

**SOUTHEND CAP DEBT ADVICE CENTRE
ACCOUNTS AND TRUSTEE REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2020**

SOUTHEND CAP DEBT ADVICE CENTRE**YEAR ENDED 31ST DECEMBER 2020****RECEIPTS AND PAYMENTS**

	2020	2020	2020	2019
	General fund	Client Support	Total	Total
	£	£	£	£
RECEIPTS				
Individual giving	7,108.35	1,440.00	8,548.35	8,184.89
Church giving	13,545.00	-	13,545.00	13,984.54
Gift aid	597.82	-	597.82	1,195.40
Fundraiser	2,391.73	-	2,391.73	2,568.35
Grants received	15,000.00	-	15,000.00	11,629.94
Other	946.19	-	946.19	759.00
Bank Interest	19.82	-	19.82	55.94
	<u>39,608.91</u>	<u>1,440.00</u>	<u>41,048.91</u>	<u>38,378.06</u>
PAYMENTS				
Salary	11,616.90	-	11,616.90	11,407.63
Nest Pension	1,396.58	-	1,396.58	1,394.78
HMRC	3,326.59	-	3,326.59	3,473.20
CAP	9,480.00	-	9,480.00	10,020.00
Insurance	482.81	-	482.81	455.48
Office expenses	964.44	-	964.44	1,139.52
Travel expenses	689.97	-	689.97	2,004.50
Client Support - Hampers	-	1,562.99	1,562.99	1,476.49
Client Support - food & misc	-	628.19	628.19	1,421.80
Other	149.93	-	149.93	452.31
Equipment	908.99	-	908.99	19.46
	<u>29,016.21</u>	<u>2,191.18</u>	<u>31,207.39</u>	<u>33,265.17</u>
Opening balance 01/01/2020	28,112.57	1,955.93	30,068.50	24,955.61
Profit / (Loss)	10,592.70	(751.18)	9,841.52	5,112.89
Closing balance 31/01/2020	<u>38,705.27</u>	<u>1,204.75</u>	<u>39,910.02</u>	<u>30,068.50</u>

SOUTHEND CAP DEBT ADVICE CENTRE
YEAR ENDED 31ST DECEMBER 2020
STATEMENT OF ASSETS AND LIABILITIES

	2020	2019
	£	£
CASH FUNDS		
Barclays Current Account	2,303.88	4,782.18
Barclays Active Saver	37,606.14	25,286.32
Cash Balance	-	-
	<u>39,910.02</u>	<u>30,068.50</u>
LIABILITIES	-	-
NET CASH FUNDS	<u>39,910.02</u>	<u>30,068.50</u>
General Fund	38,705.27	28,112.57
Client Support Fund (Restricted)	1,204.75	1,955.93

Signed

Julie Eady

Date

3/8/21

Mrs Julie Eady – Chairman

Signed

Paul Wilson

Date

3/8/21

Mr Paul Wilson – Trustee

**SOUTHEND CAP DEBT ADVICE CENTRE
YEAR ENDED 31st DECEMBER 2020
TRUSTEES' ANNUAL REPORT**

The charity is a Registered Charity No.1159193 established in 2014. The Charity's principal address is Shoeburyness and Thorpe Bay Baptist Church, Thorpedene Gardens, Shoeburyness, Essex SS3 9JD. The Trustees of the Charity are:

Mrs Julie Eady (Chair)
Mrs Melanie Venables (Secretary) (Appointed September 2020)
Mr Paul Wilson (Treasurer)
Mr Robert Briant (Appointed September 2020)
Mr Les Denton
Mr Geoff Fulford
Mr Richard Higgs
Mrs Lesley Lewis (Appointed September 2020)

Trustees who resigned during the year:
Mrs Joanna Hellenbrand (Resigned September 2020)
Mr Philip Rotheram (Resigned July 2020)

Structure, Governance and Management

Southend CAP Debt Advice Centre has over 160 supporting members drawn from over 15 churches across the borough of Southend on Sea. In addition to social events and volunteers meetings, these members are invited to meet twice a year – one of these occasions being the AGM of the organisation. Trustees are elected by the members at the AGM. At each AGM one third of the Trustees – those who have served longest since their last election - must retire but are eligible for re-election unless they have served three consecutive terms, when they are not eligible for election for a further two years. The Trustees are responsible for the governance of the CIO.

Southend CAP Debt Advice Centre has a paid, part time manager. The manager is accountable to the trustees and manages the day to day running of the Centre. Three volunteer debt coaches have now been trained and to support them are approximately 50 volunteers, who act as befrienders for our clients.

The organisation works in partnership with Christians Against Poverty (CAP), based in Bradford. They are accredited by the Financial Conduct Authority to provide financial and legal support and advice to clients. Our role is to explain the advice provided by CAP and provide pastoral support.

Objectives and Activities

The objects of the CIO are

- The relief of poverty, including the provision of money management and debt advice;
 - The advancement of the Christian religion;
- within the area of Southend on Sea, including the borough of Southend and parts of Rochford and Castle Point.

We provide debt advice by visiting clients and potential clients in their own homes. Our manager and volunteer Debt Coaches are trained to collect information and explain budgets and the advice

drawn up by Christians Against Poverty in Bradford. Covid has impacted the method of our services greatly, causing us to communicate with clients over the phone rather than face to face and gather information electronically. Working within the government guidelines some clients have taken the opportunity to meet face to face in Church buildings, finding this engagement more beneficial in aiding the path out of debt.

We have found the provision of practical support such as emergency food shops and fuel top-ups extremely beneficial to clients during the pandemic. Personal encouragement by the debt coaches and befrienders continues for as long as it takes for the client to become debt free.

Even with the Covid restriction in place we were able to distribute Christmas and Easter hampers to all of our clients as a way of showing God's love in a practical way. The door-stop deliveries also provided an opportunity to encourage clients.

Normally we would organise social activities for clients at churches in Southend however due to Covid we were unable to host any events in 2020.

We offer to pray with clients and invite them to services and other activities in local churches as appropriate. We are conscious that many clients are vulnerable, so these offers are made without pressure. It is always emphasised that we provide our services unconditionally.

All our services are free of charge to clients.

Achievements and Performance

During the year, we corresponded with 60 potential clients. These were people in debt, all of whom had contacted us to enquire about our services. Of these, 50 became clients.

During the year, we celebrated 13 people becoming debt free as a result of our work. Since we started the charity in 2014, 114 have become debt free.

Since the charity started, 13 people have made first time commitments to Jesus Christ.

We owe a huge thank you to the Debt Coaches who have had to adapt to new working practices during the pandemic. They have been instrumental to ensuring the quality of service provided to the client continues even with multiple restrictions and additional procedures in place. They have invested time and care to both existing clients and new clients.

Our work has resulted in benefit to the public. From the moment people become clients, all discussions with creditors are handled by Christians Against Poverty and clients receive a budget to help them manage their finances. These actions have the effect of relieving clients of a great deal of stress and pressure. Although the effects of this vary from client to client, for many this results in an improvement in well-being and a reduction in mental health problems.

Many clients have partners and children, so the beneficial effects are experienced by a greater number of individuals than the clients alone. In some cases, potential relationship breakdowns have been avoided.

Our work has resulted in an increase in social inclusion. A number of clients have begun attending local churches. There they have built new friendships and gained wider support networks in addition to finding a degree of spiritual peace and comfort. We have also witnessed numerous little steps in

the lives of clients that can be very significant signs of improvement, for example opening their curtains for the first time in years.

Financial Review

The sources of general fund income to the end of 2020 have included donations from partner churches (approx. 33%), donations from individuals (approx. 17%), fund-raising events (approx. 6%) and grants (approx. 38%) and general fund gift aid and other sources (approx 2%) The remaining 4% of income includes giving to the 'client support' fund which ensures Christmas and Easter Hampers can be provided and adhoc food shops when needed.

At the beginning of the year we were able to host one of our annual fundraisers at a local Chinese restaurant, raising funds of £2,390 via ticket sales and an auction. The lock down came into place the week after this event took place which was a blessing. The Covid restrictions meant that no further fundraisers took place during the year and it also restricted the client events. The Centre took advantage of the Job Retention Scheme, placing the Events Coordinator on furlough from April 2020. The longevity and uncertainty of the pandemic lead to us stopping the employment of the Events Coordinator in October 2020.

New clients were put on hold at the start of the pandemic due to the need to change working procedures to telephone meetings rather than face-to-face. The Centre Manager reduced his hours to 16 for the period April through to July. In August these returned to the 20 hours per week based on the demand and work load.

We have always held a sum equivalent to at least ten months' expenditure in reserve. If, at any time, reserves were to drop below nine months' costs, the trustees would actively pursue additional external grant funding and assess the current operational structure of the charity.

Expenditure is used to support key objectives. The two largest costs are the salary of the Centre Manager and fees paid to Christians Against Poverty headquarters in Bradford as a contribution towards their professional financial and legal services on behalf of our clients.

We are fortunate to have capable trustees who provide a good level of governance voluntarily. We also have enthusiastic volunteers who organise fundraising and manage other administrative functions. This enables us to spend a very high proportion of our income directly on our charitable objectives.

**INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS OF
SOUTHEND CAP DEBT ADVICE CENTRE
FOR THE YEAR ENDED 31st DECEMBER 2020
SET OUT ON PAGES 1 AND 2**

Respective responsibilities of the 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. 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.

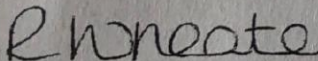
Basis of independent examiner's statement

My examination was carried out in accordance with 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 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:

- 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 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.



**R Wheate FCCA
CKS Accountancy Limited
1349-1353 London Road
Leigh-on-Sea
Essex**

3rd August 2021