

SOUTHEND CAP DEBT ADVICE CENTRE
ACCOUNTS AND TRUSTEE REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2023

SOUTHEND CAP DEBT ADVICE CENTRE

YEAR ENDED 31ST DECEMBER 2023

RECEIPTS AND PAYMENTS

	2023	2023	2023	2022
	General fund	Client Support	Total	Total
	£	£	£	£
RECEIPTS				
Individual giving	7,870	4,095	11,965	10,693
Church giving	14,884	-	14,884	13,680
Gift aid	-	-	-	1,700
Fundraiser	1,346	-	1,346	740
Grants received	9,775	300	10,075	-
Other	2,260	-	2,260	870
Bank Interest	344	-	344	9
	36,479	4,395	40,874	27,692
PAYMENTS				
Salary	17,365	-	17,365	11,201
Nest Pension	-	-	-	1,391
HMRC	-	-	-	3,638
CAP	10,210	-	10,210	10,680
Insurance	434	-	434	410
Office expenses	983	-	983	1,071
Travel expenses	1,408	-	1,408	1,326
Client Support - Hampers	-	1,221	1,221	1,567
Client Support - food & misc	-	1,402	1,402	1,266
Other	2,468	-	2,468	1,027
Equipment	30	-	30	660
	32,898	2,624	35,521	34,236
Opening balance 01/01/2023	33,066	369	33,434	39,978
Profit / (Loss)	3,581	1,771	5,353	(6,544)
Closing balance 31/12/2023	36,647	2,140	38,787	33,434

SOUTHEND CAP DEBT ADVICE CENTRE

YEAR ENDED 31ST DECEMBER 2023

STATEMENT OF ASSETS AND LIABILITIES

	2023	2022
CASH FUNDS	£	£
Barclays Current Account	2,024	3,015
Barclays Active Saver	36,763	30,419
Cash Balance	-	-
	<u>38,787</u>	<u>33,434</u>
LIABILITIES	-	-
NET CASH FUNDS	<u>38,787</u>	<u>33,434</u>
General Fund	36,647	33,066
Client Support Fund (Restricted)	2,140	369

Signed

Date

Mrs Julie Eady – Chairman

Signed

Date

Mr Paul Wilson – Treasurer

**SOUTHEND CAP DEBT ADVICE CENTRE
YEAR ENDED 31st DECEMBER 2023
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 Richard Higgs
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 face to face 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.

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 54 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 17 people becoming debt free as a result of our work. Since we started the charity in 2014, 158 have become debt free.

Since the charity started, 15 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 long standing Debt Coach Jenny Martin stepped down in March 2023. Due to having recruited a new Coach in 2022 we were still able to maintain 6 new clients a month at the start of the year. However in September 2023 the new debt coach resigned due to personal reasons leaving only the Centre Manager as a Debt Coach. At this point we reduced our capacity to 4 new clients a month. Our aim is to increase back to 6 new clients in 2024.

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.

Every client we deal with is unique with unique situations. Sometimes we have to stabilize a situation before we are able to move forward with helping them address their debts. At the moment we are dealing with an elderly lady who has early signs of dementia and her son who is trying to support her and is now her official carer. He is waiting on LPA's to be confirmed which will make life easier but in the meantime we are supporting the client to make calls she could not do on her own

and buy a bit of time. Her son is trying to set up regular payments which had been cancelled by his mother.

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.

Financial Review

The sources of general fund income to the end of 2023 have included donations from partner churches (approx. 41%), donations from individuals and gift aid (approx. 22%), grants (27%), fund-raising events (approx. 4%), and Other (approx. 6%). The restricted Client Support fund raised £4,095 mainly from individual giving from appeals and Quiz night donations. This fund ensures Christmas and Easter Hampers can be provided and adhoc food shops and practical support when needed.

This year we have actively sought grant funding due to taking on a new debt coach and planning for 2024 when there is a hand over period for the new Centre manager. In total £9,775 of grants for the general fund were received.

In May we held a charity fundraising meal and auction raising £1,346 for the general fund. In October a Quiz Night for the 'Client Support' fund was run at Avenue Baptist Church hosted by some of our supporters raising £615.

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 2023**

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

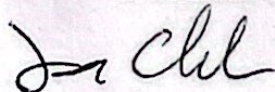
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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
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12th July 2024