

CASBA

CHARITY NUMBER 701365

REPORT AND ACCOUNTS
YEAR TO 31ST MARCH
2022

<u>Contents</u>	Page No.
Legal And Administrative Information	1
Committee Report	2-6
Independent Examiner's Report	7
Statement Of Financial Activities	8
Balance Sheet	9
Notes To The Accounts	10-13

M. A. EDWARDS ACCOUNTANTS LIMITED
CHARTERED ACCOUNTANTS,
26, THE GREEN,
KINGS
NORTON,
BIRMINGHAM,
B8 8SD

CASBA
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR TO 31ST MARCH 2022

LEGAL AND ADMINISTRATIVE INFORMATION

<u>Full Name</u>	CASBA (Previously known as Citizen Advocacy South Birmingham Area)
<u>Charity Number</u>	701365
<u>Date of Registration</u>	29th March 1989.
<u>Covering Document</u>	Unincorporated Constitution, adopted on 8th October 2008.
<u>Registered Address</u>	St. Laurence Pastoral Centre, 173 Church Road, Northfield, Birmingham, B31 2LX. <u>Telephone Number</u> 0121 475 0777
<u>E-mail</u>	admin@casba.org.uk
<u>Website</u>	https://casba.org.uk/

Relevant Organisations

Lloyds Bank, 701, Bristol Road South, Northfield, Birmingham, B31 2JT	Independent Examiner M.A. Edwards Accountants Limited, Chartered Accountants, 26, The Green, Kings Norton, B38 8SD.
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Executive Committee Members

Sior Coleman Vice Chair
Jackie Pountney Chair
Andy Hopkins Treasurer
Stella Plisner Secretary
Sean Huxtable
Steven Baylis

**CASBA
COMMITTEE REPORT
FOR THE YEAR TO 31ST MARCH 2022**

Committee Report

The Executive Committee (who are the trustees of the charity), submits its report and accounts for the year to 31st March 2022.

Structure, Governance and Management:

Constitution:

The constitution was first adopted on May 26 1988 and has been revised at AGMs on 21 November 1998 and subsequently on 8th October 2008.

Organisational structure:

The charity is governed by an Executive Committee and Trustees who are elected at the Annual General Meeting in accord with its Constitution. They are volunteers who are not paid for their work and bring a range of relevant expertise to the organisation.

When new trustees are required the Executive Committee actively seeks potential recruits from within local networks and considers recruitment via advertisement in local media and voluntary sector umbrella organisations, ensuring that the Board represents the widest possible range of communities and interest groups. Potential candidates for appointment are interviewed by Trustee representatives and then presented to the full Board for the decision to appoint. New trustees can be co-opted onto the Board during periods between AGMs and are then presented to Members for election at the next AGM. The Trustee induction process is jointly led by the Chair of CASBA and the CEO. This process includes an introduction to the structures and governance of CASBA, an operational overview of service delivery and detailed reading of policies and procedures. Following appointment, new Trustees sign a confidentiality agreement and a conflict of interest declaration.

There are salaried employees, led by a CEO, who are each allocated to a specific project, or general administration.

Decision Making:

The Executive Committee meets regularly (at least at quarterly intervals) to make decisions, informed by presentations and discussions with the CEO. 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 and strategic planning and for the governance of the charity.

The Committee delegates operational responsibility to the CEO. The CEO 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 Chair and CEO 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.

CASBA COMMITTEE REPORT FOR THE YEAR TO 31ST MARCH 2022

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. Policy and Procedures are reviewed annually to ensure that they continue to meet statutory and service requirements.

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 South Birmingham. The charity is structured to effectively deliver advocacy through a project focus.

Parents Together

This ended in 2021. It offered specialist advocacy support for parents with learning disabilities who were going through periods of crisis, which directly affected their children or family life. The aim of this project was to empower parents to access support and services to help to prevent crises from escalating. Parents with learning disabilities often have difficulty in understanding Child Protection and Care Proceedings processes as they can be complex and lengthy. Through advocacy this project aimed to ensure that parents were fully informed, consulted and emotionally supported throughout.

Parents from this project co-designed and co-created CASBA's new project to support parents, Pregnancy to Parenthood which started October 2021.

**CASBA
COMMITTEE REPORT
FOR THE YEAR TO 31ST MARCH 2022**

Pregnancy to Parenthood

This project aims to reverse the trend to remove the children of parents who have learning disabilities into statutory care due to safeguarding concerns. The project seeks to keep families together by ensuring parents have access to the right information and advocacy to support their ability to parent and for their children to get the best start in life.

Forward Carers

This project provided support for carers and families of people with a learning disability and ended in this form in March 2022.

Mutual Carers

Support for carers and families of people with a learning disability. Ended in December 2021.

Crisis Advocacy

CASBA provides crisis advocacy to people with learning disabilities. We undertake holistic assessments and provide 1:1 support across a range of areas, including safeguarding, income, welfare benefits, social care, housing, reducing isolation and digital exclusion, debt, health and improving well-being.

Self-Advocacy

This project lies at the heart of CASBA's aim to enable people with learning disabilities to speak up for themselves. Funded in January thanks to CAF, all the planning took place in this year for the work to start July 2022.

Organisational Resilience

This is funded by the Charities Aid Foundation (CAF). Alongside funding our core activities of crisis advocacy and self-advocacy, CAF has funded CASBA to develop its organisational resilience. This has enabled increased support in finance and HR, new bookkeeping software, and a new Easy Read website to better enable our community to engage with us online. We were able to commission a re-fresh to our brand to better connect with and to continue to appeal to a wide audience. Our refreshed brand reflects CASBA's message of inclusion and drive for equity for people with learning disabilities. Much of the planning for this work happened in this period, the roll out will be later 2022.

West Midlands Self-Advocacy Network

Through our WMSAN funded link worker we are members of this important voice for change in the West Midlands. This project enables CASBA to network with and draw on the expertise of people with lived experience. It is comprised of representatives from learning disability advocacy organisations throughout the West Midlands. During the coronavirus pandemic the Network focussed on developing the self-advocacy skills of the members, developing their confidence to speak up for themselves and for others. It undertakes primary research into how society includes, or more usually excludes, people with learning disabilities. The network is one of the ways CASBA is able to be aware of gaps in provision and together with our community to co-design and co-create solutions.

4. Achievements and Performance 2021-22

CASBA COMMITTEE REPORT FOR THE YEAR TO 31ST MARCH 2022

All achievements were made while dealing with the continuing pandemic's impact on the organisation and society. Continued lockdowns during the winter of 2021 impacted delivery and targets achieved.

Key statistics

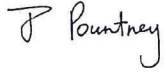
- 188 unique citizens supported across all CASBA projects – Parents Together, Mutual Carers, Forward Carers, Pregnancy to Parenthood and Crisis advocacy
- 318 referrals demonstrating the level of internal referrals across our work and the complexity of issues
- Lottery funded project Pregnancy to Parenthood, co-designed and co-created with people with lived experience launched October 2021
- crisis advocacy project funded in January 2022 and launched April 2022. Within weeks, full to capacity
- 34 people volunteered for CASBA as trustees, Ambassadors or on projects
- 116,902 people saw messages about CASBA's work on social media
- Our first ever online fundraising campaign Christmas 2021 reached its target through individual donations and online fundraisers through Facebook

Plans for 2022-23

- To continue to provide financial stability for the organisation in the short term and further expand the different streams of income in the medium and long term through a five-year organisational strategy, fundraising strategy and marketing and comms strategy.
- To further develop the current staff team experience and talent through training, new support programmes and an increased focus on well-being and performance
- To continue to create flexibility of roles to work on different projects and adapt to the hybrid working world
- To keep under review and close scrutiny the organisation's financial systems, office administration and office requirement
- to achieve best value and best practice
- To develop a new social enterprise to address low employment rates in our community, gaps in services/provision for the benefit of people with learning disabilities, and provide increased unrestricted income
- To develop learning disability training for employers seeking to make their workplaces more inclusive and to open up more employment opportunities for people with learning disabilities.
- To explore working with young people in transition (to college and from college)
- To continue CASBA's exploration into ways to better identify the organisation's impact and communicate it widely
- To further increase the organisation's profile capitalising on our new website, brand and enhanced digital presence
- To increase the voice of people with learning disabilities through support to lead on the organisation's strategic issues and support to develop self and group advocacy. Through this work experts by experience will be able to speak up about the issues that are of most concern to them and make their voices heard in order to influence policy and decision-making locally and regionally.
- To take steps to increase the organisation's diversity and inclusion.
- To take steps to increase the voice of lived experience within the organisation. A minimum of two trustees with lived experience within 3 years

**CASBA
COMMITTEE REPORT
FOR THE YEAR TO 31ST MARCH 2022**

This report was approved by the Executive Committee on 21/11/2022 signed on their behalf: -



.....
J. Pountney
Chairperson

**CASBA
FOR THE YEAR TO 31ST MARCH 2022**

INDEPENDENT EXAMINER'S REPORT TO CASBA

I report on the accounts of the charity for the year ended 31st March 2022, which are set out on pages 8 to 13.

Respective responsibilities of Executive Committee members and examiner

The charity's Executive Committee is responsible for the preparation of the accounts. The charity's Executive Committee considers that an audit is not required for this year (under section 144 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

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

Examine the accounts (under section 145 of the 2011 Act);

To follow procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and

To 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 Executive Committee members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent 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 130 of the 2011 Act; and
To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

M. A. Edwards Date 21/11/22

Michael Alan Edwards

For and on behalf of :-

M. A. Edwards Accountants Limited,
Chartered Accountants,
26, The Green,
Kings Norton,
Birmingham,
B38 8SD.

CASBA
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR TO 31ST MARCH 2022

					2022	2021
	Notes	Restricted Funds	Designated Funds	Unrestricted Funds	Total	Total
<u>Incoming Resources</u>						
Donations and other income		-	-	9,905	9,905	5,000
Grants	2	143,392	-	23,411	166,803	238,880
Investment income	3	-	-	14	14	36
Total incoming resources	7	143,392	-	33,330	176,722	243,916
<u>Resources Expended</u>						
Direct charitable expenses	7	140,602	-	60,372	200,974	229,616
Governance expenses	7	-	-	500	500	500
Total resources expended		140,602	-	60,872	201,474	230,116
Net incoming resources	4	2,790	-	(27,542)	(24,752)	13,800
Transfers			-		-	-
Accumulated funds b/f		15,779		103,906	119,685	105,885
Accumulated funds c/f	6a	18,569	-	76,364	94,933	119,685

The notes on pages 10 to 13 form part of these accounts

**CASBA
BALANCE SHEET
FOR THE YEAR TO 31ST MARCH 2022**

	Notes	2022	2021
<u>Current Assets</u>			
Cash at bank and in hand		167,339	169,688
Creditors - amounts falling due within one year	5	(72,406)	(50,003)
Net Current Assets		<u>94,933</u>	<u>119,685</u>
<u>Reserves</u>			
Unrestricted fund	6b	76,364	103,906
CAF - Restricted	6b	6,995	-
Big Lottery Pregnancy to Parents	6b	12,586	-
Big Lottery Parents - Restricted	6b	2,751	4,446
West Mids. Advocacy - Restricted	6b	1,439	1,435
Lloyds Foundation fund - Restricted	6b	-	4,444
Wesleyan - Restricted	6b	-	5,171
Forward Carers - Restricted	6b	(5,202)	283
		<u>94,933</u>	<u>119,685</u>

Approved by the Executive Committee on 21/11/2022 and signed on their behalf by: -



.....
J. Pountney
Chairperson

The notes on pages 10 to 13 form part of these accounts

CASBA
NOTES TO THE ACCOUNTS
FOR THE YEAR TO 31ST MARCH 2022

1 ACCOUNTING POLICIES

Accounting Convention

The accounts are prepared under the historical cost convention, and in accordance with the FRS 102 (section 1A), issued in 2019, the Statement of Recommended Practice for charities, issued in 2019 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 cash flow statement on the grounds that it is a small charity.

Incoming Resources

Voluntary income 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. Grants are recognised in the Statement of Financial Activities in the year to which they relate.

Outgoing Resources

Resources expended are recognised in the year in which they are incurred. Resources expended include attributable VAT which cannot be recovered. 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 fund are incoming resources which are used for the objects of the charity, without any specified purpose or further restriction. Restricted funds can only be used for the specific purposes as decided by the donor, within the objects of the charity.

2 <u>GRANT INCOME</u>	2022	2021
Big Lottery - Parents	24,237	39,384
Big Lottery - Pregnancy to Parents	48,313	-
West Midlands Advocacy	4,738	-
Lloyds 2018	18,598	25,359
Heritage Lottery	10,131	14,852
Rathbone	-	600
Forward Carers	18,781	7,825
Covid-19	-	41,892
CAF	18,594	21,091
Heart of England	-	6,000
Henry Smith Charity	-	15,750
Other grants	14,280	54,890
CJRS grants	9,131	11,237
	<u>166,803</u>	<u>238,880</u>

CASBA
NOTES TO THE ACCOUNTS
FOR THE YEAR TO 31ST MARCH 2022

3	<u>INVESTMENT INCOME</u>	2022	2021
	Interest on cash deposits	<u>14</u>	<u>36</u>

4	<u>NET OUTGOING RESOURCES</u>	2022	2021
	This is stated after charging :-		
	Independent examiner's remuneration	1,400	780
	Employees' remuneration	146,759	195,044
	Average number of employees	7	9
	Committee members' remuneration	<u>-</u>	<u>-</u>

5	<u>CREDITORS</u>	2022	2021
	Accruals	<u>72,406</u>	<u>50,003</u>

6a MOVEMENT ON ACCUMULATED RESTRICTED/DESIGNATED FUNDS

	Big Lottery Preg. - Par. Fund Restr.	CAF Fund Restr.	Big Lottery Parents Fund Restr.	West Mids. Advocacy Fund Restr.	Lloyds 2018 Fund Restr.	Heritage Lottery Fund Restr.	Wesleyan Fund Restr.	Forward Carers Restr.	General Fund Unrest.	Total
Balances b/f	-	-	4,446	1,435	4,444	-	5,171	283	103,906	119,685
Income	48,313	18,594	24,237	4,738	18,598	10,131	-	18,781	33,330	176,722
Expenditure	(41,318)	(6,008)	(25,932)	(4,734)	(23,042)	(10,131)	(5,171)	(24,266)	(60,872)	(201,474)
Transfer										-
Balances c/f	6,995	12,586	2,751	1,439	-	-	-	(5,202)	76,364	94,933

CASBA
NOTES TO THE ACCOUNTS
FOR THE YEAR TO 31ST MARCH 2022

6b NET ASSETS ANALYSIS

	Big Lottery Preg. - Par. Fund Restr.	CAF Fund Restr.	Big Lottery Parents Fund Restr.	West Mids. Advocacy Renewals Fund Restr.	Forward Carers Fund Restr.	Henry Smith Fund Restr.	General Fund Unrest.	Total
Cash at bank	6,995	13,807	48,886	1,439	(5,202)	23,650	77,764	167,339
Creditors	-	(1,221)	(46,135)	-	-	(23,650)	(1,400)	(72,406)
	<u>6,995</u>	<u>12,586</u>	<u>2,751</u>	<u>1,439</u>	<u>(5,202)</u>	<u>-</u>	<u>76,364</u>	<u>94,933</u>

The Big Lottery Parents Project has now finished. This Project provided one-to-one advocacy for parents with learning disabilities in South Birmingham and Peer Advocacy thereby reducing social isolation and disadvantage.

Big Lottery Pregnancy to Parenthood, aims to prevent the necessity to remove children from parents with learning difficulties. It tries to keep families together.

The Henry Smith Grant not yet started, and will commence next year. This Grant provides core costs for advocacy to support adults in South Birmingham with learning disabilities who are experiencing difficulties in relation to welfare reform.

West Midlands Self-Advocacy Network fund a link worker, who enables us to network and draw on the experience of other people. It also enables us to become aware of gaps in provision of advocacy services.

Charities Aid Foundation has provided us with support to develop organisational resilience. Areas supported include finance, HR, our website, which enables us to communicate with a wider audience.

Forward Carers provided support for carers and families and ended in March 2022.

Lloyds 2018, Heritage Lottery and Wesleyan funds, explored the lives of people with learning difficulties in various ways and provided them with support. They have all finished this year.

Our unrestricted funds are available to cover deficits; and/or provide delivery of service not covered by other grants.

CASBA
NOTES TO THE ACCOUNTS
FOR THE YEAR TO 31ST MARCH 2022

7 INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR TO 31ST MARCH 2022

	2022	2021
<u>Incoming Resources</u>		
Big Lottery - Parents	24,237	39,384
Big Lottery - Pregnancy to Parents	48,313	-
West Midlands Advocacy	4,738	-
Lloyds 2018	18,598	25,359
Heritage Lottery	10,131	14,852
Rathbone	-	600
Forward Carers	18,781	7,825
Covid-19	-	41,892
CAF	18,594	21,091
Heart of England	-	6,000
Henry Smith Charity	-	15,750
Other grants	14,280	54,890
CJRS grants	9,131	11,237
Donations	5,968	1,000
Employment allowance	3,937	4,000
Interest	14	36
	<u>176,722</u>	<u>243,916</u>
<u>Expenditure</u>		
Salaries and national insurance	146,759	195,044
Training	-	250
Travel expenses	228	353
Rent and insurance	6,685	7,261
Telephone and internet	4,202	2,243
Stationery	325	731
Advertising	2,144	144
Photocopier	2,324	4,537
Software and IT	2,103	2,411
Professional fees	35,478	7,640
Repairs	304	5,498
Sundries	922	4,004
	<u>201,474</u>	<u>230,116</u>
Deficit/Surplus for the year	<u>(24,752)</u>	<u>13,800</u>