

# COMMUNITY, ADVICE, SUPPORT AND EDUCATION

England & Wales · Charity number 1161466

## Details

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**Other names** C.A.S.E.

**Status** Registered

**Legal form** CIO

**Registered** 2015-04-28

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Case  
4 Crestway Parade  
Brighton  
BN1 7BL

**Phone** 01273540717

**Email** [case\\_enquiries@yahoo.co.uk](mailto:case_enquiries@yahoo.co.uk)

**Website** [www.case-central.co.uk](http://www.case-central.co.uk)

## Activities

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**Objects:** THE PREVENTION AND RELIEF OF POVERTY AND THE RELIEF OF NEED AMONGST INDIVIDUALS AND FAMILIES ON LOW INCOMES (WHETHER DUE TO LOW WAGES, IRREGULAR EMPLOYMENT, UNEMPLOYMENT, SICKNESS OR DISABILITIES) IN THE CITY OF BRIGHTON AND HOVE AND SURROUNDING AREAS, REGARDLESS OF RACE, GENDER, AGE, NATIONALITY OR SEXUAL ORIENTATION, IN PARTICULAR BUT NOT EXCLUSIVELY THROUGH:- THE PROVISION OF ADVICE, REPRESENTATION AND SUPPORT TO THOSE ON LOW INCOMES CONCERNING WELFARE AND EMPLOYMENT RIGHTS AND ENTITLEMENTS.- THE PROVISION OF SMALL EMERGENCY GRANTS, FOOD, CLOTHES AND OTHER EVERYDAY NECESSITIES.- THE PROVISION OF INFORMATION REGARDING ACCESS TO OTHER SERVICES WHICH MAY COMPLEMENT OUR ADVICE AND SUPPORT.- THE ORGANISATION OF EDUCATIONAL, CULTURAL AND RECREATIONAL EVENTS FOR THOSE IN NEED IN ORDER TO BUILD CAPACITY TO OVERCOME THE SOCIAL AND CULTURAL BARRIERS THAT CAUSE OR EXACERBATE POVERTY THROUGH: I) THE FACILITATION OF MUTUAL SKILLS SHARING. II) THE ORGANISATION OF FREE EDUCATIONAL, CULTURAL OR RECREATIONAL OUTINGS, ACTIVITIES AND EVENTS FOR FAMILIES AND INDIVIDUALS ON LOW INCOME. III) THE ADMINISTRATION OF BOTH VOCATIONAL AND NON-VOCATIONAL EDUCATIONAL CLASSES, INCLUDING COURSES OF ENGLISH FOR SPEAKERS OF OTHER LANGUAGES FOR INDIVIDUALS ON LOW INCOME. IV) THE PROMOTION OF AN UNDERSTANDING OF EUROPEAN MATTERS AND CULTURE AMONGST EUROPEAN MIGRANT WORKERS, AND POTENTIAL MIGRANT WORKERS, WHO ARE ON LOW INCOMES; BY PROVIDING INFORMATION ON THE LAWS AND CONSTITUTION OF THE EUROPEAN UNION AND ITS MEMBER STATES, AND BY FACILITATING THE MUTUAL EXCHANGE OF EXPERIENCES OF LIVING AND WORKING ACROSS THE EUROPEAN UNION.

**Activities:** We run a social space, offer free refreshments/food, free clothes/books, free telephone for welfare issues, cheap/free Internet access. We offer free, professional and confidential welfare advice and representation. We also organise educational and recreational outings and events for children of disadvantaged families.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin

## Geography

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- Brighton And Hove
- East Sussex
- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£30,664	£39,953	-	-
2024-03-31	£36,222	£41,538	-	-
2023-03-31	£35,238	£34,111	-	-
2022-03-31	£27,276	£36,216	-	-
2021-03-31	£35,998	£33,128	-	-

## Trustees

Name	Role	Appointed
ADRIAN RUMNEY		2015-06-11
Adrianna Archer		2019-06-28
Ernesto Granese		2025-11-07
Felton Shortall		2015-06-11
Jessica Owen		2022-07-11
Natalie Coomber		2015-06-11
Pip Tindall		2015-06-11
Stella McHugh		2018-06-20
Tracey Nye		2023-07-17

**COMMUNITY, ADVICE, SUPPORT AND EDUCATION**

England & Wales - Charity number 1161466

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# Accounts

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**Community Advice Support and Education**

**STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2025**

## 1 April 2024 - 31 March 2025

	2024-25	2023-24	Expenditure	2024-25	2023-24
<b>Income</b>					
Summer and recreational events	5,951.77	6,015.00	Summer, educational and recreational events	5,893.36	6,610.03
Christmas Events	5,170.00	8,160.00	Christmas Events	7,861.65	8,232.51
Donations (Cost of Living) for 2024-25	0.00	4,600.00	Free food/Cost of living	9,072.09	9,808.04
<b>Grants:</b>			<b>Social Space costs:</b>		
BHCC (Cost of Living)	4,500.00	5,000.00	Internet and telephones	505.44	476.67
Household Support Funds	1,200.00	0.00	Volunteers expenses	419.57	341.34
Community resilience Fund	0.00	2,334.00	Cleaning and maintenance	341.36	91.39
TUUT	5,000.00	5,000.00	Utilities and rubbish collection	1,483.66	1,449.15
HNF	450.00	400.00	<b>Total social space costs</b>	<b>2,750.03</b>	
<b>Total Grants</b>	<b>11,150.00</b>		<b>Additional Cost of Living for CASE</b>	<b>2,661.97</b>	<b>2,704.58</b>
Donations: General	6,250.00	3,570.12	Rent	6,999.96	6,999.96
Donations from individuals	2,112.25	1,142.97	Insurance	724.30	522.81
Donations for individuals	30.00	0.00	Fundraising costs	114.00	121.79
<b>Total income</b>	<b>30,664.02</b>	<b>36,222.09</b>	Stationery, admin and publicity	80.10	86.93
			Governance Costs	95.67	97.34
			Financial charges	208.14	248.20
			<b>Welfare Rights costs:</b>		
<b>Closing Balance 31 March 2024</b>	<b>21,683.44</b>		Affiliation and insurance	399.00	392.00
Plus income minus expenditure this year	-9,288.90		Training and books	185.85	143.43
Payments for/from previous years	-27.75		Transport	663.10	662.20
<b>Balance Forward 1 April 2025</b>	<b>12,366.79</b>		Support Costs	1,845.40	2,319.48
<b>Restricted funds:</b>			Volunteers Expenses	368.30	230.11
Donations for activities and services in 2025-26	6,480.00		<b>Total Welfare Rights costs</b>	<b>3,461.65</b>	
Liabilities	0.00		Donations for individuals	30.00	
<b>Total Restricted funds for 2023-24</b>	<b>6,480.00</b>		<b>Total expenditure</b>	<b>39,952.92</b>	<b>41,537.96</b>
<b>Total Unrestricted funds</b>	<b>5,886.79</b>				

Professor John Drury  
15 Furze Hill Court  
Hove  
BN3 1PG

To whom it may concern,

**CASE:** Charity registration no. 1161466

I have been asked to examine the accounts of Community Advice Support and Education (charity reg. 1161466) for the year ending 31<sup>st</sup> March 2025, and write a brief report. I have examined the accounts, and to the best of my knowledge, there is nothing:

1. which causes me to believe that any material aspect of the requirements to keep accounting records in accordance with Part 8 s. 133 of the Charities Act 2011 and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have 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.



Professor John Drury

6<sup>th</sup> November 2025

Date

## Trustees' Annual Report for the year ended March 31<sup>st</sup> 2025

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The trustees present their report and financial statements for the year ended 31<sup>st</sup> March 2025. In accordance with Section 4 (6) of the Charities Act 2006 and the Charities (Accounts and Reports) Regulations 2008 the trustees have given due regard to the guidance on public benefit issued by the Charity Commission when exercising their powers and duties during the period.

### Reference and administration details

**Charity name:** Community Advice Support and Education  
**Charity Registration Number:** 1161466  
**Address:** CASE Central, 4 Crestway Parade,  
Brighton, BN1 7BL  
**Bank details:** Unity Trust Bank, Account 20353054, Sort Code 608301 (current account);  
East Sussex Credit Union, Member Account 8095 (reserve account).

### Trustees

Adi Archer (Treasurer), Felton Shortall (Chair/Secretary), Adrian Rumney , Natalie Coomber, Pip Tindall, Ernesto Granese, Stella McHugh, Sanjeedah Choudhury, Tracey Nye and Jess Owen.

### Structure, governance & management

Community Advice Support and Education was registered as a Charitable Incorporated Organisation on 29 April 2015. Trustees are elected from the membership in accordance with the charity's constitution.

### Independent Examiner

Professor John Drury, 15 Furze Hill Court, Hove, BN3 1PG .

### Trustees' responsibilities

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the appropriate regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Aims and Objectives

The objects of the Community Advice Support and Education are:

The prevention and relief of poverty and the relief of need amongst individuals and families on low incomes (whether due to low wages, irregular employment, unemployment, sickness or disabilities) in the City of Brighton and Hove and surrounding areas, regardless of race, gender, age, nationality or sexual orientation, in particular but not exclusively through:

- The provision of advice, representation and support to those on low incomes concerning welfare and employment rights and entitlements.
- The provision of small emergency grants, food, clothes and other everyday necessities.
- The provision of information regarding access to other services which may complement our advice and support.
- The organisation of educational, cultural and recreational events for those in need in order to build capacity to overcome the social and cultural barriers that cause or exacerbate poverty through:
  - The facilitation of mutual skills sharing.
  - The organisation of free educational, cultural or recreational outings, activities and events for families and individuals on low income.
  - The administration of both vocational and non-vocational educational classes, including courses of English for Speakers of Other Languages for individuals on low income.
  - The promotion of an understanding of European matters and culture amongst European migrant workers, and potential migrants workers, who are on low incomes; by providing information on the laws and constitution of the European Union and its member states, and by facilitating the mutual exchange of experiences of living and working across the European Union.

# Financial Review 2025

The continuing impact of the 'cost of living crisis' has not only meant an ongoing financial stress on CASE's beneficiaries, but also on CASE's own finances. Our fuel bills are still more than £2,600 higher than they were before February 2022, while other core costs have continued to rise faster than the general rate of inflation. Along with rising costs we have also seen a substantial fall in donations that are not restricted to buying food and basic necessities.

An important part of our funding comes from small donations from grant making trusts that help fund both our events and outings and some of our general running costs. During the Covid crisis there was a significant fall in this funding. This source of funding has still not fully recovered, and it remains unclear how far this has been due to a permanent change in the priorities of these grant making trusts, or a temporary result of the Covid and cost of living crises.

In addition, our *Community Resilience* grant from Brighton and Hove City Council, which previously covered half the costs of our annual rent, was cut by third the previous year and then this year withdrawn completely, due to the dire financial position of the City Council.

The financial year 2024-25 was therefore a particularly difficult time for CASE. Our deficit increased from £5,315 in the previous year to £9,288. This has meant that our unrestricted reserves fell to a perilously low of £5,886 (less than two months of our annual expenditure).

## **Maintaining our support for our beneficiaries**

Despite our financial problems, in the year 2024-25 we maintained our free Welfare Rights advice service, which was still in high demand, especially with the recent changes in Welfare benefits. We also maintained our efforts to alleviate the continuing impact of the 'cost living crisis' on our beneficiaries by buying food and basic necessities to supplement the amount and range we receive to give away free from Fareshare.

We also thought it was important that we maintained our full programme of Summer and Christmas events for families on low income, which has promoted the mental well being of many families as well as family and social cohesion in these difficult times. We therefore held our usual three free outings over the school Summer holidays, and at Christmas we organised two outings to see Pantomimes and a Children's Christmas Party.

## **Summary**

As the accounts show, over the financial year 2024-25 our total income was £30,664. This was a fall in income of £5,578 from the previous year. Our expenditure was £39,952. A fall in expenditure of £1,585 from the £41,537 we spent the previous year. We therefore made a deficit of £9,288. The total balance on March 31st 2025 stood at £12,366 - of this £5,886 was unrestricted reserves - lower than the amount prescribed by our reserve policy (the equivalent three months of total expenditure).

However, the gloom of 2024-25 is now lifting. During the course of the year, our fundraising team's efforts to secure unrestricted funding and funding for core costs succeeded in raising £23,000 made up of the following grants:

- A £7,000 two year grant secured from the City Councils *Catalyst Fund* despite fierce competition.
- A two year grant of £11,000 also was secured from National Lottery
- And a year unrestricted grant of £5000 was secured from the Postcode lottery.

Our successful fund raising only became apparent shortly after 31st of March 2025 so it is not recorded in this year's accounts. These new grants will be more than sufficient to cover our current shortfall in funding and will help to stabilise our financial situation for the forthcoming two financial years.



**Acknowledgments**

We would like to thank: Shirley Connor from the *Hollingdean Community Centre*, our local MP Siân Berry and Lynne Gash-Quantrell, East Sussex Branch Organiser for the *PCS*, for their continued support for CASE and its activities. We also thank our local community for donating clothes books and toys, all our donors, including in particular the *Ernest Kleinwort Charitable Trust* and *T.U.U.T.*, without whose generous help we would not be able to offer our services, and, last but not least, our volunteers, whose commitment and enthusiasm has been essential in sustaining CASE and its work over this very difficult past year.

**Declaration**

The trustees declare that they have approved the Trustees' Report above.

Signed:



Name: Felton Shortall  
Position: Trustee (Chair/Secretary)

Signed on behalf of the Trustees on



**COMMUNITY, ADVICE, SUPPORT AND EDUCATION**

England & Wales - Charity number 1161466

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# Accounts

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**Community Advice Support and Education**

**STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2024**

## 1 April 2023 - 31 March 2024

Income	2023-24	2022-23
Summer and recreational events	6,015.00	5,347.88
Christmas Events	8,160.00	8,770.00
Donations (Cost of Living) for 2022-23	1,520.00	1,520.00
Donations (Cost of Living) for the Spring 2023	4,320.00	4,320.00
Donations (Cost of Living) for 2024-25	4,600.00	
<b>Grants:</b>		
<i>BHCC (Covid /Cost of Living)</i>	5,000.00	2,000.00
<i>Community Resilience Fund</i>	2,334.00	3,500.00
TUUT	5,000.00	3,650.00
<i>Healthy Neighbourhood Fund</i>	400.00	490.00
<b>Total Grants</b>	<b>12,734.00</b>	
Donations: General	3,570.12	4,863.59
Donations from individuals	1,142.97	776.16
<b>Total income</b>	<b>36,222.09</b>	<b>35,237.63</b>

<b>Closing Balance 31 March 2023</b>	<b>28,323.62</b>
Plus income minus expenditure this year	-5,315.87
Payments for/from previous years	-1,324.31
<b>Balance Forward 1 April 2024</b>	<b>21,683.44</b>

<b>Restricted funds:</b>	
Donations for activities in 2024-25	1,700.00
TUUT grant for 2022-23	5,000.00
Cost of Living funds for 2024-25	4,600.00
<b>Total Restricted funds for 2023-24</b>	<b>11,300.00</b>
<b>Total Unrestricted funds</b>	<b>10,383.44</b>

Expenditure	2023-24	2022-23
Summer, educational and recreational events	6,610.03	5,932.50
Christmas Events	8,232.51	8,827.44
Free food/Cost of living	9,808.04	5,724.61
<b>Social Space costs:</b>		
<i>Internet and telephones</i>	476.67	465.98
<i>Volunteers expenses</i>	341.34	277.95
<i>Cleaning and maintenance</i>	91.39	73.78
<i>Utilities and rubbish collection</i>	1,449.15	1,441.73
<b>Total social space costs</b>	<b>2,358.55</b>	
<b>Additional fuel costs for CASE</b>	<b>2,704.58</b>	
Refurbishment Project	0.00	122.30
Rent	6,999.96	6,999.96
Insurance	522.81	522.81
Fundraising costs	121.79	111.60
Stationery, admin and publicity	86.93	84.72
Governance Costs	97.34	59.04
Financial charges	248.20	163.52
<b>Welfare Rights costs:</b>		
<i>Affiliation and insurance</i>	392.00	390.50
<i>Training and books</i>	143.43	232.99
<i>Transport</i>	662.20	547.37
<i>Support Costs</i>	2,319.48	1,972.49
<i>Volunteers Expenses</i>	230.11	159.79
<b>Total Welfare Rights costs</b>	<b>3,747.22</b>	
<b>Total expenditure</b>	<b>41,537.96</b>	<b>34,111.08</b>

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To whom it may concern,

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1. which causes me to believe that any material aspect of the requirements to keep accounting records in accordance with Part 8 s. 133 of the Charities Act 2011 and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have 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.



Professor John Drury

27<sup>th</sup> June 2024

Date

## Trustees' Annual Report for the year ended March 31<sup>st</sup> 2024

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The trustees present their report and financial statements for the year ended 31<sup>st</sup> March 2024. In accordance with Section 4 (6) of the Charities Act 2006 and the Charities (Accounts and Reports) Regulations 2008 the trustees have given due regard to the guidance on public benefit issued by the Charity Commission when exercising their powers and duties during the period.

### Reference and administration details

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### Trustees

Adi Archer (Treasurer), Felton Shortall (Chair/Secretary), Adrian Rumney, Natalie Coomber, Pip Tindall, Ernesto Granese, Stella McHugh, Sanjeedah Choudhury, Tracey Nye and Jess Owen.

### Structure, governance & management

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### Independent Examiner

Professor John Drury, 15 Furze Hill Court, Hove, BN3 1PG .

### Trustees' responsibilities

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the appropriate regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Aims and Objectives

The objects of the Community Advice Support and Education are:

The prevention and relief of poverty and the relief of need amongst individuals and families on low incomes (whether due to low wages, irregular employment, unemployment, sickness or disabilities) in the City of Brighton and Hove and surrounding areas, regardless of race, gender, age, nationality or sexual orientation, in particular but not exclusively through:

- The provision of advice, representation and support to those on low incomes concerning welfare and employment rights and entitlements.
- The provision of small emergency grants, food, clothes and other everyday necessities.
- The provision of information regarding access to other services which may complement our advice and support.
- The organisation of educational, cultural and recreational events for those in need in order to build capacity to overcome the social and cultural barriers that cause or exacerbate poverty through:
  - The facilitation of mutual skills sharing.
  - The organisation of free educational, cultural or recreational outings, activities and events for families and individuals on low income.
  - The administration of both vocational and non-vocational educational classes, including courses of English for Speakers of Other Languages for individuals on low income.
  - The promotion of an understanding of European matters and culture amongst European migrant workers, and potential migrants workers, who are on low incomes; by providing information on the laws and constitution of the European Union and its member states, and by facilitating the mutual exchange of experiences of living and working across the European Union.

## Financial Review

The financial year 2023-24 saw the continuation of the 'cost of living crisis' for most of our beneficiaries. Although gas and electricity prices fell substantially during the year, they still remain more than 40% above the level they were in the winter of 2021. At the same time, although the general rate of price inflation (as measured by the Consumer Price Index) fell from 10.1% in March 2023 to 2.3% in March 3.3% in February 2024, the rise in food prices continued to rise twice as fast as the general rate of inflation. With the price of food and fuel making up a much larger proportion of low income household's expenditure than that of the average household, price inflation for such households has been significantly higher than the general rate of inflation. However, the up rating of welfare benefits each year is based on the general rate of inflation and a consequence has not covered increase in the cost of living experienced by those on Universal Credit and other benefits. If this was not bad enough, rents in Brighton & Hove have risen by nearly 10% over the year.<sup>1</sup>

In order to alleviate the impact of the cost of living crisis on low income households we continued to buy food and basic necessities to supplement the amount and range of food we receive from Fareshare and Harvester. This was funded by a Household Support Fund grant of £5,000 and £4,320 grant from the NPC.

We also thought it was *important that we maintain our full programme of Summer and Christmas events for families on low income* in order to promote the mental well being of both parents and children as well as family cohesion in these difficult times. We therefore held three free outings over the school Summer holidays, and at Christmas we organised two outings to see Pantomimes and a Children's Christmas Party.

The 'cost of living crisis' has not only had an impact of on our beneficiaries but also on our own finances, particularly the high prices of gas and electricity. Our total spending on gas and electricity over the past six years is as follows:

2018-19	-	£1,515
2019-20	-	£2,058
2020-21	-	£627
2021-22	-	£655
2022-23	-	£2,716
2023-24	-	£4,078

As can be seen our energy bill pre-Covid was between £1500 to £2000 a year. This fell during Covid due to the fact that we had to restrict our opening times. With the cost of living crisis and longer opening times our energy costs have risen to more than £4000. During the financial year 2022-23 we were able to secure a grant of £2,700 from The Julia and Hans Rausing Trust, which covered that years energy costs. Like most small charities we face particular difficulties in raising money to pay for core costs gas and electricity and we were not able to secure any further grants to cover these extra costs over the course of the Financial year 2023-24.

Along with rising costs we have also seen a substantial fall in donations that are not restricted to buying food and basic necessities.

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<sup>1</sup> Figures taken from Office of National Statistics

An important part of funding comes from small donations from grant making trusts that help fund both our events and outings and some of our general running costs. During the Covid crisis there was a significant fall in this funding . This has source of funding has not fully recovered and it is still unclear how far this has been due to a permanent change in the priorities of these grant making trusts or a temporary result of the Covid crisis.

In addition, like most local authorities, Brighton & Hove City Council is in an acute financial crisis and as a result cut our Resilience Community grant from £3,500 - which paid for six months of the rent on our premises - by a third to £2,333.

### **Summary**

As the accounts show, over the financial year 2023-24 our total income was £36,222.62, slightly above the previous year's income of £35,237.63. However, our expenditure rose substantially to £41,537. We therefore ended up with deficit of £5,315.87, which has led to a considerable fall in our unrestricted reserves.

The total balance on April 1st 2024 stood at £21,683.44 (down from the total balance of £28,323.62 on April 1st 2023). Of this £11,300 was restricted reserves and £10,383.44 was unrestricted reserves. Our reserve policy is to aim have the equivalent six months of total expenditure as unrestricted reserves. As a result of both the deficit and due to the significant increase in our expenditure, our unrestricted reserves has fallen to three months of our expenditure.



### Acknowledgments

We would like to thank: Shirley Connor from the *Hollingdean Community Centre*, our local MP Caroline Lucas and Lynne Gash-Quantrell, East Sussex Branch Organiser for the PCS, for their continued support for CASE and its activities. We also thank our local community for donating clothes books and toys, all our donors, including in particular *Sussex Community Foundation*, *the Ernest Kleinwort Charitable Trust*, and *T.U.U.T.*, without whose generous help we would not be able to offer our services, and, last but not least, our volunteers, whose commitment and enthusiasm has been essential in sustaining CASE and its work over the past year.

### Declaration

The trustees declare that they have approved the Trustees' Report above.

Signed:



Name: Felton Shortall  
Position: Trustee (Chair/Secretary)

Signed on behalf of the Trustees on



**COMMUNITY, ADVICE, SUPPORT AND EDUCATION**

England & Wales - Charity number 1161466

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# Accounts

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**Community Advice Support and Education**

**STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2023**

## 1 April 2022 - 31 March 2023

Income	2022-23	2021-22	Expenditure	2022-23	2021-22
Summer and recreational events	5,347.88	4,438.50	Summer, educational and recreational events	5,932.50	5,635.58
Christmas Events	8,770.00	5,350.00	Christmas Events	8,827.44	6,950.10
Donations (Covid crisis/Cost of Living)	1,520.00	1,667.19	Cost of Living (Covid crisis)	4,426.43	5,466.61
Donations (Col.) for Spring/Summer23	4,320.00	-	Warm Hub/Social Space costs:		
Grants:			Free food		1,298.18
BHCC (Covid /Cost of Living)	2,000.00	2,812.00	Internet and telephones		393.62
Community Resilience Fund	3,500.00	3,500.00	Volunteers expenses		91.50
TUUT	3,650.00	3,650.00	Cleaning and maintenance		303.89
Hollingdean Dev. Trust	490.00	0.00	Miscellaneous costs		18.30
<b>Total Grants</b>	<b>9,640.00</b>		Utilities and rubbish collection		345.84
Donations: General	4,863.59	5,160.56	<b>Total social space costs</b>	<b>3,557.62</b>	
Donations from individuals	776.16	698.11	Refurbishment Project	122.30	6,368.36
<b>Total income</b>	<b>35,237.63</b>	<b>27,276.36</b>	Rent	6,999.96	6,999.96
<b>Closing Balance 31 March 2022</b>	<b>26,625.12</b>		Insurance	522.81	519.42
Plus income minus expenditure this year	1,126.55		Fundraising costs	111.60	41.49
Payments for/from previous years	571.95		Stationery, admin and publicity	84.72	77.87
<b>Balance Forward 1 April 2023</b>	<b>28,323.62</b>		Governance Costs	59.04	114.04
<b>Restricted funds:</b>			Financial charges	163.52	
Donations for activities in 2022-23	2,400.00		<b>Welfare Rights costs:</b>		237.46
TUUT grant for 2022-23	5,000.00		Affiliation and insurance		513.00
Cost of Living funds for the Spring/Summer 2023	4,320.00		Training and books		213.90
Community Resilience Fund (6 months rent from 1/4/23)	1,750.00		Transport		423.80
Liabilities	0.00		Support Costs		1,359.68
<b>Total Restricted funds for 2023-24</b>	<b>13,470.00</b>		Volunteers Expenses		140.00
<b>Total Unrestricted funds</b>	<b>14,853.62</b>		Miscellaneous		2.00
			<b>Total Welfare Rights costs</b>	<b>3,303.14</b>	
			<b>Total expenditure</b>	<b>34,111.08</b>	<b>36,216.42</b>

Professor John Drury  
15 Furze Hill Court  
Hove  
BN3 1PG

To whom it may concern,

**CASE:** Charity registration no. 1161466

I have been asked to examine the accounts of Community Advice Support and Education (charity reg. 1161466) for the year ending 31<sup>st</sup> March 2023, and write a brief report. I have examined the accounts, and to the best of my knowledge, there is nothing:

1. which causes me to believe that any material aspect of the requirements to keep accounting records in accordance with Part 8 s. 133 of the Charities Act 2011 and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have 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.

A handwritten signature in black ink, appearing to read 'J Drury', is written over a light grey horizontal line.

Professor John Drury

Date 3 July 2023

## Trustees' Annual Report for the year ended March 31<sup>st</sup> 2023

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The trustees present their report and financial statements for the year ended 31<sup>st</sup> March 2023. In accordance with Section 4 (6) of the Charities Act 2006 and the Charities (Accounts and Reports) Regulations 2008 the trustees have given due regard to the guidance on public benefit issued by the Charity Commission when exercising their powers and duties during the period.

### Reference and administration details

**Charity name:** Community Advice Support and Education  
**Charity Registration Number:** 1161466  
**Address:** CASE Central, 4 Crestway Parade,  
Brighton, BN1 7BL  
**Bank details:** Unity Trust Bank, Account 20353054, Sort Code 608301 (current account);  
East Sussex Credit Union, Member Account 8095 (reserve account).

### Trustees

Adi Archer (Treasurer), Felton Shortall (Chair/Secretary), Adrian Rumney, Natalie Coomber, Pip Tindall, Ernesto Granese, Stella McHugh, Sanjeedah Choudhury and Jess Owen.

### Structure, governance & management

Community Advice Support and Education was registered as a Charitable Incorporated Organisation on 29 April 2015. Trustees are elected from the membership in accordance with the charity's constitution.

### Independent Examiner

Professor John Drury, 15 Furze Hill Court, Hove, BN3 1PG .

### Trustees' responsibilities

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the appropriate regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Aims and Objectives

The objects of the Community Advice Support and Education are:

The prevention and relief of poverty and the relief of need amongst individuals and families on low incomes (whether due to low wages, irregular employment, unemployment, sickness or disabilities) in the City of Brighton and Hove and surrounding areas, regardless of race, gender, age, nationality or sexual orientation, in particular but not exclusively through:

- The provision of advice, representation and support to those on low incomes concerning welfare and employment rights and entitlements.
- The provision of small emergency grants, food, clothes and other everyday necessities.
- The provision of information regarding access to other services which may complement our advice and support.
- The organisation of educational, cultural and recreational events for those in need in order to build capacity to overcome the social and cultural barriers that cause or exacerbate poverty through:
  - The facilitation of mutual skills sharing.
  - The organisation of free educational, cultural or recreational outings, activities and events for families and individuals on low income.
  - The administration of both vocational and non-vocational educational classes, including courses of English for Speakers of Other Languages for individuals on low income.
  - The promotion of an understanding of European matters and culture amongst European migrant workers, and potential migrants workers, who are on low incomes; by providing information on the laws and constitution of the European Union and its member states, and by facilitating the mutual exchange of experiences of living and working across the European Union.

## Financial Review

The financial year 2022-23 began with the final lifting of Covid restrictions and ended in the midst of the 'cost of living crisis'. By the end of the Summer with general price inflation already running at 10% and the prospect of fuel prices more than doubling, it was clear that many households on low income would be facing a very difficult winter. In response to this we were able to secure £3,520 from grant making Trusts and Brighton & Hove City Council, which allowed us to supplement the food and basic necessities we receive from Fareshare, Harvester and the Brighton & Hove Emergency Food Project to meet the increased need over the winter months. We also received a further £4,320 to continue this support for households on low income into the Spring and Summer of 2023.

Of course, we also faced the financial impact of a substantial rise in our own fuel costs. However, we were able to secure £2,700 from the Julia and Hans Rausing Trust to help cover our gas and electricity costs for the first six months of 2023.

We thought it was important that, following the end of Covid restrictions, we restore our full programme of Summer and Christmas events for families on low income in order to promote the mental well being of both parents and children as well as family cohesion in these difficult times. We therefore held three free outings over the Summer holidays and held our first children's Christmas party for two years, as well as two outings to see pantomimes over the Christmas period. Among our guests we had a few Ukrainian refugee families, who appreciated our work and felt welcomed and supported, in very hard times for them, and who are happy to attend our future events.

An important part of funding comes from small donations from grant making trusts that help fund both our events and outings and some of our general running costs. During the Covid crisis there was a significant fall in this funding. It is still unclear how far this has been due to a permanent change in the priorities of these grant making trusts or a temporary result of the Covid crisis. With much of this funding coming in the form of cheques we experienced serious delays - and perhaps missing payments - due to the postal strikes in the Autumn.

Like most small charities we face particular difficulties in raising money to pay for core costs. However we were able to secure a £3,500 Resilience Community Grant from Brighton & Hove City Council to pay half of our rent. In addition, this year our three year grant from TUUT expired. However, not only TUUT renewed the grant but increased it from £3,600 to £5,000 a year for the next three years. Thus providing our finances with much greater resilience.

### Summary

As the accounts show, over the financial year 2022-23 our total income was £35,237.63, while our total expenditure was £34,111.08. We therefore ended up with a small surplus of £1,126.55, which is in fact fully restricted for projects in 2023-24.

The total balance on April 1st 2023 stood at £28,323.62. Of this £13,470 was restricted reserves and £14,853.62 were unrestricted reserves. Our reserve policy is to keep the equivalent six months of total expenditure as unrestricted reserves, which is £17,055. We were therefore £2,201 short of our unrestricted reserve target.



### **Acknowledgments**

We would like to thank: Ceza DaLuz from the *Hollingdean Community Development Trust*, our local MP Caroline Lucas and Lynne Gash-Quantrell, East Sussex Branch Organiser for the PCS, for their continued support for CASE and its activities. We also thank our local community for donating clothes books and toys, all our donors, including in particular *Sussex Community Foundation*, *the Ernest Kleinwort Charitable Trust*, *the Julia and Hans Rausing Trust*, and *T.U.U.T.*, without whose generous help we would not be able to offer our services, and, last but not least, our volunteers, whose commitment and enthusiasm has been essential in sustaining CASE and its work over the past year.

### **Declaration**

The trustees declare that they have approved the Trustees' Report above.

Signed: 

Name: Felton Shortall  
Position: Trustee (Chair/Secretary)

Signed on behalf of the Trustees on  
3 July 2023

**COMMUNITY, ADVICE, SUPPORT AND EDUCATION**

England & Wales - Charity number 1161466

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# Accounts

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**Community Advice Support and Education**

**STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2022**

## 1 April 2021 - 31 March 2022

	2021-22	2020-21
<b>Income</b>		
Summer and recreational events	4,438.50	1,344.00
Christmas Events	5,350.00	3,562.00
Donations (Covid crisis)	1,667.19	11,360.00
<b>Grants:</b>		
Covid winter funds (BHCC)	1,464.00	
Covid summer funds (BHCC)	1,034.00	
Brighton&Hove City Council	314.00	
Community Resilience Fund	3,500.00	1,270.00
TUUT	3,650.00	3,600.00
Bothwell Charitable Trust		5,000.00
Hollingdean D. F.		498.00
Police Property Act Fund		500.00
<b>Total Grants</b>	9,962.00	
Donations: General	5,160.56	7,500.00
Donations from individuals	698.11	1,364.28
<b>Total income</b>	<b>27,276.36</b>	<b>35,998.28</b>
<b>Closing Balance 31 March 2021</b>	<b>35,032.86</b>	
Plus income minus expenditure this year	-8,940.06	
Payments for/from previous years	532.32	
<b>Balance Forward 1 April 2022</b>	<b>26,625.12</b>	
<b>Restricted/Designated funds:</b>		
Donations for activities in 2021-22		1,350.00
TUUT grant for 2022-23		3,650.00
Community Resilience Fund (6 months rent from 1/4/22)		1,750.00
Liabilities		10.00
<b>Total Restricted funds for 2022-23</b>		<b>6,760.00</b>
<b>Total Unrestricted funds</b>		<b>19,865.12</b>
<b>Expenditure</b>		
Summer, educational and recreational events	5,635.58	4,023.95
Christmas Events	6,950.10	4,568.75
Covid crisis (free food/support)	5,466.61	13,547.82
<b>Social space costs:</b>		
Internet and telephones	393.62	362.93
Volunteers expenses	91.50	69.99
Cleaning and maintenance	303.89	284.93
Miscellaneous costs	18.30	6.95
Utilities and rubbish collection	345.84	298.96
<b>Total social space costs</b>	<b>1,153.15</b>	
Refurbishment Project	6,368.36	0.00
Rent	6,999.96	6,999.96
Insurance	519.42	387.65
Fundraising costs	41.49	22.17
Stationery, admin and publicity	77.87	66.07
<b>Governance Costs</b>	<b>114.04</b>	<b>54.90</b>
Financial charges	237.46	80.82
<b>Welfare Rights costs:</b>		
Affiliation and insurance	513.00	602.60
Training and books	213.90	262.33
Transport	423.80	12.50
Support Costs	1,359.68	1,330.14
Volunteers Expenses	140.00	117.99
Miscellaneous	2.00	26.99
<b>Total Welfare Rights costs</b>	<b>2,652.38</b>	
<b>Total expenditure</b>	<b>36,216.42</b>	<b>33,128.40</b>

Professor John Drury  
15 Furze Hill Court  
Hove  
BN3 1PG

To whom it may concern,

**CASE:** Charity registration no. 1161466

I have been asked to examine the accounts of Community Advice Support and Education (charity reg. 1161466) for the year ending 31<sup>st</sup> March 2022, and write a brief report. I have examined the accounts, and to the best of my knowledge, there is nothing:

1. which causes me to believe that any material aspect of the requirements to keep accounting records in accordance with Part 8 s. 133 of the Charities Act 2011 and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have 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.



Professor John Drury

Date 7<sup>th</sup> July 2022

## Trustees' Annual Report for the year ended March 31<sup>st</sup> 2022

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The trustees present their report and financial statements for the year ended 31<sup>st</sup> March 2022. In accordance with Section 4 (6) of the Charities Act 2006 and the Charities (Accounts and Reports) Regulations 2008 the trustees have given due regard to the guidance on public benefit issued by the Charity Commission when exercising their powers and duties during the period.

### Reference and administration details

**Charity name:** Community Advice Support and Education  
**Charity Registration Number:** 1161466  
**Address:** 4 Crestway Parade,  
Brighton, BN1 7BL  
**Bank details:** Unity Trust Bank, Account 20353054, Sort Code 608301 (current account);  
East Sussex Credit Union, Member Account 8095 (reserve account).

### Trustees

Michael Hill (Treasurer), Felton Shortall (Chair/Secretary), Adrian Rumney, Natalie Coomber, Pip Tindall, Ernesto Granese, Stella McHugh, Sanjeedah Choudhury and Adi Archer.

### Structure, governance & management

Community Advice Support and Education was registered as a Charitable Incorporated Organisation on 29 April 2015. Trustees are elected from the membership in accordance with the charity's constitution.

### Independent Examiner

Professor John Drury, 15 Furze Hill Court, Hove, BN3 1PG .

### Trustees' responsibilities

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the appropriate regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Aims and Objectives

The objects of the Community Advice Support and Education are:

The prevention and relief of poverty and the relief of need amongst individuals and families on low incomes (whether due to low wages, irregular employment, unemployment, sickness or disabilities) in the City of Brighton and Hove and surrounding areas, regardless of race, gender, age, nationality or sexual orientation, in particular but not exclusively through:

- The provision of advice, representation and support to those on low incomes concerning welfare and employment rights and entitlements.
- The provision of small emergency grants, food, clothes and other everyday necessities.
- The provision of information regarding access to other services which may complement our advice and support.
- The organisation of educational, cultural and recreational events for those in need in order to build capacity to overcome the social and cultural barriers that cause or exacerbate poverty through:
  - The facilitation of mutual skills sharing.
  - The organisation of free educational, cultural or recreational outings, activities and events for families and individuals on low income.
  - The administration of both vocational and non-vocational educational classes, including courses of English for Speakers of Other Languages for individuals on low income.
  - The promotion of an understanding of European matters and culture amongst European migrant workers, and potential migrants workers, who are on low incomes; by providing information on the laws and constitution of the European Union and its member states, and by facilitating the mutual exchange of experiences of living and working across the European Union.

## Financial Review

Like the previous year, the financial year 2021/22 continued to be dominated by the Covid-19 pandemic. In response to the Covid restrictions and government guidance that came into force at the beginning of the first lockdown in March 2020, we introduced the following measures to ensure the safety of our volunteers and our clients:

1. We restricted admittance to our premises to only our volunteers. (The distribution of food and basic necessities to those coming to us in urgent need being done at our front door) as part of our Covid crisis project.
2. In order to maintain 2m social distancing inside our premises, we also restricted the numbers of volunteers working in the building at any one time to a maximum of six.
3. We ensured that the building was well ventilated by keeping doors and windows open (despite making our centre quite cold at times).
4. Our Welfare Rights team suspended all face to face advice sessions, and instead carried out consultations over the phone or via e-mail. They also suspended all training of new welfare rights volunteers.
5. Four Welfare Rights Caseworkers worked from home, with the Team Leader coming in when necessary to coordinate the work.

This year we were able to gradually relax these measures. With the lifting of most national Covid restrictions in March we expect to be more or less back to normal operations by the Summer of 2022.

During the previous year (2020/21), we had been able to secure a total of £13,547 Covid emergency funds from various sources to help us respond to the consequences of the pandemic. This funding, together with increased supplies from Fareshare and Harvester funded by government grants, enabled us to substantially increase our provision of free food and basic necessities to those in urgent need. Some grants also helped us cover additional costs, such as phone and internet connection charges, incurred by our Welfare Rights advisors due to their home working.

However, this year there has been substantially less funds available to cope with the impact of Covid on low incomes (despite the withdrawal in the Autumn of £20 extra Universal Credit Payments). With reduction of government grants to Fareshare, we also saw a substantial fall in the amount and variety of food we received from them. However, we were able to secure both Local Support for Summer (£1,034) and Winter (£1,464) grants. These grants allowed us to offset some of the decline in the amount of free food and basic necessities we could distribute to families and individuals on low income over both the school Summer holidays and over the winter period.

In general, we also saw a fall in donations from grant making trusts towards both our outings for low income families, and for our general running costs funds. It is unclear if this was due to changing funding priorities of grant making trusts in response to the Covid emergency, or whether this decline in funding will continue into the future.

Covid restrictions meant that we still had to curtail both our Summer and Christmas events, even though events was needed more than ever in order to alleviate the impact of lockdowns and the closure of schools on family cohesion and mental well being of both parents and children of low

income families. In the Summer we were able to organise two outings, rather than our usual three: one to the *Weald and Downland Open Air Museum* and the other to *Groombridge Gardens and Enchanted Forest*. At Christmas, we had two outings to see the pantomime: one in Eastbourne and the other in Worthing. Like last year, instead of our usual children's Christmas party we had a Covid secure event: *A Visit to Santa*, in which families had their own appointed time to see Santa and the parents received a Christmas hamper and each a present.

Our Healing With Music project which started in 2020 to address stress, isolation and racial divisions which increased with the lockdowns, ceased to receive funds with the phasing out of the Covid restrictions, but we continued to organise it on a mutual support basis, due to the demand from our established users.

We also received a £3,650 grant (the last tranche of a three year grant) from TUUT, which we proudly consider an acknowledgment from the Trade Unions for the social impact of our work and for the professionalism of our advice service.

Like many small charities, an important part of our fundraising efforts is to meet core costs, particularly the £7,000 we need to cover the rent on our premises. Unlike the previous year, we were able to secure £3,500 to cover six months' rent from the Brighton & Hove City Council's *Community Resilience Fund*.

**Refurbishment:** The easing of Covid restriction allowed us to restart work on our refurbishment programme to ensure that our premises meet basic health and safety standards for both our volunteers and users. We had to spend £6,386 on this refurbishment. This included electrical work to install new lighting to meet basic office standards, rewiring to ensure electrical standards and the installation of extractor fans to improve ventilation, particularly in our windowless basement offices. We also replaced our old rusted manual shutters -which posed a serious risk of back injury for our volunteers open them up, with new electric shutters.

As a result we have completed the most urgent part of our refurbishment project. We will need to review further refurbishment over the coming year in the light of the financial uncertainties of both funding after Covid and with impact of the current rapid rise in cost inflation.

### **Summary**

As the accounts show, over the financial year 2021-22 our total income was £27,276.36, while our total expenditure was £36,216.42. Thus income minus expenditure a deficit of £8,940.06. However, most of this deficit is accounted by the £6,368.36 we spent on refurbishment of our premises necessary to meet basic health & safety standards for our volunteers and users. Taking this into account we made an operating loss of £2,571.70

The total balance on April 1st 2022 stood at £26,625.12. Of this £6,760 is restricted. This leaves £19,865.12 of unrestricted reserves. Our reserve policy is to keep the equivalent six months of total expenditure as undesignated and unrestricted reserves. This means our current target is £18,108. We therefore exceeded our reserve target by £1,757. With the current financial uncertainties we have outlined above it is perhaps best to err on the side of caution.



### **Acknowledgments**

We would like to thank: Ceza DaLuz from the *Hollingdean Community Development Trust*, Trevor James FCA DChA, our local MPs Caroline Lucas and Peter Kyle, Lynne Gash-Quantrell, East Sussex Branch Organiser for the PCS for their support for CASE and its activities. We also thank our local community and in particular Hilary Standing for donating stationery, clothes, books and toys, and all our funders, including in particular *Sussex Community Foundation*, *Kleinwort Charitable Trust*, *Brighton & Hove City Council* and *T.U.U.T.*, without whose generous help we would not be able to offer our services, and, last but not least, our volunteers, whose commitment and enthusiasm has been essential in sustaining CASE and its work over this very difficult year.

### **Declaration**

The trustees declare that they have approved the Trustees' Report above.

Signed:

A handwritten signature in blue ink that reads "Felton Shortall on 7/7/2022". The signature is written in a cursive style.

Name: Felton Shortall

Position: Trustee (Chair/Secretary)

Signed on behalf of the Trustees on

**COMMUNITY, ADVICE, SUPPORT AND EDUCATION**

England & Wales - Charity number 1161466

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# Accounts

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**Community Advice Support and Education**

**STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2021**

**1 April 2020 - 31 March 2021**

	2020-21	2019-20	2020-21	2019-2020
<b>Income</b>			<b>Expenditure</b>	
Summer and recreational events	1,344.00	7,580.00	Summer, educational and recreational events	4,023.95
Christmas Events	3,562.00	11,731.00	Christmas Events	4,568.75
Covid crisis	11,360.00		Covid crisis project	13,547.82
<b>Grants:</b>			<b>Social space costs:</b>	
Brighton and Hove Council	1,270.00	3,500.00	Free food, tea and coffee indoors	0.00
TUUT	3,600.00	3,600.00	Internet and telephones	362.93
Bothwell Charitable Trust	5,000.00		Inkind direct	0.00
Hollingdean D. F.	498.00		Volunteers expenses	69.99
Police Property Act Fund	500.00		Cleaning and maintenance	284.93
<b>Total Grants</b>	<b>10,868.00</b>		Miscellaneous costs	6.95
Donations: General	7,500.00	11,594.67	Utilities and rubbish collection	298.96
Donations from individuals	1,364.28	2,437.91	<b>Total social space costs:</b>	<b>1,023.76</b>
Miscellaneous income	0.00	2,302.30	Refurbishment Project	0.00
<b>Total income</b>	<b>35,998.28</b>	<b>42,745.88</b>	Total rates and rent	6,999.96
<b>Closing Balance 31 March 2020</b>	<b>33,643.16</b>		Insurance	387.65
Plus income minus expenditure this year	2,869.88		Fundraising costs	22.17
Payments for/from previous years	-1,480.18		Stationery, admin and publicity	294.81
<b>Balance Forward 1 April 2021</b>	<b>35,032.86</b>		Governance Costs	294.81
<b>Restricted/Designated funds for 2021-22</b>			Financial charges	80.82
Donations for activities in 2021-22	1,350.00		<b>Welfare Rights costs:</b>	
TUUT grant for 2021-22	3,650.00		Affiliation and insurance	602.60
<b>Total Restricted funds</b>	<b>5,000.00</b>		Training and books	262.33
Designated	11,500.00		Transport	12.50
<b>Total Restricted/Designated funds</b>	<b>16,500.00</b>		Support Costs	1,330.14
<b>Unrestricted/undesignated funds</b>	<b>18,532.86</b>		Volunteers Expenses	117.99
			Miscellaneous	26.99
			<b>Total Welfare Rights costs</b>	<b>2,352.55</b>
			<b>Total expenditure</b>	<b>33,128.40</b>
				<b>36,043.61</b>

Professor John Drury  
15 Furze Hill Court  
Hove  
BN3 1PG

To whom it may concern,

**CASE:** Charity registration no. 1161466

I have been asked to examine the accounts of Community Advice Support and Education (charity reg. 1161466) for the year ending 31<sup>st</sup> March 2021, and write a brief report. I have examined the accounts, and to the best of my knowledge, there is nothing:

1. which causes me to believe that any material aspect of the requirements to keep accounting records in accordance with Part 8 s. 133 of the Charities Act 2011 and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have 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.



Professor John Drury

2nd October 2021

Date

## Trustees' Annual Report for the year ended March 31<sup>st</sup> 2021

---

The trustees present their report and financial statements for the year ended 31<sup>st</sup> March 2021. In accordance with Section 4 (6) of the Charities Act 2006 and the Charities (Accounts and Reports) Regulations 2008 the trustees have given due regard to the guidance on public benefit issued by the Charity Commission when exercising their powers and duties during the period.

### Reference and administration details

**Charity name:** Community Advice Support and Education  
**Charity Registration Number:** 1161466  
**Address:** 4 Crestway Parade,  
Brighton, BN1 7BL  
**Bank details:** Unity Trust Bank, Account 20353054, Sort Code 608301 (current account);  
East Sussex Credit Union, Member Account 8095 (reserve account).

### Trustees

Michael Hill (Treasurer), Felton Shortall (Chair/Secretary), Adrian Rumney, Natalie Coomber, Pip Tindall, Ernesto Granese, Stella McHugh, Sanjeedah Choudhury and Adi Archer.

### Structure, governance & management

Community Advice Support and Education was registered as a Charitable Incorporated Organisation on 29 April 2015. Trustees are elected from the membership in accordance with the charity's constitution.

### Independent Examiner

Professor John Drury, 15 Furze Hill Court, Hove, BN3 1PG .

### Trustees' responsibilities

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the appropriate regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Aims and Objectives

The objects of the Community Advice Support and Education are:

The prevention and relief of poverty and the relief of need amongst individuals and families on low incomes (whether due to low wages, irregular employment, unemployment, sickness or disabilities) in the City of Brighton and Hove and surrounding areas, regardless of race, gender, age, nationality or sexual orientation, in particular but not exclusively through:

- The provision of advice, representation and support to those on low incomes concerning welfare and employment rights and entitlements.
- The provision of small emergency grants, food, clothes and other everyday necessities.
- The provision of information regarding access to other services which may complement our advice and support.
- The organisation of educational, cultural and recreational events for those in need in order to build capacity to overcome the social and cultural barriers that cause or exacerbate poverty through:
  - The facilitation of mutual skills sharing.
  - The organisation of free educational, cultural or recreational outings, activities and events for families and individuals on low income.
  - The administration of both vocational and non-vocational educational classes, including courses of English for Speakers of Other Languages for individuals on low income.
  - The promotion of an understanding of European matters and culture amongst European migrant workers, and potential migrants workers, who are on low incomes; by providing information on the laws and constitution of the European Union and its member states, and by facilitating the mutual exchange of experiences of living and working across the European Union.



## Financial Review

The financial year 2020/21 was dominated by the Covid-19 pandemic, which meant that we had to alter the way we delivered our services to ensure they were Covid secure and, at the same time, as meeting an increase in demand for both the provision of food to those in need and from those requiring advice due loss of work.

In response to the Covid restrictions and government guidance that came into force at the beginning of the first lockdown in March 2020, we introduced the following measures to ensure the safety of our volunteers and our clients:

1. We restricted admittance to our premises to only our volunteers. (The distribution of food and basic necessities to those coming to us in urgent need being done at our front door).
2. In order to maintain 2m social distancing inside our premises, we also restricted the numbers of volunteers working in the building at any one time to a maximum of six.
3. We ensured that the building was well ventilated by keeping doors and windows open (despite making our centre quite cold at times).
4. Our Welfare Rights team suspended all face to face advice sessions, and instead carried out consultations over the phone or via e-mail.
5. Four Welfare Rights Caseworkers worked from home, with the Team Leader coming in when necessary to coordinate the work.

Over the year we were able to secure a total of £13,547 Covid emergency funds to help us respond to the consequences of the pandemic. This included grants from Brighton & Hove City Council. This funding, together with increased supplies from Fareshare and Harvester, enabled us to substantially increase our provision of free food and basic necessities to those in urgent need. During the year we supplied from our premises up sixty people a week, and made up to fifteen deliveries a week to those housebound due to having to self-isolate or were shielding. Some grants also helped us cover the additional costs, such as phone and internet connection charges, incurred by our Welfare Rights advisors due to their home working.

These funds, however, were restricted to funding the additional cost caused by Covid. The uncertainty over Covid meant that there was a fall in both unrestricted funding and grants and donations towards our free events for families on low income.

Covid restrictions, together with limited funding, meant that we had to curtail both our Summer and Christmas events. In the Summer we were only able to have one trip, instead of the usual three. This was to Fishers Farm Adventure Park. At Christmas, with all pantomimes cancelled, and our usual Children's Christmas Party being too risky, we only had a more Covid secure event: *A Visit to Santa*. Thus, although our funding for events fell steeply, this was partly offset by a fall in our expenditure on these events.

An entirely new initiative which addressed new needs created by the Covid crisis was a series of guitar sessions aimed at combating stress, isolation and racial divisions, which increased with the lockdowns. The initiative was called Healing With Music and was initially held in the open air and under strict safety measures - later we could hire a large hall for it. The initiative was sponsored by Sussex Police through the Police Property Act Fund and later by the Community Development Fund.

We also received £3,600 from TUUT to cover our annual subscription to Fareshare and the costs incurred by our Welfare Rights Advice Team, which we still proudly consider an acknowledgment for the professionalism of our advice work and its social impact from the Trade Unions.

Like many small charities, an important part of our fundraising efforts is to meet core costs, particularly the £7,000 we need to cover the rent on our premises. In previous years we could secure £3,500 to cover six months' rent from the Brighton & Hove City Council's *Community Resilience Fund* but this source funding was suspended due to the Covid-19 emergency. However, we were able to fill this funding gap by securing a grant from the Postcode Lottery's Covid Resilience Fund.

**Refurbishment:** As we stated in a the previous year's Financial Statement, we are committed to an ongoing programme of refurbishment of our rather dilapidated premises in order to improve the Health & Safety standards for both our clients and volunteers, as well as to improve disability access. Last year we designated £10,000 towards the next stage of this programme which was to include: essential rewiring and improved lighting to our Front of House, new electric shutters to our windows, new doors for our welfare rights interview rooms and wheelchair ramps. Unfortunately with the Covid restrictions we had to suspend this work. Covid also highlighted the need for improved ventilation of our small and windowless offices. We have therefore increased the amount designated for the next stage of refurbishment to £11,500. The work will hopefully restart in the year 2021-22.

### Summary

As the accounts show, over the financial year 2020-21 our total income was £35,998.28, while our total expenditure was £33,128.40. We therefore ended up with small surplus of £2,869.88.

The total balance on April 1st 2021 stood at £35,032.86. Of this £5,000 is restricted and £11,500 is designated to funding the next stage of refurbishment programme. This leaves £18,532.86 of unrestricted and undesignated reserves.

Our reserve policy is to keep the equivalent six months of total expenditure as undesignated and unrestricted reserves. We therefore exceed our reserve target by £1,968.





## Acknowledgments

We would like to thank: Ceza DaLuz from the *Hollingdean Community Development Trust*, Trevor James FCA DChA, our local MP Caroline Lucas, Lynne Gash-Quantrell, East Sussex Branch Organiser for the PCS, and T/DS Sapna Patel and Positive Actions Officer Sasha Ahmad from Sussex Police, for their support for CASE and its activities. We also thank our local community for donating clothes books and toys, all our donors, including in particular *Sussex Community Foundation*, *Kleinwort Charitable Trust*, *T.U.U.T.* and *Bothwell Charitable Trust*, without whose generous help we would not be able to offer our services, and, last but not least, our volunteers, whose commitment and enthusiasm has been essential in sustaining CASE and its work over this very difficult year.

## Declaration

The trustees declare that they have approved the Trustees' Report above.

Signed:

Felton Shortall. 5<sup>th</sup> October 2021

Name: Felton Shortall

Position: Trustee (Chair/Secretary)

Signed on behalf of the Trustees on

