



Trustees' Annual Report for the period

Period start date
From 01 01 2021 To 31 12 2021
Period end date

Section A

Reference and administration details

Charity name

Harpenden Money Advice Centre

Other names charity is known by

HMAC

Registered charity number (if any) 1161164

Charity's principal address 129 Station Road

Harpenden

Postcode

AL5 4UU

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr A Gilbert	Chair		
2	Mr P Ioannou			
3	Mr D Key			
4	Miss J Stephens		Appointed 10/08/21	
5	Mr R Payne	Treasurer	Appointed 10/08/21	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the CIO are the relief of financial hardship or poverty amongst persons in the Hertfordshire, Central Bedfordshire and Buckinghamshire areas by any such means that are exclusively charitable at law, particularly but not exclusively by providing debt counselling and adjusting services, advice and assistance in financial matters

Provision of debt advice, debt adjusting and assistance in financial matters on a free basis to anyone within our catchment area.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

HMAC are very grateful to the volunteers who make it possible to run the service. They serve as advisers, notetakers and trustees.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

63 new cases were dealt with in the year to 31st December 2021. This is the highest number of cases in any given year. 97% of clients were signposted or referred to us by other agencies. The agencies that signposted us the most clients were the Social Prescriber for Harpenden, The Harpenden Trust and the Citizens Advice. The areas that we helped people were, budgeting, general money advice, benefits advice, Debt Relief Orders, Debt Management Plans and Court support.

We are indebted to the Hertfordshire Community Foundation's St Albans Fund for the Future, local churches and individuals for their financial support.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity seeks to keep reserves equivalent to three months' worth of expenditure in reserve.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Covid 19. HMAc has continued to offer the usual face to face service, but we have also used Zoom, WhatsApp or phone. There hasn't been any financial impact upon the charity to date and we don't expect there to be any in the next 12 months.

The trustees, therefore, don't consider that the charity has any going concern issues.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Richard Anthony Payne

Full name(s)

Richard Anthony Payne

Position (eg Secretary, Chair, etc)

Treasurer

Date

7/9/22



CHARITY COMMISSION
FOR ENGLAND AND WALES

Harpenden Money Advice Centre

1161164

Receipts and payments accounts

For the period
from

01/01/2021

To

31/12/2021

CC16a

Section A Receipts and payments

Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
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A1 Receipts

Gifts - Individuals	3,065	290	-	3,355	3,120
Gifts - Churches	3,280		-	3,280	3,837
Gifts - HCF	1,000		-	1,000	1,000
Gifts - Trusts	220	179	-	399	750
Gifts - Companies			-	-	-
Gifts - Other			-	-	-
Gift Aid Received	648	22	-	670	660
Sub total (Gross income for AR)	8,213	491	-	8,704	9,367

A2 Asset and investment sales, (see table).

	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	8,213	491	-	8,704	9,367

A3 Payments

Subscriptions - CMA & PO	1,410	-	-	1,410	1,348
Insurance & ICO	467	-	-	467	437
Telephone	581	-	-	581	560
PPS, Computer supplies & equipment	219	-	-	219	429
Mileage & parking	222	-	-	222	199
Grants- Clients & others	379	690	-	1,069	656
Training & conference	175	-	-	175	330
Administrator salary	4,496	-	-	4,496	4,455
Miscellaneous	181	-	-	181	666
Sub total	8,130	690	-	8,820	9,080

A4 Asset and investment purchases. (see table)

HP Laptop	-	390	-	390	-
A Frame	82	187	-	269	-
Sub total	82	577	-	659	-
Total payments	8,212	1,267	-	9,479	9,080

Net of receipts/(payments)

A5 Transfers between funds	-	776	-	775	287
A6 Cash funds last year end	7,083	927	-	-	-
Cash funds this year end	7,084	151	-	7,235	8,010

Section B Statement of assets and liabilities at the end of the period

Categories

B1 Cash funds

Details

Lloyds

Unrestricted funds to nearest £

7,084
-
-
7,084

Restricted funds to nearest £

151
-
-
151

Endowment funds to nearest £

-
-
-
-

Total cash funds

(agree balances with receipts and payments account(s))

B2 Other monetary assets

Details

Gift Aid Debtor

Unrestricted funds to nearest £

42
-
-
-
-
-

Restricted funds to nearest £

35
-
-
-
-
-

Endowment funds to nearest £

-
-
-
-
-
-

B3 Investment assets

Details

Fund to which asset belongs

Cost (optional)

-
-
-
-
-

Current value (optional)

-
-
-
-
-

B4 Assets retained for the charity's own use

Details

Samsung Printer
HP Laptop
A Frame Board
Brother Printer
HP Laptop

Fund to which asset belongs

Unrestricted
Unrestricted
Restricted
Unrestricted
Restricted

Cost (optional)

-
-
-
-
-
-
-
-
-

Current value (optional)

-
-
-
-
-
-
-
-
-

B5 Liabilities

Details

Fund to which liability relates

Amount due (optional)

-
-
-
-
-

When due (optional)

Signed by one or two trustees on behalf of all the trustees

Signature

Richard Payne

Print Name

Richard Payne

Date of approval

7/9/22



Section A

Independent Examiner's Report

Report to the trustees/
members of

Harpenden Money Advice Centre

On accounts for the year
ended

31st December 2021

Charity no
(if any)

1161164

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2021**

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

7th September 2022

Name:

Heather Pearce

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

ACA CTA

Address:

24, Polehanger Lane

Hemel Hempstead

Hertfordshire HP1 3PT

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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