

SOUTHEND CAP DEBT ADVICE CENTRE
ACCOUNTS AND TRUSTEE REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2022

SOUTHEND CAP DEBT ADVICE CENTRE

YEAR ENDED 31ST DECEMBER 2022

RECEIPTS AND PAYMENTS

	2022	2022	2022	2021
	General fund	Client Support	Total	Total
	£	£	£	£
RECEIPTS				
Individual giving	8,753	1,940	10,693	10,225
Church giving	13,680	-	13,680	12,801
Gift aid	1,700	-	1,700	-
Fundraiser	740	-	740	620
Grants received	-	-	-	1,885
Other	870	-	870	6,621
Bank Interest	9	-	9	4
	<u>25,752</u>	<u>1,940</u>	<u>27,692</u>	<u>32,156</u>
PAYMENTS				
Salary	11,201	-	11,201	10,750
Nest Pension	1,391	-	1,391	1,351
HMRC	3,638	-	3,638	3,875
CAP	10,680	-	10,680	10,380
Insurance	410	-	410	381
Office expenses	1,071	-	1,071	1,436
Travel expenses	1,326	-	1,326	1,170
Client Support - Hampers	-	1,567	1,567	1,667
Client Support - food & misc	-	1,266	1,266	767
Other	1,027	-	1,027	311
Equipment	660	-	660	-
	<u>31,403</u>	<u>2,833</u>	<u>34,236</u>	<u>32,088</u>
Opening balance 01/01/2022	38,717	1,261	39,978	39,910
Profit / (Loss)	(5,651)	(893)	(6,544)	68
Closing balance 31/12/2022	33,066	369	33,434	39,978

SOUTHEND CAP DEBT ADVICE CENTRE

YEAR ENDED 31ST DECEMBER 2022

STATEMENT OF ASSETS AND LIABILITIES

	2022	2021
	£	£
CASH FUNDS		
Barclays Current Account	3,015	1,068
Barclays Active Saver	30,419	38,910
Cash Balance	-	-
	<u>33,434</u>	<u>39,978</u>
LIABILITIES		
NET CASH FUNDS	<u>33,434</u>	<u>39,978</u>
General Fund	33,066	38,717
Client Support Fund (Restricted)	369	1,261

Signed

Date

Mrs Julie Eady – Chairman

Signed

Date

Mr Paul Wilson – Treasurer

**SOUTHEND CAP DEBT ADVICE CENTRE
YEAR ENDED 31st DECEMBER 2022
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
Mrs Joanna Hellenbrand

Structure, Governance and Management

Southend CAP Debt Advice Centre has over 190 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. Throughout 2022 face to face visits with clients were again the norm, 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.

The annual Christmas Hampers and Easter gifts to all of our clients is a way of showing God's love in a practical way. The door-stop deliveries also provided an opportunity to encourage clients on their journey to being debt free.

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 66 potential clients. These were people in debt, all of whom had contacted us to enquire about our services. Of these, 56 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, 139 have become debt free.

Since the charity started, 14 people have made first time commitments to Jesus Christ.

We owe a huge thank you to the Debt Coaches who commit their time and care working face to face with clients. We have found the client cases are becoming more complex and therefore require additional support beyond Debt help. These complexities make the Debt Coach role even more challenging and much patience is required.

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. For example, we are helping an elderly brother and sister who have just got confused with their finances. They thought they were in debt however they have enough money, just in the wrong bank accounts to enable them to pay all their direct debits. We have worked with them to get this sorted and at the same time have resolved some duplicate insurance policies and put them on a more appropriate phone plan. This 'couple' have no internet access but are now getting some support from social services and an advocate in place due to good networking and signposting.

We are Partnered with the charity Acts435, and have an advocate managing this for client support items such as Debt Relief Orders and emergency items. This year £870 was raised via Acts435 to support clients in various ways.

Financial Review

The sources of general fund income to the end of 2022 have included donations from partner churches (approx. 53%), donations from individuals and gift aid (approx. 41%), fund-raising events (approx. 3%) and Other (approx. 3%). The restricted Client Support fund raised £1,940 mainly from individual giving, which ensures Christmas and Easter Hampers can be provided and adhoc food shops when needed.

A Quiz Night was run at Avenue Baptist Church hosted by some of our supporters raising £740.

We aim to hold a sum equivalent to at least ten months' general fund 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. We are always actively looking for grants that can be applied for.

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 2022
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.



**J Clarke FCCA
CKS Accountancy Limited
1349-1353 London Road
Leigh-on-Sea
Essex**

5th July 2023

