

**HASTINGS & St LEONARDS CAP GROUP  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR to 31 DECEMBER 2021**

**HASTINGS & St LEONARDS CAP GROUP**  
**Report and accounts for the year ended 31 December 2021**

**Contents**

Charity information

Trustees' Annual Report

Statement of trustees' responsibilities

Statement of Financial Activities

Balance sheet

Notes to the accounts

# **HASTINGS & St LEONARDS CAP GROUP**

## **Report and accounts for the year ended 31 December 2021**

### **Charity Information**

#### **Reference and administrative details**

##### ***The charity name.***

The legal name of the charity is:- Hastings & St Leonards CAP Group

##### ***The charity's areas of operation and UK charitable registration.***

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) as a Charitable Incorporated Organisation (CIO) with charity number 1182583

##### ***Legal structure of the charity***

The governing document of the charity is the Trust Deed dated 13 March 2019 establishing the charity.

The trustees are all individuals.

##### **The principal operating address, telephone number and email address of the charity are:-**

Chapel Park Community Centre

Chapel Park Road

St Leonards on Sea,

East Sussex

TN37 6HR

Telephone:-

07873 356243

email address:-

[nickwarren@capuk.org](mailto:nickwarren@capuk.org)

##### **Objects and activities of the charity**

##### ***The purposes of the charity as set out in its governing document.***

The relief of poverty, including the provision of money management training and the advancement of the Christian religion within the area of Hastings, including the borough of Hastings and immediately surrounding area.

The Charity works in cooperation with Christians Against Poverty (CAP), a national charity (Reg charity 1097217) to provide debt counselling to those struggling in problem debt.

The service is free at the point of delivery.

# **HASTINGS & St LEONARDS CAP GROUP**

## **Report and accounts for the year ended 31 December 2021**

### **Trustees' Annual Report**

#### **The following persons served as Trustees during the year ended 31 December 2021:-**

The trustees who served as a trustee in the reporting period, and, if applicable, their dates of appointment or resignation during the period were:-.

Rev J Mardell (Chair)

Mrs A Wallace

Mr R McGaughey

Mr J Wales

Mr M Harris

Mrs M Burns

MS R Zund

Resigned 31.01.2021

MR M Scarlett

Resigned 15.06.2021

Mrs E Lee

#### ***The main activities undertaken in relation to those purposes during the period.***

The charity is supported by seven churches in Hastings and St Leonards from five different denominations. They each make a voluntary contribution each year from their funds to support the charity. Additionally the charity is supported by a number of individual donors who contribute to the charity through individual gifts or with regular giving through standing orders. The charity also applies to various grant giving charities for grants to further support the work.

The Debt Centre Manager also participates in a weekly drop in centre based at the local Salvation Army citadel and run by the Salvation Army where many who do not need full debt plans are assisted with food and fuel support, grant applications, benefit applications and appeals. He also works closely with the local Foodbank which is based at and run by Kings Church.

#### ***The main activities undertaken during the year to further the charity's purpose for the public benefit.***

Throughout the period the charity employed a Debt Centre Manager who, based on appointments set up by CAP met with clients who were suffering from crippling debt and prepared a summary of their income and necessary expenditure together with details of their creditors and amounts owed to each. CAP then use that information to agree a repayment plan with their creditors and set up a budget for the client to use to guide their spending. In extreme cases specialist staff at CAP would recommend an Individual Voluntary Arrangement (IVA) or bankruptcy.

#### ***Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit***

The Trustees confirm that they had regard for the guidance issued by the Charity Commission on public benefit. This is reflected in the summary of the main achievements of the charity and the difference it has made to its beneficiaries and society.

#### ***The contribution of volunteers during the year.***

In the period to 31 December 2020, as always, the debt centre manager was assisted by 33 volunteers from 7 different churches.

### **Achievement and Performance**

#### ***The main achievements and performance of the charity during the year.***

During the year to 31 December 2021 the Charity assisted 45 Households with debt plans (2020 42); assisted 35 households to become debt free (2020 32) and assisted in obtaining grants for 72 clients of amounts up to £150 to assist in meeting essential expenditure (2020 45 of amounts up to £120).

### **Structure, governance and management of the charity**

#### ***The methods used to recruit and appoint new charity trustees.***

The appointment of Trustees are made so that each supporting church is represented. Additionally if the trustees from the 7 churches do not fill the offices of Chair, Secretary and Treasurer these are appointed in addition. Through the life of the charity the Treasurer has been appointed in addition to the church representative trustees. They are all individuals who have specific skills and experience relevant to and a passion for the work.

Following the correct procedure as laid down in the Constitution, the Trustees can appoint a Trustee at any time in the year, and a member can put up a member for election as a Trustee at the AGM.

# HASTINGS & St LEONARDS CAP GROUP

## Report and accounts for the year ended 31 December 2021

### Trustees' Annual Report

#### *The policies and procedures for the induction and training of trustees.*

New trustees are put forward by the supporting churches if their current trustee resigns for any reason and are then appointed by the trustees as a body. Any essential information, included guidance provided by the Charity Commissioners, as well as the policies of the charity are made available to any new trustees.

#### *The charity's organisational structure.*

Trustees meet regularly to discuss and plan objectives and the implementation thereof.

They have overall control and responsibility for policy and major decision making. A part-time salaried Debt Centre Manager is employed to carry out the day-to-day management and be responsible for implementing policies. The Debt Centre Manager reports to the Trustees and delivers a report to each trustees meeting.

Following the correct procedure as laid down in the Constitution, the Trustees can appoint a Trustee at any time in the year, and a supporting church can propose a Trustee at anytime if their current trustee resigns or leaves.

#### *The Chief Executive Officer and other senior management personnel to whom day to day management is delegated*

Debt Centre Manager – carries out day to day management and has responsibility for implementing policies. He reports to the Trustees.

#### *Setting pay and remuneration of key management personnel*

Setting pay and remuneration for the Debt Centre Manager and any employed Debt Coach is by the Trustees. Sector norms, inflation rates and retail price index are taken into account when determining pay and remuneration. Final decisions are made by the full Trustees.

#### *The charity as a part of a wider network.*

Hastings & St Leonards CAP Group operates with the Christians Against Poverty charity and therefore operates completely in accordance with the detailed guidance given by them.

#### *The charity's relationships with related parties.*

The Charity enjoys good relationships with all member churches and with other churches in the area.

The charity also works in conjunction and consultation with other agencies and charities who have concerns for the welfare of those in debt or on low incomes.

Referrals for the charity come from a number of sources including local housing associations

**Bankers** National Westminster Bank PLC, Havelock Road, Hastings, East Sussex.

#### *Financial review of the position at the reporting date, 31 December 2021.*

The Statement of Financial Activities shows a net incoming/(outgoing) resources for the period of a revenue nature of £(3,469) (2020 £7,933) and net realised resources of a capital nature of £0 making net overall realised incoming/(outgoing) resources of £(3,469) (2020 £7,933).

The total reserves at the year-end stand at £6,735 (2020 £10,204).

#### *Policies on reserves.*

The Trustees aim to have a level of reserve equating to 25% of the annual operating budget.

As an employer, the Charity has a regular commitment to meet. However, since much of the income is from voluntary contributions from churches and individuals plus grants from other organisations, income fluctuates throughout the year. Reserves enable the Trustees to meet their obligations in a timely manner.

#### *The charity's principal sources of funds*

The Principal sources of funds in the period were:

- Supporting churches 60% (2020 16%)
- Grants 15% (2020 16%)
- Individual donations 24% (2020 33%)

#### *Availability and adequacy of assets of each of the funds*

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

#### *Risks and uncertainties facing the charity.*

As an employer, the Charity has a regular commitment to meet. However, since much of the income is from voluntary contributions from churches and individuals plus grants from other organisations, income fluctuates throughout the year. Reserves enable the Trustees to meet their obligations in a timely manner.

Due to an uncertain economic environment there is a risk that income will be reduced. Since the Charity has always relied on a range of income streams and maintain a level of reserves this will not affect the future of the organisation.

#### *Plans for the Future*

##### **Summary of plans for the future and the trustees' perspective of the future direction of the charity.**

Key objectives for 2022:

- In light of COVID-19, deliver a safe, sustainable and effective services to our clients whilst respecting and observing relevant guidelines in force at the time.
- Continue to work cooperatively with all partners
- Recruit a Debt Coach to assist the Debt Centre Manager and enable more clients to be seen and reduce the wait for an initial appointment

**HASTINGS & St LEONARDS CAP GROUP**  
**Report and accounts for the year ended 31 December 2021**

**Statement of trustees' responsibilities**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015 (as amended by the Bulletin issued in February 2016) .

Charity law requires the Trustees, if they prepare accounts on an accruals basis, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Trustees are required to:-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate
- to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act 2011. 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.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on .....

.....  
**Janet Mardell**  
Chair of Trustees

.....  
**Roy McGaughey**  
Treasurer



**HASTINGS & St LEONARDS CAP GROUP**  
**Report and accounts for the year ended 31 December 2021**

**Statement of Financial Activities for the period ended 31 December 2021**

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Period Total Funds
		2020 £	2020 £	2020 £	2019 £
Income & Endowments from:					
Donations & Legacies	A1	11,732		11,732	12,399
Charitable activities	A2	-		-	170
Total income	A	11,732	-	11,732	22,951
Expenditure on:					
Raising funds	B1			-	-
Charitable activities	B2	15,201		15,201	15,019
Total expenditure	B	15,201	-	15,201	15,019
Net income (expenditure) for year		(3,469)	-	(3,469)	7,933
Net income after transfers	A-B-C	(3,469)	-	(3,469)	7,933
Net movement in funds		(3,469)	-	(3,469)	7,933
Reconciliation of funds:- E					
Total funds brought forward		10,204	-	10,204	2,271
Total funds carried forward		6,735	-	6,735	10,204

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.  
All activities derive from continuing operations



# **HASTINGS & St LEONARDS CAP GROUP**

## **Report and accounts for the year ended 31 December 2021**

### **Balance Sheet as at 31 December 2021**

	<b>SORP Ref</b>	<b>2021 £</b>	<b>2020 £</b>
Current assets	B		
Cash at bank and in hand	B4	6,735	10,204
Net current assets		<u>6,735</u>	<u>10,204</u>
The total net assets of the charity		<u>6,735</u>	<u>10,204</u>
The total net assets of the charity are funded by the funds of the charity. as follows:			
Restricted funds			
Restricted Revenue Funds	D2	-	0
Unrestricted Funds			
Unrestricted Revenue Funds	D3	<u>6,735</u>	<u>10,204</u>
Total charity funds		<u>6,735</u>	<u>10,204</u>

The 'SORP Ref indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The Trustees acknowledge their responsibilities for complying with the requirements of charity legislation with regard to accounting records and the preparation of accounts.

The Trustees are satisfied that, although the charity is not registered under the Companies Acts, if it were so registered, it would be eligible to prepare accounts in accordance with the provisions in Part 15 of the Companies Act 2006. applicable to companies subject to the small companies regime.

.....

**Janet Mardell**

Chair of Trustees

.....

**Roy McGaughey**

Treasurer

Approved by the board of trustees on .....

The notes attached on pages 13 to 18 form an integral part of these accounts.

# HASTINGS & St LEONARDS CAP GROUP

## Report and accounts for the year ended 31 December 2021

### Notes to the Accounts for the period ended 31 December 2021

#### 1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the receipts and payments basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015 (as amended by the Bulletin issued in February 2016) published by the Charity Commission in England & Wales (CCEW) ,effective January 2016, (The SORP), and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015 (as amended by the Bulletin issued in February 2016) in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Risks and future assumptions

The charity is a public benefit entity. The risks and future uncertainties/assumptions facing the charity are detailed on page 5 of the Trustees Annual Report

Volunteers

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity. However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers and this is described more fully in Note 4.

Pensions - defined contribution schemes

The company makes a defined contribution pension scheme available to employees. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

#### 2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

#### 3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body: or bodies having similar objects to the charity.

#### 4 The contribution of volunteers

The charity depends on the support of its volunteers, which is much appreciated. The charity had 33 Volunteers who assist the Debt Centre Manmager with client visits. The arrangements with volunteers are difficult to value precisely in monetary terms and have not been recognised in the Statement of Financial Activities. The volunteers and the charity accept and agree that no contract of employment is created by these arrangements.

#### 5 Staff costs and emoluments

Salary costs

	2021 £	2020 £
Gross Salaries excluding trustees and key management personnel	8,001	8,399
Employer's operating costs of defined contribution pension schemes	0	0
Total salaries, wages and related costs	<u>8,001</u>	<u>8,399</u>
Numbers of full time employees or full time equivalents	2021	2020
The average number of total staff employed in the year was	1	1

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

#### 6 Defined contribution pension schemes

The Debt Centre Manager has declined to be enrolled in NEST.

#### 7 Remuneration and payments to Trustees and persons connected with them

No trustees or persons connected with them received any remuneration from the charity, or any related entity.

#### 8 Trustees' expenses

	2021 £	2019 £
The expenses reimbursed to trustees, or paid directly to third parties, was as shown below.	0	0

#### 9 Loans to trustees included in debtors

There are no loans to trustees.

#### 10 Guarantees made by the charity on behalf of trustees

The charity has not made any guarantees on behalf of the trustees.

#### 11 Related party transactions

There were no transactions with related parties.

#### 12 The purposes for which the funds as detailed on the Balance Sheet are held by the charity are:

Unrestricted Revenue Funds	These funds are held for meeting the objectives of the charity and to provide for future activities, and, subject to charity legislation, are free from all restrictions on their use.
----------------------------	--

#### 13 Ultimate controlling party

The charity is under the control of its legal members.

Detailed analysis of income and expenditure for the year ended 31 December 2020 as required by the SORP 2015

#### 14 Donations and Legacies

	2021 £	2020 £
Contributions from member churches	7,050	3,624
Donations and gifts from individuals		
Donations in excess of £1,000	0	4,250
Small donations individually less than £1,000	2,832	2,610
Total donations and gifts from individuals	2,832	6,860
Revenue grants from government and public bodies		
COVID-19 Response	-	8,200
Hastings Borough Council	-	480
Total public sector revenue grants	-	8,680
Revenue grants and donations from non public bodies		
The Co-operative Society	-	3,787
Christians Against Poverty	1,600	-
Small grants individually less than £1000	250	-
Total private sector revenue grants	1,850	3,787
Total Donations and Legacies	11,732	22,951
Income relating to events organised	-	-
Total Charitable Income	11,732	22,951