



Cheetham Hill
Advice Centre

Cheetham Hill Advice Centre

Annual Report 2022-23



Registered Charity Number 1136328
Company Number 7253445

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Introduction and Chair's Report

Welcome to Cheetham Hill Advice Centre's annual report for 2022-2023

This has been an extremely busy year with challenges seemingly coming from every direction. The cost of living crisis has had a hugely negative impact on our community. The increasing costs of petrol, food and utility bills have stretched already small budgets even tighter. These increases have been accompanied by large increases in rent costs that mean many people now don't have enough money for the essentials needed to live.

Key achievements

We consulted with members of our community to guide our response to the cost of living crisis. People told us that they were not able to afford the increased costs of food shopping, that they were struggling with utility bills and that they were no longer able to meet the costs of large purchases and one-off costs. Members of the community told us that they appreciated

being able to contact us over the phone and so we have continued to provide advice in this way. The community were also clear that there are times when they want to speak to someone face-to-face.

We acted upon the information shared by increasing the number of days when people can come in and speak directly to someone without an appointment, we have registered with official bodies so we can distribute money to people who need it, we have increased the number of applications we make for people to trust funds and grants for individuals and have delivered targeted sessions for priority areas that arise (e.g. applying for school uniforms before the end of the school year, understanding council tax bills and negotiating payment of any council tax debt when the annual bills come out). We have also increased our work around utility debt.

We are pleased to continue in our successful partnership with Citizens Advice Manchester and Shelter. We have worked with our partners and the Commissioner to gather evidence on the need and effectiveness of the citywide advice contract. The contract for this essential work was extended by two years and will now run until the end of March 2024.

We have needed to replace three large grants ending between 2022-23. We spent a year consulting with the community, commissioning independent evaluations, analysing data on inequalities and speaking to partner agencies. We are very pleased to have been successful in replacing all the funding that came to an end. As a grassroots, anchor organisation this has meant we are able to continue to provide support delivered in the under-funded parts of north Manchester. This has provided us with stability and security at a time when our community have needed us more than ever.



Our thanks

We are grateful to all of our funders, our partners, our staff team, our volunteers and our trustees. We have really appreciated the extra efforts everyone has brought in, our responses to the challenges of inflated costs, increased inequalities and reduced quality of life. I would like to extend my especial appreciation to the team of staff and volunteers who assisted everyone who came to CHAC for help. Your efforts this year have seen us help an increased number of people to achieve a massive number of outcomes. These have made a significant difference and has meant that people have survived the uncertainty of the last year and will enter the new year in a more protected position.

Sarah Sedge
Chair of Cheetham Hill Advice Centre



The team at CHAC have made a significant difference this year and has meant that people have survived the uncertainty of the last year and will enter the new year in a more protected position.

Sarah Sedge
Chair of Cheetham Hill Advice Centre



Advice service

In 2022 to 2023 CHAC dealt with 3,888 enquiries from 1,634 individuals.

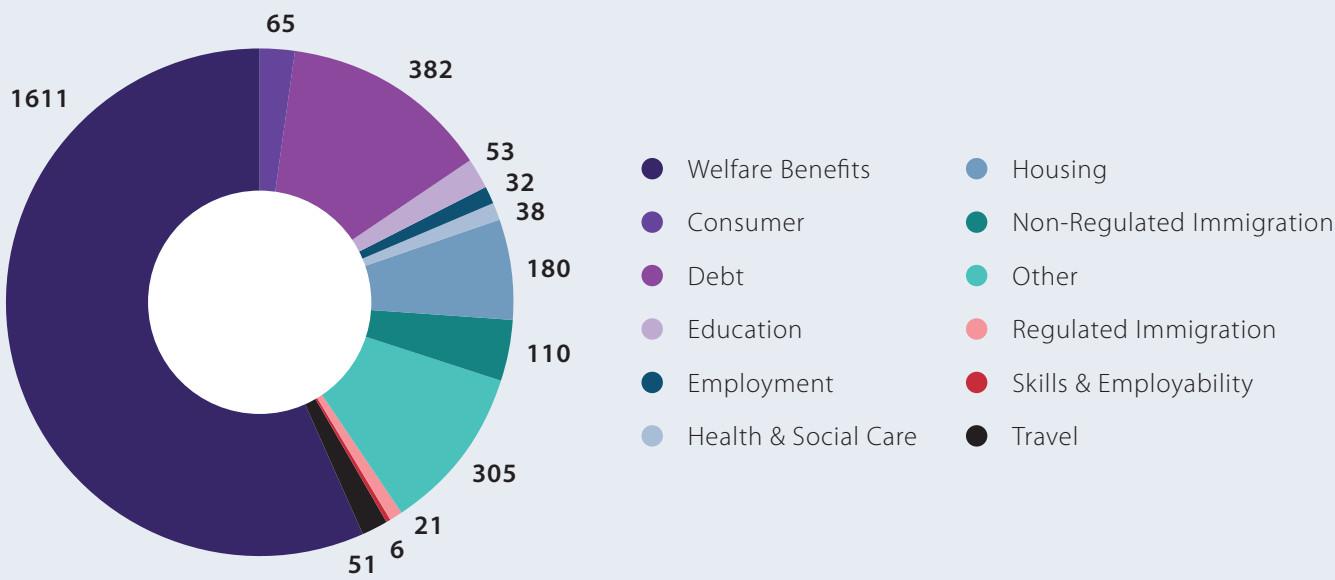
We helped with 1,611 welfare benefit issues, this included making applications for Attendance Allowance, Personal Independence Payment or Disability Living Allowance, 312 Universal Credit applications and 155 applications for Council Tax Support.

CHAC helped with 382 debt cases, including both priority and non-priority debts, that consisted of a total debt of £783,380.

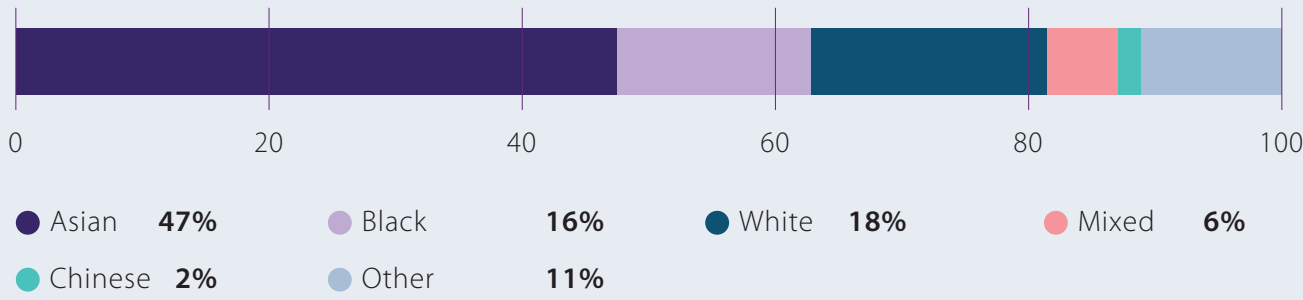
We had 180 housing queries, ranging from disrepair to a landlord commencing possession proceedings.

We advised on 131 immigration issues, had 65 consumer queries, 53 education applications and 32 employment issues.

Queries by type



Ethnic origin



I first went to CHAC in April 2022, I am 70 years old, and found myself homeless, having to sofa surf between friends and with no income other than a small pension of £100 each month.

CHAC helped me complete a housing application and to contact the Council, who were able to temporarily house me in a hotel.

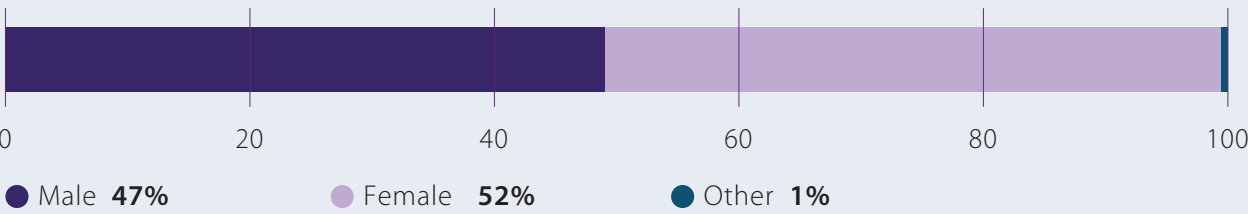
The team helped me make an application for Attendance Allowance and for Pension Credit. While waiting for responses from both of these they helped me with foodbank vouchers

and with a household support grant from Manchester City Council.

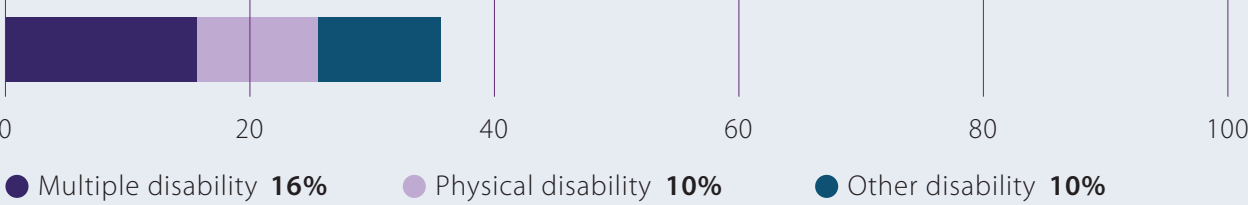
I have now been rehoused into supported living accommodation, I am getting Pension Credit and Housing Benefit. When I look back to before I sought help, I was homeless and I did not have money to buy food or any basic supplies.

Now I have had a backdate of over £12,000 which has meant I could buy furniture and other essential goods. CHAC have completely turned my life around, I am not sure what I would have done without their help, I am so thankful.

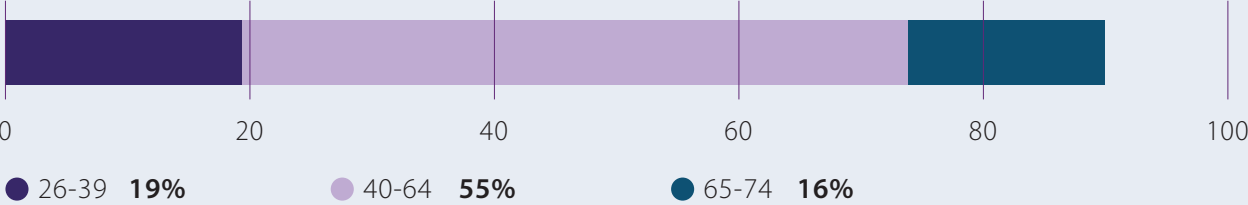
Gender



Disability



Age range



Contacting CHAC

In the year CHAC adapted to the needs of the local community to change the way people could contact us for help and support with their issues. Listening to feedback that people wanted to return to be able to drop by for help we implement a face-to-face reception session

four days a week 10am until 1pm. This allowed people to bring in documents, show us letters/ emails of concern and allow them to either be helped immediately, booked an appointment for help or signposted to the best service for them. We are very proud to now offer help either over the telephone or face to face.

Outcomes

Advice issues

Throughout the year we helped 339 individuals claim £1,410,312 in additional benefits, 124 individuals were assisted to claim backdated benefits of £604,923 and we helped 78 individuals maintain benefit awards valued at £359,135.

We helped claim charitable grants worth £78,865, this provided help to clear utility arrears, pay towards essential goods and help pay for one-off expenses such as Christmas.

We helped our clients write off debts of £36,502 and helped 150 individuals either agree repayment plans, stop creditor action or stabilise their debt situations.

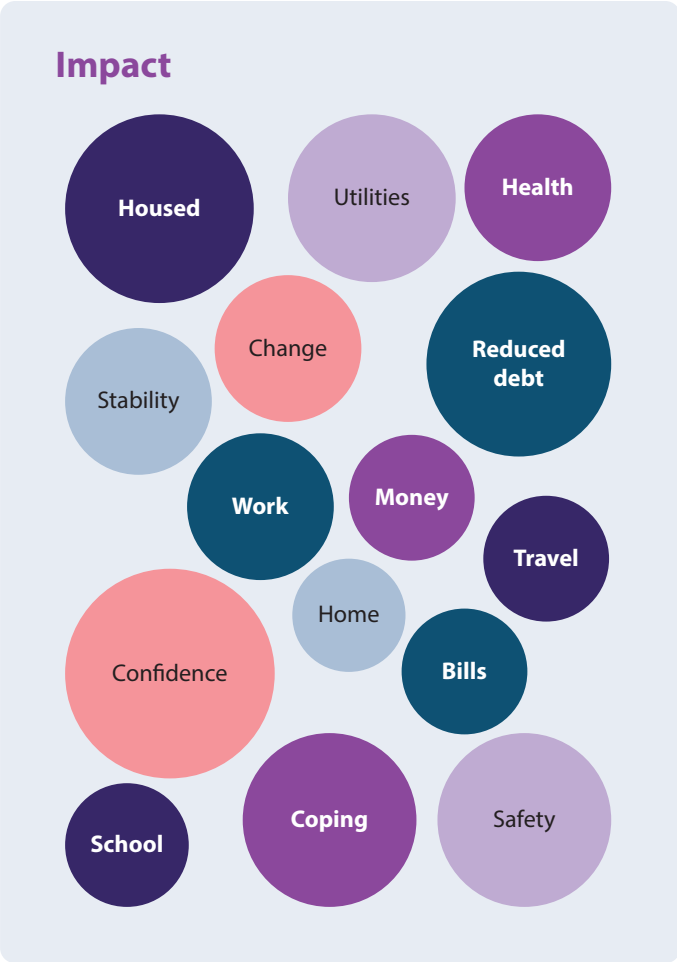
Languages provided

We have always prided ourselves in offering advice in our clients' first languages, and on top of the 11 languages spoken by our staff, our volunteers spoke an additional 7, and we used Language Line for languages we were unable to access.

All in all, throughout the year we were able to provide help and advice in 29 different languages.



“CHAC helped me realise I am entitled to claim benefits I have been refused in the past, it has given me a voice.”



Meaningful impact

At CHAC we provide advice on a range of problems. This means that positive change happens in lots of different parts of people's lives. We ask people to tell us what has changed for them after they have been helped by CHAC. People have reported outcomes that are easy to measure such as reduced debt but they also talk about improvements in longer term changes like increased in confidence, improved health and feeling more able to cope.

“The claim you supported me with has made a massive effect on my life, it's a huge pressure lifted.”

“I was reassured there was someone to help me with the processes I didn't understand, this made me feel safe.”

“The advisors are very polite, respectful and supportive, they have handled my case professionally.”

You Said | We Did

We spent time this year speaking to members of our community about concerns and priorities. We appreciate all the feedback and suggestions for the future that were shared with us. We also commissioned independent evaluation of our

work with a focus on the views of the people in our community. We used all of this information to guide our development and our response to the cost-of-living crisis. Below is a table with the four priority areas that our community identified, along with a description of what we did and the impact of this.

You said	We did	Impact
You don't have enough money to meet essential costs	Registered with MACC to distribute the Household Support Fund	We helped 197 of you and raised £78,800 which went directly to the people we helped. We used this 'cash first' approach because you know what your family most need
It was getting much harder to pay for children's school uniforms	Increased the number of applications we make to Wood Street Mission for uniforms	We made 47 referrals to the Wood Street Mission for school uniforms. This helped free up this money to be spent on other rising costs (average uniform cost is £337 for secondary school and £315 for primary school per child)
You were struggling to pay utility costs	Set up utility debt sessions and targeted work supported by United Utilities Trust Fund	We helped 189 individuals with £37,346 worth of utility debts. This has helped reduce overall expenses and allow more flexibility on household budgets
You wanted access to see an advisor face-to-face while still having the option of help over the phone	Increased our frontline capacity so that people could come in with new problems four days a week. We also improved our systems for telephone advice	We increased our capacity and had an increase of 20% more people helped compared to the year before. More people were helped when you first contacted us, whilst being able to book longer appointments for more complicated problems

Words people use to describe what has changed in their lives as a result of attending CHAC's services

[illegible]

I am a single parent living in Manchester. Since my partner left, I have been struggling to make ends meet. I have health problems, including depression, living month to month and barely being able to meet essential living costs has further deteriorated my health conditions. When all my children were in education, I was able to do a part-time job and this has helped to supplement my income, however I am limited in the hours I can work and I still rely on my benefits to top up my income.

I came to Cheetham Hill Advice Centre and was seen straight away. The adviser went through my situation and we completed a budget, they then checked my benefits were correct and helped to see if I could claim Personal Independence Payment, together we ordered the form and I had an appointment with their specialist to complete this form. The advisor contacted the water company to see if my bill could be

reduced and they applied to the household support fund for me.

We completed a budget and the adviser suggested several ways in which I could save money, they applied for concessionary bus passes for five of my children to provide free transport to their schools, they have helped me think of new ways to do my shopping and save money on this.

My water bill has now been capped which has saved me over £600 per year and I have been added to a Priority Services Register. I have also saved money on travel costs and household shopping. My budget is now balanced and I feel I have money to last me to the end of the month. I was awarded a grant of £400 from the Household Support Fund, this allowed me to buy Christmas presents and buy clothing for my children.

I am so grateful for the help that I received, I feel it has reduced my stress levels, and improved my health and my whole family's lives.

Volunteers

In the past year we have had 30 dedicated volunteers who have given up 1,352 hours of their precious time. Volunteers have helped advise residents, complete paper and on-line applications for them, answer the phones, interpret and help with other essential administrative tasks.

Between them they spoke 7 languages and were able to provide much needed help in people's first language.

We had 9 of our volunteers in this year who were successful in gaining paid employment, 4 of these in the charity/advice sector. This is testament to their hard work and commitment along with the skills they developed during their time at CHAC.

Every time I volunteer, I learn something new and make a positive impact on people's lives. My efforts are always appreciated by the dedicated staff.

I am volunteering with CHAC because it is driven by the passion of helping others.

I've learnt a lot from volunteering at CHAC. The team are patient with me and have supported my learning. I believe whatever your difficulties or barriers are you should not give up and should fight. CHAC have helped me with my own barriers and I am so happy to help others.



I love to work with you all. The working environment is very nice, and all people are friendly. I can meet new people, get to know them, getting new knowledge every time. I love to explore new people, work for them with you. I want to enhance my capabilities.

Reaching out to the community

As a charity we have diversified how we engage with the community over the last year. The cost-of-living crisis has increased demand for our services and has also led to people needing our help who have not previously contacted us. To increase our reach we have begun to deliver engagement sessions in our community. These are free sessions that we run at community groups and events across North Manchester. We take part in the planning and running of the annual Cheetham Festival and get involved in other events. In March we were delighted to be involved in the International Women's Day event that took place at the Guidance Hub on Waterloo Road, Cheetham. Here we were able to promote our free advice service and speak to the community about their needs.



Huge thanks

The help that Cheetham Hill Advice Centre has been able to provide over the year has been possible in part by the hard work of the trustees, staff and volunteers. Below is a list of those who consented to being in our annual report.

Volunteers

Rizwan Aziz, Nasreen Bhatti, Samantha Chadwick, Kelly Cheung, Claudia Corine, Tamara Fawcett, Soha Ibrahim, Tahira Idrees, Iris Luk, Shazia Mohammed, Tayla Muri, Sonia Otway, Farideh Saadat, Farhana Sadia, Imaan Shakeel, Leila Sharbaf, Callum Stringer, Mamoon Tariq.

Trustees

Mohammed Ali, Mary Atkinson, Khoulood Azzouni, Val Bayliss-Brideaux, Jane Eberhart, Sarah Fletcher, Andy Gridley, Guy Johnson (Treasurer), Tracy Langton, Herbert McKenzie, Amer Salam, Sarah Sedge (Chair).

Staff members

James Allen, Abiodun Aremu, Mertella Buchanan, Kelly Clowes, Bridgette D'Costa, Nadia Erdenesuren, Afshan Khan, Farhat Khan, Sinéad O'Connor, Nicole Soi, Karen Wall, Robert Williams.



Cheetham Hill Advice Centre

A copy of our full accounts is available from the Centre upon request.

Independent Account Examiners

Community Accountancy Service
The Grange
Pilgrim Drive
Manchester
M11 3QR

Finance and Administration Officers in the financial year

Nadia Erdenesuren and Abiodun Aremu

IT Support

Bytesize

Banker

Co-operative Bank
1 Balloon Street
Manchester

Partners

Abraham Moss Warriors, Citizens Advice Manchester, Communities for All, Greater Manchester Immigration Aid Unit, Hopewell, New Testament Church of God, Manchester Mind, Manchester Refugee Support Network, Shelter, Wai Yin and Women Asylum Seekers Together.

Funding

Our main funding in the year came from The National Lottery Community Fund, Manchester City Council and The Henry Smith Charity. Along with funding from the Department of Levelling Up, Housing and Communities, the Peter Kershaw Trust, United Utilities Trust Fund and the John Grant Davies Trust.

Cheetham Hill Advice Centre is an independent advice charity working with people across Manchester and predominantly in Cheetham, Crumpsall and North Manchester. We work with the local community through providing an advice service, training volunteers and partnership initiatives as well as developing the opportunity for voluntary sector, public sector and businesses to improve the lives of local people.

If you'd like to find out more about Cheetham Hill Advice Centre or get involved please get in touch.

Cheetham Hill Advice Centre

1 Morrowfield Avenue
Cheetham Hill
Manchester
M8 9AR
T: 0161 740 8999
E: office@cheethamadvice.org.uk

OISC registration number: N201100029

Registered Charity Number 1136328 | Company number 7253445

CHEETHAM HILL ADVICE CENTRE

COMPANY REGISTRATION NO: 7253445
(England)
CHARITY REGISTRATION NO: 1136328

FINANCIAL STATEMENTS FOR THE YEAR ENDED
30TH MARCH 2023

CHEETHAM HILL ADVICE CENTRE

**FINANCIAL STATEMENTS FOR THE YEAR ENDED
30TH MARCH 2023**

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Report of the Trustees for the Year Ended 30th March 2023

The trustees present their annual directors' report and financial statements of the charity for the year ended 30th March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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 (FRS 102) (effective 1 January 2015).

Reference and administrative information

Charity Name: Cheetham Hill Advice Centre

Charity Number: 1136328

Company No: 7253445

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year-end were as follows:

Sarah Sedge
Andrew Alexander Gridley
Khouloud Azzouni
Mary Atkinson
Revd. Sarah Fletcher
Tracy Langton
Amer Salam
Mohammed Ali
Jane Eberhart
Guy Johnson
Herbert McKenzie
Val Bayliss-Brideaux (Resigned 31st March 2023)

Key management personnel: Trustees and Directors

Sarah Sedge	Chair of Trustees
Guy Johnson	Treasurer

Senior managers

Sinéad O'Connor

Registered Office

1-3 Morrowfield Avenue, Manchester, M8 9AR

Independent Examiners

Community Accountancy Service Limited
The Grange, Pilgrim Drive
Beswick, Manchester, M11 3TQ

Bankers

Cooperative Bank plc, 70-72 Cross Street, Manchester, M2 4JG
CAF Bank, 25 Kings Hill Avenue, West Mailing, Kent, ME19 4JQ

Objectives and activities

The purposes of the charity are to promote any charitable purpose for the benefit of residents of the City of Manchester, but primarily for the benefit of the community in Cheetham and Crumpsall and in particular the advancement of education, the furtherance of health, the relief of poverty, distress and sickness.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through the provision of quality assured social welfare advice, information and support, to enable residents to lift themselves out of poverty, and to improve their quality of life and general health and wellbeing. It increases the capabilities of individuals through running a volunteer development programme, recruiting and training a diverse group of local people to ensure services are culturally and linguistically appropriate and accessible, and it increases the capabilities of other organisations by running outreach services, by offering training to their volunteers, and by providing them with a consultancy advice service.

Structure, governance and management

Cheetham Hill Advice Centre is a company limited by guarantee governed by its Memorandum and Articles of Association dated 13th May 2010. It is registered as a charity with the Charity Commission (dated 14th June 2010).

Appointment of trustees

As set out in the Articles of Association trustees are elected annually by the members of the charitable company attending the Annual General meeting, with the officers being elected from the Board. The number of trustees shall not be less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

Trustee induction and training

New trustees are given a formal induction from the Manager that includes an overview of the charity's activities and funding as well as copies of all the relevant written policies, and provided with access to external training to further develop their knowledge of trustee roles and responsibilities.

Organisation

The board of trustees administers the charity. The board normally meets monthly, with a break in August. A Manager is appointed by the trustees to manage the day-to-day operations of the charity.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year such related party transactions are reported in Note 10.

A review of our achievements and performance

From April 2022 to March 2023 we helped with 3,888 cases for 1,634 individuals and families throughout the year. We helped with 382 debt cases, consisting of 123 priority debts and 125 non-priorities, these debts totalled £783,380. We helped write off debts of £36,502 and helped 150 individuals either agree repayment plans, stop creditor action or stabilise their debt situations. We raised an additional £2.5 million in income for people (£2,516,504 in total). As of 30th March 2023 we had 1273 cases open for 758 people.

We have spent the year responding to the cost-of-living crises within our community. We have responded by increasing our front-line capacity, focusing our debt work, providing advice on utility costs and increasing applications to grants and trust funds for individuals. We began running 'receptions' four days a week so that people can come and see us face-to-face with new problems. This has increased access to our wider services of telephone advice and pre-booked in-person appointments.

We have significantly increased the amount of income we have helped people claim and this includes charitable grants worth £78,865, this provided help to clear utility arrears, pay towards essential goods and help pay for one off expenses such as Christmas and the new school year.

Towards the end of the year we began delivering cost-of-living sessions at community locations across North Manchester. These sessions have been well-received and this has been an additional way to reach people who do not currently know about the help CHAC could provide.

Financial review

Trustees conducted their annual and business financial reviews in February 2023. The charity updated our Fundraising Strategy and have drafted the plan for post 2025.

Three significant streams of funding ended within the financial year. There was a year of planned work delivered throughout the year to evaluate services, consult with local community members, develop future activity and apply to replace the funding. Three applications for grant funding were submitted and all were successful. Two pieces of funding were confirmed within the financial year.

CHEETHAM HILL ADVICE CENTRE

and before the previous funding ended. A third piece of funding was confirmed in May with some unrestricted reserves ring-fenced to cover the gap between the funding ending and the new grant starting. All of this work was achieved with no interruption to service delivery.

Core funding comes from Manchester City Council via a sub-contract with Citizens Advice Manchester. This partnership work involves Cheetham Hill Advice Centre working alongside Citizens Advice Manchester and Shelter to deliver Manchester's citywide advice contract. This contract is from Manchester City Council and is managed by the Directorate for Commissioning. The current contract provides income for Cheetham Hill Advice Centre until 2024 with a tender for a new commission expected in Autumn 2023.

Other key funders over the past year have been The National Lottery Community Fund Reaching Communities programme, The Henry Smith Charity, A Manchester City Council 'Our Manchester Voluntary and Community Sector grant', the Department for Levelling Up, Housing and Communities and Local Government, the Peter Kershaw Trust and the John Grant Davies Trust. We also completed our project with Women Asylum Seekers Together (WAST) to deliver work funded by The Spotlight Fund.

Investment powers and policy

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest bearing deposit account.

Reserves policy and going concern

The balance held in unrestricted reserves at 30th March 2023 was £118,702 of which £118,450 are free reserves, after allowing for funds tied up in tangible fixed assets.

Having regard to the budget the trustees consider that the charity is a going concern. The charity's reliance on grant funding is managed through a flexible approach to staffing, with employees redeployed across to other projects wherever possible if one funding stream ends and new funding is brought on stream.

Risk management

The charity reviewed their business plan in January 2023 and have written a three-year plan for 2021-2024. The Risk Management Policy was reviewed in March 2023. This identified the major risks to which the charity is exposed and systems established to mitigate those risks.

Plans for future periods

The charity has developed a fundraising strategy and is working to bolster services for the increased need that they know is growing in the community. Funding is already in place for services up to 2024 with a number of funding streams in place until 2026. A fundraising strategy has been drafted to help the charity plan beyond 2026 to allow for careful planning and targeted activity. The charity

continues working with businesses to develop ways for companies to support the charity via the provision of pro bono services.

The charity has identified the funds to improve resilience in communications and IT access along with building improvements in the advice centre. This has led to a list of improvements that will be delivered on a priority basis over the next financial year.

The charity has developed further partnerships in order to ensure residents in other parts of Manchester can access face-to-face advice services. This has included working with organisations and groups who are well placed to provide service complementary to the work of Cheetham Hill Advice Centre within the local area and across Manchester.

Trustees responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Cheetham Hill Advice Centre) for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that 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 Companies Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees



Sarah Sedge - Chair

Date: 30th September 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHEETHAM HILL ADVICE CENTRE

I report on the accounts of the company for the year ended 30th March 2023, which are set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

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 the procedures laid down in the general Directions given by the Charity Commission under section 145(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 Commission. 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 trustees 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



EL Anderson MA FCA CTA,
Community Accountancy Service Ltd,
The Grange, Pilgrim Drive,
Beswick, Manchester, M11 3TQ
Date: 30th September 2023

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDING 30TH MARCH 2023
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 30.03.23 Total Funds £	Year Ended 30.03.22 Total Funds £
INCOME FROM:					
Donations and Legacies		900	-	900	900
Investment Income		122	-	122	3
Charitable Activities	4	62,502	308,443	370,945	288,924
Other Trading Activities	5	2,250	-	2,250	-
Other Income		1,000	-	1,000	1,635
TOTAL		66,774	308,443	375,217	291,462
EXPENDITURE ON:					
Raising Funds	6	(897)	-	(897)	(1,276)
Charitable Activities	7	(54,052)	(343,625)	(397,677)	(271,781)
TOTAL		(54,949)	(343,625)	(398,574)	(273,057)
NET INCOMING (OUTGOING) RESOURCES FOR THE YEAR BEFORE TRANSFERS		11,825	(35,182)	(23,357)	18,405
TRANSFER BETWEEN FUNDS	16	-	-	-	-
NET INCOMING (OUTGOING) RESOURCES FOR THE YEAR AFTER TRANSFERS		11,825	(35,182)	(23,357)	18,405
RECONCILIATION OF FUNDS					
Total Funds Brought Forward		106,877	49,932	156,809	138,404
TOTAL FUNDS CARRIED FORWARD	16	118,702	14,750	133,452	156,809

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

• The notes on pages 10 to 16 form part of these accounts.

BALANCE SHEET AS AT 30 MARCH 2023

Registration Number: 7253445

	NOTES	£	2023	£	2022	£
FIXED ASSETS						
Tangible Fixed Assets	11			3,985		8,518
CURRENT ASSETS						
Debtors & Prepayments	13		22,524		10,794	
Cash at Bank & In Hand			167,650		212,849	
			<u>190,174</u>		<u>223,643</u>	
LIABILITIES:						
Amounts falling due within one year	14		(60,707)		(75,352)	
			<u>(60,707)</u>		<u>(75,352)</u>	
<i>Client Account:</i>						
Client Ledger			(375)		(655)	
Monies owed to CHAC from Client Account			(12,560)		-	
Cash at Bank			<u>12,935</u>		<u>655</u>	
			<u>-</u>		<u>-</u>	
NET CURRENT ASSETS				129,467		148,291
TOTAL NET ASSETS				<u>133,452</u>		<u>156,809</u>
THE FUNDS OF THE CHARITY						
Unrestricted Reserves	16		118,702		106,877	
Restricted Reserves	16		14,750		49,932	
TOTAL CHARITY FUNDS			<u>133,452</u>		<u>156,809</u>	

For the year in question the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required The company to obtain an audit of its accounts for the year in question in accordance with section 476.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved on behalf of the Board



) Trustee

Guy Johnson



) Trustee

Sarah Sedge

Date: 30th September 2023

The notes on pages 10 to 16 form part of these accounts.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 30th MARCH 2023

RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH
FLOW FROM OPERATING ACTIVITIES

	2023	2022
	£	£
Net movement in funds	(23,357)	18,405
Add back depreciation	4,533	5,386
Deduct investment income	(122)	(3)
Decrease/(increase) in debtors	(11,730)	13,944
Increase/(decrease) in creditors	(14,645)	(3,755)
Net cash used in operating activities	(45,321)	33,977
Cash flows from investment activities:		
Interest	122	3
Purchase of fixed assets	-	(11,200)
Net cash provided by investing activities	122	(11,197)
Increase/(decrease) in cash and cash equivalents during the year	(45,199)	22,780
Cash and cash equivalents brought forward	212,849	190,069
Cash and cash equivalents carried forward	167,650	212,849

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023

10

1. ACCOUNTING POLICIES**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements 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) January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There were 10 restricted funds at the year end.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose.

Further details of each fund are disclosed in note 16.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Operating income represents grants, contracts, and sundry income receivable.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity.

The allocation of support and governance costs is analysed in note 8.

(g) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 7.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023

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(h) Tangible fixed assets and depreciation

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets).

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

Computer	33.33% on cost
Office Equipment & Fittings	25% on cost

(i) Taxation

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The Charity is not currently registered for VAT.

(j) Pensions

The trustees implemented an auto enrolment pension scheme from June 2016. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions. Costs are charged to expenditure in the period incurred.

(k) Contingent liabilities

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

(l) Debtors

Trade and other debtors are recognised at settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(m) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(n) Operating Leases

Payments under operating leases are charged to the income and expenditure account in the period to which they relate.

2 NET INCOME FOR THE YEAR

This is stated after charging:
 Depreciation - owned assets
 Independent Examiners Fees
 Other financial services

2023	2022
£	£
4,533	5,386
975	975
1,398	1,182

3 TAX ON SURPLUS ON ORDINARY ACTIVITIES

(See taxation policy note above)

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023 (cont...)

4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2023	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£	£	£	£
<i>Grants:</i>						
Henry Smith Charity	-	30,216	30,216	-	45,350	45,350
Henry Smith Covid19 LTSG	-	29,400	29,400	-	-	-
National Lottery - Reaching Communities	-	121,989	121,989	-	132,805	132,805
National Lottery- Reaching Communities NL	-	9,377	9,377	-	-	-
HMRC SSP Grant	-	-	-	-	193	193
DLUHC Hong Kong Project	-	8,881	8,881	-	3,817	3,817
Tesco Bags of Help	-	-	-	-	1,000	1,000
MCC - CIFfA	-	-	-	-	14,473	14,473
MCC - T3 Covid Support	-	-	-	6,163	-	6,163
United Utilities	-	13,302	13,302	-	-	-
Our Manchester VCE Grant	-	18,393	18,393	-	18,393	18,393
Wast	-	3,315	3,315	-	-	-
MACC HSF grant	-	73,570	73,570	-	-	-
<i>Contracts:</i>						
CAB - advice services	61,301	-	61,301	60,099	-	60,099
Other - advice services	1,201	-	1,201	6,631	-	6,631
	62,502	308,443	370,945	72,893	216,031	288,924

5 INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2023	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£	£	£	£
Referral Fees - HSF	2,250	-	2,250	-	-	-
	2,250	-	2,250	-	-	-

6 COST OF RAISING FUNDS

	£	£	£	£	£	£
Employment Costs	422	-	422	788	-	788
Rent, Rates and Insurance	55	-	55	76	-	76
Heat, Light & Water	152	-	152	157	-	157
Repairs and Maintenance	206	-	206	153	-	153
Cleaner & Cleaning Materials	62	-	62	102	-	102
	897	-	897	1,276	-	1,276

7 EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
<i>Charitable Activities</i>				
Employment Costs	45,075	219,027	264,102	215,619
External Evaluations	-	6,000	6,000	1,512
Recruitment	-	638	638	299
Project Partners	-	-	-	7,906
Interpreting	1,231	5,335	6,566	3,672
Client expenses	-	73,570	73,570	-
Staff Training	-	420	420	1,210
Advertising & Publicity	-	1,870	1,870	441
Staff Travel	12	186	198	28
Staff Welfare	-	900	900	600
Volunteer Expenses	-	448	448	299
Volunteer Travel	-	686	686	282
Support Costs	6,894	30,652	37,546	37,354
Governance Costs	840	3,893	4,733	2,559
	54,052	343,625	397,677	271,781
Restricted Funds			343,625	202,604
Unrestricted Funds			54,052	69,177
			397,677	271,781

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023 (cont...)

13

8 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS

	<i>Basis of Apportionment</i>	General Support £	Governance £	Total 2023 £	Total 2022 £
Support Costs					
Employment Costs	<i>Staff Time</i>	1,690	-	1,690	3,151
Rent, Rates and Insurance	<i>Space Used</i>	1,047	-	1,047	1,441
Heat, Light & Water	<i>Space Used</i>	2,885	-	2,885	2,799
Repairs and Maintenance	<i>Space Used</i>	3,907	-	3,907	2,905
Cleaner & Cleaning Materials	<i>Space Used</i>	1,182	-	1,182	1,944
Computer Maintenance & Software	<i>Space Used</i>	4,895	-	4,895	4,827
Minor Equipment	<i>Space Used</i>	213	-	213	926
Printing and Stationery	<i>Staff Time</i>	3,799	-	3,799	3,004
Telephone and Post	<i>Staff Time</i>	7,365	-	7,365	5,259
Publications and Subscriptions	<i>Staff Time</i>	2,092	-	2,092	1,721
Professional Indemnity Insurance	<i>Staff Time</i>	2,119	-	2,119	2,369
Depreciation	<i>Staff Time</i>	4,533	-	4,533	5,386
PPE		120	-	120	426
Sundries		301	-	301	14
Consultancy *		-	-	-	1,584
Management Committee & AGM Expenses		-	3,758	3,758	-
Accountancy & Payroll		1,398	975	2,373	2,157
		<u>37,546</u>	<u>4,733</u>	<u>42,279</u>	<u>39,913</u>

*The charity hired external agent to help evaluate Henry Smith and Reaching Communities project

9 STAFF NUMBERS AND COSTS

	2023 £	2022 £
Wages and Salaries	245,615	203,318
Social Security Costs	15,900	12,403
Pension Costs	4,699	3,837
	<u>266,214</u>	<u>219,558</u>
The charity employed 13 staff during the year, with an average of 11.		
The average number of employees, as a full time equivalent was:		
Management & Administration	2	2
Provision of Services	9	5
	<u>11</u>	<u>7</u>

The charity considers its key management personnel comprises the trustees and manager. The total employment benefits, including employer pension contributions of the key management personnel was £25,932 (previous year: £25,738). No employees has benefits in excess of £60,000 (2021: none).

10 TRUSTEES' REMUNERATION AND EXPENSES

No remuneration was paid or payable directly or indirectly out of the funds of the charity during the year to any trustees or to any persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the non-executive trustees in respect of the period.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023 (cont...)

11 TANGIBLE FIXED ASSETS

	Furniture & Equipment	Computer Equipment	Total
COST	£	£	£
At 31 March 2022	10,186	22,694	32,880
Additions	-	-	-
Disposals	-	-	-
At 30 March 2023	10,186	22,694	32,880
DEPRECIATION			
At 31 March 2022	9,681	14,681	24,362
Charge for Period	252	4,281	4,533
Disposals	-	-	-
At 30 March 2023	9,933	18,962	28,895
NET BOOK VALUE			
At 30 March 2023	253	3,732	3,985
At 30 March 2022	505	8,013	8,518

12 CAPITAL COMMITMENTS

	2023	2022
Contracted but not provided for	£ nil	£ nil

13 DEBTORS

	£	£
Other Debtors	12,560	510
Accrued Income	5,239	5,008
Prepayments	4,725	5,276
	22,524	10,794
Restricted Funds	17,076	4,125
Unrestricted Funds	5,448	6,669
	22,524	10,794

14 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£	£
Deferred Income	57,893	70,525
Other Creditors	1,366	3,202
Accruals	1,448	1,625
	60,707	75,352
Restricted Funds	59,869	73,877
Unrestricted Funds	838	1,475
	60,707	75,352

15 DEFERRED INCOME

Deferred income comprises grants paid in advance.	£	£
Balance brought forward as at 31st March	70,525	76,117
Amount released to income earned from charitable activities	(70,525)	(76,117)
Amount deferred in year	57,893	70,525
Balance carried forward as at 30th March	57,893	70,525

All deferred income is restricted.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023 (cont...)

15

16 ANALYSIS OF CHARITABLE FUNDS

	Balance at 31 March 2022 £	Incoming £	Transfers £	Outgoing £	Balance at 30 March 2023 £
RESTRICTED FUNDS					
Lloyds TSB Foundation	2,713	-	-	(2,713)	-
NW Legal Services Trust	1,092	-	-	-	1,092
John Grant Davies Trust	412	-	-	-	412
Henry Smith Charity	21,840	30,216	-	(50,914)	1,142
Henry Smith Covid19 LTSG	-	29,400	-	(28,208)	1,192
National Lottery - Reaching Communities	8,095	121,989	-	(130,084)	-
National Lottery - Reaching Communities NW	-	9,377	-	(8,558)	819
Peter Kershaw Trust	5,196	-	-	(1,780)	3,416
United Utilities	-	13,302	-	(11,369)	1,933
MCC - Wellbeing	331	-	-	-	331
DLUHC Hong Kong Project	-	8,881	-	(8,881)	-
Our Manchester VCE Grant	740	18,393	-	(19,133)	-
Arcon Housing	1,500	-	-	(819)	681
Wast	-	3,315	-	(3,315)	-
MACC HSF Grant	-	73,570	-	(73,570)	-
<i>Capital:</i>					
Our Manchester VCE Grant	178	-	-	(178)	-
Henry Smith Charity	799	-	-	(400)	399
National Lottery - Reaching Communities	6,667	-	-	(3,518)	3,149
Tesco	369	-	-	(185)	184
	49,932	308,443	-	(343,625)	14,750
<i>Unrestricted Funds:</i>					
General	106,877	66,774	-	(54,949)	118,702
<i>Total Unrestricted Funds:</i>	106,877	66,774	-	(54,949)	118,702
TOTAL	156,809	375,217	-	(398,574)	133,452
Previous Year					
	Balance at 31 March 2021 £	Incoming £	Transfers £	Outgoing £	Balance at 30 March 2022 £
Lloyds TSB Foundation	2,713	-	-	-	2,713
NW Legal Services Trust	1,092	-	-	-	1,092
John Grant Davies Trust	412	-	-	-	412
Henry Smith Charity	15,474	45,350	(1,199)	(37,785)	21,840
National Lottery - Reaching Communities	8,384	132,805	(10,185)	(122,909)	8,095
Peter Kershaw Trust	5,777	-	-	(581)	5,196
MCC - Wellbeing	331	-	-	-	331
MCC - CIFfA	-	14,473	-	(14,473)	-
HMRC SSP	-	193	-	(193)	-
Tesco Bags of Help	-	1,000	(554)	(446)	-
DLUHC Hong Kong Project	-	3,817	-	(3,817)	-
Our Manchester VCE Grant	-	18,393	-	(17,653)	740
Arcon Housing	1,500	-	-	-	1,500
<i>Capital:</i>					
DWP (Access to Work)	23	-	-	(23)	-
Our Manchester VCE Grant	799	-	-	(621)	178
Henry Smith Charity	-	-	1,199	(400)	799
National Lottery - Reaching Communities	-	-	10,185	(3,518)	6,667
Tesco	-	-	554	(185)	369
	36,505	216,031	-	(202,604)	49,932
<i>Unrestricted Funds:</i>					
General	101,899	75,431	-	(70,453)	106,877
<i>Total Unrestricted Funds:</i>	101,899	75,431	-	(70,453)	106,877
TOTAL	138,404	291,462	-	(273,057)	156,809

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023 (cont...)

16

Purpose of funds:-

Lloyds TSB Foundation
 The John Grant Davies Trust
 NW Legal Services Trust
 Henry Smith Charity
 Henry Smith Covid 19 Long term Support
 National Lottery - Reaching Communities

National Lottery- RC North West
 United Utilities
 Peter Kershaw Trust
 MACC Household Support Fund
 MCC - Wellbeing
 MCC - CIFa
 MCC T3 Covid Support
 HMRC SSP
 Tesco Bags of Help

DLUHC Hong Kong Project
 Our Manchester VCE Grant
 Arcon Housing
 WAST

Contribution towards:

- towards the salary of a senior case worker
 - towards volunteer expenses
 - towards follow-on training costs for volunteers
 - towards the Advice Service, includes future depreciation of £399
 - towards Covid-19 project
 - towards the Advice Service, includes future depreciation of £3,149 under capital.
 - towards advice service and training costs
 - towards the salary of adviser and advice service
 - towards organisational review and consultation
 - Client welfare
 - towards mobiles & tablets for clients
 - towards covid-19 advice project
 - Covid Support for T3 measures
 - HMRC refund of SSP paid
 - towards volunteer computers - includes future depreciation of £184
 - towards extra staff assistance
 - towards supporting volunteers and the Advice Service
 - towards volunteer expenses & equipment
 - towards the Spotlight project

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Net Current Assets £	2023 Total £	Fixed Assets £	Net Current Assets £	2022 Total £
Restricted Funds	3,733	11,017	14,750	8,013	41,919	49,932
Unrestricted	252	118,450	118,702	505	106,372	106,877
	<u>3,985</u>	<u>129,467</u>	<u>133,452</u>	<u>8,518</u>	<u>148,291</u>	<u>156,809</u>

18 COMPANY STATUS

The company is limited by guarantee and has no share capital. All members have agreed to contribute a sum not exceeding £10 in event of winding up.

19 CONTINGENT LIABILITIES

There were no contingent liabilities at 30th March 2023 (2022 £nil).

20 GOING CONCERN

The company's main source of income is grant funding and advice services. The Trustees consider that it is appropriate to prepare the accounts on a going concern basis and, consequently the accounts do not include any adjustments that would be necessary if the funding sources should cease.

21 POST BALANCE SHEET EVENTS

The trustees consider that there are no significant post balance sheet events that impact on the financial statements as presented. The trustees updated the business plan and risk management strategies to respond to the many issues arising from coronavirus and the lockdown which followed. The charity took proactive steps to guarantee all funding remained in place as well as investing in the infrastructure needed to ensure remote working for all staff and an uninterrupted provision of this much-needed service. This planning has meant that there are no unforeseen reductions in income and no impact on the charity as an on-going concern.

22 ULTIMATE CONTROLLING PARTY

The company is under the shared control of the Trustees named on Page 1.
 There is no one person with significant control.

CHEETHAM HILL ADVICE CENTRE

COMPANY REGISTRATION NO: 7253445
(England)
CHARITY REGISTRATION NO: 1136328

FINANCIAL STATEMENTS FOR THE YEAR ENDED
30TH MARCH 2023

CHEETHAM HILL ADVICE CENTRE

**FINANCIAL STATEMENTS FOR THE YEAR ENDED
30TH MARCH 2023**

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7	Statement of Financial Activities
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9	Statement of Cash Flows
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Report of the Trustees for the Year Ended 30th March 2023

The trustees present their annual directors' report and financial statements of the charity for the year ended 30th March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the 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 (FRS 102) (effective 1 January 2015).

Reference and administrative information

Charity Name: Cheetham Hill Advice Centre

Charity Number: 1136328

Company No: 7253445

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year-end were as follows:

Sarah Sedge
Andrew Alexander Gridley
Khouloud Azzouni
Mary Atkinson
Revd. Sarah Fletcher
Tracy Langton
Amer Salam
Mohammed Ali
Jane Eberhart
Guy Johnson
Herbert McKenzie
Val Bayliss-Brideaux (Resigned 31st March 2023)

Key management personnel: Trustees and Directors

Sarah Sedge	Chair of Trustees
Guy Johnson	Treasurer

Senior managers

Sinéad O'Connor

Registered Office

1-3 Morrowfield Avenue, Manchester, M8 9AR

Independent Examiners

Community Accountancy Service Limited
The Grange, Pilgrim Drive
Beswick, Manchester, M11 3TQ

Bankers

Cooperative Bank plc, 70-72 Cross Street, Manchester, M2 4JG
CAF Bank, 25 Kings Hill Avenue, West Mailing, Kent, ME19 4JQ

Objectives and activities

The purposes of the charity are to promote any charitable purpose for the benefit of residents of the City of Manchester, but primarily for the benefit of the community in Cheetham and Crumpsall and in particular the advancement of education, the furtherance of health, the relief of poverty, distress and sickness.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities, and setting the policies for the year.

The charity furthers its charitable purposes for the public benefit through the provision of quality assured social welfare advice, information and support, to enable residents to lift themselves out of poverty, and to improve their quality of life and general health and wellbeing. It increases the capabilities of individuals through running a volunteer development programme, recruiting and training a diverse group of local people to ensure services are culturally and linguistically appropriate and accessible, and it increases the capabilities of other organisations by running outreach services, by offering training to their volunteers, and by providing them with a consultancy advice service.

Structure, governance and management

Cheetham Hill Advice Centre is a company limited by guarantee governed by its Memorandum and Articles of Association dated 13th May 2010. It is registered as a charity with the Charity Commission (dated 14th June 2010).

Appointment of trustees

As set out in the Articles of Association trustees are elected annually by the members of the charitable company attending the Annual General meeting, with the officers being elected from the Board. The number of trustees shall not be less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.

Trustee induction and training

New trustees are given a formal induction from the Manager that includes an overview of the charity's activities and funding as well as copies of all the relevant written policies, and provided with access to external training to further develop their knowledge of trustee roles and responsibilities.

Organisation

The board of trustees administers the charity. The board normally meets monthly, with a break in August. A Manager is appointed by the trustees to manage the day-to-day operations of the charity.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager with any service providers must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year such related party transactions are reported in Note 10.

A review of our achievements and performance

From April 2022 to March 2023 we helped with 3,888 cases for 1,634 individuals and families throughout the year. We helped with 382 debt cases, consisting of 123 priority debts and 125 non-priorities, these debts totalled £783,380. We helped write off debts of £36,502 and helped 150 individuals either agree repayment plans, stop creditor action or stabilise their debt situations. We raised an additional £2.5 million in income for people (£2,516,504 in total). As of 30th March 2023 we had 1273 cases open for 758 people.

We have spent the year responding to the cost-of-living crises within our community. We have responded by increasing our front-line capacity, focusing our debt work, providing advice on utility costs and increasing applications to grants and trust funds for individuals. We began running 'receptions' four days a week so that people can come and see us face-to-face with new problems. This has increased access to our wider services of telephone advice and pre-booked in-person appointments.

We have significantly increased the amount of income we have helped people claim and this includes charitable grants worth £78,865, this provided help to clear utility arrears, pay towards essential goods and help pay for one off expenses such as Christmas and the new school year.

Towards the end of the year we began delivering cost-of-living sessions at community locations across North Manchester. These sessions have been well-received and this has been an additional way to reach people who do not currently know about the help CHAC could provide.

Financial review

Trustees conducted their annual and business financial reviews in February 2023. The charity updated our Fundraising Strategy and have drafted the plan for post 2025.

Three significant streams of funding ended within the financial year. There was a year of planned work delivered throughout the year to evaluate services, consult with local community members, develop future activity and apply to replace the funding. Three applications for grant funding were submitted and all were successful. Two pieces of funding were confirmed within the financial year.

CHEETHAM HILL ADVICE CENTRE

and before the previous funding ended. A third piece of funding was confirmed in May with some unrestricted reserves ring-fenced to cover the gap between the funding ending and the new grant starting. All of this work was achieved with no interruption to service delivery.

Core funding comes from Manchester City Council via a sub-contract with Citizens Advice Manchester. This partnership work involves Cheetham Hill Advice Centre working alongside Citizens Advice Manchester and Shelter to deliver Manchester's citywide advice contract. This contract is from Manchester City Council and is managed by the Directorate for Commissioning. The current contract provides income for Cheetham Hill Advice Centre until 2024 with a tender for a new commission expected in Autumn 2023.

Other key funders over the past year have been The National Lottery Community Fund Reaching Communities programme, The Henry Smith Charity, A Manchester City Council 'Our Manchester Voluntary and Community Sector grant', the Department for Levelling Up, Housing and Communities and Local Government, the Peter Kershaw Trust and the John Grant Davies Trust. We also completed our project with Women Asylum Seekers Together (WAST) to deliver work funded by The Spotlight Fund.

Investment powers and policy

The trustees, having regard to the liquidity requirements of operating the charity, have kept available funds in an interest bearing deposit account.

Reserves policy and going concern

The balance held in unrestricted reserves at 30th March 2023 was £118,702 of which £118,450 are free reserves, after allowing for funds tied up in tangible fixed assets.

Having regard to the budget the trustees consider that the charity is a going concern. The charity's reliance on grant funding is managed through a flexible approach to staffing, with employees redeployed across to other projects wherever possible if one funding stream ends and new funding is brought on stream.

Risk management

The charity reviewed their business plan in January 2023 and have written a three-year plan for 2021-2024. The Risk Management Policy was reviewed in March 2023. This identified the major risks to which the charity is exposed and systems established to mitigate those risks.

Plans for future periods

The charity has developed a fundraising strategy and is working to bolster services for the increased need that they know is growing in the community. Funding is already in place for services up to 2024 with a number of funding streams in place until 2026. A fundraising strategy has been drafted to help the charity plan beyond 2026 to allow for careful planning and targeted activity. The charity

continues working with businesses to develop ways for companies to support the charity via the provision of pro bono services.

The charity has identified the funds to improve resilience in communications and IT access along with building improvements in the advice centre. This has led to a list of improvements that will be delivered on a priority basis over the next financial year.

The charity has developed further partnerships in order to ensure residents in other parts of Manchester can access face-to-face advice services. This has included working with organisations and groups who are well placed to provide service complementary to the work of Cheetham Hill Advice Centre within the local area and across Manchester.

Trustees responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Cheetham Hill Advice Centre) for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting principles and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that 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 Companies Act 2006. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the board of trustees



Sarah Sedge - Chair

Date: 30th September 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CHEETHAM HILL ADVICE CENTRE

I report on the accounts of the company for the year ended 30th March 2023, which are set out on pages 7 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

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 the procedures laid down in the general Directions given by the Charity Commission under section 145(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 Commission. 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 trustees 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006, ; and
 - with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



EL Anderson MA FCA CTA,
Community Accountancy Service Ltd,
The Grange, Pilgrim Drive,
Beswick, Manchester, M11 3TQ
Date: 30th September 2023

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDING 30TH MARCH 2023
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

	Notes	Unrestricted Funds £	Restricted Funds £	Year Ended 30.03.23 Total Funds £	Year Ended 30.03.22 Total Funds £
INCOME FROM:					
Donations and Legacies		900	-	900	900
Investment Income		122	-	122	3
Charitable Activities	4	62,502	308,443	370,945	288,924
Other Trading Activities	5	2,250	-	2,250	-
Other Income		1,000	-	1,000	1,635
TOTAL		66,774	308,443	375,217	291,462
EXPENDITURE ON:					
Raising Funds	6	(897)	-	(897)	(1,276)
Charitable Activities	7	(54,052)	(343,625)	(397,677)	(271,781)
TOTAL		(54,949)	(343,625)	(398,574)	(273,057)
NET INCOMING (OUTGOING) RESOURCES FOR THE YEAR BEFORE TRANSFERS		11,825	(35,182)	(23,357)	18,405
TRANSFER BETWEEN FUNDS	16	-	-	-	-
NET INCOMING (OUTGOING) RESOURCES FOR THE YEAR AFTER TRANSFERS		11,825	(35,182)	(23,357)	18,405
RECONCILIATION OF FUNDS					
Total Funds Brought Forward		106,877	49,932	156,809	138,404
TOTAL FUNDS CARRIED FORWARD	16	118,702	14,750	133,452	156,809

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

• The notes on pages 10 to 16 form part of these accounts.

BALANCE SHEET AS AT 30 MARCH 2023

Registration Number: 7253445



	NOTES	£	2023	£	£	2022	£
FIXED ASSETS							
Tangible Fixed Assets	11			3,985			8,518
CURRENT ASSETS							
Debtors & Prepayments	13		22,524			10,794	
Cash at Bank & In Hand			167,650			212,849	
			<u>190,174</u>			<u>223,643</u>	
LIABILITIES:							
Amounts falling due within one year	14		(60,707)			(75,352)	
			<u>(60,707)</u>			<u>(75,352)</u>	
<i>Client Account:</i>							
Client Ledger			(375)			(655)	
Monies owed to CHAC from Client Account			(12,560)			-	
Cash at Bank			<u>12,935</u>			<u>655</u>	
			<u>-</u>			<u>-</u>	
NET CURRENT ASSETS				129,467			148,291
TOTAL NET ASSETS				<u>133,452</u>			<u>156,809</u>
THE FUNDS OF THE CHARITY							
Unrestricted Reserves	16			118,702			106,877
Restricted Reserves	16			14,750			49,932
TOTAL CHARITY FUNDS				<u>133,452</u>			<u>156,809</u>

For the year in question the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required The company to obtain an audit of its accounts for the year in question in accordance with section 476.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved on behalf of the Board

) Trustee

Guy Johnson

) Trustee

Sarah Sedge

Date: 30th September 2023

The notes on pages 10 to 16 form part of these accounts.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 30th MARCH 2023

RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH
FLOW FROM OPERATING ACTIVITIES

	2023	2022
	£	£
Net movement in funds	(23,357)	18,405
Add back depreciation	4,533	5,386
Deduct investment income	(122)	(3)
Decrease/(increase) in debtors	(11,730)	13,944
Increase/(decrease) in creditors	(14,645)	(3,755)
Net cash used in operating activities	(45,321)	33,977
Cash flows from investment activities:		
Interest	122	3
Purchase of fixed assets	-	(11,200)
Net cash provided by investing activities	122	(11,197)
Increase/(decrease) in cash and cash equivalents during the year	(45,199)	22,780
Cash and cash equivalents brought forward	212,849	190,069
Cash and cash equivalents carried forward	167,650	212,849

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023

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1. ACCOUNTING POLICIES**(a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements 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) January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

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

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(b) Funds structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There were 10 restricted funds at the year end.

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion have created a fund for a specific purpose.

Further details of each fund are disclosed in note 16.

(c) Income recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank. Operating income represents grants, contracts, and sundry income receivable.

(d) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

(e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on staff time and facilities used in each activity.

The allocation of support and governance costs is analysed in note 8.

(g) Charitable Activities

Costs of charitable activities include governance costs and an apportionment of support costs as shown in Note 7.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023

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(h) Tangible fixed assets and depreciation

Fixed assets are included in the accounts at net book value. Additions of a single item or a group of similar assets exceeding £500, are capitalised at cost (valuation for donated assets).

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:-

Computer	33.33% on cost
Office Equipment & Fittings	25% on cost

(i) Taxation

The organisation is exempt from income tax by reason of its charitable status. Income tax suffered on investment income is reclaimed in full. The Charity is not currently registered for VAT.

(j) Pensions

The trustees implemented an auto enrolment pension scheme from June 2016. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions. Costs are charged to expenditure in the period incurred.

(k) Contingent liabilities

A contingent liability is identified and disclosed for those transactions resulting from a possible obligation which will only be confirmed by the occurrence of one or more uncertain future events not wholly within the trustees' control.

(l) Debtors

Trade and other debtors are recognised at settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(m) Creditors and Provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(n) Operating Leases

Payments under operating leases are charged to the income and expenditure account in the period to which they relate.

2 NET INCOME FOR THE YEAR

This is stated after charging:
 Depreciation - owned assets
 Independent Examiners Fees
 Other financial services

2023	2022
£	£
4,533	5,386
975	975
1,398	1,182

3 TAX ON SURPLUS ON ORDINARY ACTIVITIES

(See taxation policy note above)

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023 (cont...)

4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2023	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£	£	£	£
<i>Grants:</i>						
Henry Smith Charity	-	30,216	30,216	-	45,350	45,350
Henry Smith Covid19 LTSG	-	29,400	29,400	-	-	-
National Lottery - Reaching Communities	-	121,989	121,989	-	132,805	132,805
National Lottery- Reaching Communities NL	-	9,377	9,377	-	-	-
HMRC SSP Grant	-	-	-	-	193	193
DLUHC Hong Kong Project	-	8,881	8,881	-	3,817	3,817
Tesco Bags of Help	-	-	-	-	1,000	1,000
MCC - CIFfA	-	-	-	-	14,473	14,473
MCC - T3 Covid Support	-	-	-	6,163	-	6,163
United Utilities	-	13,302	13,302	-	-	-
Our Manchester VCE Grant	-	18,393	18,393	-	18,393	18,393
Wast	-	3,315	3,315	-	-	-
MACC HSF grant	-	73,570	73,570	-	-	-
<i>Contracts:</i>						
CAB - advice services	61,301	-	61,301	60,099	-	60,099
Other - advice services	1,201	-	1,201	6,631	-	6,631
	62,502	308,443	370,945	72,893	216,031	288,924

5 INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2023	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£	£	£	£
Referral Fees - HSF	2,250	-	2,250	-	-	-
	2,250	-	2,250	-	-	-

6 COST OF RAISING FUNDS

	£	£	£	£	£	£
Employment Costs	422	-	422	788	-	788
Rent, Rates and Insurance	55	-	55	76	-	76
Heat, Light & Water	152	-	152	157	-	157
Repairs and Maintenance	206	-	206	153	-	153
Cleaner & Cleaning Materials	62	-	62	102	-	102
	897	-	897	1,276	-	1,276

7 EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
<i>Charitable Activities</i>				
Employment Costs	45,075	219,027	264,102	215,619
External Evaluations	-	6,000	6,000	1,512
Recruitment	-	638	638	299
Project Partners	-	-	-	7,906
Interpreting	1,231	5,335	6,566	3,672
Client expenses	-	73,570	73,570	-
Staff Training	-	420	420	1,210
Advertising & Publicity	-	1,870	1,870	441
Staff Travel	12	186	198	28
Staff Welfare	-	900	900	600
Volunteer Expenses	-	448	448	299
Volunteer Travel	-	686	686	282
Support Costs	6,894	30,652	37,546	37,354
Governance Costs	840	3,893	4,733	2,559
	54,052	343,625	397,677	271,781
Restricted Funds			343,625	202,604
Unrestricted Funds			54,052	69,177
			397,677	271,781

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023 (cont...)

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8 ALLOCATION OF GOVERNANCE AND SUPPORT COSTS

	<i>Basis of Apportionment</i>	General Support £	Governance £	Total 2023 £	Total 2022 £
Support Costs					
Employment Costs	<i>Staff Time</i>	1,690	-	1,690	3,151
Rent, Rates and Insurance	<i>Space Used</i>	1,047	-	1,047	1,441
Heat, Light & Water	<i>Space Used</i>	2,885	-	2,885	2,799
Repairs and Maintenance	<i>Space Used</i>	3,907	-	3,907	2,905
Cleaner & Cleaning Materials	<i>Space Used</i>	1,182	-	1,182	1,944
Computer Maintenance & Software	<i>Space Used</i>	4,895	-	4,895	4,827
Minor Equipment	<i>Space Used</i>	213	-	213	926
Printing and Stationery	<i>Staff Time</i>	3,799	-	3,799	3,004
Telephone and Post	<i>Staff Time</i>	7,365	-	7,365	5,259
Publications and Subscriptions	<i>Staff Time</i>	2,092	-	2,092	1,721
Professional Indemnity Insurance	<i>Staff Time</i>	2,119	-	2,119	2,369
Depreciation	<i>Staff Time</i>	4,533	-	4,533	5,386
PPE		120	-	120	426
Sundries		301	-	301	14
Consultancy *		-	-	-	1,584
Management Committee & AGM Expenses		-	3,758	3,758	-
Accountancy & Payroll		1,398	975	2,373	2,157
		<u>37,546</u>	<u>4,733</u>	<u>42,279</u>	<u>39,913</u>

*The charity hired external agent to help evaluate Henry Smith and Reaching Communities project

9 STAFF NUMBERS AND COSTS

	2023 £	2022 £
Wages and Salaries	245,615	203,318
Social Security Costs	15,900	12,403
Pension Costs	4,699	3,837
	<u>266,214</u>	<u>219,558</u>
The charity employed 13 staff during the year, with an average of 11.		
The average number of employees, as a full time equivalent was:		
Management & Administration	2	2
Provision of Services	9	5
	<u>11</u>	<u>7</u>

The charity considers its key management personnel comprises the trustees and manager. The total employment benefits, including employer pension contributions of the key management personnel was £25,932 (previous year: £25,738). No employees has benefits in excess of £60,000 (2021: none).

10 TRUSTEES' REMUNERATION AND EXPENSES

No remuneration was paid or payable directly or indirectly out of the funds of the charity during the year to any trustees or to any persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the non-executive trustees in respect of the period.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023 (cont...)

11 TANGIBLE FIXED ASSETS

	Furniture & Equipment	Computer Equipment	Total
COST	£	£	£
At 31 March 2022	10,186	22,694	32,880
Additions	-	-	-
Disposals	-	-	-
At 30 March 2023	10,186	22,694	32,880
DEPRECIATION			
At 31 March 2022	9,681	14,681	24,362
Charge for Period	252	4,281	4,533
Disposals	-	-	-
At 30 March 2023	9,933	18,962	28,895
NET BOOK VALUE			
At 30 March 2023	253	3,732	3,985
At 30 March 2022	505	8,013	8,518

12 CAPITAL COMMITMENTS

	2023	2022
Contracted but not provided for	£ nil	£ nil

13 DEBTORS

	£	£
Other Debtors	12,560	510
Accrued Income	5,239	5,008
Prepayments	4,725	5,276
	22,524	10,794
Restricted Funds	17,076	4,125
Unrestricted Funds	5,448	6,669
	22,524	10,794

14 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£	£
Deferred Income	57,893	70,525
Other Creditors	1,366	3,202
Accruals	1,448	1,625
	60,707	75,352
Restricted Funds	59,869	73,877
Unrestricted Funds	838	1,475
	60,707	75,352

15 DEFERRED INCOME

Deferred income comprises grants paid in advance.	£	£
Balance brought forward as at 31st March	70,525	76,117
Amount released to income earned from charitable activities	(70,525)	(76,117)
Amount deferred in year	57,893	70,525
Balance carried forward as at 30th March	57,893	70,525

All deferred income is restricted.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023 (cont...)

15

16 ANALYSIS OF CHARITABLE FUNDS

	Balance at 31 March 2022	Incoming	Transfers	Outgoing	Balance at 30 March 2023
	£	£	£	£	£
RESTRICTED FUNDS					
Lloyds TSB Foundation	2,713	-	-	(2,713)	-
NW Legal Services Trust	1,092	-	-	-	1,092
John Grant Davies Trust	412	-	-	-	412
Henry Smith Charity	21,840	30,216	-	(50,914)	1,142
Henry Smith Covid19 LTSG	-	29,400	-	(28,208)	1,192
National Lottery - Reaching Communities	8,095	121,989	-	(130,084)	-
National Lottery - Reaching Communities NW	-	9,377	-	(8,558)	819
Peter Kershaw Trust	5,196	-	-	(1,780)	3,416
United Utilities	-	13,302	-	(11,369)	1,933
MCC - Wellbeing	331	-	-	-	331
DLUHC Hong Kong Project	-	8,881	-	(8,881)	-
Our Manchester VCE Grant	740	18,393	-	(19,133)	-
Arcon Housing	1,500	-	-	(819)	681
Wast	-	3,315	-	(3,315)	-
MACC HSF Grant	-	73,570	-	(73,570)	-
<i>Capital:</i>					
Our Manchester VCE Grant	178	-	-	(178)	-
Henry Smith Charity	799	-	-	(400)	399
National Lottery - Reaching Communities	6,667	-	-	(3,518)	3,149
Tesco	369	-	-	(185)	184
	49,932	308,443	-	(343,625)	14,750
<i>Unrestricted Funds:</i>					
General	106,877	66,774	-	(54,949)	118,702
<i>Total Unrestricted Funds:</i>	106,877	66,774	-	(54,949)	118,702
TOTAL	156,809	375,217	-	(398,574)	133,452
 Previous Year					
	Balance at 31 March 2021	Incoming	Transfers	Outgoing	Balance at 30 March 2022
Lloyds TSB Foundation	2,713	-	-	-	2,713
NW Legal Services Trust	1,092	-	-	-	1,092
John Grant Davies Trust	412	-	-	-	412
Henry Smith Charity	15,474	45,350	(1,199)	(37,785)	21,840
National Lottery - Reaching Communities	8,384	132,805	(10,185)	(122,909)	8,095
Peter Kershaw Trust	5,777	-	-	(581)	5,196
MCC - Wellbeing	331	-	-	-	331
MCC - CIFfA	-	14,473	-	(14,473)	-
HMRC SSP	-	193	-	(193)	-
Tesco Bags of Help	-	1,000	(554)	(446)	-
DLUHC Hong Kong Project	-	3,817	-	(3,817)	-
Our Manchester VCE Grant	-	18,393	-	(17,653)	740
Arcon Housing	1,500	-	-	-	1,500
<i>Capital:</i>					
DWP (Access to Work)	23	-	-	(23)	-
Our Manchester VCE Grant	799	-	-	(621)	178
Henry Smith Charity	-	-	1,199	(400)	799
National Lottery - Reaching Communities	-	-	10,185	(3,518)	6,667
Tesco	-	-	554	(185)	369
	36,505	216,031	-	(202,604)	49,932
<i>Unrestricted Funds:</i>					
General	101,899	75,431	-	(70,453)	106,877
<i>Total Unrestricted Funds:</i>	101,899	75,431	-	(70,453)	106,877
TOTAL	138,404	291,462	-	(273,057)	156,809

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 MARCH 2023 (cont...)

16

Purpose of funds:-

Lloyds TSB Foundation
 The John Grant Davies Trust
 NW Legal Services Trust
 Henry Smith Charity
 Henry Smith Covid 19 Long term Support
 National Lottery - Reaching Communities

National Lottery- RC North West
 United Utilities
 Peter Kershaw Trust
 MACC Household Support Fund
 MCC - Wellbeing
 MCC - CIFa
 MCC T3 Covid Support
 HMRC SSP
 Tesco Bags of Help

DLUHC Hong Kong Project
 Our Manchester VCE Grant
 Arcon Housing
 WAST

Contribution towards:

- towards the salary of a senior case worker
 - towards volunteer expenses
 - towards follow-on training costs for volunteers
 - towards the Advice Service, includes future depreciation of £399
 - towards Covid-19 project
 - towards the Advice Service, includes future depreciation of £3,149 under capital.
 - towards advice service and training costs
 - towards the salary of adviser and advice service
 - towards organisational review and consultation
 - Client welfare
 - towards mobiles & tablets for clients
 - towards covid-19 advice project
 - Covid Support for T3 measures
 - HMRC refund of SSP paid
 - towards volunteer computers - includes future depreciation of £184
 - towards extra staff assistance
 - towards supporting volunteers and the Advice Service
 - towards volunteer expenses & equipment
 - towards the Spotlight project

17 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Net Current Assets £	2023 Total £	Fixed Assets £	Net Current Assets £	2022 Total £
Restricted Funds	3,733	11,017	14,750	8,013	41,919	49,932
Unrestricted	252	118,450	118,702	505	106,372	106,877
	<u>3,985</u>	<u>129,467</u>	<u>133,452</u>	<u>8,518</u>	<u>148,291</u>	<u>156,809</u>

18 COMPANY STATUS

The company is limited by guarantee and has no share capital. All members have agreed to contribute a sum not exceeding £10 in event of winding up.

19 CONTINGENT LIABILITIES

There were no contingent liabilities at 30th March 2023 (2022 £nil).

20 GOING CONCERN

The company's main source of income is grant funding and advice services. The Trustees consider that it is appropriate to prepare the accounts on a going concern basis and, consequently the accounts do not include any adjustments that would be necessary if the funding sources should cease.

21 POST BALANCE SHEET EVENTS

The trustees consider that there are no significant post balance sheet events that impact on the financial statements as presented. The trustees updated the business plan and risk management strategies to respond to the many issues arising from coronavirus and the lockdown which followed. The charity took proactive steps to guarantee all funding remained in place as well as investing in the infrastructure needed to ensure remote working for all staff and an uninterrupted provision of this much-needed service. This planning has meant that there are no unforeseen reductions in income and no impact on the charity as an on-going concern.

22 ULTIMATE CONTROLLING PARTY

The company is under the shared control of the Trustees named on Page 1.
 There is no one person with significant control.