



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|-------|------|----|-----------------|-------|------|
| | Day | Month | Year | | Day | Month | Year |
| | 01 | 05 | 2021 | | 30 | 04 | 2022 |

Section A Reference and administration details

Charity name Banburyshire Citizen Project

Other names charity is known by BCP, Banburyshire Advice Centre

Registered charity number (if any) 1170519

Charity's principal address Banburyshire Advice Centre, Units F10-F11, Cherwell
Business Village, Southam Road, Banbury, Oxfordshire

Postcode OX16 2SP

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 | Andrew Willis | Chairman | | |
| 2 | Margaret Cullip | Secretary | | |
| 3 | Barbara Gilks | | | |
| 4 | Lynne Tree | | | |
| 5 | | | | |
| 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) | Unincorporated Charitable Association |
| Trustee selection methods (eg. appointed by, elected by) | Appointment and Election |

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 GROUP SHALL BE: 1) THE RELIEF OF POVERTY 2) THE RELIEF OF THOSE IN NEED BY REASON OF AGE, DISABILITY, FINANCIAL HARDSHIP OR OTHER DISADVANTAGE 3) THE PROMOTION OF GOOD HEALTH AND WELLBEING 4) THE PROMOTION OF SOCIAL INCLUSION OF THOSE EXCLUDED FROM SOCIETY OR PART OF SOCIETY DUE TO THEIR SOCIAL AND/OR ECONOMIC CIRCUMSTANCES 5) THE ADVANCEMENT OF EDUCATION 6) THE FURTHERANCE OF SUCH OTHER CHARITABLE PURPOSES (CHARITABLE UNDER ENGLISH LAW) AS THE TRUSTEES SEE FIT FROM TIME TO TIME

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)

Provide benefit advice, general advice and Education course information and Career advice to the general public. Help clients access benefits by assisting with form filling and on-line application. Help disabled people access Blue Badge scheme. Help people in financial hardship access Food bank vouchers and access other help from other support charities. Sign post clients to debt advice charities. Promote health and well-being by running educational courses from time to time.

Additional details of objectives and activities (Optional information)

Trained volunteers help run our services.

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

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

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Banburyshire Advice centre is Voluntary Organisation of the Year 2021 in the Cherwell "Love Where You Live" Awards. In the Oxfordshire Adult Social Care Awards 2022 we were Highly Commended in the Inspiration Award. Andrew Willis, our chairman was awarded a Finalist in the 2022 Dyslexia Awards, Community Shining Star in recognition of his charity work.

The charity was successful in securing a client's yearly gain of £159,659.88. This figure relates to benefits achieved through our help; financial help received through the charity applying on behalf of clients of low income to other charities for the purchase of essential household goods.

We issued 207 Food Bank Vouchers for people in financial difficulties. We assisted 50 elderly disabled people access Attendance Allowance.

Below is statistics of the cases we have helped the elderly, disabled, unemployed, people in financial difficulties, families and people with mental health difficulties.

ENQUIRY TYPE & NUMBER OF CASES

| Option | Count | % | Rank |
|---|-------|--------|------|
| Aids and Adaptations | 5 | 0.40% | 33 |
| Attendance Allowance | 50 | 4.02% | 6 |
| Blue Badge | 47 | 3.78% | 9 |
| Bus Pass | 10 | 0.80% | 27 |
| Care Home | 2 | 0.16% | 36 |
| Career counselling | 15 | 1.20% | 21 |
| Carers Allowance | 25 | 2.01% | 15 |
| Charitable Grants | 13 | 1.04% | 26 |
| Consumer | 6 | 0.48% | 32 |
| Council Tax Benefit | 30 | 2.41% | 14 |
| Crisis payment | 0 | 0.00% | 48 |
| Disability Living Allowance | 14 | 1.12% | 22 |
| Disabled Companion bus pass | 1 | 0.08% | 43 |
| Disabled Railcard | 3 | 0.24% | 34 |
| Education course / educational Employment and Support Allowance | 2 | 0.16% | 36 |
| Family/Personal | 35 | 2.81% | 12 |
| Food Bank | 14 | 1.12% | 22 |
| General enquiry | 207 | 16.63% | 1 |
| Good Neighbour Scheme | 7 | 0.56% | 28 |
| Grants | 1 | 0.08% | 43 |
| Health and Wellbeing | 17 | 1.37% | 20 |
| Housing Benefit | 25 | 2.01% | 15 |
| Housing Issue | 22 | 1.77% | 17 |
| Income Support | 49 | 3.94% | 7 |
| Industrial Injuries benefit | 0 | 0.00% | 48 |
| Jobseekers | 7 | 0.56% | 28 |
| Legal | 3 | 0.24% | 34 |
| | 52 | 4.18% | 5 |

Section D

Achievements and performance

| | | | |
|---------------------------------------|-----|--------|----|
| Leisure | 2 | 0.16% | 36 |
| Loneliness | 2 | 0.16% | 36 |
| Mandatory Reconsideration / Tribunal | 33 | 2.65% | 13 |
| Mental Health | 2 | 0.16% | 36 |
| Money / Debt | 40 | 3.21% | 11 |
| National Trust Disabled member scheme | 0 | 0.00% | 48 |
| Ombudsman | 1 | 0.08% | 43 |
| Other | 49 | 3.94% | 7 |
| Pension Credit | 14 | 1.12% | 22 |
| Pension Credit (Housing element) | 1 | 0.08% | 43 |
| Personal Independence Payment | 176 | 14.14% | 2 |
| Power of Attorney | 19 | 1.53% | 18 |
| Private Pensions | 2 | 0.16% | 36 |
| State Pension | 7 | 0.56% | 28 |
| Support Group | 0 | 0.00% | 48 |
| Tradesman | 7 | 0.56% | 28 |
| Transport | 2 | 0.16% | 36 |
| Universal Credit | 90 | 7.23% | 3 |
| Unspecified state benefit | 19 | 1.53% | 18 |
| Utilities | 61 | 4.90% | 4 |
| Wills | 14 | 1.12% | 22 |
| Tax | 41 | 3.29% | 10 |
| Advocacy | 1 | 0.08% | 43 |

GENDER

| Option | Count | % | Rank |
|-------------|-------|-------|------|
| Female | 460 | 37.0% | 2 |
| Male | 740 | 59.5% | 1 |
| Transgender | 0 | 0.0% | 4 |
| Not known | 43 | 3.5% | 3 |

ETHNICITY

| Option | Count | % | Rank |
|----------------------|-------|------|------|
| Any mixed background | 0 | 0.0% | 13 |
| Asian - Bangladeshi | 0 | 0.0% | 13 |
| Asian - British | 21 | 2.7% | 4 |
| Asian - Chinese | 0 | 0.0% | 13 |
| Asian - Indian | 5 | 0.6% | 5 |

Section D

Achievements and performance

| | | | |
|-------------------------|-----|-------|----|
| Asian - Other Asian bg | 0 | 0.0% | 13 |
| Asian - Pakistani | 3 | 0.4% | 8 |
| Black - African | 3 | 0.4% | 8 |
| Black - British | 5 | 0.6% | 5 |
| Black - Caribbean | 1 | 0.1% | 12 |
| Black - Other black bg | 3 | 0.4% | 8 |
| Not known | 163 | 20.8% | 2 |
| Other ethnic background | 3 | 0.4% | 8 |
| White - British | 536 | 68.5% | 1 |
| White - Irish | 5 | 0.6% | 5 |
| White - Other White bg | 35 | 4.5% | 3 |

DISABILITY

| Option | Count | % | Rank |
|---|-------|-------|------|
| Asperger | 1 | 0.1% | 16 |
| Autism | 5 | 0.6% | 11 |
| Brain injury | 8 | 1.0% | 9 |
| Cancer | 19 | 2.4% | 6 |
| Dementia | 8 | 1.0% | 9 |
| Dyscalculia | 0 | 0.0% | 18 |
| Dyslexia | 3 | 0.4% | 13 |
| Dyspraxia | 2 | 0.3% | 15 |
| Eyesight | 1 | 0.1% | 16 |
| Hearing | 3 | 0.4% | 13 |
| Learning Disabilities | 13 | 1.7% | 7 |
| Mental health | 155 | 19.8% | 3 |
| No disabilities | 115 | 14.7% | 4 |
| Not applicable | 158 | 20.2% | 2 |
| Parkinson's | 0 | 0.0% | 18 |
| Phys. and Memory Problems | 10 | 1.3% | 8 |
| Phys. and Mental Health Disabilities | 98 | 12.5% | 5 |
| physical disabilities (may also include cancer if mixed physical disabilities). | 180 | 23.0% | 1 |
| Speech | 4 | 0.5% | 12 |

LOCALITY

| Option | Count | % | Rank |
|------------------|-------|-------|------|
| Banbury resident | 456 | 58.2% | 1 |
| Buckinghamshire | 59 | 7.5% | 3 |

Section D**Achievements and performance**

| | | | |
|---------------------|----|-------|----|
| Cherwell District | 89 | 11.4% | 2 |
| City of Oxford | 8 | 1.0% | 11 |
| Out of Area | 8 | 1.0% | 11 |
| South Northants | 18 | 2.3% | 7 |
| South Oxfordshire | 6 | 0.8% | 13 |
| Warwickshire | 13 | 1.7% | 9 |
| West Oxfordshire | 10 | 1.3% | 10 |
| Vale of White Horse | 0 | 0.0% | 14 |
| Bodicote | 24 | 3.1% | 5 |
| Bicester | 17 | 2.2% | 8 |
| Adderbury | 55 | 7.0% | 4 |
| Not known | 20 | 2.6% | 6 |

Section E**Financial review**

Brief statement of the charity's policy on reserves

The charity tries to maintain 6 months reserves where possible. None of our funding is regular or guaranteed which means long term financial planning is exceptionally difficult.

Details of any funds materially in deficit

None

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.

The charity continues to apply funding and donations from a wide range of Trusts, Charities, Foundations, local Councils and donations in general.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

AM Willis

Full name(s)

Andrew Willis

Position (eg Secretary, Chair, etc)

Chairman

Date

09/10/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Banburyshire Citizen Project

IC (if any)
170516

CC16a

Receipts and payments accounts

| For the period from | Period start date | To | Period end date |
|------------------------|-------------------|----|-----------------|
| | 01-May-21 | | 30-Apr-22 |

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 £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Grants & Donations | 4,467 | 29,379 | - | 33,846 | 6,049 |
| Gift Aid Receipts | - | - | - | - | - |
| Interest | - | - | - | - | - |
| Course fee income | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 4,467 | 29,379 | - | 33,846 | 6,049 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 4,467 | 29,379 | - | 33,846 | 6,049 |
| A3 Payments | | | | | |
| Room Hire and entertaining | - | 520 | - | 520 | 10 |
| Training | - | 2,014 | - | 2,014 | 627 |
| Insurance | - | 2,464 | - | 2,464 | 1,364 |
| Rent and Rates | 960 | 7,973 | - | 8,933 | 10,271 |
| Telephone | - | 1,275 | - | 1,275 | 1,174 |
| Printing, Postage and Stationery | 272 | 1,675 | - | 1,947 | 992 |
| Volunteer Expenses | 78 | 525 | - | 603 | 214 |
| Computer costs | 1,818 | 2,958 | - | 4,776 | 3,863 |
| Repairs | 95 | - | - | 95 | - |
| Advertising, Publicity and Subscriptions | 456 | 989 | - | 1,445 | 3,047 |
| Operational / Administration | 271 | 2,174 | - | 2,445 | 1,959 |
| Sub total | 3,950 | 22,567 | - | 26,517 | 23,521 |
| A4 Asset and investment purchases, (see table) | | | | | |
| Computer Equipment | 940 | 551 | - | 1,491 | 981 |
| Rent deposit | - | 0 | - | 0 | 0 |
| Fixtures & Fittings | 34 | 616 | - | 650 | 483 |
| Sub total | 974 | 1,167 | - | 2,141 | 1,464 |
| Total payments | 4,924 | 23,734 | - | 28,658 | 24,985 |
| Net of receipts/(payments) | - 457 | 5,645 | - | 5,188 | - 18,936 |
| A5 Transfers between funds | 15 | - 15 | - | - | - |
| A6 Cash funds last year end | 10,104 | 9,777 | - | 19,881 | 38,817 |
| Cash funds this year end | 9,662 | 15,407 | - | 25,069 | 19,881 |

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

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Cash at Bank | 9,662 | 15,407 | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 9,662 | 15,407 | - |
| | (agree balances with receipts and payments account(s)) | | | |

| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--------------------------|--------------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | Rent deposit | - | 500 | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--|--|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | Computer Equipment | Restricted | - | - |
| | Computer Equipment | Unrestricted | - | - |
| | Purchased / Donated Office Furniture and equipment | Unrestricted | - | - |
| | Purchased / Donated Office Furniture and equipment | Restricted | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| | | |
|-------------------|----------------------|------------------|
| Signature | Print Name | Date of approval |
| <u>A M Willis</u> | <u>ANDREW WILLIS</u> | <u>7/10/22</u> |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Banburyshire Citizen Project

On accounts for the year
ended

30 April 2022

Charity no
(if any)

1170519

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 April 2022.

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").

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.

Independent
examiner's statement

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:

11/10/2022

Name:

CHRIS BLEACH

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

None

Address:

11 THORPE ROAD

CHALCOMBE

BANBURY

OXON, OX17 2JW