



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/04/2021 Period start date To 31/03/2022 Period end date

Charity name: SIDCUP DEBT ADVICE

Charity registration number: 1169856

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The relief of financial hardship through the provision of support and access to free financial advice and assistance to people with debt-related problems living in the Sidcup, LB of Bexley and Kent area and beyond who, through lack of means, would otherwise be unable to obtain support and advice.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We increased our Admin personnel during the period and have created multiple links with local support agencies. Some of the clients have been complex due to the increased number of those with backgrounds of various abuses, both physical and substance related. Our relationship with Pier Road Project, part of the South London and Maudsley NHS Foundation Trust based charity in Erith, Kent, has grown substantially with over 30 calls over the period and nearly 80 emails that were a mixture of referrals and ongoing cases. We reiterate that the number of clients does not necessarily mirror how busy we have been. One client having complicated debts can absorb more working hours than several 'straightforward' clients put together.</p> <p>In common with every organisation, the Coronavirus pandemic changed our working practices. Face-to-face meetings were replaced with Zoom video calls and office working was moved to home working. All records were transferred to on-line as access to paper files was replaced with pdfs. Consequently, as people grappled with the pandemic, the number of total hours spent in client appointments fell to a low of 15 (20 2020/21). However, over 1,220 (1,025 2020/21) emails were exchanged over client debts, with some emails having multiple layers behind them.</p>

		<p>We were able to secure three dedicated mobile devices using a charity bundle from Tesco Mobile and these have proved invaluable in communication with clients, especially via WhatsApp. Our use of Twitter and Facebook have increased but have resulted in no clients during the period.</p> <p>This year we have passed five clients to the CMA Hub for help and one of these resulted in a DRO (Debt Relief Order).</p> <p>It is not possible, unfortunately, to help everyone who contacts us. During the year we received 27 (30 2020/21) calls from people seeking assistance for the first time. Some people who get in touch do not follow through with the offer of free debt advice, some have more debts than our resources can manage and some are referred to other agencies, e.g. Stepchange, as their mode of operation is more beneficial to them. Some start the process, i.e. contact us and are booked for a consultation, but never follow through. Work relating to these activities is difficult to quantify and therefore are not included in the above.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Throughout the year Sidcup Debt Advice (SDA) continued to undertake the active business of the provision of free debt advice. All such activities are undertaken with regard to the guidance issued by the Charity Commission on public benefit.

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Sidcup Debt Advice does not make grants</b>
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Although all advisers have been trained to the required level, all advisers continue to be encouraged to undertake CPD with Wiseradviser. This is to ensure the service that is provided is of as high a quality as possible and to the benefit of the public, as per both the requirements of the FCA and the guidance issued by the Charity Commission.

Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	SDA started the year with nine clients (eight 2020/21), we took on a further twenty new clients during the year (seven 2020/21), 13 of whom were opened and closed in the period (two 2020/21) leaving a client position at the period end of sixteen (nine 2020/21) managing a total debt of £312,730. During 2021/22 creditors agreed to write off unpayable debts of £20,108, thereby freeing clients from guilt, worry and stress, helping them to re-establish a stable, fruitful and fulfilling life.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's costs for the year exceeded its income but the Trustees are positive that the reserves combined with future grants will enable it to continue into the future.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's currently policy on reserves is to ensure there are sufficient funds to meet the essential costs for the following year.
Amount of reserves held	Para 1.22	11,974
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	No funds were in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	A grant from a local charity, the Harenc Community Trust, helped to continue to fund the admin assistant. A grant from another local body, William Kendall's Charity, provided funds for training A grant was obtained from the National Lottery to help fund part-time staff.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Appointed by existing Trustees</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>The charity is affiliated to the national money advice charity Community Money Advice</b>
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Sidcup Debt Advice
Other name the charity uses	
Registered charity number	1169856
Charity's principal address	24 Station Road Sidcup Kent DA15 7DU

**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 Michael John Conway	Chair		
2	Mr Charles Edward January	Treasurer/Secretary		
3	Mr Michael Pinnard			
4	Mr Paul William Hurren		12/07/2021	
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## **Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### **Additional information (optional)**

#### **Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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## **Exemptions from disclosure**

### **Reason for non-disclosure of key personnel details**

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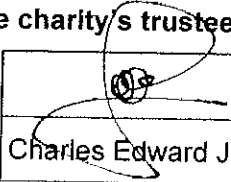
### **Other optional information**

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Charles Edward January	
Position (eg Secretary, Chair, etc)	Secretary	
Date	15/01/23	



Date: 24/10/2022  
Time: 15:15:34

**Sidcup Debt Advice**  
**Profit and Loss**

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From: Month 12, March 2022  
To: Month 12, March 2022

**Chart of Accounts:**

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
<b>Sales</b>			
Donations	0.00	5.00	
Grants	0.00	4,670.00	
Other Income	0.00	52.55	
			0.00
			4,727.55
<b>Purchases</b>			
Cost of Charitable Activities	0.00	120.00	
			0.00
			120.00
<b>Direct Expenses</b>			
			0.00
			0.00
<b>Gross Profit/(Loss):</b>			
			0.00
			4,607.55
<b>Overheads</b>			
Support Costs - Printing and Stationery	0.00	80.49	
Support Costs - Telephone and Computer	479.00	702.87	
Support Costs - General Expenses	0.00	2,058.70	
Management & Admin - Gross Wages	416.25	4,673.75	
Management & Admin - Professional Fees	0.00	35.00	
			895.25
			7,550.81
<b>Net Profit/(Loss):</b>			
			(895.25)
			(2,943.26)

**Date:** 24/10/2022  
**Time:** 15:16:29

**Sidcup Debt Advice**  
**Balance Sheet**

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**From:** Month 12, March 2022  
**To:** Month 12, March 2022

**Chart of Accounts:**

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
<b>Fixed Assets</b>			
		0.00	0.00
<b>Current Assets</b>			
Bank Account	0.00	11,974.09	
		0.00	11,974.09
<b>Current Liabilities</b>			
Bank Account	895.25	0.00	
		895.25	0.00
<b>Current Assets less Current Liabilities:</b>		(895.25)	11,974.09
<b>Total Assets less Current Liabilities:</b>		(895.25)	11,974.09
<b>Long Term Liabilities</b>			
		0.00	0.00
<b>Total Assets less Total Liabilities:</b>		(895.25)	11,974.09
<b>Capital &amp; Reserves</b>			
Funds	0.00	14,917.35	
P & L Account	(895.25)	(2,943.26)	
		(895.25)	11,974.09