

CORNWALL COMMUNITY ACCOUNTANCY SERVICE

England & Wales · Charity number 1147929

Details

Other names CCAS

Status Registered

Legal form Charitable company

Company number [07999264](#)

Registered 2012-07-03

Register [View on the Charity Commission register](#)

Contact

Address The Elms
61 Green Lane
Redruth
Cornwall
TR15 1LS

Phone 07867524663

Email accounts@Cornwallcas.org.uk

Website www.Cornwallcas.org.uk

Activities

Objects: THE CHARITY'S OBJECTS (THE OBJECTS) ARE TO PROMOTE THE EFFICIENCY AND EFFECTIVENESS OF CHARITIES, SOCIAL ENTERPRISES AND OTHER VOLUNTARY AND COMMUNITY ORGANISATIONS AND THE EFFECTIVE USE OF THEIR RESOURCES FOR THE BENEFIT OF THE PUBLIC BY DEVELOPING, PROMOTING, CO-ORDINATING AND SUPPORTING COMMUNITY ACCOUNTANCY SERVICES AND THROUGH THE PROVISION OF SUPPORT, INFORMATION AND TRAINING FOR FINANCIAL MANAGEMENT AND CONTROL, IN PARTICULAR BUT NOT EXCLUSIVELY IN CORNWALL AND SURROUNDING AREAS

Activities: An affordable community accountancy service for charities and community groups in Cornwall. We offer Independent Examinations, Payroll services, account management and training on all financial matters. Bursaries are available. Please visit our website at www.Cornwallcas.org.uk for more information.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training
- **Who:** The General Public/mankind

Geography

- Cornwall

Finances

Period end	Income	Expenditure	Assets	Employees
2025-01-31	£61,107	£61,287	-	-
2024-01-31	£51,501	£52,660	-	-
2023-01-31	£54,562	£53,782	-	-
2022-01-31	£47,782	£52,613	-	-
2021-01-31	£57,802	£50,752	-	-

Trustees

Name	Role	Appointed
Chris Dennis		2018-12-01
Joanne Fisher		2020-03-31

CORNWALL COMMUNITY ACCOUNTANCY SERVICE

England & Wales - Charity number 1147929

Accounts

Company registration number: 07999264

Charity registration number: 1147929

Cornwall Community Accountancy Service

(A company limited by guarantee.)

Annual Report and Unaudited but Independently Examined Accounts
for the year ended 31 January 2025

Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL

Cornwall Community Accountancy Service

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Cornwall Community Accountancy Service

Reference and Administrative Details

Charity name	Cornwall Community Accountancy Service	
Charity registration number	1147929	
Company registration number	07999264	
	Registered in England & Wales	
Registered office	The Elms 61 Green Lane Redruth Cornwall TR15 1LS	
Trustees	John Acornley Chris Dennis Joanne Fisher	(Resigned 19 September 25)
Key management personnel	Debbie Risborough	Chief Executive Officer
Independent Examiner	Dick Maule FCA The Cross House South Woodchester GL5 5EL	

Cornwall Community Accountancy Service Trustees' Report

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report and the unaudited financial statements for the year ended 31 January 2025

Objectives and activities

The objects of the charity are:

- to promote the efficiency and effectiveness of charities, social enterprises and other voluntary and community organisations and the effective use of their resources for the benefit of the public by developing, promoting, co-ordinating and supporting community accountancy services and through the provision of support, information and training for financial management and control.
- To provide support in the form of cost effective accountancy services and financial capacity building for vulnerable individuals and their families in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

In particular but not exclusively in Cornwall and the surrounding areas.

In brief we want to help charities meet their statutory obligations and understand their financial requirements easily so that they can concentrate on their true charitable activities. Feedback from our clients confirms that once the finances are in order and understood the impact of their charitable activities can increase.

The Trustees have had regard to the Charity Commission guidance on public benefit in preparing this report and have ensured that in planning activities year on year that identifiable benefits are attained for our clients and beneficiaries.

Achievements and performance

The reduction of available funding has had a major impact on our client base of small charities and community interest companies. This means that we have been helping clients to either work in a much reduced way or to close down.

In addition the changes to companies house rules and regulations are starting to affect both our workload and our clients. This year fees have been increased for confirmation statements by 161%. With other major changes expected in the next 2 years. The main one affecting charities will be the move to fully online filing by April 2027. At present charity accounts can only be filed manually at companies house so further information is needed as soon as possible so that we can prepare for this change.

Another upcoming change is the revised Charity SORP which will come into effect for accounting periods commencing on or after 1st January 2026.

These changes are fundamental for us as we need to ensure that we are up to date on our training in order to introduce them and also need to review our IT systems to ensure they are fit for purpose with the new requirements. All of which takes time and effort in the background.

Cornwall Community Accountancy Service Trustees' Report

Continuing on the theme of major changes, our CEO Debbie Risborough (FCCA), who was involved in founding the charity, has made the decision to step down from her role. Although she is intending to remain in the background to support the team moving forwards. We are pleased to have found a replacement in Andrew Harry (CGMA) who was appointed on 1st January 25. The handover period is anticipated to be up to 15months allowing for sufficient time to handover all client activities as well as look at our procedures and how we adapt to having different professional associations involved.

We updated our in house designed IT system for the production of charity accounts this year. We designed this a few years ago but had moved away to commercial software in the hope that it would be more efficient and enable easier updating. Unfortunately that didn't prove to be the case and the team have welcomed our own updated system as an improvement.

We worked with 61 clients on our usual work of independent examinations, payroll and bookkeeping (65 in 2023/24). We continue to look for ways to build the team to increase our capacity as we are conscious that there is a demand for our services that we are currently unable to meet. Our sustainability is also linked to growth. Our pricing model allows for 25% of our client income to be put towards administrative expenses. At our current level of turnover this does not cover all admin time. With the additional regulation requirements coming in the admin time will be increased meaning that we need to identify how this cost can be met.

Financial review

The income for the year has increased by 19% to £61,107 (2024 £51,501). This is due to us initiating our second price increase since we began in 2012. The last increase was in 2017 so was much needed, particularly with the recent increases in the cost of living. Expenditure has therefore also increased by 16% to £61,287 (2024 £52,660) which reflects increased team costs including the start of the CEO handover. The resulting deficit in unrestricted funds being £180 (2024 £942).

Reserves policy

The trustees feel that a reserve of 3 months running costs is appropriate to cover the needs of the organisation in the event of emergencies. Looking at the costs for 2024/5 this would be £15,322. The actual reserves of £9,599 (2024 £9,779) show that further recovery work to increase reserves is required.

Structure, governance and management

CCAS is a charitable company limited by guarantee, incorporated on 21st March 2012. The governing document is the Memorandum and Articles of Association. Clause 6 of the Memorandum restricts the liability of each member, as defined by clause 7, to ten pounds in the event of the Charity being wound-up. The Charity cannot pay dividends and must utilise all its funds to further its stated charitable objectives. At 31st January 2025, there were three members.

Cornwall Community Accountancy Service Trustees' Report

Recruitment and induction of trustees

The Board of Trustees is the governing body of the Charity and determines policy. It is also responsible for the overall management of the Charity and for ensuring that approved policies are implemented by staff, consultants and volunteers. The Board of Trustees meets at least four times per annum. New trustees are appointed by the Board of Trustees, and at any time there should not be fewer than two trustees.

Staff & Consultants

Debbie Risborough(FCCA) remains the principal accountant and Chief Executive Officer of the charity. As noted above Andrew Harry (CGMA) joined us in January 25 to take over from her. They are supported by two part time bookkeepers and 3 sub contractors.

Risk management

Trustees are kept fully informed of risks to which the charity is exposed and the steps taken to mitigate, where possible, their impact. The Charity is managed to ensure minimum risk with low cost commitments in order to achieve the charitable objectives. In addition, the principles of best practice are incorporated within all work performed.

Trustee Responsibilities

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 Charities Act 2011, the Companies Act 2006 and the applicable Statement of Recommended Practice. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken as trustees to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 27th November 2025 and signed on its behalf by:

.....
Chris Dennis
Trustee

Cornwall Community Accountancy Service

Independent Examiner's Report

I report on the accounts of the company for the year ended 31 January 2025 which are set out on pages 6 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 in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The trustees consider that an audit is not required for this year under section 144(2) of the 2011 Act and that an independent examination is needed.

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

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act;
- and 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:
 - o to keep accounting records in accordance with section 386 of the Companies Act 2006 and section 130 of the 2011 Act; and
 - o 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;
- 2) or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL

.....
Date:

Cornwall Community Accountancy Service

Statement of Financial Activities

for the year ended 31 January 2025

	Note	Unrestricted funds 2025 £	Total funds 2025 £	Prior year funds 2024 £
Income and endowments from:				
Income and endowments from:	4	1,500	1,500	-
Charitable Activities	5	59,492	59,492	51,430
Investments	6	115	115	71
Total		61,107	61,107	51,501
Expenditure on:				
Charitable activities	7	61,287	61,287	52,660
Total		61,287	61,287	52,660
Net income/(expenditure) before investment gains/(losses)		(180)	(180)	(1,159)
Net income/(expenditure)		(180)	(180)	(1,159)
Other gains/(losses)		-	-	-
Net movement in funds		(180)	(180)	(1,159)
Reconciliation of funds:				
Total funds brought		9,779	9,779	10,938
Total funds carried forward		9,599	9,599	9,779

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

All income and expenditure derive from continuing activities

Cornwall Community Accountancy Service
Balance Sheet
As at 31 January 2025

		2025		2024	
Note	£	£	£	£	£
Fixed Assets					
Tangible Assets	11	-	<u>-</u>	17	<u>17</u>
Current Assets					
Debtors	12	16,303		13,746	
Cash at bank and in hand		5,633		6,422	
		<u>21,936</u>		<u>20,168</u>	
Creditors: Amounts falling due within one year	13	<u>(12,337)</u>		<u>(10,405)</u>	
Net current assets			<u>9,599</u>		<u>9,763</u>
Total assets less current liabilities			9,599		9,780
Net assets			<u><u>9,599</u></u>		<u><u>9,780</u></u>
The funds of the charity:					
Restricted funds			-		-
Unrestricted funds					
Unrestricted income funds		9,599		9,780	
Total unrestricted funds		<u>9,599</u>		<u>9,780</u>	
Total charity funds			<u><u>9,599</u></u>		<u><u>9,780</u></u>

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

For the year ended 31 January 2025 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the Board on 27th November 2025 and signed on its behalf by:

Chris Dennis
Trustee

Cornwall Community Accountancy Service

Notes to the Accounts

1 Accounting policies

1.1 Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with:

- Accounting and Reporting by Charities Statement of Recommended Practice, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard, applicable in the UK and Republic of Ireland (FRS102) second edition - October 2019 (effective 1 January 2019);
- the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102);
- the Companies Act 2006 and
- the Charities Act 2011.

The financial statements are prepared in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The charity constitutes a public benefit entity as defined by FRS102

1.2 Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

1.3 Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are amounts that are allocated for specific purposes by the charity itself.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Revaluation funds are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market value.

1.4 Income

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS102 SORP or FRS102.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- the charity has entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Donations and legacies are voluntary income received by way of donations and gifts. It is included within the accounts when receivable and only when the charity has unconditional entitlement to the income.

Cornwall Community Accountancy Service

Notes to the Accounts

Tax reclaims on donations and gifts are included in the accounts at the same time as the gift/donation to which it relates

Donated goods and services are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

The value of services provided by volunteers is not included within the accounts.

1.5 Resources expended

Liabilities are recognised where there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and includes the attributable value added tax which cannot be recovered.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are the those costs required to support the charity in carrying out its activities and meeting its objects.

Governance costs include costs associated with meeting the constitutional and statutory requirements of the Charity, including the preparation and examination of the statutory accounts, the costs of trustee meetings and other costs linked to the strategic management of the Charity including the cost of any legal advice to trustees on governance or constitutional matters.

1.6 Tangible fixed assets and depreciation

All assets costing more than £250 are capitalised.

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, which is reviewed annually. The rates used are as follows:-

Office Equipment - 33% straight line

1.7 Taxation

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

1.8 Debtors

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

Cornwall Community Accountancy Service

Notes to the Accounts

1.9 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 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.

1.11 Pension costs

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

1.12 Leases

Rentals under operating leases are charged to the statement of financial activities on a straight-line basis over the lease term.

1.13 Statement of cash flows

The charity is exempt from preparing a statement of cash flows on the grounds that it is a small charity

2 Company Status

The charity is a company limited by guarantee and has no share capital.

The charity is incorporated in England.

In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

The members of the charity are the trustees named on page 1.

Cornwall Community Accountancy Service

Notes to the Accounts

3 Statement of Financial Activities - prior year

	Unrestricted funds 2024 £	Restricted income funds 2024 £	Total funds 2024 £
Income			
Income and endowments from:			
Charitable activities	51,430	-	51,430
Investments	71	-	71
Total	51,501	-	51,501
Expenditure			
Expenditure on:			
Charitable activities	52,443	217	52,660
Total	52,443	217	52,660
Net income/(expenditure) before investment gains/(losses)	(942)	(217)	(1,159)
Net income/(expenditure)	(942)	(217)	(1,159)
Other gains/(losses)			-
Net movement in funds	(942)	(217)	(1,159)
 Reconciliation of funds:			
Total funds brought forward	10,721	217	10,938
Total funds carried forward	9,779	-	9,779

4 Donations and Legacies

	Unrestricted funds £	Restricted income funds £	Total funds 2025 £	Prior year funds 2024 £
Donated services	1,500	-	1,500	-
	1,500	-	1,500	-

Cornwall Community Accountancy Service

Notes to the Accounts

5 Incoming resources from charitable activities

	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
	£	£	2025 £	2024 £
<i>Primary Purpose Trading:</i>				
Accountancy services	52,895	-	52,895	45,728
Other income related to charitable activities	6,597	-	6,597	5,702
	59,492	-	59,492	51,430

6 Investment income

	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
	£	£	2025 £	2024 £
Interest on cash deposits	115	-	115	71
	115	-	115	71

Cornwall Community Accountancy Service

Notes to the Accounts

7 Expenditure on charitable activities

	Unrestricted	Restricted	Total	Prior year
	£	£	2025 £	2024 £
Direct costs				
Client companies house fees	446	-	446	341
	<u>446</u>	<u>-</u>	<u>446</u>	<u>341</u>
Support costs				
Wages and salaries	9,027	-	9,027	8,507
Pensions	236	-	236	187
Staff Welfare	559	-	559	350
Rent and rates	2,043	-	2,043	2,478
Insurance	364	-	364	363
Telephone and fax	317	-	317	352
IT expenses	7,437	-	7,437	4,446
Printing, postage and stationery	135	-	135	91
Subscriptions	187	-	187	242
Advertising & Marketing	576	-	576	612
Consultancy fees	39,390	-	39,390	33,524
Legal and professional fees	13	-	13	13
Bank charges	60	-	60	60
Depreciation	17	-	17	554
Total Support Costs	<u>60,361</u>	<u>-</u>	<u>60,361</u>	<u>51,779</u>
Governance Costs				
The audit or independent examination of the charity's accounts	480	-	480	540
Total Governance Costs	<u>480</u>	<u>-</u>	<u>480</u>	<u>540</u>
Total Charitable Expenditure	<u><u>61,287</u></u>	<u><u>-</u></u>	<u><u>61,287</u></u>	<u><u>52,660</u></u>

8 Net income/ expenditure

Net income/expenditure is stated after charging:

	2025 £	2024 £
Auditors' / Independent Examiners' remuneration	480	540
Depreciation of tangible fixed assets	17	554
	<u><u>480</u></u>	<u><u>540</u></u>

Cornwall Community Accountancy Service

Notes to the Accounts

9 Staff costs

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

	2025 Number	2024 Number
Staff in charitable activities	1	2

The aggregate payroll costs of these persons were as follows:

	2025 £	2024 £
Wages and salaries	9,027	8,507
Pensions	236	187
	9,263	8,694

Total remuneration received by key management personnel which is partly included within the wages and salaries figures above and partly in consultancy fees shown in note 7	36,689	31,856
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No employee received emoluments in excess of £60,000 in either the current or the prior year.

The charity operates a defined contributions scheme with NEST. The pension cost shown represents the contributions payable by the charity to the scheme for the period.

The outstanding contributions at the end of the financial period were:	49	-
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10 Trustees' remuneration and expenses

Trustees received no remuneration, benefits in kind or expenses during the current or prior year.

11 Tangible fixed assets

	Office Equipment £	Total £
Cost		
As at 1 February 2024	3,810	3,810
As at 31 January 2025	3,810	3,810
Depreciation		
As at 1 February 2024	3,793	3,793
Charge for the year	17	17
As at 31 January 2025	3,810	3,810
Net Book Value		
As at 31 January 2025	-	-
As at 31 January 2024	17	17

Cornwall Community Accountancy Service

Notes to the Accounts

12 Debtors

	2025	2024
	£	£
Trade Debtors	11,878	6,600
Accrued income	4,387	7,146
Prepayments	38	-
	16,303	13,746

13 Creditors: Amounts falling due within one year

	2025	2024
	£	£
Trade creditors	9,955	5,588
Taxation and social security	203	68
Accruals and deferred income	2,130	4,750
Other creditors	48	-
	12,336	10,406

14 Analysis of funds

	As at 1 February 2024	Incoming Resources	Resources Expended	Transfers	As at 31 January 2025
	£	£	£	£	£
General Funds					
Unrestricted funds	9,779	61,107	(61,287)	-	9,599
Total Unrestricted funds	9,779	61,107	(61,287)	-	9,599
Total funds	9,779	61,107	(61,287)	-	9,599

15 Net assets by fund

	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
Tangible assets	-	-	-	17
Current assets	21,936	-	21,936	20,168
Creditors: Amounts falling due within one year	(12,337)	-	(12,337)	(10,405)
Net Assets	9,599	-	9,599	9,780

Cornwall Community Accountancy Service

Notes to the Accounts

16 Contingent Liability

During the 2014/15 year a substantial amount of client work was undertaken by the Chief Executive and Principle Accountant Debbie Risborough that has not yet been invoiced. The reason for this being due to the requirement to develop the team prior to staff being able to take over the client commitments. The time incurred was a total of 477.75 hours valued at £14,333. The current value outstanding is £12,833. Ms Risborough has agreed that work will only be invoiced in the future when the charity has built a sufficient surplus to enable payment or when the charity has a sufficient client base to support payment of a salary to Ms Risborough from which the flexi-time balance will be deducted as time off in lieu. Remuneration arrangements have now been revised to ensure there is no further liability that can arise.

CORNWALL COMMUNITY ACCOUNTANCY SERVICE

England & Wales - Charity number 1147929

Accounts

Company registration number: 07999264

Charity registration number: 1147929

Cornwall Community Accountancy Service

(A company limited by guarantee.)

Annual Report and Unaudited but Independently Examined Accounts
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Cornwall Community Accountancy Service

Reference and Administrative Details

Charity name Cornwall Community Accountancy Service

Charity registration number 1147929

Company registration number 07999264

Registered in England & Wales

Registered office The Elms
61 Green Lane
Redruth
Cornwall
TR15 1LS

Trustees John Acornley
Chris Dennis
Joanne Fisher

Key management personnel Debbie Risborough Chief Executive Officer

Independent Examiner Dick Maule FCA
The Cross House
South Woodchester
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Cornwall Community Accountancy Service Trustees' Report

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report and the unaudited financial statements for the year ended 31 January 2024

Objectives and activities

The objects of the charity are:

- to promote the efficiency and effectiveness of charities, social enterprises and other voluntary and community organisations and the effective use of their resources for the benefit of the public by developing, promoting, co-ordinating and supporting community accountancy services and through the provision of support, information and training for financial management and control.
- To provide support in the form of cost effective accountancy services and financial capacity building for vulnerable individuals and their families in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

In particular but not exclusively in Cornwall and the surrounding areas.

In brief we want to help charities meet their statutory obligations and understand their financial requirements easily so that they can concentrate on their true charitable activities. Feedback from our clients confirms that once the finances are in order and understood the impact of their charitable activities can increase.

The Trustees have had regard to the Charity Commission guidance on public benefit in preparing this report and have ensured that in planning activities year on year that identifiable benefits are attained for our clients and beneficiaries.

Achievements and performance

The economic climate for our clients continues to be affected by the aftermath of the Covid19 pandemic with funding sources becoming ever more scarce. So helping clients with budgets and cashflow remains a priority.

Unfortunately our CEO fell victim to the virus during this year needing a long recovery time which has impacted our workload overall. The team have rallied tremendously and although we have still needed to use manual filing extensions the majority of work remained on track.

Our IT systems are key to managing our work and these were reviewed towards the end of the year to find a more efficient and cost effective system.

We worked with 65 clients on our usual work of independent examinations, payroll and bookkeeping which is now our full capacity (68 in 2022/23). We continue to look for ways to build the team to increase our capacity as we are conscious that there is a demand for our services that we are currently unable to meet.

Cornwall Community Accountancy Service Trustees' Report

Financial review

The income for the year has decreased by 6% to £51,501 (2023 £54,562). This is partly due to capacity and partly the timing adjustment in the prior year due to the change in deadlines. Expenditure has decreased by 2% to £52,660 (2023 £53,782) which reflects further changes in the team. The resulting deficit in unrestricted funds being £942 (2023 surplus £1,334).

Reserves policy

The trustees feel that a reserve of 3 months running costs is appropriate to cover the needs of the organisation in the event of emergencies. Looking at the costs for 2023 this would be £13,165. The actual reserves of £9,779 (2023 £10,721) show that further recovery work to increase reserves is required.

Structure, governance and management

CCAS is a charitable company limited by guarantee, incorporated on 21st March 2012. The governing document is the Memorandum and Articles of Association. Clause 6 of the Memorandum restricts the liability of each member, as defined by clause 7, to ten pounds in the event of the Charity being wound-up. The Charity cannot pay dividends and must utilise all its funds to further its stated charitable objectives. At 31st January 2024, there were three members.

Recruitment and induction of trustees

The Board of Trustees is the governing body of the Charity and determines policy. It is also responsible for the overall management of the Charity and for ensuring that approved policies are implemented by staff, consultants and volunteers. The Board of Trustees meets at least four times per annum. New trustees are appointed by the Board of Trustees, and at any time there should not be fewer than two trustees.

Staff & Consultants

Debbie Risborough(FCCA) remains the principal accountant and Chief Executive Officer of the charity. Supported by two part time bookkeepers and 3 sub contractors.

Risk management

Trustees are kept fully informed of risks to which the charity is exposed and the steps taken to mitigate, where possible, their impact. The Charity is managed to ensure minimum risk with low cost commitments in order to achieve the charitable objectives. In addition, the principles of best practice are incorporated within all work performed.

Cornwall Community Accountancy Service Trustees' Report

Trustee Responsibilities

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 Charities Act 2011, the Companies Act 2006 and the applicable Statement of Recommended Practice. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken as trustees to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 15th November 2024 and signed on its behalf by:

.....
John Acornley
Trustee

Cornwall Community Accountancy Service

Independent Examiner's Report

I report on the accounts of the company for the year ended 31 January 2024 which are set out on pages 6 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 in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The trustees consider that an audit is not required for this year under section 144(2) of the 2011 Act and that an independent examination is needed.

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

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act;
- and 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:
 - o to keep accounting records in accordance with section 386 of the Companies Act 2006 and section 130 of the 2011 Act; and
 - o 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;
- 2) or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL

.....
Date:

Cornwall Community Accountancy Service

Statement of Financial Activities

for the year ended 31 January 2024

	Note	Unrestricted funds 2024 £	Restricted income funds 2024 £	Total funds 2024 £	Prior year funds 2023 £
Income and endowments from:					
Charitable activities	4	51,430	-	51,430	54,498
Other trading activities		-	-	-	45
Investments	6	71	-	71	19
Total		51,501	-	51,501	54,562
Expenditure on:					
Charitable activities	7	52,443	217	52,660	53,782
Total		52,443	217	52,660	53,782
Net income/(expenditure) before investment gains/(losses)		(942)	(217)	(1,159)	780
Net income/(expenditure) Other gains/(losses)		(942)	(217)	(1,159)	780
Net movement in funds		-	-	-	-
Reconciliation of funds:		(942)	(217)	(1,159)	780
Total funds brought		10,721	217	10,938	10,158
Total funds carried forward		9,779	-	9,779	10,938

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

All income and expenditure derive from continuing activities

Cornwall Community Accountancy Service

Balance Sheet

As at 31 January 2024

		2024		2023	
	Note	£	£	£	£
Fixed Assets					
Tangible Assets	11		<u>17</u>		<u>571</u>
			17		571
Current Assets					
Debtors	12	13,746		16,664	
Cash at bank and in hand		<u>6,422</u>		<u>9,205</u>	
		20,168		25,869	
Creditors: Amounts falling due within one year	13	<u>(10,406)</u>		<u>(15,502)</u>	
Net current assets			<u>9,762</u>		<u>10,367</u>
Total assets less current liabilities			9,779		10,938
Net assets			<u><u>9,779</u></u>		<u><u>10,938</u></u>
The funds of the charity:					
Restricted funds			-		217
Unrestricted funds					
Unrestricted income funds		<u>9,779</u>		<u>10,721</u>	
Total unrestricted funds			<u>9,779</u>		<u>10,721</u>
Total charity funds			<u><u>9,779</u></u>		<u><u>10,938</u></u>

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

For the year ended 31 January 2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the Board on 15th November 2024 and signed on its behalf by:

John Acornley
Trustee

Cornwall Community Accountancy Service

Notes to the Accounts

1 Accounting policies

1.1 Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with:

- Accounting and Reporting by Charities Statement of Recommended Practice, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard, applicable in the UK and Republic of Ireland (FRS102) second edition - October 2019 (effective 1 January 2019);
- the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102);
- the Companies Act 2006 and
- the Charities Act 2011.

The financial statements are prepared in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The charity constitutes a public benefit entity as defined by FRS102

1.2 Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

1.3 Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are amounts that are allocated for specific purposes by the charity itself.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Revaluation funds are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market value.

1.4 Income

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS102 SORP or FRS102.

Items of income are recognised and included in the accounts when all of the following criteria are met:

- the charity has entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Donations and legacies are voluntary income received by way of donations and gifts. It is included within the accounts when receivable and only when the charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts are included in the accounts at the same time as the gift/donation to which it relates

Cornwall Community Accountancy Service

Notes to the Accounts

Donated goods and services are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

The value of services provided by volunteers is not included within the accounts.

1.5 Resources expended

Liabilities are recognised where there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and includes the attributable value added tax which cannot be recovered.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are the those costs required to support the charity in carrying out its activities and meeting its objects.

Governance costs include costs associated with meeting the constitutional and statutory requirements of the Charity, including the preparation and examination of the statutory accounts, the costs of trustee meetings and other costs linked to the strategic management of the Charity including the cost of any legal advice to trustees on governance or constitutional matters.

1.6 Tangible fixed assets and depreciation

All assets costing more than £250 are capitalised.

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, which is reviewed annually. The rates used are as follows:-

Office Equipment - 33% straight line

1.7 Taxation

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

1.8 Debtors

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

1.9 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Cornwall Community Accountancy Service

Notes to the Accounts

1.10 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.

1.11 Pension costs

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

1.12 Leases

Rentals under operating leases are charged to the statement of financial activities on a straight-line basis over the lease term.

1.13 Statement of cash flows

The charity is exempt from preparing a statement of cash flows on the grounds that it is a small charity

2 Company Status

The charity is a company limited by guarantee/charitable incorporated organisation/unincorporated charity and has no share capital.

The charity is incorporated in England.

In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

The members of the charity are the trustees named on page 1.

Cornwall Community Accountancy Service

Notes to the Accounts

3 Statement of Financial Activities - prior year

	Unrestricted funds 2023 £	Restricted income funds 2023 £	Total funds 2023 £
Income			
Income and endowments from:			
Charitable activities	54,498	-	54,498
Other trading activities	45	-	45
Investments	19	-	19
Total	54,562	-	54,562
Expenditure			
Expenditure on:			
Charitable activities	53,228	554	53,782
Total	53,228	554	53,782
Net income/(expenditure) before investment gains/(losses)	1,334	(554)	780
Net income/(expenditure)	1,334	(554)	780
Other gains/(losses)			-
Net movement in funds	1,334	(554)	780
Reconciliation of funds:			
Total funds brought forward	9,387	771	10,158
Total funds carried forward	10,721	217	10,938

Cornwall Community Accountancy Service

Notes to the Accounts

4 Incoming resources from charitable activities

	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
	£	£	2024 £	2023 £
Grant Income:				
Cornwall College	-	-	-	723
Primary Purpose Trading:				
Accountancy services	45,728	-	45,728	49,300
Other income related to charitable activities	5,702	-	5,702	4,475
	51,430	-	51,430	54,498

5 Other trading activities

	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
	£	£	2024 £	2023 £
Commercial accountancy services	-	-	-	45
	-	-	-	45

6 Investment income

	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
	£	£	2024 £	2023 £
Interest on cash deposits	71	-	71	19
	71	-	71	19

Cornwall Community Accountancy Service

Notes to the Accounts

7 Expenditure on charitable activities

	Unrestricted	Restricted	Total	Prior year
	£	£	2024 £	2023 £
Direct costs				
Client companies house fees	341	-	341	604
	<u>341</u>	<u>-</u>	<u>341</u>	<u>604</u>
Support costs				
Wages and salaries	8,507	-	8,507	17,500
Pensions	187	-	187	187
Staff Welfare	350	-	350	301
Rent and rates	2,478	-	2,478	2,520
Insurance	363	-	363	347
Telephone and fax	352	-	352	457
IT expenses	4,446	-	4,446	6,190
Printing, postage and stationery	91	-	91	149
Subscriptions	242	-	242	264
Travel and subsistence	-	-	-	206
Advertising & Marketing	612	-	612	576
Consultancy fees	33,524	-	33,524	23,424
Legal and professional fees	13	-	13	-
Bank charges	60	-	60	83
Depreciation	337	217	554	554
Total Support Costs	<u>51,562</u>	<u>217</u>	<u>51,779</u>	<u>52,758</u>
Governance Costs				
The audit or independent examination of the charity's accounts	540	-	540	420
Total Governance Costs	<u>540</u>	<u>-</u>	<u>540</u>	<u>420</u>
Total Charitable Expenditure	<u><u>52,443</u></u>	<u><u>217</u></u>	<u><u>52,660</u></u>	<u><u>53,782</u></u>

8 Net income/ expenditure

Net income/expenditure is stated after charging:

	2024 £	2023 £
Auditors' / Independent Examiners' remuneration	540	420
Depreciation of tangible fixed assets	554	554

Cornwall Community Accountancy Service

Notes to the Accounts

12 Debtors

	2024	2023
	£	£
Trade Debtors	6,600	9,568
Accrued income	7,146	7,060
Prepayments	-	36
	13,746	16,664

13 Creditors: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors	5,588	12,052
Taxation and social security	68	62
Accruals and deferred income	4,750	2,570
Other creditors	-	818
	10,406	15,502

14 Analysis of funds

	As at 1 February 2023	Incoming Resources	Resources Expended	Transfers	As at 31 January 2024
	£	£	£	£	£
Restricted Funds					
National Lottery	217	-	(217)	-	-
	217	-	(217)	-	-
General Funds					
Unrestricted funds	10,721	51,501	(52,443)	-	9,779
Total Unrestricted funds	10,721	51,501	(52,443)	-	9,779
Total funds	10,938	51,501	(52,660)	-	9,779

Cornwall Community Accountancy Service

Notes to the Accounts

15 Net assets by fund

	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
Tangible assets	17	-	17	571
Current assets	20,168	-	20,168	25,869
Creditors: Amounts falling due within one year	(10,406)	-	(10,406)	(15,502)
Net Assets	9,779	-	9,779	10,938

16 Contingent Liability

During the 2014/15 year a substantial amount of client work was undertaken by the Chief Executive and Principle Accountant Debbie Risborough that has not yet been invoiced. The reason for this being due to the requirement to develop the team prior to staff being able to take over the client commitments. The time incurred was a total of 477.75 hours valued at £14,333. The current value outstanding is £12,833. Ms Risborough has agreed that work will only be invoiced in the future when the charity has built a sufficient surplus to enable payment or when the charity has a sufficient client base to support payment of a salary to Ms Risborough from which the flexi-time balance will be deducted as time off in lieu. Remuneration arrangements have now been revised to ensure there is no further liability that can arise.

CORNWALL COMMUNITY ACCOUNTANCY SERVICE

England & Wales - Charity number 1147929

Accounts

Cornwall Community Accountancy Service

A company limited by guarantee.

Charity No. 1147929

Company No. 07999264

Trustees' Report and Unaudited Accounts

31 January 2023

Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL

**Cornwall Community
Accountancy Service
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**Cornwall Community
Accountancy Service
TRUSTEES ANNUAL
REPORT**
Trading as CCAS

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07999264

Charity No. 1147929

Registered Office

Mid Cornwall Branch
The Elms
61 Green Lane
Redruth
TR15 1LS

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.
The following Directors and Trustees served during the year:

Chris Dennis
Joanne Fisher
John Acornley

Key Management Personnel

Chief Executive Officer Debbie Risborough

Accountants

Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL

**Cornwall Community
Accountancy Service
TRUSTEES ANNUAL
REPORT**

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 January 2023.

OBJECTIVES AND ACTIVITIES

The objects of the charity are:

- to promote the efficiency and effectiveness of charities, social enterprises and other voluntary and community organisations and the effective use of their resources for the benefit of the public by developing, promoting, co-ordinating and supporting community accountancy services and through the provision of support, information and training for financial management and control.
- To provide support in the form of cost effective accountancy services and financial capacity building for vulnerable individuals and their families in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

In particular but not exclusively in Cornwall and the surrounding areas.

In brief we want to help charities meet their statutory obligations and understand their financial requirements easily so that they can concentrate on their true charitable activities. Feedback from our clients confirms that once the finances are in order and understood the impact of their charitable activities can increase.

We amended the objects in March 2013 to include assistance for individuals as this is an area which is not currently addressed but becoming more necessary with the introduction of personal budgets for those needing health care services.

The Trustees have had regard to the Charity Commission guidance on public benefit in preparing this report and have ensured that in planning activities year on year that identifiable benefits are attained for our clients and beneficiaries.

ACHIEVEMENTS AND PERFORMANCE

This financial year appears to be one of change for our clients as well as our team. Our clients are coming out of the Covid19 pandemic and finding new ways of working. This has affected their own teams with a knock on effect for us in payroll work.

At the same time the CCAS team have needed to bring forward work on preparation of accounts and independent examinations due to the cancellation of extended deadlines. Although we have taken advantage of manual deadline extensions where necessary.

We worked with 68 clients on our usual work of independent examinations, payroll and bookkeeping (71 in 2021/22). A reduction that was partly due to the beginning of a trend for organisations to close down as a result of the impact of the pandemic.

FINANCIAL REVIEW

The income for the year has increased by 14% to £54,562 (2022 £47,782). This reflects an increase in workload and a timing adjustment due to the change in deadlines. Expenditure has risen by 2% to £53,782 (2022 £52,613) which reflects changes in the team. The resulting surplus in unrestricted funds being £1,334 (2022 deficit £4,277).

**Cornwall Community
Accountancy Service
TRUSTEES ANNUAL
REPORT**

The trustees feel that a reserve of 3 months running costs is appropriate to cover the needs of the organisation in the event of emergencies. Looking at the costs for 2022 this would be £13,445. The actual reserves of £10,721 (2022 £9,386) show that further recovery work to increase reserves is required.

Trustees are kept fully informed of risks to which the charity is exposed and the steps taken to mitigate, where possible, their impact. The Charity is managed to ensure minimum risk with low cost commitments in order to achieve the charitable objectives. In addition, the principles of best practice are incorporated within all work performed.

STRUCTURE, GOVERNANCE AND MANAGEMENT

CCAS is a charitable company limited by guarantee, incorporated on 21st March 2012. The governing document is the Memorandum and Articles of Association. Clause 6 of the Memorandum restricts the liability of each member, as defined by clause 7, to ten pounds in the event of the Charity being wound-up. The Charity cannot pay dividends and must utilise all its funds to further its stated charitable objectives. At 31st January 2022, there were three members.

Trustees:

The Board of Trustees is the governing body of the Charity and determines policy. It is also responsible for the overall management of the Charity and for ensuring that approved policies are implemented by staff, consultants and volunteers. The Board of Trustees meets at least four times per annum. New trustees are appointed by the Board of Trustees, and at any time there should not be fewer than two trustees.

Staff & consultants:

Debbie Risborough(FCCA) remains the principal accountant and Chief Executive Officer of the charity. Supported by one part time bookkeeper and 3 sub contractors.

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. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

John Acornley
Trustee
25 October 2023

**Cornwall Community
Accountancy Service
INDEPENDENT EXAMINERS
REPORT**

Independent Examiner's Report to the trustees of Cornwall Community Accountancy Service

I report to the charity trustees on my examination of the accounts of Cornwall Community Accountancy Service for the year ended 31 January 2023 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

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

Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL
25 October 2023

**Cornwall Community
Accountancy Service
STATEMENT OF
FINANCIAL ACTIVITIES**

for the year ended 31 January 2023

	Notes	Unrestrict ed funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income and endowments from:					
Donations and legacies	4	-	-	-	283
Charitable activities	5	54,498	-	54,498	47,498
Investments	6	19	-	19	1
Other	7	45	-	45	-
Total		54,562	-	54,562	47,782
Expenditure on:					
Charitable activities	8	53,228	554	53,782	52,613
Total		53,228	554	53,782	52,613
Net gains on investments		-	-	-	-
Net income/(expenditure)	9	1,334	(554)	780	(4,831)
Net income/(expenditure) before other gains/(losses)		1,334	(554)	780	(4,831)
Other gains and losses:					
Net movement in funds		1,334	(554)	780	(4,831)
Reconciliation of funds:					
Total funds brought forward		9,387	771	10,158	14,989
Total funds carried forward		10,721	217	10,938	10,158

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

**Cornwall Community
Accountancy Service
BALANCE SHEET**

at **31 January 2023**

Company No. 07999264	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	11	571	1,124
		571	1,124
Current assets			
Debtors	12	16,664	11,332
Cash at bank and in hand		9,205	9,876
		25,869	21,208
Creditors: Amount falling due within one year	13	(15,502)	(12,174)
Net current assets		10,367	9,034
Total assets less current liabilities		10,938	10,158
Net assets excluding pension asset or liability		10,938	10,158
 Total net assets		10,938	10,158
 The funds of the charity			
Restricted funds			
	14		
Restricted income funds		217	771
		217	771
Unrestricted funds			
	14		
General funds		10,721	9,387
		10,721	9,387
 Total funds		10,938	10,158

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

For the year ended 31 January 2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 25 October 2023

And signed on its behalf by:

John Acornley
Trustee
25 October 2023

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

for the year ended 31 January 2023

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The charity constitutes a public benefit entity as defined by FRS102.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds These are unrestricted funds earmarked by the trustees for particular purposes.

Revaluation funds These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.

Restricted funds These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

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

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office Equipment 33% straight line basis

Trade and other debtors

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

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other 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.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

Statement of cash flows

The charity is exempt from preparing a statement of cash flows on the grounds that it is a small charity

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Statement of Financial Activities - prior year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Income and endowments from:			
Donations and legacies	283	-	283
Charitable activities	42,522	4,976	47,498
Investments	1	-	1
Total	42,806	4,976	47,782
Expenditure on:			
Charitable activities	47,083	5,530	52,613
Total	47,083	5,530	52,613
Net income	(4,277)	(554)	(4,831)
Net income before other gains/(losses)	(4,277)	(554)	(4,831)
Other gains and losses:			
Net movement in funds	(4,277)	(554)	(4,831)
Reconciliation of funds:			
Total funds brought forward	13,664	1,325	14,989
Total funds carried forward	9,387	771	10,158

4 Income from donations and legacies

	Total 2023 £	Total 2022 £
Appeals and donations	-	283
	-	283

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

5 Income from charitable activities

	Unrestricted	Total 2023	Total 2022
	£	£	£
<i>Grant Income</i>			
Cornwall College	723	723	4,976
<i>Primary Purpose Trading</i>			
Accountancy services	49,300	49,300	40,789
Other income related to charitable activities	4,475	4,475	1,733
	<u>54,498</u>	<u>54,498</u>	<u>47,498</u>

6 Income from investments

	Unrestricted	Total 2023	Total 2022
	£	£	£
Interest on cash deposits	19	19	1
	<u>19</u>	<u>19</u>	<u>1</u>

7 Other income

	Unrestricted	Total 2023	Total 2022
	£	£	£
Commercial accountancy services	45	45	-
	<u>45</u>	<u>45</u>	<u>-</u>

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

8 Expenditure on charitable activities

	Unrestricte d	Restricted	Total 2023	Total 2022
	£	£	£	£
<i>Direct expenditure on charitable activities</i>				
Reference material	-	-	-	95
Client companies house fees	604	-	604	543
<i>Support Costs</i>				
Wages	17,500	-	17,500	21,728
Pensions	187	-	187	187
Staff training	-	-	-	201
Staff welfare	301	-	301	266
Travel and subsistence	206	-	206	-
Rent & rates	2,520	-	2,520	2,500
Insurance	347	-	347	346
Repairs & renewals	-	-	-	87
Telephone and fax	457	-	457	749
IT expenses	6,190	-	6,190	3,433
Printing, postage and stationary	149	-	149	61
Subscriptions	264	-	264	188
Marketing and promotion	576	-	576	632
Consultancy fees	23,424	-	23,424	20,509
Legal and professional fees	-	-	-	26
Bank charges	83	-	83	88
Depreciation	-	554	554	554
<i>Governance costs</i>				
Independent examination of the charity's accounts	420	-	420	420
	53,228	554	53,782	52,613

9 Net income/(expenditure) before transfers

	2023	2022
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	554	554

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

10 Staff costs

Salaries and wages	17,500	21,728
Pension costs	187	187
	<u>17,687</u>	<u>21,915</u>

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

Total remuneration of key management personnel is shown below and is included partly in the wages and salaries figures above and partly in consultancy fees that are shown in note 8.

Total employee benefits received by key management personnel	24,960	22,101
--	--------	--------

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

	2023	2022
	Number	Number
Charitable activities	3	3
	<u>3</u>	<u>3</u>

11 Tangible fixed assets

	Office Equipment	Total
	£	£
Cost or revaluation		
At 1 February 2022	3,810	3,810
At 31 January 2023	<u>3,810</u>	<u>3,810</u>
Depreciation and impairment		
At 1 February 2022	2,685	2,685
Depreciation charge for the year	554	554
At 31 January 2023	<u>3,239</u>	<u>3,239</u>
Net book values		
At 31 January 2023	<u>571</u>	<u>571</u>
At 31 January 2022	<u>1,125</u>	<u>1,125</u>

12 Debtors

	2023	2022
	£	£
Trade debtors	9,568	10,622
Other debtors	7,060	710
Prepayments and accrued income	36	-
	<u>16,664</u>	<u>11,332</u>

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

13 Creditors:

amounts falling due within one year

	2023	2022
	£	£
Trade creditors	11,130	9,305
Other taxes and social security	880	180
Accruals and deferred income	3,492	2,689
	15,502	12,174

14 Movement in funds

	At 1 February 2022	Incoming resources (including other gains/losses)	Resources expended	At 31 January 2023
	£	£	£	£
Restricted funds:				
Restricted income funds:				
National Lottery	771	-	(554)	217
<i>Total</i>	771	-	(554)	217
Unrestricted funds:				
General funds	9,387	54,562	(53,228)	10,721
Revaluation Reserves:				
Total funds	10,158	54,562	(53,782)	10,938

Purposes and restrictions in relation to the funds:

Restricted funds:

National Lottery Funding to assist clients with the effects of Covid19

15 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fixed assets	354	217	571
Net current assets	10,367	-	10,367
	10,721	217	10,938

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

16 Contingent Assets/Liabilities

During the 2014/15 year a substantial amount of client work was undertaken by the Chief Executive and Principle Accountant Debbie Risborough that has not yet been invoiced. The reason for this being due to the requirement to develop the team prior to staff being able to take over the client commitments. The time incurred was a total of 477.75 hours valued at £14,333. The current value outstanding is £12,833. Ms Risborough has agreed that work will only be invoiced in the future when the charity has built a sufficient surplus to enable payment or when the charity has a sufficient client base to support payment of a salary to Ms Risborough from which the flexi-time balance will be deducted as time off in lieu. Remuneration arrangements have now been revised to ensure there is no further liability that can arise.

17 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.

CORNWALL COMMUNITY ACCOUNTANCY SERVICE

England & Wales - Charity number 1147929

Accounts

Cornwall Community Accountancy Service

A company limited by guarantee.

Charity No. 1147929

Company No. 07999264

Trustees' Report and Unaudited Accounts

31 January 2022

Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL

**Cornwall Community
Accountancy Service
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Notes to the Accounts	8 to 16

**Cornwall Community
Accountancy Service
TRUSTEES ANNUAL
REPORT
CCAS**

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07999264

Charity No. 1147929

Registered Office

Mid Cornwall Branch
The Elms
61 Green Lane
Redruth
TR15 1LS

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.
The following Directors and Trustees served during the year:

Chris Dennis
Joanne Fisher
John Acornley

Key Management Personnel

Chief Executive Officer Debbie Risborough

Accountants

Dick Maule FCA
The Cross House
South Woodchester
GL5 5EL

**Cornwall Community
Accountancy Service
TRUSTEES ANNUAL
REPORT**

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 January 2022.

OBJECTIVES AND ACTIVITIES

The objects of the charity are:

- to promote the efficiency and effectiveness of charities, social enterprises and other voluntary and community organisations and the effective use of their resources for the benefit of the public by developing, promoting, co-ordinating and supporting community accountancy services and through the provision of support, information and training for financial management and control.
- To provide support in the form of cost effective accountancy services and financial capacity building for vulnerable individuals and their families in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

In particular but not exclusively in Cornwall and the surrounding areas.

In brief we want to help charities meet their statutory obligations and understand their financial requirements easily so that they can concentrate on their true charitable activities. Feedback from our clients confirms that once the finances are in order and understood the impact of their charitable activities can increase.

We amended the objects in March 2013 to include assistance for individuals as this is an area which is not currently addressed but becoming more necessary with the introduction of personal budgets for those needing health care services.

The Trustees have had regard to the Charity Commission guidance on public benefit in preparing this report and have ensured that in planning activities year on year that identifiable benefits are attained for our clients and beneficiaries.

ACHIEVEMENTS AND PERFORMANCE

Once again our activities matched those of most of our clients during the year in that we have been coming out of the effects of the Coronavirus pandemic and determining the new way forward. Our project undertaken to assist clients with the impact of the pandemic concluded successfully. We thank Sam Hoskin for her work on the project. We have then moved into an extremely busy period trying to catch up from the extended deadlines that were allowed by both Companies House and the Charity Commission.

We worked with 71 clients on our usual work of independent examinations, payroll and bookkeeping (50 in 2020/21). This increase was partly due to the increased demand from clients due to our project work and partly in taking over clients from CasKernow, a process which is ongoing after the year end. .

FINANCIAL REVIEW

The income for the year has decreased by 17% to £47,782 (2021 £57,802). This is due to the reduction in grants with both the Lottery and Cornwall Council in the prior year. Expenditure has however risen by 4% to £52,613 (2021 £50,752) which is due to the cost of increasing the skills of the core team in order to take on additional income. The resulting deficit in unrestricted funds being £4,277 (2021 surplus £5,725).

**Cornwall Community
Accountancy Service
TRUSTEES ANNUAL
REPORT**

The trustees feel that a reserve of 3 months running costs is appropriate to cover the needs of the organisation in the event of emergencies. Looking at the costs for 2021 this would be £13,153. The actual reserves of £9,387 (2021 £13,644) show that further recovery work to increase income is required.

Trustees are kept fully informed of risks to which the charity is exposed and the steps taken to mitigate, where possible, their impact. The Charity is managed to ensure minimum risk with low cost commitments in order to achieve the charitable objectives. In addition, the principles of best practice are incorporated within all work performed.

STRUCTURE, GOVERNANCE AND MANAGEMENT

CCAS is a charitable company limited by guarantee, incorporated on 21st March 2012. The governing document is the Memorandum and Articles of Association. Clause 6 of the Memorandum restricts the liability of each member, as defined by clause 7, to ten pounds in the event of the Charity being wound-up. The Charity cannot pay dividends and must utilise all its funds to further its stated charitable objectives. At 31st January 2022, there were three members.

Trustees:

The Board of Trustees is the governing body of the Charity and determines policy. It is also responsible for the overall management of the Charity and for ensuring that approved policies are implemented by staff, consultants and volunteers. The Board of Trustees meets at least four times per annum. New trustees are appointed by the Board of Trustees, and at any time there should not be fewer than two trustees.

Staff & consultants:

Debbie Risborough(FCCA) remains the principal accountant and Chief Executive Officer of the charity.

The team at the end of the year were:

Ellie Mills - an ACCA qualified accountant

Charlotte Excelby - a kickstart trainee

Danny Batten (ICMA) continues to support us as a sub-contractor.

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. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board



John Acornley

Trustee

13 October 2022

Independent Examiner's Report to the Trustees of CORNWALL COMMUNITY ACCOUNTANCY SERVICE

I report on the accounts of the company for the year ended 31st March 2022 which are set out on pages 6 to 16

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Dick Maule FCA
The Cross House South Woodchester GL5 5EL

Date

24-10-22

Dick Maule FCA

**Cornwall Community
Accountancy Service
STATEMENT OF
FINANCIAL ACTIVITIES**

for the year ended 31 January 2022

	Notes	Unrestrict ed funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income and endowments from:					
Donations and legacies	4	283	-	283	1,545
Charitable activities	5	42,522	4,976	47,498	56,250
Investments	6	1	-	1	7
Total		42,806	4,976	47,782	57,802
Expenditure on:					
Charitable activities	7	47,083	5,530	52,613	50,752
Total		47,083	5,530	52,613	50,752
Net gains on investments		-	-	-	-
Net (expenditure)/income	8	(4,277)	(554)	(4,831)	7,050
Net (expenditure)/income before other gains/(losses)		(4,277)	(554)	(4,831)	7,050
Other gains and losses:					
Net movement in funds		(4,277)	(554)	(4,831)	7,050
Reconciliation of funds:					
Total funds brought forward		13,664	1,325	14,989	7,939
Total funds carried forward		9,387	771	10,158	14,989

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

**Cornwall Community
Accountancy Service
BALANCE SHEET**

	at	31 January 2022	
Company No. 07999264	Notes	2022	2021
		£	£
Fixed assets			
Tangible assets	10	1,124	1,678
		1,124	1,678
Current assets			
Debtors	11	11,332	12,212
Cash at bank and in hand		9,876	14,994
		21,208	27,206
Creditors: Amount falling due within one year	12	(12,174)	(13,895)
Net current assets		9,034	13,311
Total assets less current liabilities		10,158	14,989
Net assets excluding pension asset or liability		10,158	14,989
Total net assets		10,158	14,989
The funds of the charity			
Restricted funds	13		
Restricted income funds		771	1,325
		771	1,325
Unrestricted funds	13		
General funds		9,387	13,664
		9,387	13,664
Total funds		10,158	14,989

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

For the year ended 31 January 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 13 October 2022

And signed on its behalf by:



John Acornley

Trustee

13 October 2022

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

for the year ended 31 January 2022

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The charity constitutes a public benefit entity as defined by FRS102.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
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Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

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

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office Equipment 33% straight line basis

Trade and other debtors

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

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other 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.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

Statement of cash flows

The charity is exempt from preparing a statement of cash flows on the grounds that it is a small charity

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Statement of Financial Activities - prior year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Income and endowments from:			
Donations and legacies	1,545	-	1,545
Charitable activities	43,250	13,000	56,250
Investments	7	-	7
Total	44,802	13,000	57,802
Expenditure on:			
Charitable activities	39,077	11,675	50,752
Total	39,077	11,675	50,752
Net income	5,725	1,325	7,050
Net income before other gains/(losses)	5,725	1,325	7,050
Other gains and losses:			
Net movement in funds	5,725	1,325	7,050
Reconciliation of funds:			
Total funds brought forward	7,939	-	7,939
Total funds carried forward	13,664	1,325	14,989

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

4 Income from donations and legacies

	Unrestricted	Total 2022	Total 2021
	£	£	£
Appeals and donations	283	283	-
Donated Services	-	-	1,545
	<u>283</u>	<u>283</u>	<u>1,545</u>

5 Income from charitable activities

	Unrestricted	Restricted	Total 2022	Total 2021
	£	£	£	£
<i>Grant Income:</i>				
National Lottery	-	-	-	13,000
Community Fund	-	-	-	10,000
Cornwall Council	-	-	-	-
Cornwall College	-	4,976	4,976	-
<i>Primary Purpose</i>				
<i>Trading:</i>				
Accountancy Services	40,789	-	40,789	32,746
Training Income	-	-	-	25
Other	1,733	-	1,733	479
	<u>42,522</u>	<u>4,976</u>	<u>47,498</u>	<u>56,250</u>

6 Income from investments

	Unrestricted	Total 2022	Total 2021
	£	£	£
Interest on cash deposits	1	1	7
	<u>1</u>	<u>1</u>	<u>7</u>

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

7 Expenditure on charitable activities

	Unrestricted	Restricted	Total 2022	Total 2021
	£	£	£	£
<i>Direct expenditure on charitable activities</i>				
Reference material	95	-	95	-
Client companies house fees	543	-	543	213
<i>Support Costs</i>				
Wages	18,198	3,530	21,728	19,326
Pensions	187	-	187	187
Staff training	-	201	201	113
Staff welfare	266	-	266	1,750
Rent & rates	2,500	-	2,500	2,500
Insurance	346	-	346	345
Repairs & renewals	87	-	87	88
Telephone and fax	749	-	749	486
IT expenses	3,433	-	3,433	2,475
Printing, postage and stationary	61	-	61	241
Subscriptions	188	-	188	392
Marketing and promotion	632	-	632	2,980
Consultancy fees	19,264	1,245	20,509	18,887
Legal and professional fees	26	-	26	213
Specific Bad Debts written off	-	-	-	78
Bank charges	88	-	88	58
Depreciation	-	554	554	-
<i>Governance costs</i>				
Independent examination of the charity's accounts	420	-	420	420
	47,083	5,530	52,613	50,752

8 Net (expenditure)/income before transfers

	2022	2021
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	554	-
Independent Examiner's fee	420	420

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

9 Staff costs

Salaries and wages	21,728	19,326
Pension costs	187	187
	<u>21,915</u>	<u>19,513</u>

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

Total remuneration of key management personnel is shown below and is included partly in the wages and salaries figures above and partly in consultancy fees that are shown in note 7.

Total employee benefits received by key management personnel	22,101	19,999
--	--------	--------

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

	2022	2021
	Number	Number
Charitable activities	3	3
	<u>3</u>	<u>3</u>

Tangible fixed

10 assets

	Office Equipment	Total
	£	£
Cost or revaluation		
At 1 February 2021	3,810	3,810
At 31 January 2022	<u>3,810</u>	<u>3,810</u>
Depreciation and impairment		
At 1 February 2021	2,132	2,132
Depreciation charge for the year	554	554
At 31 January 2022	<u>2,686</u>	<u>2,686</u>
Net book values		
At 31 January 2022	<u>1,124</u>	<u>1,124</u>
At 31 January 2021	<u>1,678</u>	<u>1,678</u>

11 Debtors

	2022	2021
	£	£
Trade debtors	10,622	12,212
Other debtors	710	-
	<u>11,332</u>	<u>12,212</u>

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

12 Creditors:

amounts falling due within one year

	2022	2021
	£	£
Trade creditors	9,305	1,304
Other taxes and social security	180	170
Accruals and deferred income	2,689	12,421
	12,174	13,895

13 Movement in funds

	At 1 February 2021	Incoming resources (including other gains/losses)	Resources expended	At 31 January 2022
	£	£	£	£
Restricted funds:				
Restricted income funds:				
National Lottery	1,325	-	(554)	771
Kick Start	-	4,976	(4,976)	-
<i>Total</i>	1,325	4,976	(5,530)	771
Unrestricted funds:				
General funds	13,664	42,806	(47,083)	9,387
Revaluation Reserves:				
Total funds	14,989	47,782	(52,613)	10,158

Purposes and restrictions in relation to the funds:

Restricted funds:

National Lottery Funding to assist clients with the effects of Covid19

Kick Start Funding for a trainee

Analysis of net assets between

14 funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fixed assets	-	1,124	1,124
Net current assets	9,034	-	9,034
	9,034	1,124	10,158

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

15 Contingent Assets/Liabilities

During the 2014/15 year a substantial amount of client work was undertaken by the Chief Executive and Principle Accountant Debbie Risborough that has not yet been invoiced. The reason for this being due to the requirement to develop the team prior to staff being able to take over the client commitments. The time incurred was a total of 477.75 hours valued at £14,333. The current value outstanding is £12,833. Ms Risborough has agreed that work will only be invoiced in the future when the charity has built a sufficient surplus to enable payment or when the charity has a sufficient client base to support payment of a salary to Ms Risborough from which the flexi-time balance will be deducted as time off in lieu. Remuneration arrangements have been now been revised to ensure there is no further liability that can arise.

16 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.

CORNWALL COMMUNITY ACCOUNTANCY SERVICE

England & Wales - Charity number 1147929

Accounts

Cornwall Community Accountancy Service

A company limited by guarantee.

Charity No. 1147929

Company No. 07999264

Trustees' Report and Unaudited Accounts

31 January 2021

Dick Maule FCA
3 Penlee View Terrace
Penzance
Cornwall
TR18 4HZ

**Cornwall Community
Accountancy Service
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**Cornwall Community
Accountancy Service
TRUSTEES ANNUAL
REPORT**

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 07999264

Charity No. 1147929

Principal Office

The Elms
61 Green Lane
Redruth
TR15 1LS

Registered Office

2 Princes Street
Truro
TR1 2ES

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.
The following Directors and Trustees served during the year:

Chris Dennis
Joanne Fisher
John Acornley

Key Management Personnel

Chief Executive Officer Debbie Risborough

Accountants

Dick Maule FCA
3 Penlee View Terrace
Penzance
Cornwall
TR18 4HZ

**Cornwall Community
Accountancy Service
TRUSTEES ANNUAL
REPORT**

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 January 2021.

OBJECTIVES AND ACTIVITIES

The objects of the charity are:

- to promote the efficiency and effectiveness of charities, social enterprises and other voluntary and community organisations and the effective use of their resources for the benefit of the public by developing, promoting, co-ordinating and supporting community accountancy services and through the provision of support, information and training for financial management and control.
- To provide support in the form of cost effective accountancy services and financial capacity building for vulnerable individuals and their families in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

In particular but not exclusively in Cornwall and the surrounding areas.

In brief we want to help charities meet their statutory obligations and understand their financial requirements easily so that they can concentrate on their true charitable activities. Feedback from our clients confirms that once the finances are in order and understood the impact of their charitable activities can increase.

We amended the objects in March 2013 to include assistance for individuals as this is an area which is not currently addressed but becoming more necessary with the introduction of personal budgets for those needing health care services.

The Trustees have had regard to the Charity Commission guidance on public benefit in preparing this report and have ensured that in planning activities year on year that identifiable benefits are attained for our clients and beneficiaries.

ACHIEVEMENTS AND PERFORMANCE

As with most of our clients and indeed the rest of the world 2020 was dominated by the Covid19 pandemic. We were fortunate that all of our systems and policies have been designed around flexible and remote working so the change to doing this during lockdown was minimal for us. Which helped us to guide our clients to working in this way whilst we were dealing with a much increased workload of helping clients navigate the effects of the pandemic. This involved looking at how organisations could stay viable when activities had to cease or change delivery models at the same time as working through the government requirements to gain financial assistance.

We were fortunate to gain an award from The National Lottery Community Fund in August 20 for us to enact a response to the the coronavirus impact on small charities. That enabled us to appoint Sam Hoskin for a short period to help us manage the increased workload as well as funding for our app to improve our communications with clients. The grant was a much needed boost just prior to the second wave of the pandemic when we were all expecting organisations to recover and return to work but instead the closures continued and help with furlough claims and forecasts became ever more important. We were also surprised at the demand from clients during the project for training.

We worked with 55 clients on our usual work of independent examinations, payroll and bookkeeping (49 in 2019/20). However as part of the coronavirus impact project we dealt with 67 clients, only 19 of which were existing clients for our usual work. This confirms that there is additional demand for what we do and has confirmed our ongoing strategy of future growth.

**Cornwall Community
Accountancy Service
TRUSTEES ANNUAL
REPORT**

FINANCIAL REVIEW

The income for the year has increased by 42% to £56,257 (2020 £39,735). This is due to grants from both the Lottery and Cornwall Council. Expenditure has similarly increased although by 30% to £49,207 (2020 £37,986). The resulting surplus in unrestricted funds being £5,725 (2020 £1,749).

The trustees feel that a reserve of 3 months running costs is appropriate to cover the needs of the organisation in the event of emergencies. Looking at the costs for 2020 this would be £12,302. The actual reserves of £13,644 (2020 £7,939) show this has been achieved.

Trustees are kept fully informed of risks to which the charity is exposed and the steps taken to mitigate, where possible, their impact. The Charity is managed to ensure minimum risk with low cost commitments in order to achieve the charitable objectives. In addition, the principles of best practice are incorporated within all work performed.

STRUCTURE, GOVERNANCE AND MANAGEMENT

CCAS is a charitable company limited by guarantee, incorporated on 21st March 2012. The governing document is the Memorandum and Articles of Association. Clause 6 of the Memorandum restricts the liability of each member, as defined by clause 7, to ten pounds in the event of the Charity being wound-up. The Charity cannot pay dividends and must utilise all its funds to further its stated charitable objectives. At 31st January 2020, there were two members.

Trustees:

The Board of Trustees is the governing body of the Charity and determines policy. It is also responsible for the overall management of the Charity and for ensuring that approved policies are implemented by staff, consultants and volunteers. The Board of Trustees meets at least four times per annum. New trustees are appointed by the Board of Trustees, and at any time there should not be fewer than two trustees.

Staff & consultants:

Debbie Risborough(FCCA) remains the principal accountant and Chief Executive Officer of the charity.

The team at the end of the year were:

Sam Hoskin - an ACCA finalist

Dilys Down - a level 3 AAT qualified technician

Adam Price - a trainee undertaking an accountancy degree

Danny Batten (ICMA) continues to support us as a sub-contractor.

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. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board

John Acornley

Trustee

07 October 2021

**Cornwall Community
Accountancy Service
INDEPENDENT EXAMINERS
REPORT**

Independent Examiner's Report to the trustees of Cornwall Community Accountancy Service

I report to the charity trustees on my examination of the accounts of Cornwall Community Accountancy Service for the year ended 31 January 2021 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

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

Dick Maule FCA
3 Penlee View Terrace
Penzance
Cornwall
TR18 4HZ

07 October 2021

**Cornwall Community
Accountancy Service
STATEMENT OF
FINANCIAL ACTIVITIES**

for the year ended 31 January 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:					
Donations and legacies	4	1,545	-	1,545	2,550
Charitable activities	5	43,250	13,000	56,250	37,172
Investments	6	7	-	7	13
Total		44,802	13,000	57,802	39,735
Expenditure on:					
Charitable activities	7	39,077	11,675	50,752	37,986
Total		39,077	11,675	50,752	37,986
Net gains on investments		-	-	-	-
Net income		5,725	1,325	7,050	1,749
Net income before other gains/(losses)		5,725	1,325	7,050	1,749
Other gains and losses:					
Net movement in funds		5,725	1,325	7,050	1,749
Reconciliation of funds:					
Total funds brought forward		7,939	-	7,939	6,190
Total funds carried forward		13,664	1,325	14,989	7,939

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

**Cornwall Community
Accountancy Service
BALANCE SHEET**

at **31 January 2021**

Company No. 07999264	Notes	2021	2020
		£	£
Fixed assets			
Tangible assets	9	1,678	-
		<u>1,678</u>	<u>-</u>
Current assets			
Debtors	10	12,212	7,692
Cash at bank and in hand		14,994	10,843
		<u>27,206</u>	<u>18,535</u>
Creditors: Amount falling due within one year	11	<u>(13,895)</u>	<u>(10,596)</u>
Net current assets		13,311	7,939
Total assets less current liabilities		<u>14,989</u>	<u>7,939</u>
Net assets excluding pension asset or liability		<u>14,989</u>	<u>7,939</u>
Total net assets		<u><u>14,989</u></u>	<u><u>7,939</u></u>
The funds of the charity			
Restricted funds			
	12		
Restricted income funds		1,325	-
		<u>1,325</u>	<u>-</u>
Unrestricted funds			
	12		
General funds		13,664	7,939
		<u>13,664</u>	<u>7,939</u>
Total funds		<u><u>14,989</u></u>	<u><u>7,939</u></u>

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

For the year ended 31 January 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 07 October 2021

And signed on its behalf by:

John Acornley

Trustee

07 October 2021

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

for the year ended 31 January 2021

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 2nd edition - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The charity constitutes a public benefit entity as defined by FRS102.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

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

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

Tangible fixed assets and depreciation

Individual fixed assets costing £400 or more are initially recorded at cost. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office Equipment 33% straight line basis

Trade and other debtors

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

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other 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.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

Statement of cash flows

The charity is exempt from preparing a statement of cash flows on the grounds that it is a small charity

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Statement of Financial Activities - prior year

	Unrestricted funds 2020 £	Total funds 2020 £
Income and endowments from:		
Donations and legacies	2,550	2,550
Charitable activities	37,172	37,172
Investments	13	13
Total	39,735	39,735
Expenditure on:		
Charitable activities	37,986	37,986
Total	37,986	37,986
Net income	1,749	1,749
Net income before other gains/(losses)	1,749	1,749
Other gains and losses:		
Net movement in funds	1,749	1,749
Reconciliation of funds:		
Total funds brought forward	6,190	6,190
Total funds carried forward	7,939	7,939

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

4 Income from donations and legacies

	Unrestrict ed	Total 2021	Total 2020
	£	£	£
Donated Services	1,545	1,545	2,550
	<u>1,545</u>	<u>1,545</u>	<u>2,550</u>

5 Income from charitable activities

	Unrestrict ed	Restricted	Total 2021	Total 2020
	£	£	£	£
Grant Income				
National Lottery Community Fund	-	13,000	13,000	-
Cornwall Council	10,000	-	10,000	-
Primary Purpose Trading				
Accountancy Services	32,746	-	32,746	33,461
Training Income	25	-	25	194
Other	479	-	479	3,517
	<u>43,250</u>	<u>13,000</u>	<u>56,250</u>	<u>37,172</u>

6 Income from investments

	Unrestrict ed	Total 2021	Total 2020
	£	£	£
Interest on cash deposits	7	7	13
	<u>7</u>	<u>7</u>	<u>13</u>

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

7 Expenditure on charitable activities

	Unrestrict ed	Restricted	Total 2021	Total 2020
	£	£	£	£
<i>Direct expenditure on charitable activities</i>				
Client companies house fees	213	-	213	565
<i>Support Costs</i>				
Wages	11,943	7,383	19,326	9,461
Pensions	187	-	187	191
Staff training	113	-	113	-
Staff welfare	316	1,434	1,750	204
Travel and subsistence	-	-	-	133
Rent & rates	2,500	-	2,500	2,500
Insurance	345	-	345	330
Repairs & renewals	18	70	88	50
Telephone and fax	486	-	486	721
IT expenses	2,475	-	2,475	4,311
Printing, postage and stationary	241	-	241	392
Subscriptions	392	-	392	242
Marketing and promotion	192	2,788	2,980	-
Consultancy fees	18,887	-	18,887	17,820
Legal and professional fees	213	-	213	110
Specific Bad Debts written off	78	-	78	26
Bank charges	58	-	58	60
<i>Governance costs</i>				
Independent examination of the charity's accounts	420	-	420	870
	<u>39,077</u>	<u>11,675</u>	<u>50,752</u>	<u>37,986</u>

**Cornwall Community
Accountancy Service
NOTES TO THE ACCOUNTS**

8 Staff costs

Salaries and wages	19,326	9,461
Pension costs	187	191
	19,513	9,652

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

Total remuneration of key management personnel is shown below and is included partly in the wages and salaries figures above and partly in consultancy fees that are shown in note 7.

Total employee benefits received by key management personnel	19,999	17,533
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The average monthly number of full time equivalent employees during the year was as follows:

	2021	2020
	Number	Number
Charitable activities	3	2
	3	2

9 Tangible fixed assets

	Office Equipment	Total
	£	£
Cost or revaluation		
At 1 February 2020	2,132	2,132
Additions	1,678	1,678
At 31 January 2021	3,810	3,810
Depreciation and impairment		
At 1 February 2020	2,132	2,132
At 31 January 2021	2,132	2,132
Net book values		
At 31 January 2021	1,678	1,678
At 31 January 2020	-	-

10 Debtors

	2021	2020
	£	£
Trade debtors	12,212	5,992
Other debtors	-	1,700
	12,212	7,692

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11 Creditors:

amounts falling due within one year

	2021	2020
	£	£
Trade creditors	1,304	360
Other taxes and social security	170	105
Accruals and deferred income	12,421	10,131
	13,895	10,596

12 Movement in funds

	At 1 February 2020	Income (including other gains/losses)	Expenditure	At 31 January 2021
	£	£	£	£
Restricted funds:				
Restricted income funds:				
National Lottery	-	13,000	(11,675)	1,325
<i>Total</i>	-	13,000	(11,675)	1,325
Unrestricted funds:				
General funds	7,939	44,802	(39,077)	13,664
Revaluation Reserves:				
Total funds	7,939	57,802	(50,752)	14,989

Purposes and restrictions in relation to the funds:

Restricted funds:

National Lottery Funding to assist clients with the effects of Covid19

13 Analysis of net assets between funds

	Unrestricted funds	Total
	£	£
Fixed assets	1,678	1,678
Net current assets	13,311	13,311
	14,989	14,989

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14 Contingent Assets/Liabilities

During the 2014/15 year a substantial amount of client work was undertaken by the Chief Executive and Principle Accountant Debbie Risborough that has not yet been invoiced. The reason for this being due to the requirement to develop the team prior to staff being able to take over the client commitments. The time incurred was a total of 477.75 hours valued at £14,333. The current value outstanding is £12,833. Ms Risborough has agreed that work will only be invoiced in the future when the charity has built a sufficient surplus to enable payment or when the charity has a sufficient client base to support payment of a salary to Ms Risborough from which the flexi-time balance will be deducted as time off in lieu. Remuneration arrangements have been now been revised to ensure there is no further liability that can arise.

15 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.