

CASBA

Financial Statements and Committee Report

For the year ending 31 March 2021

CASBA
Trustee Report and Accounts
For the year ended 31 March 2021

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Executive Committee Report

The Executive Committee (who are the trustees of the charity), submits its report and accounts for the year to 31st March 2021

1. Organisational information

Executive Committee:

Deepika Nayyar (Chairperson – until 29/10/2020)
Graham J Whitehouse (Treasurer)
Steven Baylis (Vice Chair)
Siôr Coleman
Stella Plisner (Secretary)
Andy Hopkins (Chairperson – from 29/10/2020)
Sean Huxtable – Appointed 29/10/2020
Jackie Pountney - Appointed 29/10/2020

Executive Manager:

Debbie Powell (Until August 2020)
Rob Legge (interim manager from August 2020)

Bankers:

Lloyds Bank plc
701, Bristol Road South,
Northfield,
Birmingham,
B31 2JT

Accountants:

M A Edwards Accountants Limited
26 The Green
Kings Norton
Birmingham
B38 SSD

Principal Office:

St Laurence Pastoral Centre
Church Road
Northfield
Birmingham
B31 2LX

Charity Number:

701365

2. Structure, Governance and Management

Constitution:

CASBA is an unincorporated charity. The constitution was first adopted on 26 May 1988 and has been revised at AGMs on 21 November 1998 and subsequently on the 8 October 2008.

Organisational structure:

The charity is governed by an Executive Committee (who are the trustees), which is elected at the annual general meeting. The Committee members are volunteers who are not paid for their work on the Committee. The Committee members bring a range of relevant expertise to the organisation. New committee members are inducted in their new role by the existing committee members and senior employees. There are twelve salaried employees, led by an Executive Manager, who are each allocated to a specific project or general administration.

Decision Making:

The Executive Committee meets regularly, every two months, to make decisions, informed by presentation and discussions with the Executive Manager. The matters reserved for board decision include the approval of the budget and the annual report and accounts, development and endorsement of the business plan, significant capital expenditure and the charity's policies and procedures. The Board is also responsible for long term financial mid strategic planning and for the governance of the charity. The committee delegates operational responsibility to the Executive Manager. The Manager is responsible for ensuring that the charity delivers services in accordance with the charitable objects and mission statement that key performance indicators are met, and any service development keeps the interests of service users at its heart. The Chairperson and Executive Manager meet on a regular basis to maintain information flow. CASBA has policies and procedures in place that describe key financial responsibilities and the agreed areas of delegation from committee to senior management. The Treasurer takes responsibility for overseeing account reconciliation and reports directly to the committee on the accounts and budgetary matters.

Risk management:

The Executive conduct an annual review of the major risks to which the charity is exposed, and systems and procedures have been established to mitigate any risks the charity faces. Internal control risks are mitigated by the implementation of procedures for authorisation of all transactions and projects, and procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the service. The continuing implementation of quality standards ensures a consistent quality of delivery. CASBA was awarded the National Advocacy Quality Performance Mark in December 2015 and successfully renewed the award in December 2018 and awarded the 'Investing in Volunteer' quality mark in April 2018. Policy and Procedures are reviewed annually to ensure that they continue to meet statutory and service requirements.

3. Objectives and Activities

Objects of the Charity

1. To provide independent Advocacy for people with learning disability/difficulty, hereafter known as partners, living in the Birmingham area and the neighbourhood thereof.
2. To enable people with learning disability/difficulty to express their views, make their choices, secure their rights and be valued as citizens.

3. These objectives can relate to any service, issue, concern, rights or situation and can take any form encompassing different models of Advocacy. This may involve employed Advocates, peer and self-Advocates and volunteer Advocates.

4. All Advocates independently support and act with or on behalf of another person(s) to seek to secure aspects of citizenship to which he, she or they are entitled.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular the Executive Committee consider how planned activities will contribute to the aims and objectives they have set.

Our projects:

CASBA provides advocacy and support to people with learning Disabilities in Birmingham. The charity is structured to effectively deliver advocacy through a project focus.

'Parents Together' - Parents Together offers specialist Advocacy support for parents with learning disabilities who are going through periods of crisis, which directly affect their children or family life. The aim of this project is to empower parents to access support and services to help to prevent crises from escalating. With Child Protection and Care Proceedings being complex and lengthy, parents with learning disabilities often have difficulty in understanding processes. Through Advocacy this project aims to ensure that parents are fully informed, consulted and emotionally supported throughout.

'Choices and Changes' - With the changes to welfare systems and care provision, people with learning disabilities are struggling to engage with or understand the changes that are affecting them. This project provides specialist Advocacy support to help people to navigate these changes and better meet their needs.

'Mutual Carers': - support for carers and families of people with a learning disability.
Forward Carers: support for carers and families of people with a learning disability that have been isolated by the pandemic.

'Heritage Project': - the project explores the lives and heritage of people with a LD ensuring their life experiences are recorded, celebrated and captured for future generations.

4. Achievements and Performance 2020-21

All achievements were made while dealing with the pandemics impact on the organisation and society.

All projects were agile enough to continue to deliver during the pandemic and achieve targets agreed with funders.

Key statistics

- 2463 contacts made during the year to or on behalf of our citizens
- 169 referrals made to CASBA for citizens who then accessed our services
- 28 people volunteered for CASBA as trustees, Ambassadors or on projects
- 45000 people say messages about CASBA's work on social media

5. Financial Review

Like most charities CASBA faced many challenges at the beginning of the 2020/21 year and the uncertainties around funding was a big concern. We were, however, fortunate to receive a huge amount of support from our major funders in the early days and months. Many funders put applications on hold and/or changed the focus of their funding.

The income of the charity reduced by almost £18,000 to £243,916 (2020 - £261,779). We were able to attract Covid related funding from a number of sources to enable us to carry on our work including The National Lottery and Charities Aid Foundation (CAF). In addition, we were able to secure funding from several smaller trusts.

Expenditure decreased by just over £42,000 to £230,117 (2020 - £271,614). Staffing costs, CASBA's largest overhead reduced by £34,000 on the previous year to £195,314 (2020 - £229,358). We lost three members of staff during the year, who all secured employment elsewhere.

Despite the challenges of 2021 financially we generated a surplus of £13,799 compared to the deficit of £9,835 in the previous year. We are grateful to the Big Lottery for the additional funding. At the end of the financial year our total reserves were £119,685 compared to £105,885 at the end of the previous year. Our unrestricted reserves increased by £23,000 to £103,906 (2020 - £80,712). This will help provide some stability in the coming year.

Principal funding sources during 2020-21:

Big Lottery (Parents Project)
Charities Aid Foundation
Covid-19 Response
Henry Smith Charity (Choices and Changes)
Lloyds Bank Foundation for England and Wales (Mutual carers)
Forward Carers
Heritage Lottery Fund (Education is Special)
Wesleyan Foundation

CASBA is funded by non-statutory grant makers and its own fundraising. Each year the charity develops a fundraising plan to support its current service profile and to develop new areas of work and influence.

CASBA acknowledges the support of all funding organisations and individuals, without whom it would not be able to continue the valuable work which it does.

We also acknowledge the role of staff, volunteers and partners engaging in fundraising activities on behalf of CASBA.

Reserves Review

The General Fund (unrestricted reserves) represents at least three months of projected expenditure. As CASBA has no financial commitments other than the employment of staff and leases for telephone and photocopier, the financial resources are considered adequate for the immediate operations of the charity.

6. Plans for 2021-22

To provide financial stability for the organisation in the short term and expand the different streams of income in the medium term.

To maintain the current staff team experience and talent through the appropriate use of furlough and create flexibility of roles to work on different projects

To reduce expenditure on administration by reviewing the organisation's financial systems, office administration and office requirement.

To develop a new lottery funded project targeting pregnant and young mothers

To develop a crisis advocacy service focusing particularly on financial issues

To explore working with young people in transition (to college and from college)

To explore ways to better identify the organisations impact and communicate it

To develop plans to increase the organisation's profile

To increase the voice of people with learning disabilities through support to comment on the organisation's strategic issues and support to develop self and group advocacy.

To take steps to increase the organisation's diversity and inclusion.

This report was approved by the Executive Committee on 20 July 2021 and signed on their behalf: -,



Andy Hopkins
Chairperson

INDEPENDENT EXAMINER'S REPORT TO CASBA

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2021.

Responsibilities basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I can 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 the 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.

Dated 20 September 2021

Michael Alan Edwards
For and on behalf of: -
M. A. Edwards Accountants Limited,
Chartered Accountants,
26, The Green,
Kings Norton,
Birmingham
B38 8SD

Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Income and endowments from:				
Donations and legacies	1,000	—	1,000	442
Income from charitable activities	27,450	200,193	227,643	258,246
Investments	36	—	36	91
Other income	15,238	—	15,238	3,000
Total income	43,723	200,193	243,916	261,779
Expenditure on:				
Expenditure on charitable activities	31,934	198,183	230,117	271,364
Governance	—	—	—	250
Total expenditure	31,934	198,183	230,117	271,614
Net income / (expenditure) resources before transfer	11,789	2,010	13,799	(9,835)
Transfers				
Gross transfers between funds - in	11,405		11,405	2,707
Gross transfers between funds - out		(11,405)	(11,405)	(2,707)
Other recognised gains / losses				
Net movement in funds	26,194	(9,395)	13,799	(9,835)
Total funds brought forward	80,712	25,174	105,886	115,720
Total funds carried forward	103,906	15,779	119,685	105,886
Represented by				
Unrestricted				
General fund	103,906	—	103,906	80,712
Restricted				
Big lottery - SLSF 2017	—	—	—	1,661
Big lottery Parents	—	4,446	4,446	16,112
Henry Smith Charity	—	—	—	1,174
Heritage Lottery "Education"	—	—	—	1,509
Lloyds Foundation	—	4,444	4,444	4,717
West Midlands Advocacy	—	1,435	1,435	—
Wesleyan	—	5,171	5,171	—
Forward Carers	—	283	283	—
	103,906	15,779	119,685	105,885

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Balance sheet

	2021	2020
Current assets		
Debtors	—	—
Cash at bank and in hand	169,688	141,787
	169,688	141,787
Liabilities		
Creditors: Amounts falling due in one year	50,003	35,902
	50,003	35,902
Net current assets less current liabilities	119,685	105,885
Total assets less current liabilities	119,685	105,885
Total net assets less liabilities	119,685	105,885
Represented by		
Unrestricted		
General fund	103,906	80,712
Restricted		
Big lottery - SLSF	—	1,661
Big lottery - Parents	4,446	16,112
Henry Smith Charity	—	1,174
Heritage Lottery "Education"	—	1,509
Lloyds Foundation	4,444	4,717
West Midlands Advocacy	1,435	—
Wesleyan	5,171	—
Forward Carers	283	—
Funds of the charity	119,685	105,885

This report was approved by the Executive Committee on 20 July 2021 and signed on their behalf: -,



Andy Hopkins
Chairperson

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Statement of assets and liabilities

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Current assets				
Cash at bank and in hand	103,906	65,782	169,688	141,787
Debtors	—	—	—	—
Prepayments	—	—	—	—
Totals	103,906	65,782	169,688	141,787
Liabilities - Creditors: Amounts falling due in one year				
Accruals	42	798	840	1,767
Accrued income	—	49,163	49,163	34,135
Totals	42	49,961	50,003	35,902
Net assets	103,864	15,821	119,685	105,885

Analysis of income and expenditure

INCOME AND ENDOWMENTS

Donations and legacies

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Donations	1,000	—	1,000	325
Fund raising	—	—	—	117
Total	1,000	—	1,000	442

Income from charitable activities

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Better Care fund	—	—	—	12,468
Henry Smith charity	—	15,750	15,750	31,250
Heritage Lottery “Education”	—	14,852	14,852	24,240
Lloyds Foundation	—	25,359	25,359	22,921
Big Lottery - Parents	—	39,384	39,384	102,853
Rathbone	600	—	600	1,200
Big Lottery SLFS 2017	—	—	—	40,414
Garfield Weston	—	—	—	15,000
Heart of England	6,000	—	6,000	—
Forward carers	—	7,825	7,825	—
Covid-19 Response	—	41,892	41,892	—
CAF	—	21,091	21,091	—
Other grant income	20,850	34,040	54,890	7,900
Total	27,450	200,193	227,643	258,246

Investments

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Interest received	36	—	36	91
Total	36	—	36	91

Other income

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Employment Allowance	4,000	—	4,000	3,000
CJRS grants	11,237	—	11,237	—
Total	15,237	—	15,237	3,000

TOTAL INCOME	43,723	200,193	243,916	261,779
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EXPENDITURE

Total Expenditure

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Salaries – Admin and management	1,937	38,081	40,018	33,395
Salaries – Projects	23,655	131,371	155,026	195,963
Rent and insurance	—	7,261	7,261	9,467
Telephone and internet	98	2,145	2,243	1,945
Printing, postage and stationery	110	621	731	1,517
Advertising and marketing	—	144	144	—
Equipment leasing	156	4,381	4,537	3,874
Repairs and renewals	(65)	5,563	5,498	5,439
Software and IT costs	207	2,204	2,411	5,214
Accountancy fees	42	1,290	1,332	1,161
Other professional fees	5,181	1,127	6,308	2,800
Training costs	250	—	250	4,329
Travel costs	43	310	353	2,782
Governance	—	—	—	250
Sundry expenses	320	3,685	4,005	3,478
TOTAL EXPENDITURE	31,934	198,183	230,117	271,614

Surplus (deficit) for the year	11,789	2,010	13,799	(9,835)
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Notes to the Financial Statements

1) ACCOUNTING POLICIES

Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities, issued in March 2005 and the Charities Act 2011. The Charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow Statement on the grounds that it is a small charity.

Incoming Resources

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included. Grant is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Outgoing resources

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates. Resources expended are allocated to each activity /fund where the cost relates directly to that activity / fund. The cost of general administration has been allocated to the restricted funds where this was allowed by the donors, the balance has been deducted from the general unrestricted fund.

Funds

The unrestricted funds are incoming resources which are used for the objectives of the charity, without any specific purpose or further restriction. Restricted funds can only be used for the specific purpose as determined by the donor, within the objectives of the charity.

2) NET OUTGOING RESOURCES

2021

2020

This is stated after charging:

Independent examiner's remuneration	840	780
Employees' remuneration	195,044	229,358
Average number of employees	9	11
Committee members' remuneration	<u>-</u>	<u>-</u>