

1.REPORT OF THE TRUSTEES

The Trustees have the pleasure in presenting their annual report and the financial statements for this financial year 2021/2022. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102). Trustees (see page 2 annual report)

The directors of the charity are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees.

2.OBJECTIVES AND ACTIVITIES

see page 2 (Charities Objects)

To promote sustainable development for the benefit of Disadvantaged in the Community.

To continue to adhere to Covid-19 safety for all staff and service users. This is regularly reviewed alongside government restrictions and guidelines.

3. ACHIEVEMENTS AND PERFORMANCE

See pages 2 & 3 of Annual Report – Graphs

4.FINANCIAL REVIEW

Outcome for the year, the transactions of the charity are summarised on page 4 of the financial statements. The charity had total incoming resources for the year 2021/22 of £156,025. Of this amount £144,806 was restricted and £11,219 Unrestricted. Total expenditure in the year amounted to £95,021. This resulted in an overall surplus for the year of £61,005 (2020/21 surplus £49,719) surplus reflective of longer running projects. The charity has total reserves at end of 2022 of £50,000 (see reserves policy).

Reserves Policy

The level of free reserves held seeks to strike a balance between managing risk and providing ongoing running costs of between 3 to 9 months, this is in the case of a possible folding event and maintaining the level of resources necessary to safeguard the continuity of the charity (including vulnerable service users) for the immediate period following.

Following on, it is also calculated that £18,000 of the total sum would cover redundancy (at current staffing level and calculated around service duration, age and rate of pay) the remainder would cover any costs incurred in closing existing contracts in full.

Finally, we may access this reserve in the event of action needed if income falls below expectations or if there are unexpected or unforeseen operational costs.

The Trustees consider that a target level of free reserves in the order of £50,000 is currently appropriate for the charity. The total of free reserves remains at financial accounting 21/2022

5. FUTURE PLANS

We will continue to deliver our educational projects, counselling services, advocacy, postal holding, (See - charities Objects) to service users while looking towards any diversifications within these areas so that we can further develop our working model.

This will aid us in continuing to offer best value and wider access at the same time. With direct help from funders, we are happy to be looking forward to being able to provide more inclusive facilities for our service users. We aim to renovate our WC area within the centre, with agreement of our landlord and we will most definitely be able to offer a growing service to a more diverse demographic across the local population.

6. RESPONSIBILITIES OF THE BOARD OF TRUSTEES

For the purposes of charity law, trustees are required to prepare financial statements for each financial year which give a true and fair view of the situation of the charity and of the surplus or deficit for the year. In preparing those financial statements, the Trustees are required to:

- (a) select appropriate accounting policies and then apply them consistently
- (b) observe the methods and principles in the Charities SORP
- (c) make judgements and estimates that are reasonable and prudent,
- (d) state whether applicable UK accounting standards have been followed, and explain where they have not been followed, and
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

REPORT OF THE TRUSTEES AND DIRECTORS

The Trustees are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity, and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the Companies Act 2006.

The Trustees are responsible for ensuring that the charity maintains an adequate system of internal control, designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice, Accounting and reporting by Charities, and in accordance with the special provisions of Part 15 of the Companies Act relating to small entities.

Approved by the Board of Trustees 2022

Signed on their behalf by



Ian Wardrop – Chair

First Stop Centre Mid Essex Branch

1st April 2021 - 31 March 2022

	<u>2021/2022</u>		<u>2020/2021</u>	<u>2019/2020</u>
<u>Income</u>	Restricted Funding	Unrestricted Funding		
ECC / Essex Learning Partnership Fund	31,669	0	25,410	26,922
Essex Community	25,000	0	7,500	0
Community 360	8,600	0	4,200	1,458
Other Funding	0	0	0	5,000
Braintree District Council	31,326	0	17,286	0
Landsec	17,000	0	15,000	10,777
Phoenix Futures	0	0	0	600
Neighbourly	400	0	0	0
Interact	0	560	280	560
WEA	0	4,760	2,800	11,265
FSJ Charities	0	0	0	1,000
Other Donations	0	1,949	6,777	12,914
Essex Association	23,000	0	5,000	0
Charities Aid Foundation (CAF	0	0	2,200	0
Census	980	0	5,568	0
Fundraising Events	0	0	0	2,015
Gift Aid	0	0	0	1,281
Counselling Income	0	3,826	1,850	3,415
Canteen Income	0	0	0	1,494
Pool Table Takings	0	0	0	193
Miscellaneous Income	0	74	0	48
HMRC JRS GRANT	6,832	0	6,665	0
Covid-19 Response Grant	0	0	21,906	0
Supplier Refund of Overpayment	0	45	490	62
Bank Interest	0	5	14	30
	144,806	11,219		
Total Income		156,025	122,946	79,033
<u>Expenditure</u>				
Payroll		63,404	51,720	46,449
Maintenance		1,455	482	926
Copier		0	144	288
New Equipment		6,420	1,686	0
Travel		347	311	476
Supervision & Training		538	228	507
Insurance		950	950	950
Utilities		1,977	2,584	2,015
IT Costs		2,113	1,371	768
Office expenses		471	266	435
Cleaning		4,110		
Food collections & deliveries		890		
Sundry Expenses		323	44	445
Shopping Vouchers		10,000		
Xmas Hampers		422	0	500
Accounts Audit		60	60	50
Census		1,080		
Covid19 expenses		204	13,300	0
Printing/Stationery		256	79	136
Total Expenditure		95,021	73,227	53,947
<u>(Deficit)/Surplus</u>		61,005	49,719	25,087
Fund B/F		152,714	102,995	77,908
Fund C/F		213,719	152,714	102,995



Section A

Independent Examiner's Report

Report to the trustees/
members of

FIRST STOP CENTRE MID-ESSEX BRANCH

On accounts for the year
ended

31st March 2022

Charity no
(if any)

803170

Set out on pages

1-12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

Responsibilities and
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 confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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

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

Signed: Lisa Brown

Date: 10/10/2022

Name: Lisa Brown

Relevant professional
qualification(s) or body
(if any):

ICB Level 1 Manual Bookkeeping
ICB Level 2 Manual Bookkeeping
ICB Level 3 Computerised Bookkeeping
ICB Level 2 Certificate in Bookkeeping
ICB Level 3 Certificate in Bookkeeping and Accounts

Address: 5 Charnock Close

Frinton on Sea

Essex CO13 0RT

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.