

HUNTINGDON AREA MONEY ADVICE

Trustees' Annual Report 2022

Report for the period 01/01/2022 to 31/12/2022

<u>Charity Name</u>	Huntingdon Area Money Advice (HAMA)
<u>UK Charity Number</u>	1152382
<u>Charity Address</u>	83a High St, Huntingdon, Cambs, PE29 3DP
<u>Financial Conduct Authority</u>	Registration number 705295
<u>Information Commissioner's Office</u>	Registration number: ZA018457
<u>Web-site</u>	https://www.huntsmoneyadvice.co.uk

Trustees and staff

Trustees who have served in the course of the year: -

David Busk	Chair
Richard Hough	
Kevin Parks	Trustee Responsible for Safeguarding
Rob Alliot	Deputy Chair
Chris Popplestone	Died 21/07/2022
Paul Moxham	Deputy Trustee Responsible for Safeguarding
Nicola Harrison	Treasurer - Appointed 09/03/2022

Volunteer staff:

John Pickersgill	Centre Manager & Debt Adviser
Roger Hickling	Senior Adviser & Approved Intermediary
Colin Borland	Debt Adviser
John Leigh-Brown	Debt Adviser (resigned during the year)
Rachel Orton	Debt Adviser (resigned during the year)
Grace Obed	Debt Adviser in training
Mike Westcott-Rudd	Debt Adviser in training
Mark Butler	Debt Adviser in training
Mary Bingham	Budget Adviser in training
John Tuttlebee	Budget Adviser in training
Claire Pitcher	Designated Person for Safeguarding

Independent Examiner

Mr Steven Sheppard ACA

Huntingdon Area Money Advice • 83a High Street • Huntingdon • PE29 3DP

E-Mail: help@huntsmoneyadvice.co.uk • Tel: 01480 418866

Website: [huntsmoneyadvice.co.uk](https://www.huntsmoneyadvice.co.uk)

UK Charity No. 1152382

Authorised and Regulated by the Financial Conduct Authority: FRN705295

Structure, Governance and Management

HAMA is a Charitable Incorporated Organisation. The governing document is the Constitution dated 29 May 2013. Trustees are appointed by the existing Trustee body.

HAMA works with and is supervised by the national charity **Community Money Advice** (Charity number 1111436) to provide the debt advice service. HAMA is authorised and regulated by the Financial Conduct Authority.

Objectives and Activities

The objective of HAMA is the relief of financial hardship or poverty amongst persons in the Huntingdon area by any such means that are exclusively charitable at law, particularly but not exclusively by providing debt counselling services, advice and assistance in financial matters.

Public Benefit

HAMA has demonstrated public benefit in providing free advice to those in financial hardship or poverty in order to provide relief. Since the inception of the Charity in 2013 791 people have been registered for our services and many have ongoing contact with our advisers to help them remain free of debt. Our services are available to all who have need of them within our local area, without any limitations of race, beliefs, gender or any other discrimination other than need. Although a Christian organisation, run and mainly financed by Christians HAMA does not use protected characteristics as defined in the Charity Commission guidance. We do not take advantage of the provision in Annex A of the guidance which allows those Charities whose purpose is for the relief of poverty to restrict those who may benefit. Anyone from outside of our local area would not be denied help, but where appropriate would be signposted to another similar organisation closer to them.

The founding Trustees had regard for the Charity Commission's guidance on public benefit in setting up the Charity and subsequent Trustees have not departed from that guidance in exercising their powers.

Summary of Achievements in the reporting year

The table below provides an overview of the cases received and worked through the year. A total of 196 people were helped in some way during 2022 (181 in 2021).

	2022	2021
New clients approaching HAMA in year	125	115
Clients still active from previous years at beginning of year	71	66
Total contacting or being helped during year	196	181
Clients whose debt help was concluded during year	72	73
Clients still being helped at end of year	71	70
Clients on waiting list at end of year	24	7
Clients terminating (usually they ceased to engage with us) in the year	29	31
Total	196	181

As of 31 December 2022, there were 24 cases that remained on the waiting list, much more than at the end of the previous year. Referrals were at a similar rate to 2021. The difference is the reduction in the number of trained advisers, with two standing down during the year. Several new advisers are being trained but are not yet ready to work independently, so capacity is limited by the availability of the three trained advisers. The peak time on the waiting list was around 4 months.

In 2022 we helped clients with:

- 38 Debt Relief Orders granted; (40 in 2021)
- 4 Bankruptcies granted; (3 in 2021)
- 3 Debt Management Plans set up; (5 in 2021)
- 3 referrals to external agencies to arrange IVAs; (3 in 2021)
- 3 cleared debts by sale of assets; (2 in 2021)
- 1 write-off of debts negotiated; (1 in 2021), and
- 29 clients to whom advice was given, but no formal debt solution implemented (28 in 2021)

Our model of engagement with clients recognises that many come with multiple issues, particularly mental health issues, which mean their debt problems are just part of the spectrum of challenges they are facing. This often requires us to have multiple appointments with clients over many months – making slow but positive steps forward each time in helping them to manage their finances and regain control of their lives. We work closely with a number of other agencies who are also providing support to the client and his or her family – thus together providing a package of care and support to the client. As well as managing debts, this support has included helping clients obtain benefits to which they are entitled, supporting them in addressing tax issues with HMRC and with helping them put together a budget to ensure their finances remain under control.

We work with the clients to assess their assets and debts, to maximise income and minimise expenditure, and then to agree a way forward which is best for the client – usually one of several repayment or insolvency options. For most of the debt solutions the adviser is able to contact the creditors and negotiate on behalf of the client

Our Senior Adviser, Roger Hickling, is also an “Approved Intermediary” which allows us to submit applications to the Insolvency Service for Debt Relief Orders for clients. In the autumn Roger, who has volunteered for HAMA since its foundation and was the first Centre Manager passed the milestone of having supported over 500 clients. This milestone was celebrated with a lunch to which representatives of our referring organisations and local councils were invited.

In Jan 2022 we had five active volunteer advisers. During the year two advisers have resigned, so we ended the year with three trained advisers. In the latter part of the year we have started to train five new volunteers, three as debt advisers and two as budget advisers. Two of these new volunteers live in Cambourne, a growing new town, equidistant from the CMA centres in St Neots, St Ives Cambridge and Huntingdon but not formally served by any of them. HAMA is working with Cambourne Church to provide a debt advice service in the town, supported and resourced by HAMA.

We are working towards providing a weekly drop-in advice service within the Godmanchester Foodbank, and have continued to provide a monthly drop-in advice service at Ramsey Library in association with Ramsey Neighbourhoods Trust and Ramsey Foodbank.

Annual appraisals of the advisers have been conducted by the Centre Manager, who has himself been appraised by a Trustee. Regular educational and case review meetings for the advisers have continued by Zoom during the year, so that they can learn from each other in order to benefit the clients through the quality of advice provided.

The Trustees meet every 3 months, now returning to face to face meetings. Sadly, one of our Trustees, Chris Popplestone, died during the year. We greatly appreciated his many years of contributing to the work of HAMA, initially as an adviser then latterly as a Trustee.

The Trustees are mindful of the need for an awareness of Safeguarding in our work. This includes training our personnel to follow best practice in their own conduct as well as to be aware of potential issues in the lives of clients who may be vulnerable adults, or in the lives of children in their family. We have a Safeguarding Team comprised of the Centre Manager, the Trustee Responsible for Safeguarding and deputy, and the Designated Person for Safeguarding (DPS). The Trustees are satisfied that the three safeguarding concerns raised during the year have been appropriately handled. None of the concerns raised were directed against HAMA personnel.

We remain very grateful to Gerald Thulbourn of Websanity for his continued technical support and updating of our website, www.huntsmoneyadvice.co.uk, which he constructed for us in 2018.

Policy on Reserves

The Trustees seek to retain reserves equivalent to 3 months of total budgeted expenditure. Should the reserves fall below this amount the Trustees will propose a plan to restore the reserve within a defined time period.

At the start of the year the 2022 budget gave a reserve (3 months of expenditure) of £2,030 and at the time the unrestricted balance was £5,529. We have maintained a balance above the reserve limit throughout the year, with a closing unrestricted balance of £9,507.

HAMA is totally reliant on donations and grants for its income and the continued availability of these are outside of our control. Nevertheless, the income is from a variety of sources, reducing the risk that all income would be lost at the same time. A reserve of 3 months of expenditure allows the Trustees time to react if a major source of income is lost without notice, but is not an excessive reserve in comparison to the level of risk.

Financial Review

The Trustees are grateful to those Churches, individuals and grant-making bodies who have supported us financially in 2022. Our income during the year has increased significantly following the receipt of monies from another charitable organisation. This will help us implement the weekly drop-in advice service at Godmanchester Foodbank. Regular giving has remained steady with the fall from prior year due to one off donations in the prior year.

Expenditure in the year has increased by £2,702 of which £1,625 is driven by an increase in insolvency fees paid. This is due to an additional bankruptcy fee but also a reduction in the insolvency fees paid directly by the client. See table below.

Year	DRO	Bankruptcy	Total Cost	Paid by HAMA	Paid by Client or relatives	Grant Funded
2018	35	3	£5,070	£622 (12.3%)	£2,185 (43.1%)	£2,263 (44.6%)
2019	25	6	£6,330	£1,030 (16.3%)	£3,650 (57.7%)	£1,650 (26.0%)
2020	24	10	£8,960	£1,055 (11.8%)	£3,555 (39.7%)	£4,350 (48.5%)
2021	40	3	£5,640	£282 (5.0%)	£2,835 (50.3%)	£2,523 (44.7%)
2022	38	4	£6,050	£1,320 (21.8%)	£1,710 (28.3%)	£3,020 (49.9%)

The remaining increases in expenditure relate to increase in training costs due to a number of new advisers, additional computer costs and inflationary increases.

We are particularly grateful to Huntingdonshire Community Church who have continued to provide us, without charge, with dedicated office accommodation and rooms for meetings with clients. This generosity greatly enables and enhances the service which HAMA is able to provide to our clients. In addition, Godmanchester Baptist Church have also provided meeting rooms for the use of HAMA, for which we are grateful. We are also very grateful for the support, financial, practical and in prayer, which is received from various Churches and individuals.

Above all we thank, and give thanks to God for, our small team of advisers who selflessly give of their time and skills to bring help and hope to those in the grip of debt.

Approved by the Trustees at the meeting on 07 March 2023.

David Busk (Chair)

Nicola Harrison (Treasurer)

HUNTINGDON AREA MONEY ADVICE**Accounts for the year ended 31 December 2022**

			2022	2021
	£	£	£	£
<u>INCOME</u>	Unrestricted	Restricted	Total	Total
Donations - Church	2,267	-	2,267	2,387
Donations - Personal	1,451	-	1,451	2,552
Donations - Other	5,120	-	5,120	-
Grants	-	2,040	2,040	2,120
Fund raising	-	-	-	373
Gift Aid	417	-	417	569
Total Income	9,255	2,040	11,295	8,002
<u>EXPENDITURE</u>				
CMA	1,050	-	1,050	950
Insolvency Fees	1,320	3,020	4,340	2,715
Training	1,150	-	1,150	345
Stationery & Copying	264	-	264	203
Postage	107	-	107	343
Telephone	185	-	185	156
Computer & Web costs	484	-	484	211
Memberships	101	-	101	108
Insurance	401	-	401	396
Miscellaneous	215	-	215	169
Total Expenditure	5,277	3,020	8,297	5,595
Balance 1st January	5,529	1,040	6,569	4,162
Annual Surplus/(Deficit)	3,978	(980)	2,998	2,406
Balance 31st December	9,507	60	9,567	6,569

STATEMENT OF ASSETS

			31/12/2022	31/12/2021
	£	£	£	£
Bank Account	9,507	60	9,567	6,569

Signed:

Nicola Harrison, Treasurer

Notes to Accounts for the year ending 31 December 2022

1. These accounts are prepared on a Receipts and Payments basis.
2. All monetary assets of HAMA are held in the Metro bank account.
3. HAMA has no Endowment Funds or Investments.
4. HAMA has no liabilities at 31/12/2022.
5. The non-cash assets of HAMA are restricted to office equipment and stock. Other than the cost of purchase, their value is not considered in these accounts.
6. Restricted income received in the course of the year were:-

St Martin-in-the-Fields (London) Vicar's Relief Fund	£350
<i>Granted towards the Insolvency fees of 1 client. There is no balance carried forward to 2023.</i>	

Huntingdon Freeman's Trust	£0
<i>At the start of the year there was £1,040 to go towards the insolvency fees of clients who meet the Trust's eligibility criteria. During the year £980 was utilised towards the insolvency fees of 12 clients leaving £60 carried forward to 2023</i>	

Huntingdon District Council	£1,690
<i>Granted towards the Insolvency fees of 3 client. There is no balance carried forward to 2023.</i>	

7. Unrestricted donations received from Churches were:-

Godmanchester Baptist Church	£1,500
All Saints, Hartford	£420
Medway Christian Fellowship	£150
Huntingdon Methodist Church	£137
Christ Church, Huntingdon	£60

8. Payments to Trustees are solely for the reimbursement of expenditure on behalf of HAMA, on production of a receipt. In 2022 there were no repayments to any Trustees.

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Huntingdon Area Money Advice

On accounts for the year ended

31/12/2022

**Charity no
(if any)**

1152382

Set out on pages

1-7

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. ~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Accountants.]~~

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 (~~other than that disclosed below~~ *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Signed:

Date:

Name:

Steven Sheppard

Relevant professional
qualification(s) or body (if
any):

ACA

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

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