

CASBA

CHARITY NUMBER 701365

REPORT AND ACCOUNTS
YEAR TO 31ST MARCH 2023

Committee Report

The Executive Committee (who are the trustees of the charity), submits its report and accounts for the year to 31st March 2023.

Structure, Governance and Management:

Constitution:

The constitution was first adopted on September 21st 1988 and has been revised at AGMs on 21st November 2022, 21st 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 presentation 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. They are 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.

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 January 2023. This standard is funders' and citizens' guarantee of quality. CASBA has held this quality mark for over ten years and this demonstrates continual improvements in our services. Policy and Procedures are reviewed annually to ensure that they continue to meet statutory 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.

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 get the best start in life.

Crisis Advocacy funded by Charities Aid Foundation and the Henry Smith Charity

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, health and improving well-being. We grow independence, confidence and skills through trainings, workshops, volunteering and health and well-being support so crisis is not just alleviated but prevented too.

Self-Advocacy

This project lies at the heart of CASBA's aim to empower people with learning disabilities to speak up for themselves. Funded by Charities Aid Foundation (CAF), it started in July 2022 and has and has gone from strength to strength. Called LINK, it brings together local young adults with learning disabilities so they can be the voice of people with learning disabilities within their local community. It's facilitated by two members of staff with learning disabilities.

Organisational Resilience

This was funded by CAF and came to an end in March 2023. This funding has enabled increased support in finance and HR, new bookkeeping software, a new Easy Read website, new training microsite for parents and businesses, a re-fresh to the CASBA brand, a theory of change to better communicate the difference we make, full cost recovery consultancy, training in Easy Read for all staff, fundraising strategy consultancy, GDPR training and safeguarding training. CASBA is a stronger, more resilient charity as a result.

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 comprises representatives from learning disability advocacy organisations throughout the West Midlands. 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 co-design and co-create solutions.

4. Achievements and Performance 2022-23

All achievements were made while dealing with the continuing pandemic's impact on the organisation and society.

Key statistics

- 1,951 referrals demonstrating the level 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, continued to reach increasing numbers of parents with learning disabilities in year 2.
- crisis advocacy funded in January 2022 and launched April 2022. At capacity within weeks, referrals had to be triaged due to the demand and urgency, and a waiting list set up.
- 27 people volunteered for CASBA as trustees, ambassadors or on projects.
- 118,973 people saw messages about CASBA's work on social media, with Facebook engagement growing by 514%.
- We were part of the national matched funding initiative, The Big Give, for the first time. We raised £4,128 smashing our target. Other income generating activities have grown unrestricted income by 224%.

Plans for 2023-24

- 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 to further 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.
- Following consultancy support from <https://www.i-se.co.uk/> in 2022, launch our new social enterprise to address low employment rates in our community, gaps in services and 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 quantify the organisation's impact and communicate it widely
- To further increase the organisations' profile capitalising on our new website, brand and enhanced digital presence
- To increase the voice of people with learning disabilities through providing support to lead on the organisation's strategic issues and further develop peer-, self- and group advocacy. Through this work experts by experience will be better able up about the issues that are of most concern to them and make their voices heard, influencing policy, services and decision making
- To take steps to increase the organisation's diversity and inclusion
- To take steps to further increase the voice of lived experience within the organisation

This report was approved by the Executive Committee on 14 November 2023 and signed on their behalf by:



.....
Jackie Pountney
Chairperson

INDEPENDENT EXAMINER'S REPORT TO CASBA

I report on the accounts of the charity for the year ended 31st March 2023, which are set out on pages 5 to 16.

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 16/11/23

Michael Alan Edwards

For and on behalf of:-

M. A. Edwards Accountants Limited,

Chartered Accountants,

26, The Green,

Kings Norton,

Birmingham,

B38 8SD.

Annual accounts for the period

Period start date

01-Apr-22

To

Period end
date

31-Mar-23

Section A Statement of financial activities (including summary income and expenditure account)

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds £	Prior year funds £
Income					
Income and endowments from:					
Donations and legacies	13,960	-	-	13,960	9,905
Grant income	29,326	274,104	-	303,430	166,803
Interest income	321	-	-	321	14
Other income	200	3,691	-	3,891	-
Total	43,807	277,795	-	321,602	176,722
Expenditure (Note 3)					
Expenditure on:					
Raising funds	4,201	7,402	-	11,603	-
Charitable activities	21,265	234,507	-	255,772	201,474
Total	25,466	241,909	-	267,375	201,474
Net income/(expenditure)	18,341	35,886	-	54,227	- 24,752
Transfers between funds	2,918	- 2,918	-	-	-
Other recognised gains/(losses):					
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-	-
Other gains/(losses)	-	-	-	-	-
Net movement in funds	21,259	32,968	-	54,227	- 24,752
Reconciliation of funds:					
Total funds brought forward	76,364	18,569	-	94,933	119,685
Total funds carried forward	97,623	51,537	-	149,160	94,933

Section B Balance sheet

	Total this year £	Total last year £
Current assets		
Debtors (Note 6)	3,692	-
Cash at bank and in hand	174,783	167,339
Total current assets	178,475	167,339
Creditors: amounts falling due within one year (Note 7)	29,315	72,406
Net current assets/(liabilities)	149,160	94,933
Total assets less current liabilities	149,160	94,933
Funds of the Charity		
Restricted income funds	51,537	18,569
Unrestricted funds	97,623	76,364
Total funds (Note 11)	149,160	94,933

Approved by the executive committee and signed on their behalf by

Signed by one or two trustees/directors on behalf of all the
trustees/directors

Print Name	Date of approval dd/mm/yyyy
Jackie Pountney	14/11/2023
<i>J Pountney</i>	

Signature of director authenticating accounts being sent to Companies
House

Signature	Date dd/mm/yyyy
	Print name

Section C

Notes to the accounts

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) section 1A.
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 Going concern

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

1.3 Change of accounting policy

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note 2.

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS102 SORP).

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS102 SORP).

Note 2**Accounting policies****2.1 INCOME****Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

Contractual income and performance related grants

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

Support costs

The charity has incurred expenditure on support costs.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Income from interest, royalties and dividends

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

2.2 EXPENDITURE AND LIABILITIES**Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Redundancy cost

The charity made redundancy payments during the reporting period. They have been included as an item of salary expenditure and detailed in Note 7.3

Deferred income

No material item of deferred income has been included in the accounts.

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts

2.3 ASSETS**Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Section C **Notes to the accounts** **(cont)**

Note 3 **Expenditure**

Analysis	This year			Last year		
	Unrestricted funds	Restricted income funds	Total funds	Unrestricted funds	Restricted income funds	Total funds
Expenditure on raising funds:			£			£
Salary cost attributed to fundraising	4,201	3,421	7,622	-	-	-
Professional cost of external fundraiser	-	3,981	3,981	-	-	-
Total expenditure on raising funds	4,201	7,402	11,603	-	-	-

Expenditure on charitable activities:

Salaries - Admin and management	7,320	34,870	42,190	1,457	28,654	30,111
Salaries - Projects	4,294	125,362	129,656	17,799	98,849	116,648
Rent and insurance	2,809	6,269	9,078	-	6,685	6,685
Telephone and internet	2,039	3,110	5,150	184	4,018	4,202
Printing, postage and stationery	517	743	1,260	49	276	325
Advertising and marketing	57	4,250	4,307	-	2,144	2,144
Equipment leasing	-	-	-	80	2,244	2,324
Repairs and renewals	-	-	-	-4	308	304
Software and IT costs	1,092	2,868	3,961	181	1,922	2,103
Accountancy fees	890	1,850	2,740	44	1,356	1,400
Other professional fees	1,292	41,383	42,675	27,990	6,088	34,078
Training costs	-	7,077	7,077	-	-	-
Travel costs	104	4,322	4,426	28	200	228
Sundry expenses	851	2,402	3,253	74	848	922
Total expenditure on charitable activities	21,265	234,507	255,772	47,882	153,592	201,474
TOTAL EXPENDITURE	25,466	241,909	267,375	47,882	153,592	201,474

Section C **Notes to the accounts** **(cont)**

Note 4 **Grants**

Analysis	This year			Last year		
	Unrestricted funds	Restricted income funds	Total funds £	Unrestricted funds	Restricted income funds	Total funds £
National Lottery Community Fund	-	92,641	92,641	-	72,550	72,550
Charities Aid Foundation	-	74,378	74,378	-	18,594	18,594
Wesleyan Foundation	-	9,999	9,999	-	-	-
Henry Smith Charity	-	47,300	47,300	-	-	-
NNS Fund	-	20,000	20,000	-	-	-
Other grants	29,326	29,786	59,112	14,280	-	14,280
West Midlands Advocacy	-	-	-	-	4,738	4,738
Lloyds 2018	-	-	-	-	18,598	18,598
Heritage Lottery	-	-	-	-	10,131	10,131
CJRS	-	-	-	9,131	-	9,131
Forward Carers	-	-	-	-	18,781	18,781
Total grants	29,326	274,104	303,430	23,411	143,392	166,803

Section C**Notes to the accounts****Note 5****Fees for examination of the accounts**

This year £	Last year £
1,200	1,440

Section C	Notes to the accounts	(cont)
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Note 6 **Paid employees**

6.1 Staff Costs

	This year £	Last year £
Total staff costs	179,471	146,759

This year:

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

Pension expenses were allocated against the same funds as the corresponding salaries.

6.2 Average head count in the year

The parts of the charity in which the employees work

	This year Number	Last year Number
Fundraising	1	1
Charitable Activities	10	10
Governance	1	2
Other	-	-
Total	12	13

Section C**Notes to the accounts****(cont)****Note 7****Debtors and prepayments**

Accrued income

Prepayments

	This year £	Last year £
	3,692	-
	-	-
Total	3,692	-

Section C	Notes to the accounts	(cont)
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Note 8

Creditors and accruals

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Accounts payable	7,845	-	-	-
Accruals	1,470	-	-	-
Income in Advance	20,000	72,406		
Total	29,315	72,406	-	-

Section C

Notes to the accounts

(cont)

Note 9 Charity funds

9 Details of material funds held and movements during the CURRENT reporting period

* Key: PE - permanent endowment funds; EE - expendable endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

Fund names	Type PE, EE R or UR *	Opening Balance £	Income £	Expenditure £	Closing Balance £
Access to Work	R		3,691	3,599	92
BCC DV	R	-	7,126	3,101	4,025
Big Lottery - Parents	R	2,751	-	2,751	-
BVSC	R	-	9,640	14,910	-5,270
CAF	R	12,586	74,378	88,342	-1,378
NLCF (P2P)	R	6,995	92,641	89,164	10,472
Cotteridge Quakers	R	-	2,730	1,216	1,514
Forward Carers	R	-5,202	4,256	-946	-
General Fund	U	76,364	43,807	22,548	97,623
NNS Fund	R	-	20,000		20,000
Mencap Ambassadors	R	-	750	750	-
Wesleyan	R	-	9,999	991	9,008
Henry Smith	R	-	47,300	36,703	10,597
WM Advocacy	R	1,439	5,284	4,246	2,477
TOTALS		94,933	321,602	267,375	149,160

Note 10 Transactions with trustees and related parties**10.1 Trustee remuneration and benefits****This year**

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity

Last year

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity

10.2 Trustees' expenses

No trustee expenses have been incurred

10.3 Transaction(s) with related parties**This year**

There have been no related party transactions in the reporting period

Last year

There have been no related party transactions in the reporting period