



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/04/2024

Period start date To 31/03/2025

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><b>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 and the Financial Conduct Authority (FCA) on debt advice activity.</b></p> <p><b>Although all advisers have been trained to the required level, all advisers continue to be encouraged to undertake CPD with Community Money Advice (CMA) or 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.</b></p> <p><b>SDA started the year with 17 clients (21 2023/24); we took on a further 33 (35 2023/24) new clients during the year; 33 (39 2023/24) clients were closed in the period leaving a net at the period end of 17 (17 2023/24). We managed a total debt of £470,895.86 (£597,745.24 2023/24). During the year £39,638.20 of unsustainable client debt was written off by creditors, bringing the total of debt</b></p>

		<p>written off since we started to £137,043.20.</p> <p>We continue to develop the multiple links with local support agencies that we created last year. For example, our relationship with Pier Road, an NHS based charity in Erith, Kent, whose client base has complex needs, has grown substantially and we are in weekly contact with approximately 8 (12 2023/24) client meetings throughout the year. Some of the clients have been complex due to the increased number of those with backgrounds of various abuses both physical and drug related 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. We have also established relationships with the Irish Community Services Greenwich, and various social service sections of Bexley Council.</p> <p>Zoom video calls continue to be preferred to face-to-face meetings and office working has been replaced by home working. The remote working model has been successful in more flexible working practices and hours. It is now standard for records to be supplied and maintained on-line using a secure programme, Catalyst, which is provided by CMA. The number of client appointments was 8 (12 2023/24). However, over 3,600 (2,258 2023/24) emails were exchanged associated with client debts - some emails having multiple layers behind them.</p> <p>The three dedicated mobile devices using a charity bundle from Tesco Mobile have continued to be invaluable in communication with clients, especially via WhatsApp. Our use of X and Facebook has continued but still has not resulted in any clients during the period. It does, however, maintain our presence in social media.</p> <p>It is not possible, unfortunately, to help everyone who contacts us. During the year we received 33 (38 2023/24) 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</p>
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		more debts than our resources can manage (normally 10, but some have reached 30!) and some are referred to other agencies, e.g. Stepchange, as their mode of operation is more beneficial to the person making the enquiry. 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 our statistics. SDA also had numerous calls on the Voicemail associated with current clients – these can be the client calling or a Creditor.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>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.</b>

#### **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	<b>All debt advice is undertaken by volunteers. Without our volunteers, SDA would be unable to provide the service of free debt advice.</b>
Other		<b>The volunteer advisers are supported by the Trustees, all voluntary, a Centre Manager, also voluntary, and two part time paid administrative staff, who are also debt advisers.</b>

## 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	<b>SDA started the year with 17 clients, we took on a further 33 new clients during the year and closed 33 in the period leaving, a net at the period end of 17. We managed a total debt of £470,895.86, slightly less than the previous year. Some of the clients have been complex due to the increased number of those with backgrounds of various abuses both physical and drug related. Our relationship with Pier Road in Erith, Kent has grown substantially with weekly calls ongoing and approximately 8 client meetings throughout the year. We have also continued to build relationships with the Irish Community Services Greenwich, and various social service sections of Bexley Council.</b>

### 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	<b>The charity's income for the year exceeded its expenditure and the Trustees are positive that the reserves combined with future grants will enable it to continue into the future. The Trustees continue to monitor the financial position at each Trustee meeting</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The charity's currently policy on reserves is to ensure there are sufficient funds to meet the essential costs for the following year and several months into the next.</b>
Amount of reserves held	Para 1.22	<b>£12,483</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>No funds were in deficit</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>The Trustees are confident that further income can be obtained to ensure the going concern of the charity</b>

### 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	<b>A significant grant from the National Lottery provided a boost to funds. The third of three annual grants from a local charity, the Harenc Community Trust, helped to continue to fund the admin assistant. A grant from another body, The Worshipful Company of Wax Chandlers, which was obtained via Bexley Voluntary Service Council, provided funds for training. Grants were also obtained from churches in Sidcup, Kent</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>n/a</b>
A description of the principal risks facing the charity	Para 1.46	<b>Failure to obtain new or increased funding would result in a reduction of paid staff and thereby the services the charity would be able to provide.</b>
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 on a majority vote</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 – charity number 1111436</b>
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

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

**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 Charles Edward January	Treasurer/Secretary /Chair		
2	Mr Michael Pinard			
3	Mr Paul William Hurren			
4	Mr Ian Stedman			
5	Mr Michael Conway	Chair	01/04/2024 – 23/10/2024	
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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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Charles Edward January	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	20/10/2025	

**SIDCUP DEBT ADVICE  
BALANCE SHEET**

ASSET TYPE	FY-2024 PRIOR YEAR	FY-2025 CURRENT YEAR
Fixed assets	-	-
Current assets		
Bank Account	8,424	12,483
Other assets	-	-
Current liabilities	-	-
Long-term liabilities	-	-
Current Assets less Current Liabilities:	8,424	12,483
Total Assets less Current Liabilities	8,424	12,483
<b>Total Assets less Total Liabilities:</b>	<b>8,424</b>	<b>12,483</b>
<b>Capital &amp; Reserves</b>		
Funds	7,398	8,424
P & L Account	1,026	4,059
<b>BALANCE</b>	<b>8,424</b>	<b>12,483</b>

<b>Cash Book Totals</b>	<b>2024/ 25</b>
<b>Sidcup Debt Advice</b>	
	<b>Total</b>
Donation re Mobiles	110
Grants	19,784
Donations	16
Total Income	19,910
Phones	151
SS	5,874
KH	5,355
Membership	1,725
Training	415
Stationery, etc	84
Miscellaneous	184
IT, etc	1,221
Insurance	843
Total Expenditure	15,851
<b>Profit/Loss</b>	<b>4,059</b>