

BRECON ADVICE CENTRE

England & Wales · Charity number 510226

Details

Other names	BRECON AND DISTRICT CITIZENS' ADVICE BUREAU
Status	Registered
Legal form	Other
Registered	1980-07-03
Register	View on the Charity Commission register

Contact

Address	Brecon Advice Centre 11 Bulwark Brecon Powys LD3 7AE
Phone	01874624595
Email	dhb947731@gmail.com
Website	www.breconadvicecentre.org.uk

Activities

Objects: THE CENTRE IS ESTABLISHED FOR THE PROMOTION OF ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE COMMUNITY IN BRECON AND DISTRICT BY THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, SICKNESS AND DISTRESS.

Activities: Provision of advice and guidance for the benefit of the community in Brecon and district

Classification

- **How:** Provides Human Resources, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Accommodation/housing, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** BRECON AND DISTRICT
- Powys

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£22,193	£23,829	-	-
2024-03-31	£41,868	£22,570	-	-
2023-03-31	£21,870	£19,907	-	-
2022-03-31	£13,403	£30,360	-	-
2021-03-31	£40,622	£18,122	-	-

Trustees

Name	Role	Appointed
David Burden		2021-01-10
David William Hendey		2025-05-15
Jacqueline Russell Boarer		2020-11-26
Keith Lawson		2021-03-01
Ryan Coleman		2024-06-13
Sara Davies		2025-05-15

Accounts



Annual Report and Accounts 2023-24

Brecon Advice Centre is an independent organisation providing advice that is free, confidential and impartial. It is available for everyone regardless of their race, gender, sexuality, disability, religion, age or marital status.

**11 Bulwark
Brecon
Powys, LD3 7AE**

Trustees' Annual Report for the year ended 31st March 2024

The Chair's Report

This is my fourth and, sadly, final annual report as Chair of the Trustees of Brecon Advice Centre. It has certainly been a rollercoaster of a ride over these past few years, but, for family reasons, I am moving home and away from the area, having lived here for over twenty years.

It has been well documented in my previous annual reports that when I took on the role as Chair, after the 2020-21 AGM, the Centre was in a period of transition. We were in the middle of the COVID-19 pandemic and, for a variety of reasons, needed to replace several long serving Trustees who had decided to move on. In addition to this, we also needed to engage a new Centre Manager and relocate our premises in the centre of Brecon.

I am pleased to be able to report that, as I step down from the role of Chair of the Centre, I am leaving it in a much stronger position than it was when I took over. It has not been an easy time, and there have been many times over the past four years when the outlook looked bleak and there was a real chance that the Centre would not survive. That we did was a result of the dedication and hard work of our new set of Trustees and Centre Manager, and, of course, we would be nowhere without our group of talented volunteers whose loyalty and determination helped see us through this difficult period. It has been satisfying to welcome new volunteers recently – Peter Jones, Sarah Benson, Mark Dempsey, Julie Burton and David Hendey, all of whom come to us with a variety of expertise, and who have proved to be valuable additions to the team.

Football has yet to return to pre-COVID levels, and realistically, it is unlikely to do so. The pandemic altered the way many of us lead our lives and the internet now provides us with many of the answers we need to be able to survive in the modern world. Numbers, however, are gradually increasing, and prove that there is still a need for our valuable help and advice. We like to think that that our face-to-face experience available to clients on a “drop-in” basis provides a unique service to the people of Brecon and the surrounding area.

To enable us to supply this free of charge facility from premises in the centre of Brecon requires finance, and the Centre relies entirely on external funding to be able to support this. We are grateful for the continued backing from our two local authorities, Brecon Town Council and Powys County Council, without whose support over many years we would probably not have survived. But, as important as this regular income is to our ability to function, we will always require additional financial support to continue to provide the level of service needed to meet our user's needs. For a couple of years after the pandemic, we found it very difficult to secure this funding, but I am happy to report that, over the last two years, we have been successful in obtaining the additional support required, and, as you can see from the accounts published on pages 10 and 11 of this report, our financial position has improved considerably in that time.

Much of the credit for this must go to our dedicated Fund Raiser, Jackie Boarer, who took on this very important role at the most difficult time possible, and who has done an amazing job in securing the vital funds needed to keep us afloat. I would also like to express my personal thanks to the organisations listed on Page 12 of this report who have generously donated to our cause over the past year.

It is pleasing, as well as a great relief, to be able to report that our financial stability enables the Centre to be able to look forward to the future and plan with some confidence. As I remarked earlier in this report, I feel proud to be able to say that, despite all the problems we have faced over the past four years, the Centre is now in a much stronger position than it was when I took on the role of Chair.

In conclusion, I would like to express my personal thanks to all who have made my time as a volunteer of Brecon Advice Centre so happy and memorable, and who, over the years, have supported me through some very dark times. It has been said that, in some ways, the advisers need the Centre as much as it needs them, and in my case this has certainly been true. So thank you to you all.

I cannot finish without remembering Beryl Griffiths, a trusted adviser and friend, who sadly passed away recently. Beryl really was one of a kind, always calm and unhurried, providing comfort and reassurance to many distressed clients at a time when they needed it most. She will be sorely missed, but remembered with great affection and love.

A handwritten signature in cursive script that reads "Sally Palmer". The ink is dark and the handwriting is fluid and personal.

Sally Palmer

Chair of Trustees

June 2024

The Objectives

Brecon Advice Centre's Constitution states that:

The Centre is established for the promotion of any charitable purpose for the benefit of the community in Brecon and district by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

In furtherance of the foregoing purposes, but not further or otherwise, the Centre may:

- a) provide centres for the supply of advice and guidance.
- b) obtain, collect and receive money and funds by way of contributions, donations, legacies, grants and any other lawful method and accept and receive gifts of property of any description (whether subject to special trusts or not),
- c) procure to be written, and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets or other documents.
- d) arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures and classes.
- e) promote, encourage or undertake organised research and experimental work and disseminate the results of such research.
- f) affiliate or become affiliated to any institution having charitable purposes only and acquire and undertake all or any part of the assets, liabilities and engagements of any such institution which the Centre may lawfully acquire; and
- g) do all such other things as are necessary for the furtherance of the objects of the Centre.

Its main aims are:

- (i) To provide a quality generalist advice service that is free, confidential, impartial and accessible for all people in Brecon and its neighbouring communities
- (ii) To ensure the local provision of specialist legal advice
- (iii) To use clients' experiences to influence legislation and its administration
- (iv) To manage the organisation and its service with due regard to probity and inclusiveness; and
- (v) To co-operate with other agencies and participate in collaborative endeavours intended to benefit existing and other potential clients

The Centre Personnel

Management Committee & Trustees: (* - Denotes Trustee)

*Sally Palmer – Chair - Volunteers' Representative

*David Burden – Treasurer

Nikki Alderslade – (Resigned May 2023)

*Jackie Boarer – Secretary & Fund Raiser

*Tina Alwyn

*Keith Lawson - Centre Manager (Ex officio)

Cllr. Robert Thomas – Nominated Representative of Brecon Town Council

Centre Staff:

(a) Volunteers:

Sally Palmer

Beryl Griffiths

Surinder Kaur Price

Tish Jack

Tess Russell

Sarah Benson

Julie Burton

Mark Dempsey

Peter Jones

(b) Employees

Keith Lawson - Centre Manager

Janice Prentice - Administrator (Debt Advice)

The Structure, Governance & Management

Constitution

The Centre is a registered charity (Reg. No. 510226) and was set up by constitution in June 1981, which was subsequently amended in October 2002 and December 2008.

Principal Office

The principal office of the Centre is: -

11 Bulwark

Brecon

Powys

LD3 7AE.

Tel: 01874 624595

Email: breconadvicecentre@outlook.com

www.breconadvicecentre.org.uk

Method of appointment or election of Trustees

Trustees are either elected at the Annual General Meeting or co-opted in line with the constitution. The Centre Manager is an ex officio Trustee.

Policies adopted for the induction and training of Trustees

The Centre places a specific emphasis on the governance issues of running a charity. Trustees are recruited who are committed to the objectives of the Centre and who possess specific skills which support the effective running of the Centre. All Trustees undergo an induction process.

Organisational structure and decision making

The Trustees comprise the Management Committee which is responsible for the management of the Centre. In undertaking this role, they are supported by the Centre Manager.

Risk Management

The risks facing the Centre fall, broadly, into two categories, financial and operational. The more serious of the two is financial, and the management of this risk is dealt with in the following section on the Reserves Policy.

Operational risks are managed on an on-going basis by the Centre Manager and are reported to the Chair and Management Committee depending on their severity. At each Committee Meeting, the Centre Manager reports formally on any concerns that he might have in this area, together with any proposed plans required to mitigate them.

Reserves Policy

The Centre is entirely reliant upon external funding and, as a result, the level of income varies annually. Financial reserves are built up in years when income exceeds expenditure and are, in general, retained to mitigate those years when expenditure exceeds income. Responsibility for monitoring the level of reserves lies with the Treasurer, who will keep the Trustees informed of the financial situation on a regular basis. Consideration of reserves should be made beyond the forthcoming year, as the levels of income, for a charity such as BAC, are variable year-on-year and are dependent primarily on the funds available from grant providers.

The first call on the reserves is to meet any liabilities should the need arise to close the Centre, and these are designated reserves which are ring-fenced. Designated reserves will cover redundancy payments to staff, any outstanding rent at the time of closure, together with any specific one-off liabilities identified at the time of initiating the closure procedure.

The level of designated reserves in place is determined annually by the Trustees once an expenditure budget for the financial year has been agreed. Because of the uncertain situation regarding income, the Trustees have decided that the level of designated reserves should be set at six months budgeted expenditure, plus an additional 20% to cover the one-off contingency payments set out above. For the coming year, **2024-25**, the expenditure budget is **£25,500**, so the level of designated reserves is set at **£15,300**.

In terms of financial risk mitigation, the Treasurer will advise on the status of available reserves to the Trustees on a regular basis so that grant/fund applications can be timely, and ensure sufficient financial stability without compromising future applications, which are often impacted by the level of reserves.

The constant monitoring of reserves is an important financial tool. How the level of reserves changes during the year can be a good indicator of the underlying financial health of the Centre and can also be a good indicator of potential problems.

Trustees' Responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and accounting standards. In undertaking these responsibilities, the Trustees have ensured that: -

- Suitable accounting policies have been applied consistently
- Judgements and estimates are reasonable and prudent
- The financial statements have been prepared on a going concern basis

The Trustees confirm that the financial statements comply with current statutory requirements and the requirements of the charity's constitution.

Approval

This report was approved by the Trustees on 13th June 2024, and signed on their behalf by

A handwritten signature in black ink that reads "Sally Palmer". The signature is written in a cursive, flowing style.

Sally Palmer

Chair

Independent Examiners' Report to the Trustees of Brecon Advice Centre

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024.

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.

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.

	Date:	20 th May 2024
Julian Rabjohn CPFA		
Chartered Institute of Public Finance and Accountancy		
Cwmffrwd, Wales		

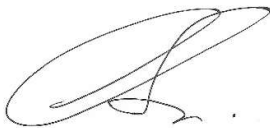
Receipts & Payments Account for the year 2023-24

<u>RECEIPTS</u>	<u>2023-2024</u>	<u>2022-2023</u>
Grants	£40,768.00	£20,325.00
Local Community Councils	£150.00	£925.00
Donations (including Gift Aid)	£599.72	£599.33
Bank Interest	£350.27	£21.01
<u>Total Receipts</u>	<u>£41,867.99</u>	<u>£21,870.34</u>
<u>PAYMENTS</u>	<u>2022-2023</u>	<u>2020-2021</u>
<u>Employee Costs</u>		
Salaries & Associated Employee Costs	(£11,913.24)	(£10,706.46)
Total - Employee Costs	(£11,913.24)	(£10,706.46)
<u>Premises</u>		
Rent	(£5,875.00)	(£5,500.00)
Cleaning and Maintenance	(£158.65)	(£55.29)
Total - Premises	(£6,033.65)	(£5,555.29)
<u>Office Expenses</u>		
Stationery & Other Office Expenses	(£29.99)	(£49.23)
Insurance	(£694.32)	(£667.78)
Photocopying & Printing	(£768.00)	(£870.00)
Postage	(£32.15)	(£54.62)
Telephone & Broadband	(£1,718.25)	(£1,504.78)
Computer Costs	(£408.99)	(£79.99)
Foodstuffs	(£46.75)	(£43.57)
Total - Office Expenses	(£3,698.45)	(£3,269.97)
<u>Miscellaneous Expenses</u>		
Professional Membership	(£342.80)	(£274.30)
Other Miscellaneous Expenses	(£582.24)	(£101.00)
Total - Miscellaneous Expenses	(£925.04)	(£375.30)
<u>Total Payments</u>	<u>(£22,570.38)</u>	<u>(£19,907.02)</u>
<u>SURPLUS/(DEFICIT)</u>	<u>£19,297.61</u>	<u>£1,963.32)</u>

Balance Sheet at 31st March 2024

	<u>31st March 2024</u>	<u>31st March 2023</u>
<u>Reserves</u>		
Balance Brought Forward	£16,836.64	£14,873.32
Difference Between Receipts and Payments	£19,297.61	£1,963.32
	<u>£36,134.25</u>	<u>£16,836.64</u>
<u>Funds</u>		
Current Account	£736.26	£820.98
Deposit Account	£35,355.58	£16,005.31
Petty Cash	£42.41	£10.35
	<u>£36,134.25</u>	<u>£16,836.64</u>

The Trustees have pleasure in presenting the above financial statements for the year ended 31st March 2024. The statements were approved by the Trustees on 13th June 2024 and signed on their behalf by:



David Burden

Treasurer

Appreciation

Brecon Advice Centre would like to acknowledge all the support that it receives from individuals, statutory bodies, charitable trusts and other voluntary organisations. During 2023-24 the following grants, donations and contributions were gratefully received from the Foundations, Trusts and Councils listed below:

Powys County Council	£13,825.00
Di Walker Foundation	£10,000.00
NFU Mutual	£6,443.00
Brecon Town Council	£5,500.00
Arthur & Audrey Silkin Charitable Trust	£3,000.00
Community Foundation Wales	£2,000.00

Llanigon Community Council	£50.00
Llangynidr Community Council	£50.00
Talgarth Town Council	£50.00

The Centre maintained formal reciprocal arrangements with other organisations that provide advice. These included: -

Shelter Cymru

Woodland Davies Partnership LLP

Brecon Food Bank (seeded by the Trussell Trust)

Accounts

Brecon Advice Centre

Annual Report and Accounts 2020-21

Charity Commission – registration number 510226

Brecon Advice Centre is an independent organisation providing advice that is free, confidential and impartial. It is available for everyone regardless of their race, gender, sexuality, disability, religion, age or marital status.

Trustees' Annual Report for the year ended 31st March 2021

The Chair's Report

The year 2020-21 was probably the most difficult in the forty-year history of the Centre, but as 2021-22 begins the Centre can look optimistically forward even though some challenges still remain.

The year was, of course, dominated by the impact of Covid-19 not only on the Centre but on the country as a whole. Following the first lockdown in March 2020 the Trustees felt that they had no option but to close the Centre completely and suspend the advice service. This lasted until June when following rigorous risk assessments, the Centre reopened in controlled circumstances offering telephone and email advice to the people of the Brecknock area. As could be expected the pickup in numbers was slow as word spread amongst the community despite favourable articles in the Brecon and Radnor Express.

In late August and early September, and following further risk assessments together with the provision of personal protective equipment identified in the assessment, the Trustees decided it was safe to start face to face advice, but restricting visitors to 12 Castle Street to appointments only rather than the normal drop in arrangements.

This arrangement continued until the next lockdown at the end of November and beginning of December, when advice was again restricted to phone and email which continued until the end of the financial year.

Against this background the Centre faced a number of operational challenges throughout the year. At different times of the year three of the Trustees and the Centre Manager decided that, after almost eighty years of service among the four of them, that it was time to end their association with the Centre. David Weston, the Chairman, fundraiser, and long-time adviser retired after the Annual General Meeting in October, whilst Sarah Diskin, the Centre Manager left the Centre in December. Finally, Ann Loustalan, the Secretary, fundraiser, and adviser and Julian Rabjohn, the Treasurer left on the 31st March 2021. All had provided invaluable service to the Centre and thereby to the wider community and they will all four be missed.

Recruitment drives utilising various forms of media were initiated to recruit replacements for the four, and by February 2021 this work had proved successful. Nikki Alderslade was elected as a new Trustee in October and she will also take on Ann's work as Secretary from the beginning of 2021-22. Jackie Boarer and David Burden were appointed as new Trustees over the Christmas period and Jackie has taken responsibility for fundraising and David will replace Julian as Treasurer. In February Keith Lawson was appointed as Sarah's replacement as Centre Manager, and he will also serve as an ex officio Trustee on the Management Committee.

Sally Palmer, an existing Trustee and adviser, agreed to become the Chair of the Trustees, and took over that role after the Annual General Meeting.

A further challenge arose in the autumn of 2020 when the Centre was served with notice to quit its premises at 12 Castle Street by the end of April 2021 as the building had been sold by the then landlords to an individual who wished to redevelop the site.

David Russell kindly volunteered to lead the search for alternate premises, and offices in the Bulwark were identified as being ideal for purpose, and at the time of writing this report negotiations are proceeding for the centre to lease these in time to meet the deadline for vacating Castle Street.

Fundraising in 2020-21 has proved successful, and as well as the grants made by Brecon Town Council and Powys County Council (whose support over the years has been critical), funds were received from the Truemark Trust, Coronavirus Resilience Fund, the Gwendoline and Margaret Davies Charity, the National Lottery Community Fund and the Moondance Foundation. In addition, both Brecon Town Council and Powys County Council have announced their further support for the activities of the Centre for 2021-22. The thanks of everybody associated with the Centre is offered to these organisations.

Looking forward to 2021-22, the biggest immediate challenge is to increase the number of volunteer advisers from the current levels. It is our aspiration to attract both recently retired people but also to encourage those with school age children to think about giving up a few hours a week of their time in a worthwhile manner.

As part of that process the Centre is embarking on steps to increase its use of both social media and the web. Over the recent past social media has replaced the more traditional forms of communication such as newsprint as the principal method whereby people receive information, and an active social media presence is essential. Similarly, there is a need to develop the current static website into a more interactive site that fully promotes the Centre.

There is a desire to grow client numbers back up to pre-pandemic numbers, and, in order to achieve that, use will be made of social media, but also the Centre will be looking to strengthen its partnerships with current local organisations and look to build new relationships with other organisations to our mutual benefit.

At the same time, it is becoming increasingly important to understand in greater detail the make-up of the clients that visit the Centre, and the new Centre Manager will be reviewing the data that clients voluntarily provide so as to improve this understanding.

I am confident that the Centre can look forward with renewed confidence to helping the people of Brecknock in the future with increasing certainty as the challenges that both the nation and the Centre has faced over the past twelve months are mitigated.



Sally Palmer

Chair of Trustees

The Objectives

Brecon Advice Centre's **Constitution** states that:

The Centre is established for the promotion of any charitable purpose for the benefit of the community in Brecon and district by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

In furtherance of the foregoing purposes, but not further or otherwise, the Centre may:

- a) *provide centres for the supply of advice and guidance;*
- b) *obtain, collect and receive money and funds by way of contributions, donations, legacies, grants and any other lawful method and accept and receive gifts of property of any description (whether subject to special trusts or not);*
- c) *procure to be written, and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets or other documents;*
- d) *arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures and classes;*
- e) *promote, encourage or undertake organised research and experimental work and disseminate the results of such research;*
- f) *affiliate or become affiliated to any institution having charitable purposes only and acquire and undertake all or any part of the assets, liabilities and engagements of any such institution which the Centre may lawfully acquire; and*
- g) *do all such other things as are necessary for the furtherance of the objects of the Centre.*

Its main aims are:

- (i) To provide a quality generalist advice service that is free, confidential, impartial and accessible for all people in Brecon and its neighbouring communities
- (ii) To ensure the local provision of specialist legal advice
- (iii) To use clients' experiences to influence legislation and its administration
- (iv) To manage the organisation and its service with due regard to probity and inclusiveness; and
- (v) To co-operate with other agencies and participate in collaborative endeavours intended to benefit existing and other potential clients

The Service

The pandemic has curtailed the ability of the Centre to keep the detailed records of the number of clients seen during 2020-21. The table below provides a high-level summary of the number of clients who have had their queries dealt with.

Month	New Clients				On-going Clients
	Telephone	Emails	Face To Face	Total	
April	<i>Centre Closed</i>				
May	<i>Centre Closed</i>				
June (from 29 th)	3	0	0	3	1
July	25	10	1	36	39
August	19	7	0	26	36
September	27	1	3	31	32
October	25	2	6	33	42
November	20	0	3	23	53
December	9	3	3	15	25
January	20	0	0	20	27
February	19	0	0	19	30
March	29	3	0	32	15
Totals	196	26	16	238	300

The Clients

A geographical analysis of the client base is normally provided but because of the pandemic it has not been possible to record these figures for 2020-21, but it is anticipated that next year's report will again provide such an analysis.

The Centre Personnel

Management Committee & Trustees:

Sally Palmer	Volunteers' Representative	Chair (from October 2020)
Julian Rabjohn	Elected	Treasurer
Ann Loustalan	Elected	Secretary
Nikki Alderslade	Elected	(from October 2020)
Jim Price	Elected	
Cllr. Robert Thomas	Brecon Town Council	
Jackie Boarer	Co-opted	(from January 2021)
David Burden	Co-opted	(from January 2021)
Keith Lawson	Centre Manager	(from March 2021)
David Weston	Volunteers' Representative	Chair (from April to October 2020)
Rosemary Evans	Elected	(from April until October 2020)

Centre Staff:

(a) Volunteers:

Jonathan Bean	Sally Palmer
Beryl Griffiths	Surinder Kaur Price
Tish Jack	Tess Russell
Glyn Mathias	

(b) Employees

Keith Lawson	Centre Manager (from March 2021)
Sarah Diskin	Centre Manager (until December 2020)
Janice Prentice	Administrator (Debt Advice)

The Structure, Governance & Management

Constitution

The Centre is a registered charity (Reg. No. 510226) and was set up by constitution in June 1981, which was subsequently amended in October 2002 and December 2008.

Principal Office

The principal office of the Centre is: -

12 Castle Street
Brecon
Powys
LD3 9BU

From April 2021 the Centre is planning to relocate from Castle Street to: -

11 Bulwark
Brecon
Powys
LD3 7AE

Method of appointment or election of Trustees

Trustees are either elected at the Annual General Meeting or co-opted in line with the constitution. The Centre Manager is an ex officio Trustee.

Policies adopted for the induction and training of Trustees

The Centre places a specific emphasis on the governance issues of running a charity. Trustees are recruited who are committed to the objectives of the Centre and who possess specific skills which support the effective running of the Centre. All Trustees undergo an induction process.

Organisational structure and decision making

The Trustees comprise the Management Committee which is responsible for the management of the Centre. In undertaking this role, they are supported by the Centre Manager.

Risk Management

The risks facing the Centre fall, broadly, into two categories, financial and operational. The more serious of the two are financial and the management of this risk is dealt with in the following section on the Reserve Policy.

Operational risks are managed on an on-going basis by the Centre Manager, and are reported to the Chair and Management Committee depending on their severity. At the first Management Committee meeting of each financial year, the Centre Manager reports formally on progress on managing operational risk together with an appraisal of the systems in place to mitigate them.

Reserves Policy

The financial reserves of the Centre result when income in a particular financial year exceeds expenditure and are, in general, retained to mitigate those years when expenditure exceeds income. Responsibility for monitoring the level of reserves lies with the Treasurer, who will keep the Trustees informed on a regular basis and at a minimum on a quarterly basis. Consideration of reserves should be made beyond the forthcoming year, as the levels of income, for a charity such as BAC, are variable year-on-year and are dependent primarily on the funds available from grant providers.

The first call on the reserves is to meet any liabilities the Centre has should the need arise to close the Centre, and these are designated reserves which are ring-fenced. Designated reserves will cover redundancy payments to staff, any outstanding rent liabilities at the time of closure, together with any specific one-off liabilities identified at the time of initiating the closure procedures.

The balance of the reserves are unrestricted, and will be utilised when the income received is insufficient to meet the day-to-day expenditure of the Centre. When such time arises that the unrestricted reserves equate to three months day-to-day expenditure, then the Treasurer will immediately inform the Trustees, and initiate closure procedures.

In terms of financial risk mitigation, the Treasurer will advise on the status of available reserves to appropriate Trustees, such that grant/fund applications can be timely and ensure sufficient financial stability without compromising future applications which are often impacted by the level of reserves

As of the 31st of March 2021, the unrestricted reserves of the Centre equated to nine months expenditure.

Trustees' Responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and accounting standards. In undertaking these responsibilities, the Trustees have ensured that: -

- Suitable accounting policies have been applied consistently
- Judgements and estimates are reasonable and prudent
- The financial statements have been prepared on a going concern basis

The Trustees confirm that the financial statements comply with current statutory requirements and the requirements of the charity's constitution.

Approval

This report was approved by the Trustees on 27th May 2021 and signed on its behalf by

A handwritten signature in dark ink, reading "Sally Palmer". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

**Sally Palmer
Chair**

Independent Examiners' Report to the Trustees of Brecon Advice Centre

I report on the receipts and payments account and the statement of assets and liabilities of the Brecon Advice Centre for the year ended 31st March 2021.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to: -

- Examine the accounts (under section 43(2)(a) of the 1993 Act)
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act) and
- State whether particular matters have come to my attention.

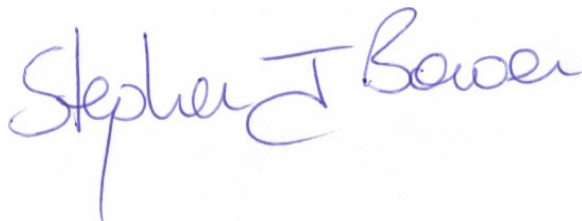
Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the accounts.

Independent Examiner's 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 41 of the 1993 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act 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.



Stephen Bowen

4th April 2021

Receipts & Payments Account for the year 2020-21

	2020-21		2019-20	
	£	£	£	£
<u>Receipts</u>				
<u>Grants</u>				
Local Community Councils	795.00		860.00	
Brecon Town Council	5,000.00		5,000.00	
National Lottery Community Fund	9,500.00		0.00	
Moondance Foundation	7,500.00		0.00	
Coronavirus Resilience Fund	5,000.00		0.00	
Gwendoline & Margaret Davies Charity	2,000.00		0.00	
Powys County Council	3,825.00		3,825.00	
Truemark Trust	5,000.00		0.00	
		38,620.00		9,685.00
<u>Donations</u>				
Group Donations	150.00		270.00	
Individual Donations	796.38		4,500.37	
		946.38		4,770.37
<u>Miscellaneous</u>				
Bank Interest	4.96		8.91	
Gift Aid	1,050.82		0.00	
		1,055.78		8.91
Total Receipts		40,622.16		14,464.28

	2020-21		2019-20	
	£	£	£	£
<u>Payments</u>				
<u>Employee Costs</u>				
Salaries & Associated Employee Costs		(5,951.89)		(10,444.50)
<u>Travel Expenses</u>				
Volunteers		(0.00)		(33.00)
<u>Expenses of Premises</u>				
Rent	(4,950.00)		(4,500.00)	
Electricity/Gas/Water	(1,162.56)		(1,107.99)	
Cleaning	(482.08)		(39.24)	
General Maintenance	<u>(150.39)</u>		<u>(107.96)</u>	
		(6,745.03)		(5,755.20)
<u>Office Expenses</u>				
Stationery	(65.20)		(229.13)	
Insurance	(551.28)		(571.28)	
Photocopying	(620.27)		(1,256.96)	
Postage	(133.49)		(237.49)	
Telephone	(1,710.94)		(1,180.64)	
IT Software & Hardware	(553.99)		(1,795.56)	
Books & CAB Material	(683.00)		(670.00)	
Foodstuffs	<u>(28.40)</u>		<u>(103.52)</u>	
		(4,346.57)		(6,047.10)
<u>Miscellaneous</u>				
Professional Membership	(681.00)		(0.00)	
Audit & Regulatory Fees	(35.00)		(0.00)	
Other	<u>(362.10)</u>		<u>(94.00)</u>	
		(1,078.10)		(94.00)
Total Payments		<u>(18,121.59)</u>		<u>(22,373.80)</u>
SURPLUS/(DEFICIT)		<u><u>22,500.57</u></u>		<u><u>(7,909.52)</u></u>

Balance Sheet as at 31st March 2021

	31 st March 2021		31 st March 2020	
	£	£	£	£
<u>Reserves</u>				
Balance Brought Forward From Previous Year	9,330.46		17,239.98	
Difference Between Receipts and Payments	22,500.57		(7,909.52)	
	<u>31,831.03</u>		<u>9,330.46</u>	
<u>Funds</u>				
Bank Account	450.00		450.00	
Deposit Account	31,261.69		8,758.10	
Cash	119.34		122.36	
	<u>31,831.03</u>		<u>9,330.46</u>	

The Trustees have pleasure in presenting the above financial statements for the year ended 31st March 2021. The statements were approved by the Trustees on 27th May 2021] and signed on its behalf by:



David Burden
Treasurer

Notes to the accounts

1. The employee costs include £4,450 in respect of monies received by the centre in respect of the UK governments furlough scheme.

Appreciation

Brecon Advice Centre depends on the co-operation and support that it receives from a large number of individuals, statutory bodies, charitable trusts and other voluntary organisations. During 2020-21 the following grants, donations and contributions were gratefully received: -

	£
National Lottery – Community Fund	9,500
Moondance Foundation	7,500
Brecon Town Council	5,000
Truemark Trust	5,000
Coronavirus Resilience Fund	5,000
Powys County Council	3,825
Gwendoline and Margaret Davies Charity	2,000
Donations	646
Clyro CC	250
Presbyterian Church In Brecon	150
Peter & Carole Chance	150
Cwmdu CC	100
Llanfrynach CC	100
Talgarth TC	100
Llangorse CC	75
Llangynidr CC	50
Llywel CC	50
Trallong CC	50
Erwood CC	20

The Centre maintained formal reciprocal arrangements with other organisations that provide advice. These included: -

Shelter Cymru
Woodland Davies Partnership LLP
Brecon Food Bank (seeded by the Trussell Trust)