



COMMUNITY ADVICE SERVICE

Annual Report and Accounts

For the Year Ended 31st March 2022



The Community Advice Service is established for the promotion of charitable purposes for the benefit of the Migrant Communities in the administrative area of the Black Country (Sandwell, Walsall, Dudley, and Wolverhampton) by the advancement of citizenship, culture, education and health, and promotion of racial harmony and the relief of poverty and financial hardship.

Administrative Information

Founded	<ul style="list-style-type: none">• 6 February 2014
Charity Registered:	<ul style="list-style-type: none">• 27 September 2021
Organisation Type	<ul style="list-style-type: none">• Community Intertest Organisation CIO
Management Committee 2021-2022	<ul style="list-style-type: none">• Anamur Choudhury appointed on 8th February 2022• Mazher Hussain appointed on 20th April 2021• Sunara Bibi appointed 20th April 2021
Central Office	<ul style="list-style-type: none">• Lodge Youth & Community Centre Lodge Road, West Bromwich B70 8PJ
Insurance	<ul style="list-style-type: none">• HISCOX (14619714)
Banker	<ul style="list-style-type: none">• HSBC UK
Contact	<ul style="list-style-type: none">• 0121 553 1820
Website	<ul style="list-style-type: none">• www.communityadvice.service.com
Email	<ul style="list-style-type: none">• info@communityadvice.service.com

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Annual Report 2021 - 2022

Report of the Management Committee for the Year Ended 31st March 2022

[1] Statement of Management Committees Responsibilities

The Management Committee members are responsible for preparing the report of the Management Committee in accordance with applicable law and United Kingdom Accounting Standards requiring the members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the organisation and of the incoming resources and application of resources, including the income and expenditure, for that period.

[2] Management Committees Report

History

On 6th February 2014, a public meeting was held by a group of migrant communities with the aim of establishing an advice service that would meet their advice, information and guidance AIG needs. The group discussed the challenges of getting adequate AIG and decided that what is needed is 'a user led advice service'. Subsequently, members decided to form the Community Advice Service CAS and elected a user led committee. As a gesture of support, Lodge Road Community & Youth Centre provided the use of its premises. Delivered through expert volunteers, in 2017, CAS was recognised by Channel S (a migrant media) News for high achievement in supporting the migrant communities in the Black Country www.youtube.com/watch?v=QwHcasv9Alw. In 2018, CAS was Awarded 'Runner Up' for delivering 'Outstanding Partnership Work' across the Wes Bromwich Town in Sandwell.

Objectives

The Community Advice Service has been established for the promotion of charitable purposes for the benefit of the Migrant Communities in the administrative area of the Black Country (Sandwell, Walsall, Dudley, and Wolverhampton) by the advancement of citizenship, culture, education and health, & promotion of racial harmony and the relief of poverty and financial hardship. According to the [United Nations](#), a Migrant is someone who changes their country of usual residence for a period of at least a year, so that the country of destination effectively becomes the country of usual residence.

Governance and Management

Community Advice Service is a Community Interest Organisation CIO registered with the Charity Commission for England & Wales (1195934). The Trustees, who served during the year and up to the date of signature of this financial statement are: Mazher Hussain appointed on 20th April 2021, Sunara Bibi appointed 20th April 2021 and Anamur Choudhury appointed on 8th February 2022.

Independent Needs Assessment & Evaluation

At the end of the first year, CAS commissioned Marilyn Burrill Consultancy to produce an Independent Evaluation of its services. The evaluation concluded that: "Although CAS has had very limited funding, it has made an excellent start in providing an inclusive, efficient and effective advice service. It meets the requirements of Sandwell Advice Providers Network Service Standards....and the 21 Design Criteria produced by the Department of Health for sustainable User-Led Organisations." CAS management also commissioned AdviceUK to produce an Independent Assessment of Advice Needs and CAS's Capability. The Assessment concluded that: "The organisation is thoroughly rooted in the community; well connected with other local agencies and partners with whom it has mutual referral arrangements; is led by local needs and involves service users in its governance".



Services & Achievements

CAS supports an average 350 residents annually. In addition to providing Advice Information and Guidance services, CAS also supports service users to enhance their economic and social prospects through providing access to free skills & employability, healthy living, community capacity building, cultural and cohesion activities. Following are the list of core services delivered during the 2021-2022 Financial Year.

Projects	Service Provided 2021-2022
Coronavirus Job Retention Scheme	Coronavirus Job Retention Scheme provided grants to continue to pay our staff during coronavirus related lockdowns, by furloughing our Advice Manager at up to 80% of his wages. The scheme ended on 30 September 2021.
Advice Information & Guidance	Advice Information and Guidance Project provided friendly AIG to help residents claim their personal independence payment, and other welfare rights provisions including housing benefits as well as contacting lenders regarding debts and negotiating affordable instalments. Additional AIG activities also included a language service for document translation and interpretation via telephone, video call or face to face. 2 volunteers provided support for this service with 307 people benefiting directly from the service.
Health, Sports, And Physical	Health, Sports, and Physical Project provided free health, sports and physical exercise classes. Classes delivered emphasised playing sports and physical exercise as an opportunity to socialise, meet new people and making new acquaintances. An important strength of the project has been the use of venues that local people already visit for other purposes. Trained volunteers provided support for this service. 2 volunteers provided support for this service with 50 people benefiting directly from the service.
Skills & Employability Advice	Skills and Employability Advice Project delivered positive activities for young people through job coaching involving a personalised diagnosis followed by action planning and 1-1 guidance with job search, applying for jobs online, updating CV's, completing job application forms, support with job interview; and volunteering. Participants were guided by an <i>Employment Potentials Framework</i> -a journey to ensure that they developed the confidence, knowledge, and skills to enter the job market. Trained volunteers provided support for this service. 1 volunteer provided support for this service with 10 people benefiting directly from the service.
Climate Change & Energy Advice	Climate Change & Energy Advice Project focused on providing advice, information, and guidance towards encouraging households to make small changes to their behaviour at home that will help them use less energy, cutting their carbon footprint and their energy bills. 1 volunteer provided support for this service with 30 people benefiting directly from the service.

Interactive ESOL Language	The lack of English-speaking skills is identified as a contributory factor to much of the social unrest amongst different communities. The introduction of digital 'Learn English with Julie' on has enabled residents learn English from the comfort of their homes. The programme has been viewed by over 1000 people https://www.youtube.com/watch?v=RMyaDNUUYIs .
Community Capacity Building	Community Capacity Building Project focused on interactive community sector learning to develop residents skills and competencies so that they can take greater control of their own lives and contribute to inclusive economic and social development across the Black Country. 1 volunteer provided support for this service with 17 people benefiting directly from the service.
Community Cultural Events	Census 2021 data highlights the increasingly multi-cultural society we live in. Our support for cultural events, therefore, provides a unique platform to connect, promote and communicate the vision with the wider society. Indirect Project Beneficiaries 500+.
Community Media Shows	'Community Media' refers to media created & controlled by a community, with the aim of serving that community. We have worked closely with BEONTVUK & Bangla Kagoj to promote 'grassroots' journalism and 'connect people to local and regional services'.
Forward Planning Consultancy	<p>Forward Planning Consultancy involves working with pro-bono and paid consultants in the sustainable planning, development and management of the Community Advice Service. In the coming years, we have put in place plan to:</p> <ul style="list-style-type: none"> • Secure Trusted Charity Quality Standard. • Secure New Partnerships and Collaborations. • Secure Revenue Funding to appoint a full-time delivery team.

Our special thanks go to the funding organisations including the National Lottery Fund, Sandwell Council of Voluntary Sector Organisations, and the Heart of England Community Foundation. This report is approved by order of the Management Committee and signed on its behalf by:



Mr Mazher Hussain BA Hons
Chairman. Signed on 30th of January 2023

3] INDEPENDENT EXAMINER'S REPORT

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the Community Advice Service for the year ended 31/03/2022. As the charity's trustees, you are responsible for preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011Act) and that an independent examination is needed.

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

My examination was carried out in accordance with the 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 the management committee concerning any such matters.

The procedure undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:		Date:	30 January 2023
Name:	Liubov Short, FICB PM. Dip		
Relevant professional qualification(s) or body (if any):	Fellow Member of the Institute of Certified Bookkeepers (ICB)		
Address:	LMS Accountancy Services Ltd		
	5 Hole Farm, 139 Hole Lane		
	Birmingham, West Midlands B31 2DE		

Annual Accounts 2021 - 2022

[4] MOVEMENT IN FUNDS

Income		2021 – 2022
SCVO EPIC		£9,872.00
Walsall MBC		£0,194.77
Awards For All		£9,872.00
2020-2021 BF Funds		£9,747.52
Together for our Planet NLF		£9,724.00
Furlough Scheme HMRC Apr 21 - Sept 21		£5,834.40
Heart of England Community Foundation		£4,850.00
Total Income		£50,094.69
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Expenditure		2021 – 2022
1. Coronavirus Job Retention Scheme Payment		£05,656.00
2. Advice Information & Guidance Scheme		£11,650.00
3. Skills & Employability Advice & Training		£04,495.00
4. Community Capacity Building Training		£05,000.00
5. Health, Sports, and Physical Activities		£07,800.10
6. Energy Advice and Activities		£02,530.00
7. Community Cultural Event		£00,600.00
8. Interactive ESOL Language		£00,120.00
9. Community Media Shows		£03,340.00
10. Project Consultancy		£01,000.00
11. Design and Printing		£00,425.00
12. Project Evaluation		£01,200.00
13. Payroll Service		£00,300.00
14. HMRC Tax		£01,455.39
15. Office Rental		£01,275.00
16. Bank Charge		£00,015.00
17. Insurance		£00,092.40
18. IT Repairs		£00,114.00
Total Expenditure		£47,067.89
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Bank Balance on 31 st March 2022		£03,026.80

[5] CHARITY BALANCE SHEET

BALANCE SHEET

2021 – 2022

FIXED ASSETS

- Tangible assets

None

CURRENT ASSETS

- Debtors
- Cash at Bank

None

£3,026.80

CREDITORS: Amounts falling due within one year

- Provisions for liabilities
- Net Assets

None

£3,026.80

TOTAL FUNDS

- Restricted Income Funds
- Unrestricted Income Funds

£3,026.80

None

TOTAL FUNDS AVAILABLE 1ST APRIL 2022

£3,026.80

[6] INCOME GENERATION PLAN

DONOR GIFT ECONOMY	FUNDER GRANT FUNDING	PURCHASER STRUCTURED MARKET	CONSUMER OPEN MARKET
Gift funding - Donations, individual giving, corporate support- sponsorship or philanthropy!	Grant funding – trusts and foundations and public bodies- BLF for example!	Structured Market of full blown- contracts i.e. Service Level Agreements- LA for example!	Open market – earning independent income – Charity shop, service related products!
Given/awarded with the expectation that funds will be used towards the sustainability of something that has worked or meet a new and emerging need supported by an independent evaluation.			Social Enterprise activity to support project sustainability



Mazher Hussain, the Chairman with Oli Choudhury, the CAS Manager