



Trustees' Annual Report for the period

From 01/04/2021
31/03/2022

Period start date To
Period end date

Charity name: Cannock Chase Advice Centre

Charity registration number: 1063030

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide non-judgemental, non-discriminatory service of listening, understanding, support and advice for people of the community and surrounding area
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Advice and help with benefits including the completion of forms especially PIP, AA, Blue Badge and food vouchers
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	All staff are volunteers

Other		
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Over £440,000 has been obtained in benefits for clients which means an improvement to their well-being and ability to feed themselves and keep warm especially our vulnerable clients. 1,369 clients visited the centre this year.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Improvement on support given and number of clients seen
Performance of fundraising activities against objectives set	Para 1.41	None
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£44,900
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold £3000 to cover any liabilities in the event of closure of the centre
Amount of reserves held	Para 1.22	£3000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Cannock Chase Council, Staffordshire County Council
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Loss of Grants
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed from Cannock Chase Council and Staffordshire County Council. Others can be appointed by resolution at the AGM

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Under development
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	Work closely with Penkmoneywise offering debt management for clients of the centre
Other		

Reference and Administrative details

Charity name	Cannock Chase Advice Centre
Other name the charity uses	
Registered charity number	1063030

Charity's principal address	23 Park Road, Cannock, Staffs WS11 1JN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Frank Allen	Chairman	18/1/2021	Deceased November 2022
2	Sheila Cartwright			Taken off by council in 2022
3	Tom Dawson			Resigned March 2022
4	Phil Hewitt		18/01/2021	
5	Phil Jones		18/01/2021	
6	Hydra Sutton		18/01/2021	
7	Susan Searle	Secretary	18/01/2021	
8				
9				
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17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Susan Searle

Full name(s)

Susan Searle

**Position (eg
Secretary, Chair, etc)**

Secretary

Date



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
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Receipts and payments accounts

For the period from	Period start date	To	Period end date
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Cannock Council	11,870			11870
Staffordshire County Council	12,487			12487
Misc donations	1,050			1050
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	25,407	-	-	-
Total receipts		-	-	25,407
A3 Payments				
Volunteer Expenses	6,517	-	-	6,517
Telephone	1,406	-	-	1,406
Electricity/Gas	809	-	-	809
Water	176	-	-	176
Rent/Rates	593	-	-	593
Insurance	642	-	-	642
Adminstrance/Misc	4,178	-	-	4,178
Maintenance	403	-	-	403
Sub total (Gross income for AR)		-	-	
Sub total	14,724	-	-	14,724
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	14,724			14,734
Net of receipts/(payments)	10,683	-	-	10,683
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	10,683	-	-	10,683

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Bank Balance	44,918	-
		-	-
		-	-
	Total cash funds	44,918	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Categories	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

Categories	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

Categories	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

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

Signature	Print Name
	Susan Searle

CC16a



Last year
to the nearest £

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-
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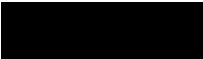
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Endowment funds

to nearest £

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OK

Endowment funds

to nearest £

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Current value (optional)

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Current value (optional)

-
-
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When due (optional)

Date of approval



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name CANNOCK CHASE ADVICE CENTRE

On accounts for the year ended

21ST MARCH 2022

Charity no (if any)

1063030

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 27th JUNE 2022

Name: PETER WILKINSON

Relevant professional qualification(s) or body

[Empty box for professional qualification]