

SOUTHEND CAP DEBT ADVICE CENTRE
ACCOUNTS AND TRUSTEE REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2021

SOUTHEND CAP DEBT ADVICE CENTRE**YEAR ENDED 31ST DECEMBER 2021****RECEIPTS AND PAYMENTS**

| | 2021 | 2021 | 2021 | 2020 |
|-----------------------------------|------------------|-----------------|------------------|------------------|
| | General fund | Client Support | Total | Total |
| | £ | £ | £ | £ |
| RECEIPTS | | | | |
| Individual giving | 8,120.20 | 2,105.00 | 10,225.20 | 8,548.35 |
| Church giving | 12,801.00 | - | 12,801.00 | 13,545.00 |
| Gift aid | - | - | - | 597.82 |
| Fundraiser | 620.00 | - | 620.00 | 2,391.73 |
| Grants received | 1,500.00 | 385.00 | 1,885.00 | 15,000.00 |
| Other | 6,620.91 | - | 6,620.91 | 946.19 |
| Bank Interest | 3.84 | - | 3.84 | 19.82 |
| | 29,665.95 | 2,490.00 | 32,155.95 | 41,048.91 |
| PAYMENTS | | | | |
| Salary | 10,750.28 | - | 10,750.28 | 11,616.90 |
| Nest Pension | 1,350.60 | - | 1,350.60 | 1,396.58 |
| HMRC | 3,875.45 | - | 3,875.45 | 3,326.59 |
| CAP | 10,380.00 | - | 10,380.00 | 9,480.00 |
| Insurance | 381.07 | - | 381.07 | 482.81 |
| Office expenses | 1,436.30 | - | 1,436.30 | 964.44 |
| Travel expenses | 1,170.04 | - | 1,170.04 | 689.97 |
| Client Support - Hampers | - | 1,667.25 | 1,667.25 | 1,562.99 |
| Client Support - food & misc | - | 766.50 | 766.50 | 628.19 |
| Other | 310.83 | - | 310.83 | 149.93 |
| Equipment | - | - | - | 908.99 |
| | 29,654.57 | 2,433.75 | 32,088.32 | 31,207.39 |
| Opening balance 01/01/2021 | 38,705.27 | 1,204.75 | 39,910.02 | 30,068.50 |
| Profit / (Loss) | 11.38 | 56.25 | 67.63 | 9,841.52 |
| Closing balance 31/01/2021 | 38,716.65 | 1,261.00 | 39,977.65 | 39,910.02 |

SOUTHEND CAP DEBT ADVICE CENTRE

YEAR ENDED 31ST DECEMBER 2021

STATEMENT OF ASSETS AND LIABILITIES

| | 2021 | 2020 |
|-----------------------------------|-------------------------|-------------------------|
| | £ | £ |
| CASH FUNDS | | |
| Barclays Current Account | 1,067.67 | 2,303.88 |
| Barclays Active Saver | 38,909.98 | 37,606.14 |
| Cash Balance | - | - |
| | <u>39,977.65</u> | <u>39,910.02</u> |
| LIABILITIES | - | - |
| NET CASH FUNDS | <u>39,977.65</u> | <u>39,910.02</u> |
| | | |
| General Fund | 38,716.65 | 38,705.27 |
| Client Support Fund (Restricted) | 1,261.00 | 1,204.75 |

Signed

Date

Mrs Julie Eady – Chairman

Signed

Date

Mr Paul Wilson – Trustee

**SOUTHEND CAP DEBT ADVICE CENTRE
YEAR ENDED 31st DECEMBER 2021
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)
Mr Paul Wilson (Treasurer)
Mr Robert Briant
Mr Les Denton
Mr Richard Higgs
Mrs Lesley Lewis

Trustees who resigned during the year:
Mr Geoff Fulford (end of term September 2021)

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, including line managing the volunteer debt coach and 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 impacted the method of our services greatly in 2020, causing us to communicate with clients over the phone rather than face to face and

gather information electronically. However, by the end of 2021 face to face visits had resumed for all clients, benefiting all parties.

We have found the provision of practical support such as emergency food shops and fuel top-ups extremely beneficial to clients. 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.

In the summer we hosted a Family Fun Day. Numbers were low, possibly due to the pandemic and the impact on clients confidence in going out. Those that attended were blessed with food and a bouncy castle!

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 65 potential clients. These were people in debt, all of whom had contacted us to enquire about our services. Of these, 60 became clients.

During the year, we celebrated 12 people becoming debt free as a result of our work. Since we started the charity in 2014, 126 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 and are now back to working face to face with clients. 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 2021 have included donations from partner churches (approx. 43%), donations from individuals (approx. 28%), fund-raising events (approx. 2%), grants (approx. 5%) and for the first time a legacy (approx. 22%). The Gift aid claim for 2021 will be submitted in 2022. The restricted Client Support fund raised £2,490 mainly from individual giving, which ensures Christmas and Easter Hampers can be provided and adhoc food shops when needed.

At the beginning of the year when Covid restrictions were still in place, an online Zoom Quiz was hosted by some of our supporters raising £620. There was a hesitancy to organise a winter fundraiser incase it would have to be cancelled at late notice. We plan to get back to fundraising again in 2022.

We aim to hold 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 2021
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

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

16th August 2022