertising & Publicity      | -                          | 441                      | 441                | -                  |
| Staff Travel                 | 18                         | 10                       | 28                 | -                  |
| Staff Welfare                | -                          | 600                      | 600                | -                  |
| Volunteer Expenses           | -                          | 299                      | 299                | 15                 |
| Volunteer Training           | -                          | -                        | -                  | 38                 |
| Volunteer Travel             | -                          | 282                      | 282                | -                  |
| Support Costs                | 8,006                      | 29,348                   | 37,354             | 45,737             |
| Governance Costs             | 924                        | 1,635                    | 2,559              | 2,418              |
|                              | <u>69,177</u>              | <u>202,604</u>           | <u>271,781</u>     | <u>332,980</u>     |
| Restricted Funds             |                            |                          | 202,604            | 278,802            |
| Unrestricted Funds           |                            |                          | 69,177             | 54,178             |
|                              |                            |                          | <u>271,781</u>     | <u>332,980</u>     |

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2022 (cont...)

## 8 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS

|                                     | <i>Basis of Apportionment</i> | <b>General<br/>Support</b> | <b>Governance</b> | <b>Total 2022</b> | <b>Total 2021</b> |
|-------------------------------------|-------------------------------|----------------------------|-------------------|-------------------|-------------------|
|                                     |                               | £                          | £                 | £                 | £                 |
| <b>Support Costs</b>                |                               |                            |                   |                   |                   |
| Employment Costs                    | <i>Staff Time</i>             | 3,151                      | -                 | 3,151             | 17,153            |
| Rent, Rates and Insurance           | <i>Space Used</i>             | 1,441                      | -                 | 1,441             | 1,537             |
| Heat, Light & Water                 | <i>Space Used</i>             | 2,799                      | -                 | 2,799             | 3,435             |
| Repairs and Maintenance             | <i>Space Used</i>             | 2,905                      | -                 | 2,905             | 1,638             |
| Cleaner & Cleaning Materials        | <i>Space Used</i>             | 1,944                      | -                 | 1,944             | 852               |
| Computer Maintenance & Software     | <i>Space Used</i>             | 4,827                      | -                 | 4,827             | 3,938             |
| Minor Equipment                     | <i>Space Used</i>             | 926                        | -                 | 926               | 420               |
| Printing and Stationery             | <i>Staff Time</i>             | 3,004                      | -                 | 3,004             | 1,871             |
| Telephone and Post                  | <i>Staff Time</i>             | 5,259                      | -                 | 5,259             | 5,397             |
| Publications and Subscriptions      | <i>Staff Time</i>             | 1,721                      | -                 | 1,721             | 1,900             |
| Professional Indemnity Insurance    | <i>Staff Time</i>             | 2,369                      | -                 | 2,369             | 2,571             |
| Depreciation                        | <i>Staff Time</i>             | 5,386                      | -                 | 5,386             | 1,886             |
| PPE                                 |                               | 426                        | -                 | 426               | 2,058             |
| Sundries                            |                               | 14                         | -                 | 14                | -                 |
| Consultancy                         |                               | -                          | 1,584             | 1,584             | 948               |
| Management Committee & AGM Expenses |                               | -                          | -                 | -                 | 495               |
| Accountancy & Payroll               |                               | 1,182                      | 975               | 2,157             | 2,056             |
|                                     |                               | <u>37,354</u>              | <u>2,559</u>      | <u>39,913</u>     | <u>48,155</u>     |

## 9 STAFF NUMBERS AND COSTS

|                       | <b>2022</b>    | <b>2021</b>    |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and Salaries    | 203,318        | 193,944        |
| Social Security Costs | 12,403         | 11,349         |
| Pension Costs         | 3,837          | 3,596          |
|                       | <u>219,558</u> | <u>208,889</u> |

The charity employed 12 staff during the year, with an average of 9.

The average number of employees, as a full time equivalent was:

|                             |          |          |
|-----------------------------|----------|----------|
| Management & Administration | 2        | 2        |
| Provision of Services       | 5        | 5        |
|                             | <u>7</u> | <u>7</u> |

The charity considers its key management personnel comprises the trustees and manager. The total employment benefits, including employer pension contributions of the key management personnel was £23,642 (previous year: £25,738). No employees has benefits in excess of £60,000 (2021: none).

## 10 TRUSTEES' REMUNERATION AND EXPENSES

No remuneration was paid or payable directly or indirectly out of the funds of the charity during the year to any trustees or to any persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the non-executive trustees in respect of the period.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2022 (cont...)

## 11 TANGIBLE FIXED ASSETS

|                   | Furniture &<br>Equipment<br>£ | Computer<br>Equipment<br>£ | Total<br>£ |
|-------------------|-------------------------------|----------------------------|------------|
| COST              |                               |                            |            |
| At 31 March 2021  | 10,186                        | 11,494                     | 21,680     |
| Additions         | -                             | 11,200                     | 11,200     |
| Disposals         |                               |                            | -          |
| At 30 March 2022  | 10,186                        | 22,694                     | 32,880     |
| DEPRECIATION      |                               |                            |            |
| At 31 March 2021  | 9,194                         | 9,782                      | 18,976     |
| Charge for Period | 487                           | 4,899                      | 5,386      |
| Disposals         |                               |                            | -          |
| At 30 March 2022  | 9,681                         | 14,681                     | 24,362     |
| NET BOOK VALUE    |                               |                            |            |
| At 30 March 2022  | 505                           | 8,013                      | 8,518      |
| At 30 March 2021  | 992                           | 1,712                      | 2,704      |

## 12 CAPITAL COMMITMENTS

|                                 | 2022<br>£ nil | 2021<br>£ nil |
|---------------------------------|---------------|---------------|
| Contracted but not provided for |               |               |

## 13 DEBTORS

|                    | £      | £      |
|--------------------|--------|--------|
| Other Debtors      | 510    | 16,172 |
| Accrued Income     | 5,008  | 4,721  |
| Prepayments        | 5,276  | 3,845  |
|                    | 10,794 | 24,738 |
| Restricted Funds   | 4,125  | 16,090 |
| Unrestricted Funds | 6,669  | 8,648  |
|                    | 10,794 | 24,738 |

## 14 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                    | £      | £      |
|--------------------|--------|--------|
| Deferred Income    | 70,525 | 76,117 |
| Other Creditors    | 3,202  | 919    |
| Other Taxes        | -      | 150    |
| Accruals           | 1,625  | 1,921  |
|                    | 75,352 | 79,107 |
| Restricted Funds   | 73,877 | 77,081 |
| Unrestricted Funds | 1,475  | 2,026  |
|                    | 75,352 | 79,107 |

## 15 DEFERRED INCOME

|   | £        | £        |
|---|----------|----------|
| Deferred income comprises grants paid in advance.           |          |          |
| Balance brought forward as at 31st March                    | 76,117   | 69,369   |
| Amount released to income earned from charitable activities | (76,117) | (67,369) |
| Amount deferred in year                                     | 70,525   | 76,117   |
| Balance carried forward as at 30th March                    | 70,525   | 76,117   |

All deferred income is restricted.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2022 (cont...)

## 16 ANALYSIS OF CHARITABLE FUNDS

|   | Balance at<br>31 March<br>2021 | Incoming | Transfers | Outgoing  | Balance at<br>30 March<br>2022 |
|---|--------------------------------|----------|-----------|-----------|--------------------------------|
|   | £                              | £        | £         | £         | £                              |
| <b>RESTRICTED FUNDS</b>                 |                                |          |           |           |                                |
| Lloyds TSB Foundation                   | 2,713                          | -        | -         | -         | 2,713                          |
| NW Legal Services Trust                 | 1,092                          | -        | -         | -         | 1,092                          |
| John Grant Davies Trust                 | 412                            | -        | -         | -         | 412                            |
| Henry Smith Charity                     | 15,474                         | 45,350   | (1,199)   | (37,785)  | 21,840                         |
| National Lottery - Reaching Communities | 8,384                          | 132,805  | (10,185)  | (122,909) | 8,095                          |
| Peter Kershaw Trust                     | 5,777                          | -        | -         | (581)     | 5,196                          |
| MCC - Wellbeing                         | 331                            | -        | -         | -         | 331                            |
| MCC - CliffA                            | -                              | 14,473   | -         | (14,473)  | -                              |
| HMRC SSP                                | -                              | 193      | -         | (193)     | -                              |
| Tesco Bags of Help                      | -                              | 1,000    | (554)     | (446)     | -                              |
| DLUHC Hong Kong Project                 | -                              | 3,817    | -         | (3,817)   | -                              |
| Our Manchester VCE Grant                | -                              | 18,393   | -         | (17,653)  | 740                            |
| Arcon Housing                           | 1,500                          | -        | -         | -         | 1,500                          |
| <i>Capital:</i>                         |                                |          |           |           |                                |
| DWP (Access to Work)                    | 23                             | -        | -         | (23)      | -                              |
| Our Manchester VCE Grant                | 799                            | -        | -         | (621)     | 178                            |
| Henry Smith Charity                     | -                              | -        | 1,199     | (400)     | 799                            |
| National Lottery - Reaching Communities | -                              | -        | 10,185    | (3,518)   | 6,667                          |
| Tesco                                   | -                              | -        | 554       | (185)     | 369                            |
|   | 36,505                         | 216,031  | -         | (202,604) | 49,932                         |
| <i>Unrestricted Funds:</i>              |                                |          |           |           |                                |
| General                                 | 101,899                        | 75,431   | -         | (70,453)  | 106,877                        |
| <i>Total Unrestricted Funds:</i>        | 101,899                        | 75,431   | -         | (70,453)  | 106,877                        |
| <b>TOTAL</b>                            | 138,404                        | 291,462  | -         | (273,057) | 156,809                        |
| <br>Previous Year                       |                                |          |           |           |                                |
|   | Balance at<br>31 March<br>2020 | Incoming | Transfers | Outgoing  | Balance at<br>30 March<br>2021 |
|   | £                              | £        | £         | £         | £                              |
| <b>RESTRICTED FUNDS</b>                 |                                |          |           |           |                                |
| Lloyds TSB Foundation                   | 2,713                          | -        | -         | -         | 2,713                          |
| NW Legal Services Trust                 | 1,092                          | -        | -         | -         | 1,092                          |
| John Grant Davies Trust                 | 464                            | -        | -         | (52)      | 412                            |
| Henry Smith Charity                     | 2,323                          | 49,800   | -         | (36,649)  | 15,474                         |
| National Lottery - Reaching Communities | (1,134)                        | 128,523  | -         | (119,005) | 8,384                          |
| National Lottery Covid                  | -                              | 99,431   | -         | (99,431)  | -                              |
| Peter Kershaw Trust                     | 5,777                          | -        | -         | -         | 5,777                          |
| MCC - Wellbeing                         | -                              | 500      | -         | (169)     | 331                            |
| Love Manchester                         | -                              | 2,872    | -         | (2,872)   | -                              |
| Our Manchester VCE Grant                | 405                            | 18,393   | 795       | (19,593)  | -                              |
| Arcon Housing                           | 1,500                          | -        | -         | -         | 1,500                          |
| <i>Capital:</i>                         |                                |          |           |           |                                |
| DWP (Access to Work)                    | 258                            | -        | -         | (235)     | 23                             |
| Our Manchester VCE Grant                | 1,060                          | -        | 535       | (796)     | 799                            |
|   | 14,458                         | 299,519  | 1,330     | (278,802) | 36,505                         |
| <i>Unrestricted Funds:</i>              |                                |          |           |           |                                |
| General                                 | 93,208                         | 65,450   | (1,330)   | (55,429)  | 101,899                        |
| <i>Total Unrestricted Funds:</i>        | 93,208                         | 65,450   | (1,330)   | (55,429)  | 101,899                        |
| <b>TOTAL</b>                            | 107,666                        | 364,969  | -         | (334,231) | 138,404                        |

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2022 (cont...)

**Purpose of funds:-**

Lloyds TSB Foundation  
 The John Grant Davies Trust  
 NW Legal Services Trust  
 Henry Smith Charity  
 National Lottery - Reaching Communities

Peter Kershaw Trust

MCC - Wellbeing

MCC - CIfFA

MCC T3 Covid Support

HMRC SSP

Tesco Bags of Help

DLUHC Hong Kong Project

Our Manchester VCE Grant

Mcr & Warrington Area Quaker Meeting

Talisman Charitable Trust

Arcon Housing

**Contribution towards:**

- towards the salary of a senior case worker  
 - towards volunteer expenses  
 - towards follow-on training costs for volunteers  
 - towards the Advice Service, includes future depreciation of £799  
 - towards the Advice Service, includes future depreciation of £6,667  
 - towards organisational review and consultation  
 - towards mobiles & tablets for clients  
 - towards covid-19 advice project  
 - Covid Support for T3 measures  
 - HMRC refund of SSP paid  
 - towards volunteer computers - includes future depreciation of £369  
 - towards extra staff assistance  
 - towards supporting volunteers and the Advice Service, includes future depreciation of £178  
 - towards the Advice Service  
 - Client welfare  
 - towards volunteer expenses & equipment

**17 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                  | Fixed<br>Assets<br>£ | Net<br>Current<br>Assets<br>£ | 2022<br>Total<br>£ | Fixed<br>Assets<br>£ | Net<br>Current<br>Assets<br>£ | 2021<br>Total<br>£ |
|------------------|----------------------|-------------------------------|--------------------|----------------------|-------------------------------|--------------------|
| Restricted Funds | 8,013                | 41,919                        | 49,932             | 1,772                | 34,733                        | 36,505             |
| Unrestricted     | 505                  | 106,372                       | 106,877            | 932                  | 100,967                       | 101,899            |
|                  | <u>8,518</u>         | <u>148,291</u>                | <u>156,809</u>     | <u>2,704</u>         | <u>135,700</u>                | <u>138,404</u>     |

**18 COMPANY STATUS**

The company is limited by guarantee and has no share capital. All members have agreed to contribute a sum not exceeding £10 in event of winding up.

**19 CONTINGENT LIABILITIES**

There were no contingent liabilities at 30th March 2022 (2021 £nil).

**20 GOING CONCERN**

The company's main source of income is grant funding and advice services. The Trustees consider that it is appropriate to prepare the accounts on a going concern basis and, consequently the accounts do not include any adjustments that would be necessary if the funding sources should cease.

**21 POST BALANCE SHEET EVENTS**

The trustees consider that there are no significant post balance sheet events that impact on the financial statements as presented. The trustees updated the business plan and risk management strategies to respond to the many issues arising from coronavirus and the lockdown which followed. The charity took proactive steps to guarantee all funding remained in place as well as investing in the infrastructure needed to ensure remote working for all staff and an uninterrupted provision of this much-needed service. This planning has meant that there are no unforeseen reductions in income and no impact on the charity as an on-going concern.

**22 ULTIMATE CONTROLLING PARTY**

The company is under the shared control of the Trustees named on Page 1.  
 There is no one person with significant control.

**23 OPERATING LEASE COMMITMENTS**

The charitable company has the following annual commitment under operating leases, the lease relates to a photocopier and expires in December 2022

|                                | Equipment<br>2022<br>£ |
|--------------------------------|------------------------|
| Operating leases which expire: |                        |
| within one year                | 425                    |
| between 2 and 5 years          | -                      |
| after 5 years                  | -                      |
|                                | <u>425</u>             |



**CHEETHAM HILL ADVICE CENTRE**

**COMPANY REGISTRATION NO: 7253445**

**(England)**

**CHARITY REGISTRATION NO: 1136328**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED  
30TH MARCH 2022**

## **CHEETHAM HILL ADVICE CENTRE**

### **FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH MARCH 2022**

#### **INDEX PAGE**

| <b>PAGE NO.</b> | <b>CONTENTS</b>                   |
|-----------------|-----------------------------------|
| 1 - 5           | Directors' Report                 |
| 6               | Independent Examiner's Report     |
| 7               | Statement of Financial Activities |
| 8               | Balance Sheet                     |
| 9               | Statement of Cash Flows           |
| 10 - 16         | Notes to the Accounts             |

## CHEETHAM HILL ADVICE CENTRE

### Report of the Trustees for the Year Ended 30th March 2022

The trustees present their annual directors' report and financial statements of the charity for the year ended 30th March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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 2015).

### Reference and administrative information

Charity Name: Cheetham Hill Advice Centre

Charity Number: 1136328

Company No: 7253445

### Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law.

The trustees and officers serving during the year and since the year end were as follows:

|                          |                      |
|--------------------------|----------------------|
| Sarah Sedge              | Val Bayliss-Brideaux |
| Andrew Alexander Gridley | Mohammed Ali         |
| Khouloud Azzouni         | Jane Eberhart        |
| Mary Atkinson            | Guy Johnson          |
| Revd. Sarah Fletcher     | Herbert McKenzie     |
| Tracy Langton            |                      |
| Amer Salam               |                      |

### Key management personnel: Trustees and Directors

|             |                   |
|-------------|-------------------|
| Sarah Sedge | Chair of Trustees |
| Guy Johnson | Treasurer         |

### Senior managers

Sinéad O'Connor

### Registered Office

1-3 Morrowfield Avenue, Manchester, M8 9AR

### Independent Examiners

Community Accountancy Service Limited  
The Grange, Pilgrim Drive  
Beswick, Manchester, M11 3TQ

### Bankers

Cooperative Bank plc, 70-72 Cross Street, Manchester, M2 4JG  
CAF Bank, 25 Kings Hill Avenue, West Mailing, Kent, ME19 4JQ

## CHEETHAM HILL ADVICE CENTRE

### **Objectives and activities**

The purposes of the charity are to promote any charitable purpose for the benefit of residents of the City of Manchester, but primarily for the benefit of the community in Cheetham and Crumpsall and North Manchester in particular the advancement of education, the furtherance of health, the relief of poverty, distress and sickness.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through the provision of quality assured social welfare advice, information and support, to enable residents to lift themselves out of poverty, and to improve their quality of life and general health and wellbeing. It increases the capabilities of individuals through running a volunteer development programme, recruiting and training a diverse group of local people to ensure services are culturally and linguistically appropriate and accessible, and it increases the capabilities of other organisations by running outreach services, by offering training to their volunteers, and by providing them with a consultancy advice service.

### **Structure, governance and management**

Cheetham Hill Advice Centre is a company limited by guarantee governed by its Memorandum and Articles of Association dated 13<sup>th</sup> May 2010. It is registered as a charity with the Charity Commission (dated 14<sup>th</sup> June 2010).

### **Appointment of trustees**

As set out in the Articles of Association trustees are elected annually by the members of the charitable company attending the Annual General meeting, with the officers being elected from the Board. The number of trustees shall not be less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

### **Trustee induction and training**

New trustees are given a formal induction from the Manager that includes an overview of the charity's activities and funding as well as copies of all the relevant written policies, and provided with access to external training to further develop their knowledge of trustee roles and responsibilities.

### **Organisation**

The board of trustees administers the charity. The board normally meets monthly, with a break in August. A Manager is appointed by the trustees to manage the day-to-day operations of the charity.

### **Related parties and co-operation with other organisations**

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year such related party transactions are reported in Note 10.

## **CHEETHAM HILL ADVICE CENTRE**

### **A review of our achievements and performance**

From April 2021 to March 2022 we resolved 3074 cases for 1361 individuals and families throughout the year. We managed debt worth £274,295 and raised over £1.5 million in additional income for people (£1,544,474 in total). As of 30<sup>th</sup> March 2022 we had 1194 cases open for 735 people.

The Covid lockdown in 2020 meant we had to offer all of our services remotely, we were delighted that in early 2021 we were able to re-open our service and begin to safely advise people face to face.

Cheetham Hill Advice Centre are now offering a mixture of both telephone and face to face advice, ensuring we can reach all in need and provide them help in their chosen medium. This hybrid model was audited and approved during our scheduled AQS Audit, allowing us to see a wider variety of people and ensure those who are housebound, living further afield or affected by health issues can access our service.

### **Financial review**

Trustees conducted their annual and business financial reviews in February 2022 and began implementing the charity's three-year Business Plan covering the period 2021-24.

Core funding comes from Manchester City Council via a sub-contract with Citizens Advice Manchester. This partnership work involves Cheetham Hill Advice Centre working alongside Citizens Advice Manchester and Shelter to deliver Manchester's citywide advice contract. This contract is from Manchester City Council and is managed by the Directorate for Commissioning. The current contract has been extended till 2024.

Other key funders over the past year have been The National Lottery Community Fund Reaching Communities programme, the Henry Smith Charity, A Manchester City Council 'Our Manchester Voluntary and Community Sector grant', Department of Levelling Up, Housing and Communities, the Peter Kershaw Trust and the John Grant Davies Trust. We worked with Women Asylum Seekers Together (WAST) to deliver work funded by The Spotlight Fund.

The charity have been working to build relationships with the business sector to develop donation routes and pro-bono support. CHAC made links with the Far East Consortium, Equans and Ameen via the North Manchester Business Network. The three construction companies worked together to help CHAC implement a range of building improvements that make the building more comfortable for residents who visit the charity. This led to the provision of over £6,000 worth of materials and specialist trades work. CHAC also received £1,000 from Tesco which the charity invested in improving the computers and internet access for volunteers.

### **Investment powers and policy**

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest-bearing deposit account.

## CHEETHAM HILL ADVICE CENTRE

### **Reserves policy and going concern**

The balance held in unrestricted reserves at 30th March 2022 was £106,877 of which £106,372 are free reserves, after allowing for funds tied up in tangible fixed assets.

The charity aims to reserve free reserves in unrestricted funds at a level that equates to approximately three months' worth of running costs (currently £78,784). The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

Having regard to the budget the trustees consider that the charity is a going concern. The charity's reliance on grant funding is managed through a flexible approach to staffing, with employees redeployed across to other projects wherever possible if one funding stream ends and new funding is brought on stream.

### **Risk management**

The trustees conducted a review of the charity's Risk Management Policy in February 2022. This identified the major risks to which the charity is exposed and systems established to mitigate those risks. The risk management plan was also reviewed in February 2022. The charity began implementing their three-year plan Business Plan for 2021-2024.

### **Plans for future periods**

The charity has developed a fundraising strategy and is working to bolster services for the increased need that they know is growing in the community. They have also begun working with businesses to develop ways for companies to support the charity via the provision of pro bono services.

The charity has identified the funds to improve resilience in communications and IT access along with building improvements in the advice centre. This has led to a list of improvements that will be delivered on a priority basis over the next financial year.

The charity has developed further partnerships in order to ensure residents in other parts of Manchester can access face-to-face advice services. This has included working with organisations and groups who are well placed to provide service complementary to the work of Cheetham Hill Advice Centre within the local area and across Manchester

At the start of the financial year we were fortunate to have worked with a business consultant on a pro-bono basis to develop a road map for a three year plan to ensure CHAC remains resilient to changes and focus on the most impactful areas.

The plan based upon an in-depth PEST and SWOT analysis will ensure that CHAC is prepared for foreseeable changes and build on their strengths.

**CHEETHAM HILL ADVICE CENTRE****Trustees responsibilities in relation to the financial statements**

The charity trustees (who are also the directors of Cheetham Hill Advice Centre) for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each 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 the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees



-----  
Sarah Sedge - Chair

Date: 30<sup>th</sup> September 2022



## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHEETHAM HILL ADVICE CENTRE

I report on the accounts of the company for the year ended 30th March 2022, which are set out on pages 7 to 16.

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

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

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

### Basis of independent examiner's report

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

### Independent examiner's statement

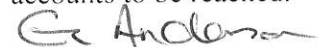
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
- with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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



EL Anderson MA FCA CTA,  
Community Accountancy Service Ltd,  
The Grange, Pilgrim Drive,  
Beswick, Manchester, M11 3TQ  
Date: 30<sup>th</sup> September 2022

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDING 30TH MARCH 2022**  
 (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)

|  | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Year<br>Ended<br>30.03.22<br>Total<br>Funds<br>£ | Year<br>Ended<br>30.03.21<br>Total<br>Funds<br>£ |
|--|-------|----------------------------|--------------------------|--|--|
| <b>INCOME FROM:</b>  |       |                            |                          |  |  |
| Donations and Legacies   |       | 900                        | -                        | 900  | 1,177  |
| Investment Income  |       | 3                          | -                        | 3  | 8  |
| Charitable Activities  | 4     | 72,893                     | 216,031                  | 288,924  | 364,369  |
| Other Trading Activities   | 5     | -                          | -                        | -  | (667)  |
| Other Income   |       | 1,635                      | -                        | 1,635  | 82   |
| <b>TOTAL</b>   |       | <b>75,431</b>              | <b>216,031</b>           | <b>291,462</b>                                   | <b>364,969</b>                                   |
| <b>EXPENDITURE ON:</b>   |       |                            |                          |  |  |
| Raising Funds  | 6     | (1,276)                    | -                        | (1,276)  | (1,251)  |
| Charitable Activities  | 7     | (69,177)                   | (202,604)                | (271,781)  | (332,980)  |
| <b>TOTAL</b>   |       | <b>(70,453)</b>            | <b>(202,604)</b>         | <b>(273,057)</b>                                 | <b>(334,231)</b>                                 |
| <b>NET INCOMING (OUTGOING) RESOURCES<br/>FOR THE YEAR BEFORE TRANSFERS</b> |       | <b>4,978</b>               | <b>13,427</b>            | <b>18,405</b>                                    | <b>30,738</b>                                    |
| <b>TRANSFER BETWEEN FUNDS</b>  | 16    | -                          | -                        | -  | -  |
| <b>NET INCOMING (OUTGOING) RESOURCES<br/>FOR THE YEAR AFTER TRANSFERS</b>  |       | <b>4,978</b>               | <b>13,427</b>            | <b>18,405</b>                                    | <b>30,738</b>                                    |
| <b>RECONCILIATION OF FUNDS</b>   |       |                            |                          |  |  |
| Total Funds Brought Forward  |       | 101,899                    | 36,505                   | 138,404  | 107,666  |
| <b>TOTAL FUNDS CARRIED FORWARD</b>   | 16    | <b>106,877</b>             | <b>49,932</b>            | <b>156,809</b>                                   | <b>138,404</b>                                   |

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 16 form part of these accounts.

## BALANCE SHEET AS AT 30 MARCH 2022

Registration Number: 7253445

|                                     | NOTES | 2022            | 2021            |
|-------------------------------------|-------|-----------------|-----------------|
|                                     |       | £               | £               |
| <b>FIXED ASSETS</b>                 |       |                 |                 |
| Tangible Fixed Assets               | 11    | 8,518           | 2,704           |
| <b>CURRENT ASSETS</b>               |       |                 |                 |
| Debtors & Prepayments               | 12    | 10,794          | 24,738          |
| Cash at Bank & In Hand              |       | 212,849         | 190,069         |
|                                     |       | <u>223,643</u>  | <u>214,807</u>  |
| <b>LIABILITIES:</b>                 |       |                 |                 |
| Amounts falling due within one year | 14    | (75,352)        | (79,107)        |
|                                     |       | <u>(75,352)</u> | <u>(79,107)</u> |
| <i>Client Account:</i>              |       |                 |                 |
| Client Ledger                       |       | (655)           | (285)           |
| Cash at Bank                        |       | 655             | 285             |
|                                     |       | <u>-</u>        | <u>-</u>        |
| <b>NET CURRENT ASSETS</b>           |       | 148,291         | 135,700         |
| <b>TOTAL NET ASSETS</b>             |       | <u>156,809</u>  | <u>138,404</u>  |

## THE FUNDS OF THE CHARITY



|                            |    |                |                |
|----------------------------|----|----------------|----------------|
| Unrestricted Reserves      | 17 | 106,877        | 101,899        |
| Restricted Reserves        | 17 | 49,932         | 36,505         |
| <b>TOTAL CHARITY FUNDS</b> |    | <u>156,809</u> | <u>138,404</u> |

For the year in question the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- 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 accounts.

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

Approved on behalf of the Board

) Trustee

Guy Johnson

) Trustee

Sarah Sedge

Date: 30th September 2022

The notes on pages 10 to 16 form part of these accounts.

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 30th MARCH 2022

RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH  
FLOW FROM OPERATING ACTIVITIES

|  | 2022            | 2021           |
|--|-----------------|----------------|
|  | £               | £              |
| Net movement in funds  | 18,405          | 30,738         |
| Add back depreciation  | 5,386           | 1,886          |
| Deduct investment income   | (3)             | (8)            |
| Decrease/(increase) in debtors                                       | 13,944          | (16,422)       |
| Increase/(decrease) in creditors                                     | (3,755)         | 6,916          |
| <b>Net cash used in operating activities</b>                         | <b>33,977</b>   | <b>23,110</b>  |
| <b>Cash flows from investment activities:</b>                        |                 |                |
| Interest   | 3               | 8              |
| Purchase of fixed assets   | (11,200)        | (2,650)        |
| <b>Net cash provided by investing activities</b>                     | <b>(11,197)</b> | <b>(2,642)</b> |
| <br>Increase/(decrease) in cash and cash equivalents during the year | <br>22,780      | <br>20,468     |
| <br>Cash and cash equivalents brought forward                        | <br>190,069     | <br>169,601    |
| <b>Cash and cash equivalents carried forward</b>                     | <b>212,849</b>  | <b>190,069</b> |

**1. ACCOUNTING POLICIES****(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**(b) Funds structure**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There were 10 restricted funds at the year end.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose.

Further details of each fund are disclosed in note 16.

**(c) Income recognition**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Operating income represents grants, contracts, and sundry income receivable.

**(d) Expenditure Recognition**

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 settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

**(e) Irrecoverable VAT**

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**(f) Allocation of support and governance costs**

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity.

The allocation of support and governance costs is analysed in note 8.

**(g) Charitable Activities**

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 7.

**(h) Tangible fixed assets and depreciation**

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets).

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

|                             |                |
|-----------------------------|----------------|
| Computer                    | 33.33% on cost |
| Office Equipment & Fittings | 25% on cost    |

**(i) Taxation**

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The Charity is not currently registered for VAT.

**(j) Pensions**

The trustees implemented an auto enrolment pension scheme from June 2016. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions. Costs are charged to expenditure in the period incurred.

**(k) Contingent liabilities**

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

**(l) Debtors**

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

**(m) Creditors and Provisions**

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

**(n) Operating Leases**

Payments under operating leases are charged to the income and expenditure account in the period to which they relate.

**2 NET INCOME FOR THE YEAR**

This is stated after charging:

Depreciation - owned assets  
Independent Examiners Fees  
Other financial services

| 2022  | 2021  |
|-------|-------|
| £     | £     |
| 5,386 | 1,886 |
| 975   | 975   |
| 1,182 | 1,081 |

**3 TAX ON SURPLUS ON ORDINARY ACTIVITIES**

(See taxation policy note above)

|   |   |
|---|---|
| - | - |
|---|---|

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2022 (cont...)

## 4 INCOME FROM CHARITABLE ACTIVITIES

|   | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2022  | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2021  |
|---|-----------------------|---------------------|----------------|-----------------------|---------------------|----------------|
|   | £                     | £                   | £              | £                     | £                   | £              |
| <i>Grants:</i>                          |                       |                     |                |                       |                     |                |
| Henry Smith Charity                     | -                     | 45,350              | 45,350         | -                     | 49,800              | 49,800         |
| National Lottery - Reaching Communities | -                     | 132,805             | 132,805        | -                     | 128,523             | 128,523        |
| National Lottery Covid                  | -                     | -                   | -              | -                     | 99,431              | 99,431         |
| HMRC SSP Grant                          | -                     | 193                 | 193            | -                     | -                   | -              |
| DLUHC Hong Kong Project                 | -                     | 3,817               | 3,817          | -                     | -                   | -              |
| Tesco Bags of Help                      | -                     | 1,000               | 1,000          | -                     | -                   | -              |
| MCC - ClfA                              | -                     | 14,473              | 14,473         | -                     | -                   | -              |
| MCC - T3 Covid Support                  | 6,163                 | -                   | 6,163          | -                     | -                   | -              |
| MCC - Wellbeing                         | -                     | -                   | -              | -                     | 500                 | 500            |
| Love Manchester                         | -                     | -                   | -              | -                     | 2,872               | 2,872          |
| Our Manchester VCE Grant                | -                     | 18,393              | 18,393         | -                     | 18,393              | 18,393         |
| <i>Contracts:</i>                       |                       |                     |                |                       |                     |                |
| CAB - advice services                   | 60,099                | -                   | 60,099         | 58,349                | -                   | 58,349         |
| Other - advice services                 | 6,631                 | -                   | 6,631          | 6,501                 | -                   | 6,501          |
|   | <u>72,893</u>         | <u>216,031</u>      | <u>288,924</u> | <u>64,850</u>         | <u>299,519</u>      | <u>364,369</u> |

## 5 INCOME FROM OTHER TRADING ACTIVITIES

|                                   | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2022 | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2021 |
|-----------------------------------|-----------------------|---------------------|---------------|-----------------------|---------------------|---------------|
|                                   | £                     | £                   | £             | £                     | £                   | £             |
| Contribution to Office Facilities | -                     | -                   | -             | (667)                 | -                   | (667)         |
|                                   | <u>-</u>              | <u>-</u>            | <u>-</u>      | <u>(667)</u>          | <u>-</u>            | <u>(667)</u>  |

## 6 COST OF RAISING FUNDS

|                              | £            | £        | £            | £            | £        | £            |
|------------------------------|--------------|----------|--------------|--------------|----------|--------------|
| Employment Costs             | 788          | -        | 788          | 858          | -        | 858          |
| Rent, Rates and Insurance    | 76           | -        | 76           | 81           | -        | 81           |
| Heat, Light & Water          | 157          | -        | 157          | 181          | -        | 181          |
| Repairs and Maintenance      | 153          | -        | 153          | 86           | -        | 86           |
| Cleaner & Cleaning Materials | 102          | -        | 102          | 45           | -        | 45           |
|                              | <u>1,276</u> | <u>-</u> | <u>1,276</u> | <u>1,251</u> | <u>-</u> | <u>1,251</u> |

## 7 EXPENDITURE

|                              | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>2022  | Total<br>2021  |
|------------------------------|-----------------------|---------------------|----------------|----------------|
|                              | £                     | £                   | £              | £              |
| <i>Charitable Activities</i> |                       |                     |                |                |
| Employment Costs             | 58,360                | 157,259             | 215,619        | 190,878        |
| External Evaluations         | 1,000                 | 512                 | 1,512          | 6,400          |
| Recruitment                  | -                     | 299                 | 299            | 700            |
| Project Partners             | -                     | 7,906               | 7,906          | 85,168         |
| Interpreting                 | 550                   | 3,122               | 3,672          | 389            |
| Client expenses              | -                     | -                   | -              | 169            |
| Staff Training               | 319                   | 891                 | 1,210          | 1,068          |
| Advertising & Publicity      | -                     | 441                 | 441            | -              |
| Staff Travel                 | 18                    | 10                  | 28             | -              |
| Staff Welfare                | -                     | 600                 | 600            | -              |
| Volunteer Expenses           | -                     | 299                 | 299            | 15             |
| Volunteer Training           | -                     | -                   | -              | 38             |
| Volunteer Travel             | -                     | 282                 | 282            | -              |
| Support Costs                | 8,006                 | 29,348              | 37,354         | 45,737         |
| Governance Costs             | 924                   | 1,635               | 2,559          | 2,418          |
|                              | <u>69,177</u>         | <u>202,604</u>      | <u>271,781</u> | <u>332,980</u> |
| Restricted Funds             |                       |                     | 202,604        | 278,802        |
| Unrestricted Funds           |                       |                     | 69,177         | 54,178         |
|                              |                       |                     | <u>271,781</u> | <u>332,980</u> |



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2022 (cont...)

## 8 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS

|                                     | <i>Basis of Apportionment</i> | <b>General<br/>Support</b> | <b>Governance</b> | <b>Total 2022</b> | <b>Total 2021</b> |
|-------------------------------------|-------------------------------|----------------------------|-------------------|-------------------|-------------------|
|                                     |                               | £                          | £                 | £                 | £                 |
| <b>Support Costs</b>                |                               |                            |                   |                   |                   |
| Employment Costs                    | <i>Staff Time</i>             | 3,151                      | -                 | 3,151             | 17,153            |
| Rent, Rates and Insurance           | <i>Space Used</i>             | 1,441                      | -                 | 1,441             | 1,537             |
| Heat, Light & Water                 | <i>Space Used</i>             | 2,799                      | -                 | 2,799             | 3,435             |
| Repairs and Maintenance             | <i>Space Used</i>             | 2,905                      | -                 | 2,905             | 1,638             |
| Cleaner & Cleaning Materials        | <i>Space Used</i>             | 1,944                      | -                 | 1,944             | 852               |
| Computer Maintenance & Software     | <i>Space Used</i>             | 4,827                      | -                 | 4,827             | 3,938             |
| Minor Equipment                     | <i>Space Used</i>             | 926                        | -                 | 926               | 420               |
| Printing and Stationery             | <i>Staff Time</i>             | 3,004                      | -                 | 3,004             | 1,871             |
| Telephone and Post                  | <i>Staff Time</i>             | 5,259                      | -                 | 5,259             | 5,397             |
| Publications and Subscriptions      | <i>Staff Time</i>             | 1,721                      | -                 | 1,721             | 1,900             |
| Professional Indemnity Insurance    | <i>Staff Time</i>             | 2,369                      | -                 | 2,369             | 2,571             |
| Depreciation                        | <i>Staff Time</i>             | 5,386                      | -                 | 5,386             | 1,886             |
| PPE                                 |                               | 426                        | -                 | 426               | 2,058             |
| Sundries                            |                               | 14                         | -                 | 14                | -                 |
| Consultancy                         |                               | -                          | 1,584             | 1,584             | 948               |
| Management Committee & AGM Expenses |                               | -                          | -                 | -                 | 495               |
| Accountancy & Payroll               |                               | 1,182                      | 975               | 2,157             | 2,056             |
|                                     |                               | <u>37,354</u>              | <u>2,559</u>      | <u>39,913</u>     | <u>48,155</u>     |

## 9 STAFF NUMBERS AND COSTS

|                       | <b>2022</b>    | <b>2021</b>    |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Wages and Salaries    | 203,318        | 193,944        |
| Social Security Costs | 12,403         | 11,349         |
| Pension Costs         | 3,837          | 3,596          |
|                       | <u>219,558</u> | <u>208,889</u> |

The charity employed 12 staff during the year, with an average of 9.

The average number of employees, as a full time equivalent was:

|                             |          |          |
|-----------------------------|----------|----------|
| Management & Administration | 2        | 2        |
| Provision of Services       | 5        | 5        |
|                             | <u>7</u> | <u>7</u> |

The charity considers its key management personnel comprises the trustees and manager. The total employment benefits, including employer pension contributions of the key management personnel was £23,642 (previous year: £25,738). No employees has benefits in excess of £60,000 (2021: none).

## 10 TRUSTEES' REMUNERATION AND EXPENSES

No remuneration was paid or payable directly or indirectly out of the funds of the charity during the year to any trustees or to any persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the non-executive trustees in respect of the period.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2022 (cont...)

## 11 TANGIBLE FIXED ASSETS

|                   | Furniture &<br>Equipment<br>£ | Computer<br>Equipment<br>£ | Total<br>£ |
|-------------------|-------------------------------|----------------------------|------------|
| COST              |                               |                            |            |
| At 31 March 2021  | 10,186                        | 11,494                     | 21,680     |
| Additions         | -                             | 11,200                     | 11,200     |
| Disposals         |                               |                            | -          |
| At 30 March 2022  | 10,186                        | 22,694                     | 32,880     |
| DEPRECIATION      |                               |                            |            |
| At 31 March 2021  | 9,194                         | 9,782                      | 18,976     |
| Charge for Period | 487                           | 4,899                      | 5,386      |
| Disposals         |                               |                            | -          |
| At 30 March 2022  | 9,681                         | 14,681                     | 24,362     |
| NET BOOK VALUE    |                               |                            |            |
| At 30 March 2022  | 505                           | 8,013                      | 8,518      |
| At 30 March 2021  | 992                           | 1,712                      | 2,704      |

## 12 CAPITAL COMMITMENTS

|                                 | 2022<br>£ nil | 2021<br>£ nil |
|---------------------------------|---------------|---------------|
| Contracted but not provided for |               |               |

## 13 DEBTORS

|                    | £      | £      |
|--------------------|--------|--------|
| Other Debtors      | 510    | 16,172 |
| Accrued Income     | 5,008  | 4,721  |
| Prepayments        | 5,276  | 3,845  |
|                    | 10,794 | 24,738 |
| Restricted Funds   | 4,125  | 16,090 |
| Unrestricted Funds | 6,669  | 8,648  |
|                    | 10,794 | 24,738 |

## 14 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

|                    | £      | £      |
|--------------------|--------|--------|
| Deferred Income    | 70,525 | 76,117 |
| Other Creditors    | 3,202  | 919    |
| Other Taxes        | -      | 150    |
| Accruals           | 1,625  | 1,921  |
|                    | 75,352 | 79,107 |
| Restricted Funds   | 73,877 | 77,081 |
| Unrestricted Funds | 1,475  | 2,026  |
|                    | 75,352 | 79,107 |

## 15 DEFERRED INCOME

|   | £        | £        |
|---|----------|----------|
| Deferred income comprises grants paid in advance.           |          |          |
| Balance brought forward as at 31st March                    | 76,117   | 69,369   |
| Amount released to income earned from charitable activities | (76,117) | (67,369) |
| Amount deferred in year                                     | 70,525   | 76,117   |
| Balance carried forward as at 30th March                    | 70,525   | 76,117   |

All deferred income is restricted.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2022 (cont...)

## 16 ANALYSIS OF CHARITABLE FUNDS

|   | Balance at<br>31 March<br>2021 | Incoming | Transfers | Outgoing  | Balance at<br>30 March<br>2022 |
|---|--------------------------------|----------|-----------|-----------|--------------------------------|
|   | £                              | £        | £         | £         | £                              |
| <b>RESTRICTED FUNDS</b>                 |                                |          |           |           |                                |
| Lloyds TSB Foundation                   | 2,713                          | -        | -         | -         | 2,713                          |
| NW Legal Services Trust                 | 1,092                          | -        | -         | -         | 1,092                          |
| John Grant Davies Trust                 | 412                            | -        | -         | -         | 412                            |
| Henry Smith Charity                     | 15,474                         | 45,350   | (1,199)   | (37,785)  | 21,840                         |
| National Lottery - Reaching Communities | 8,384                          | 132,805  | (10,185)  | (122,909) | 8,095                          |
| Peter Kershaw Trust                     | 5,777                          | -        | -         | (581)     | 5,196                          |
| MCC - Wellbeing                         | 331                            | -        | -         | -         | 331                            |
| MCC - CliffA                            | -                              | 14,473   | -         | (14,473)  | -                              |
| HMRC SSP                                | -                              | 193      | -         | (193)     | -                              |
| Tesco Bags of Help                      | -                              | 1,000    | (554)     | (446)     | -                              |
| DLUHC Hong Kong Project                 | -                              | 3,817    | -         | (3,817)   | -                              |
| Our Manchester VCE Grant                | -                              | 18,393   | -         | (17,653)  | 740                            |
| Arcon Housing                           | 1,500                          | -        | -         | -         | 1,500                          |
| <i>Capital:</i>                         |                                |          |           |           |                                |
| DWP (Access to Work)                    | 23                             | -        | -         | (23)      | -                              |
| Our Manchester VCE Grant                | 799                            | -        | -         | (621)     | 178                            |
| Henry Smith Charity                     | -                              | -        | 1,199     | (400)     | 799                            |
| National Lottery - Reaching Communities | -                              | -        | 10,185    | (3,518)   | 6,667                          |
| Tesco                                   | -                              | -        | 554       | (185)     | 369                            |
|   | 36,505                         | 216,031  | -         | (202,604) | 49,932                         |
| <i>Unrestricted Funds:</i>              |                                |          |           |           |                                |
| General                                 | 101,899                        | 75,431   | -         | (70,453)  | 106,877                        |
| <i>Total Unrestricted Funds:</i>        | 101,899                        | 75,431   | -         | (70,453)  | 106,877                        |
| <b>TOTAL</b>                            | 138,404                        | 291,462  | -         | (273,057) | 156,809                        |

|   | Balance at<br>31 March<br>2020 | Incoming | Transfers | Outgoing  | Balance at<br>30 March<br>2021 |
|---|--------------------------------|----------|-----------|-----------|--------------------------------|
|   | £                              | £        | £         | £         | £                              |
| <b>RESTRICTED FUNDS</b>                 |                                |          |           |           |                                |
| Lloyds TSB Foundation                   | 2,713                          | -        | -         | -         | 2,713                          |
| NW Legal Services Trust                 | 1,092                          | -        | -         | -         | 1,092                          |
| John Grant Davies Trust                 | 464                            | -        | -         | (52)      | 412                            |
| Henry Smith Charity                     | 2,323                          | 49,800   | -         | (36,649)  | 15,474                         |
| National Lottery - Reaching Communities | (1,134)                        | 128,523  | -         | (119,005) | 8,384                          |
| National Lottery Covid                  | -                              | 99,431   | -         | (99,431)  | -                              |
| Peter Kershaw Trust                     | 5,777                          | -        | -         | -         | 5,777                          |
| MCC - Wellbeing                         | -                              | 500      | -         | (169)     | 331                            |
| Love Manchester                         | -                              | 2,872    | -         | (2,872)   | -                              |
| Our Manchester VCE Grant                | 405                            | 18,393   | 795       | (19,593)  | -                              |
| Arcon Housing                           | 1,500                          | -        | -         | -         | 1,500                          |
| <i>Capital:</i>                         |                                |          |           |           |                                |
| DWP (Access to Work)                    | 258                            | -        | -         | (235)     | 23                             |
| Our Manchester VCE Grant                | 1,060                          | -        | 535       | (796)     | 799                            |
|   | 14,458                         | 299,519  | 1,330     | (278,802) | 36,505                         |
| <i>Unrestricted Funds:</i>              |                                |          |           |           |                                |
| General                                 | 93,208                         | 65,450   | (1,330)   | (55,429)  | 101,899                        |
| <i>Total Unrestricted Funds:</i>        | 93,208                         | 65,450   | (1,330)   | (55,429)  | 101,899                        |
| <b>TOTAL</b>                            | 107,666                        | 364,969  | -         | (334,231) | 138,404                        |

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2022 (cont...)

**Purpose of funds:-**

Lloyds TSB Foundation  
 The John Grant Davies Trust  
 NW Legal Services Trust  
 Henry Smith Charity  
 National Lottery - Reaching Communities

Peter Kershaw Trust  
 MCC - Wellbeing  
 MCC - CIfA  
 MCC T3 Covid Support  
 HMRC SSP  
 Tesco Bags of Help

DLUHC Hong Kong Project  
 Our Manchester VCE Grant

Mcr & Warrington Area Quaker Meeting  
 Talisman Charitable Trust  
 Arcon Housing

**Contribution towards:**

- towards the salary of a senior case worker  
 - towards volunteer expenses  
 - towards follow-on training costs for volunteers  
 - towards the Advice Service, includes future depreciation of £799  
 - towards the Advice Service, includes future depreciation of £6,667  
 - towards organisational review and consultation  
 - towards mobiles & tablets for clients  
 - towards covid-19 advice project  
 - Covid Support for T3 measures  
 - HMRC refund of SSP paid  
 - towards volunteer computers - includes future depreciation of £369  
 - towards extra staff assistance  
 - towards supporting volunteers and the Advice Service, includes future depreciation of £178  
 - towards the Advice Service  
 - Client welfare  
 - towards volunteer expenses & equipment

**17 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                  | Fixed<br>Assets<br>£ | Net<br>Current<br>Assets<br>£ | 2022<br>Total<br>£ | Fixed<br>Assets<br>£ | Net<br>Current<br>Assets<br>£ | 2021<br>Total<br>£ |
|------------------|----------------------|-------------------------------|--------------------|----------------------|-------------------------------|--------------------|
| Restricted Funds | 8,013                | 41,919                        | 49,932             | 1,772                | 34,733                        | 36,505             |
| Unrestricted     | 505                  | 106,372                       | 106,877            | 932                  | 100,967                       | 101,899            |
|                  | <u>8,518</u>         | <u>148,291</u>                | <u>156,809</u>     | <u>2,704</u>         | <u>135,700</u>                | <u>138,404</u>     |

**18 COMPANY STATUS**

The company is limited by guarantee and has no share capital. All members have agreed to contribute a sum not exceeding £10 in event of winding up.

**19 CONTINGENT LIABILITIES**

There were no contingent liabilities at 30th March 2022 (2021 £nil).

**20 GOING CONCERN**

The company's main source of income is grant funding and advice services. The Trustees consider that it is appropriate to prepare the accounts on a going concern basis and, consequently the accounts do not include any adjustments that would be necessary if the funding sources should cease.

**21 POST BALANCE SHEET EVENTS**

The trustees consider that there are no significant post balance sheet events that impact on the financial statements as presented. The trustees updated the business plan and risk management strategies to respond to the many issues arising from coronavirus and the lockdown which followed. The charity took proactive steps to guarantee all funding remained in place as well as investing in the infrastructure needed to ensure remote working for all staff and an uninterrupted provision of this much-needed service. This planning has meant that there are no unforeseen reductions in income and no impact on the charity as an on-going concern.

**22 ULTIMATE CONTROLLING PARTY**

The company is under the shared control of the Trustees named on Page 1.  
 There is no one person with significant control.

**23 OPERATING LEASE COMMITMENTS**

The charitable company has the following annual commitment under operating leases, the lease relates to a photocopier and expires in December 2022

|                                | Equipment<br>2022<br>£ |
|--------------------------------|------------------------|
| Operating leases which expire: |                        |
| within one year                | 425                    |
| between 2 and 5 years          | -                      |
| after 5 years                  | -                      |
|                                | <u>425</u>             |