

Registered number: 08143670
Charity number: 1177867

HUMBER COMMUNITY ADVICE SERVICES LTD

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/07/2020**

Prepared By:

Crompton & Co Ltd
Chartered Accountants
682
Anlaby Road
Hull
East Yorkshire
HU3 6UZ

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/07/2020**

TRUSTEES

Mr Alfred Baah
Mr Francis Ahiakpa
Mrs Marie Morgan
Mrs Prisca Oluotch

REGISTERED OFFICE

Centre 88
Saner Street
Hull
East Yorkshire
HU3 2TR

COMPANY NUMBER

08143670

CHARITY NUMBER

1177867

ACCOUNTANTS

Crompton & Co Ltd
Chartered Accountants
682
Anlaby Road
Hull
East Yorkshire
HU3 6UZ

ACCOUNTS
FOR THE YEAR ENDED 31/07/2020

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 31/07/2020**

The directors are pleased to present their report together with the financial statements of the company ("the charity") for the year ended 31/07/2020

The directors of the charity are its trustees for the purpose of charity law; and this report also represents the trustees' report required to be prepared by charities.

INCORPORATION

Humber Community Advice Services Limited is a Company Limited by Guarantee governed by its Memorandum and Articles of Association. The company was incorporated on 16th July 2012; and got registered as a charity in April, 2018.

PRINCIPAL ACTIVITIES

Humber Community Advice Services Limited (H-CAS) principal activities are to provide information, advice and guidance to members of the minority ethnic communities in Hull and the surrounding areas.

MAIN OBJECTIVES OF THE COMPANY

The main objects of the company in accordance with the Memorandum and Articles of Association are:

- i. To provide the minority ethnic communities in Hull, East Riding and the Humber sub-region high quality advice, advocacy and representation in matters involving welfare benefits, debt, immigration, housing, employment law and any other issues of general concern to them.
- ii. To champion and defend human rights, especially of the minority ethnic communities in Hull, East Riding, and the Humber sub-region; and seek to reduce their exposure to social exclusion, exploitation, discrimination, and poverty. Likewise, endeavour to raise awareness of the plight of unemployed minority and disadvantaged people in the area; and help in the development of their skills and confidence.
- iii. To raise awareness of equality and diversity; and what it can achieve. When necessary, endeavour to influence policy making; and work with the public, private and voluntary sector organisations to promote equal opportunities with a view to alleviating unemployment, under-employment, and poverty levels among the minority ethnic communities in the stated area.
- iv. To provide to minority ethnic communities in the area career guidance; and signpost them to any agency or organisation which may help in any way towards the provision of the minorities' placements, apprenticeship, volunteering opportunities and employment. Further, to provide a range of support and consultancy services to public, private, and voluntary sector organisations to ensure good practice; compliance with the equality legislation and fulfilment by the different organisations of their public duties under such legislation.
- v. To carry out activities aimed at improving the general health and wellbeing of minority ethnic communities in the above area; conduct and participate in such other activities, and provide such other services, which promote justice, empowerment and equality for the minority ethnic communities in the area.

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31/07/2020**

vi. To provide mentoring and advocacy services aimed at promoting the minority ethnic communities' engagement and participation in the local community, especially in areas where decisions are made which affect large numbers of the minority communities.

vii. Build networks locally and internationally with, and support where possible, organisations which have similar objects; and to encourage shared learning through organising and participating in relevant events and training.

viii. To engage in any trade, business or industry which the Directors/Trustees consider to be beneficial to the organisation either directly or indirectly; or to the community in the organisation's areas of operation

ACHIEVEMENTS AND ACTIVITIES

We were able to expand our workforce and continued to offer free information, advice, and guidance to members of the minority ethnic communities in Hull and the surrounding areas. This was mainly in the areas of debt, benefits, housing, employment, health and well-being; and community involvement.

We also provided immigration advice support, being an immigration advice centre, which is regulated by the Office of the Immigration Services Commissioner (OISC).

Like many other organisations, the latter part of our financial year was affected by the Covid-19 pandemic, and the subsequent "stay at home" directives by the Government from March 2020. We had to quickly re-organise our operations and find a way of continuing to support our service users, and especially those who are elderly, in poor health, or usually isolated. This was challenging, considering that some do not have smart phones with internet or WhatsApp facilities, some are not able to use computers; and some are not IT-literate and neither do they have computers at home.

Thankfully, we were able to support many of our service users in different ways, including:

- a) Accessing healthcare. This was not easy for people who don't speak English when most consultations were on phone, and at a time when there was so much pressure on medical facilities.
- b) Understanding the government directives and guidelines. These were at times changing every now and then and could be confusing, especially to non-English speakers. A number of our clients needed support to understand the communication.
- c) Accessing welfare benefits. Benefit claimants were being encouraged to contact the Job Centre online or on phone – a difficult task for those without English and IT skills or access.
- d) Reaching out to re-assure and build confidence among our service users. This was especially useful for the vulnerable ones, to know that there were different sources of support and that they were not alone or forgotten.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/07/2020

e) Having the necessary information and guidance so that they could protect themselves and others; and also cope better with the challenges and difficulties caused by the Covid-19 pandemic.

f) Accessing various services as required, and accessing supplies when available.

g) Promoting peer support among various service users, and encouraging those who could reach each other through any possible means to support where they could.

In recognition of our work generally, we were honoured to be nominated for the High Sheriffs Award. This was conveyed to us in March 2020 by the High Sheriff of East Riding of Yorkshire then, Mrs Susan Stephenson, whose term was drawing to an end. We highly appreciate the recognition and award.

FUNDING

We were able to attract grants from The Home Office's European Union-funded Asylum, Migration and Integration Fund (AMIF), Hull NHS Clinical Commissioning Group (CCG), Scurrah Wainwright Charity, The National Lottery Community Fund, A B David Charity, The Two Ridings Community Foundation, Humber Learning Consortium (HLC), Sir James Reckitt Charity and the Hull & East Riding Charitable Trust.

We also received some money through donations, and nominal charges for some of our services.

We sincerely thank the funders and contributors, whose support and grants went a long way in enabling H-CAS to continue its service delivery in the course of the year. We also thank Humberside Police (through PC Danny Fleming) and the 2020-21 High Sheriff, Mr Andrew Horncastle, for the welcome donation of Personal Protective Equipment (PPEs) for our work.

PARTNERSHIP WORKING

Through the European-funded Asylum, Migration and Integration Fund (AMIF), we continued our partnership working with a leading national refugee charity, The British Refugee Council. The partnership brought together not only the Refugee Council, but also various other well-established voluntary sector organisations in Hull and Leeds, to run successful projects in London, Leeds and in Hull.

This continued to give us the opportunity of learning from the experience of some of the organisations and improving our management systems. It also enabled us to establish valuable contacts and wider working arrangements in Hull and beyond. We have enjoyed good working relations with all the partner organisations involved, and we acknowledge and appreciate them. We look forward to the continued success of the project and the huge benefit that it has brought, and continues to bring, to our respective client groups.

We continued to be part of the Asylum & Refugee Multi Agency Group, which our manager was elected to chair in 2018. The grouping brings together different agencies /organisations including Hull City Council, Humberside Police, the Department for Work & Pensions (DWP), the MEARS Group (Handling the Home Office contract for housing asylum seekers in our area), Migration Yorkshire, The Methodist Church's "Open Doors Project", City of Sanctuary, the British Red Cross, the Refugee Council, Community Integration & Advocacy Centre (CIAC), City Health Care Partnership (CHCP), Target Housing, Humberside Fire & Rescue Services, the Humberside Office of the Police & Crime Commissioner, Migrant Help, and Yorkshire MESMAC Hull.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31/07/2020

The Forum meets bi-monthly to discuss housing, educational and other needs mainly of asylum seekers and refugees in Hull and the East Riding of Yorkshire.

H-CAS continued to be a member of local infrastructure /umbrella organisations including the Hull CVS, Humber All Nations Alliance (HANA), and 'The Forum' (Previously called 'North Bank Forum'. Through these organisations' communication channels and networks, we linked up with various voluntary organisations in the area.

TRAINING AND DEVELOPMENT

We continued to encourage our staff and volunteers to undertake relevant trainings whenever possible. We were heartened to receive appreciation from 2 post-graduate psychology students from the University of Hull, who had previously done part of their placement at H-CAS. The students had engaged with our diverse service users, and informed us how they were putting that learning into their continuing training.

MAIN OBJECTIVES FOR THE FOLLOWING YEAR

In the coming year, the organisation would continue in its efforts to attract funding to enable it to carry on with its activities. It was anticipated that the demand for our service would be much higher, what with many of our service users having:

- Been keeping mail during the pandemic lockdown, which they could either not read or did not know how to act on.
- Had to contend with some postponed services which they would need to pursue or make appointments for.
- Lost their jobs during the lockdown and would need various types of support as a result.

Mr Alfred Baah
Trustee

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31/07/2020

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUMBER COMMUNITY ADVICE SERVICES LTD

I report on the accounts of the company for the year ended 31/07/2020 .

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £25,000

and I am qualified to undertake the examination by being a qualified member of ICAEW .

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS STATEMENT

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINERS STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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

**INDEPENDENT EXAMINER'S STATEMENT
FOR THE YEAR ENDED 31/07/2020**

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Date: 19/05/2021

Crompton & Co Ltd
Chartered Accountants
682
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Hull
East Yorkshire
HU3 6UZ

**ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE UNAUDITED ACCOUNTS
OF HUMBER COMMUNITY ADVICE SERVICES LTD , FOR THE YEAR ENDED 31/07/2020**

In order to assist you to fulfill your duties under the Companies Act 2006, we have prepared for your approval the accounts of HUMBER COMMUNITY ADVICE SERVICES LTD for the year ended 31/07/2020 as set out on pages 7 to 13 from the company's accounting records and from information and explanations you have given us.

As a practising member of the ICAEW , we are subject to its ethical and other professional requirements which are detailed on their website.

This report is made solely to the Board of Directors of HUMBER COMMUNITY ADVICE SERVICES LTD , as a body, in accordance with the terms of our engagement letter dated 08/02/17 . Our work has been undertaken solely to prepare for your approval the accounts of HUMBER COMMUNITY ADVICE SERVICES LTD and state those matters that we have agreed to state to the Board of Directors of HUMBER COMMUNITY ADVICE SERVICES LTD , as a body, in this report, in accordance with the requirements of the ICAEW as detailed on their website. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than HUMBER COMMUNITY ADVICE SERVICES LTD and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that HUMBER COMMUNITY ADVICE SERVICES LTD has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profitability of HUMBER COMMUNITY ADVICE SERVICES LTD . You consider that HUMBER COMMUNITY ADVICE SERVICES LTD is exempt from the statutory audit requirement for the year .

We have not been instructed to carry out an audit or a review of the accounts of HUMBER COMMUNITY ADVICE SERVICES LTD . For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Crumpton & Co Ltd
Chartered Accountants
682
Anlaby Road
Hull
East Yorkshire
HU3 6UZ
19/05/2021

HUMBER COMMUNITY ADVICE SERVICES LTD

**Statement of Financial Activities
for the year ended 31/07/2020**

	Unrestric ted funds	Restrict ed funds	2020 Total	2019 Total
	£	£	£	£
Income				
Income from generated funds				
Donations and legacies	12,210	56,427	68,637	46,325
Total Income and endowments	12,210	56,427	68,637	46,325
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	17,599	44,607	62,206	50,397
Total Expenses	17,599	44,607	62,206	50,397
Net gains on investments				
Net Income	(5,389)	11,820	6,431	(4,072)
Gains/(losses) on revaluation of fixed assests				
Net movement in funds:				
Net income for the year	(5,389)	11,820	6,431	(4,072)
Total funds brought forward	(15,227)	11,028	(4,199)	(127)
Net funds carried forward	(20,616)	22,848	2,232	(4,199)

This statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

HUMBER COMMUNITY ADVICE SERVICES LTD

BALANCE SHEET AT 31/07/2020

	Notes	2020 £	2019 £
FIXED ASSETS			
Tangible assets	3	600	750
CURRENT ASSETS			
Cash at bank and in hand		6,783	6,389
		<u>6,783</u>	<u>6,389</u>
CREDITORS: Amounts falling due within one year	4	<u>5,151</u>	<u>11,338</u>
NET CURRENT ASSETS / (LIABILITIES)		<u>1,632</u>	<u>(4,949)</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>2,232</u>	<u>(4,199)</u>
CAPITAL AND RESERVES			
Unrestricted funds	6		
General fund		(20,616)	(15,227)
Restricted funds	7	<u>22,848</u>	<u>11,028</u>
		<u>2,232</u>	<u>(4,199)</u>

For the year ending 31/07/2020 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board of trustees on 25/05/2021 and signed on their behalf by

.....

Mr Alfred Baah

Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/07/2020**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment	reducing balance 20%
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1g. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

2. PENSION CONTRIBUTIONS

	2020	2019
	£	£
Pension contributions	656	1,154
	<u>656</u>	<u>1,154</u>

3. TANGIBLE FIXED ASSETS

	Equipment	Total
	£	£
Cost		
At 01/08/2019	2,338	2,338
At 31/07/2020	<u>2,338</u>	<u>2,338</u>
Depreciation		
At 01/08/2019	1,588	1,588
For the year	<u>150</u>	<u>150</u>
At 31/07/2020	<u>1,738</u>	<u>1,738</u>
Net Book Amounts		
At 31/07/2020	<u>600</u>	<u>600</u>
At 31/07/2019	<u>750</u>	<u>750</u>

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Bank loans and overdrafts	-	7,350
Other creditors	<u>5,151</u>	<u>3,988</u>
	<u>5,151</u>	<u>11,338</u>

5. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31/07/2020 there were 4 members.

6. UNRESTRICTED FUNDS

	Brought forward	Incoming resource s	Outgoing resource s	Transfers	Carried forward
	£	£	£	£	£
General fund	(15,227)	12,210	(17,599)	-	(20,616)
	<u>(15,227)</u>	<u>12,210</u>	<u>(17,599)</u>	<u>-</u>	<u>(20,616)</u>

7. RESTRICTED FUNDS

	Brought forward	Incoming resource s	Outgoing resource s	Transfers	Carried forward
	£	£	£	£	£
	11,028	56,427	(44,607)	-	22,848
	<u>11,028</u>	<u>56,427</u>	<u>(44,607)</u>	<u>-</u>	<u>22,848</u>

HUMBER COMMUNITY ADVICE SERVICES LTD

**Incoming Resources
for the year ended 31/07/2020**

	2020	2019
	£	£
Incoming resources		
Incoming resources from generated funds		
Humber Learning Consortium		
HLC Community Grant	-	20,737
Sir James Reckitt Charity	2,000	-
Two Ridings Community Foundation	2,000	4,863
The Scurrah Wainwright Charity	3,000	-
The National Lottery Community Fund	10,000	-
Hull & East Riding Charitable Trust	2,500	-
A B David Charity	2,500	-
Asylum, Migration and Integration Fund (AMIF)/British Refugee Council	21,063	18,635
NHS Hull Clinical Commissioning Group (CCG)	19,364	500
Humber Learning Consortium	<u>6,000</u>	<u>-</u>
	68,427	44,735
Donations		
Donations/immigration work	<u>210</u>	<u>1,590</u>
	210	1,590
	<u>68,637</u>	<u>46,325</u>
	<u>68,637</u>	<u>46,325</u>

HUMBER COMMUNITY ADVICE SERVICES LTD

Expenses
for the year ended 31/07/2020

	2020	2019
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Insurance	463	444
Sessional work - Tutor costs	4,920	2,207
Sessional work - Admin costs	3,200	633
Room & Venue Hire	4,449	4,853
Repairs and renewals	221	-
Salaries	37,320	31,939
Pension contributions	656	1,154
Beneficiaries welfare costs	74	259
Travel expenses	1,183	407
Accountancy fees	621	531
Website hosting	130	60
Capacity Building, Training & Development	824	448
Interpretation & Translation fees	4,560	2,800
Office expenses & Postage	-	1,228
Printing & Stationery	946	-
Marketing & Promotion	-	120
Telephone & Internet costs	1,484	1,467
Professional Subscriptions & Registration Fees	-	851
IT Equipment, Support & Subscriptions	913	768
Bank charges	92	40
Depreciation of equipment	150	188
	<u>62,206</u>	<u>50,397</u>
	<u>62,206</u>	<u>50,397</u>