

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
CONTENTS**

	Pages
Trustees' Annual Report	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Accounts	8 to 16

**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
		<u>571</u>	<u>1,124</u>
Current assets			
Debtors	12	16,664	11,332
Cash at bank and in hand		9,205	9,876
		<u>25,869</u>	<u>21,208</u>
Creditors: Amount falling due within one year	13	(15,502)	(12,174)
Net current assets		<u>10,367</u>	<u>9,034</u>
Total assets less current liabilities		<u>10,938</u>	<u>10,158</u>
Net assets excluding pension asset or liability		<u>10,938</u>	<u>10,158</u>
Total net assets		<u><u>10,938</u></u>	<u><u>10,158</u></u>
The funds of the charity			
Restricted funds	14		
Restricted income funds		217	771
		<u>217</u>	<u>771</u>
Unrestricted funds	14		
General funds		10,721	9,387
		<u>10,721</u>	<u>9,387</u>
Total funds		<u><u>10,938</u></u>	<u><u>10,158</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 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	<u>42,806</u>	<u>4,976</u>	<u>47,782</u>
Expenditure on:			
Charitable activities	47,083	5,530	52,613
Total	<u>47,083</u>	<u>5,530</u>	<u>52,613</u>
Net income	<u>(4,277)</u>	<u>(554)</u>	<u>(4,831)</u>
Net income before other gains/(losses)	<u>(4,277)</u>	<u>(554)</u>	<u>(4,831)</u>
Other gains and losses:			
Net movement in funds	<u>(4,277)</u>	<u>(554)</u>	<u>(4,831)</u>
Reconciliation of funds:			
Total funds brought forward	13,664	1,325	14,989
Total funds carried forward	<u><u>9,387</u></u>	<u><u>771</u></u>	<u><u>10,158</u></u>

4 Income from donations and legacies

	Total 2023 £	Total 2022 £
Appeals and donations	-	283
	<u>-</u>	<u>283</u>

**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

	Unrestrict ed	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
	<u>15,502</u>	<u>12,174</u>

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>	<u>771</u>	<u>-</u>	<u>(554)</u>	<u>217</u>
Unrestricted funds:				
General funds	9,387	54,562	(53,228)	10,721
Revaluation Reserves:				
Total funds	<u>10,158</u>	<u>54,562</u>	<u>(53,782)</u>	<u>10,938</u>

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
	<u>10,721</u>	<u>217</u>	<u>10,938</u>

**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.