

Charity registration number 1151092

Company registration number 08273509 (England and Wales)

**COMMUNITY MONEY ADVICE LAUNCESTON LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**



# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

---

**Trustees**

Andrew Baker  
George Parker  
Timothy Smith  
Brook Moore

(Appointed 1 December  
2022)

**Charity number**

1151092

**Company number**

08273509

**Registered office**

Victoria House  
St. Catherines Hill  
Launceston  
Cornwall  
United Kingdom  
PL15 7EJ

# **COMMUNITY MONEY ADVICE LAUNCESTON LIMITED**

## **CONTENTS**

---

	<b>Page</b>
Trustees' report	1 - 3
Statement of financial activities	4
Balance sheet	5
Notes to the financial statements	6 - 12

---

# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2022

---

The trustees present their report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's constitution, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### Structure, governance and management

The Charity is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Andrew Baker

George Parker

Timothy Smith

Paul Stephenson

(Resigned 1 December 2022)

Brook Moore

(Appointed 1 December 2022).

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

#### Objectives and activities

The Charity's objects are to provide debt counselling and other money advice services free of charge to needy people in Launceston and the surrounding area. The policies adopted in furtherance of these objects are the training and setting up of a team of advisers, two of whom together meet each client, and there has been no change in these during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

#### Achievements and performance

This past twelve months have seen all our volunteer advisers contract Covid – fortunately all cases were relatively mild but nevertheless – it has highlighted the impact on our work when the team are not able to meet clients face to face. We have also seen an increase in client appointments being cancelled at the last minute as they too have contracted Covid.

Despite these challenges, we have remained available to support both new and existing clients throughout the last twelve months. We continue to embrace the use of technology both for client, internal and external meetings and whilst our focus remains on offering face to face client appointments, this has not always been possible or desirable. If there is one thing that we have learnt – it is the need to keep our volunteers safe and supported as if not – then we will not be able to support others.

#### 1. Trustee and Volunteer News

We have maintained our volunteer team through the year but have had some changes to our trustees. We had to say 'goodbye' to Dr Paul Stephenson who stepped down as he moved from Cornwall to Oxfordshire and welcomed Brook Moore as a trustee. Brook has been part of our volunteer team whilst studying for his Law Degree and having completed his studies, he is now working locally and continues to volunteer when he can alongside his trustee responsibilities.

Covid and the financial crisis has hindered the trustees and their plans to further develop a 'Friends of Community Money Advice Launceston' and the 'Business Friends of Community Money Advice Launceston' and this is something they plan to revisit in 2023.

# **COMMUNITY MONEY ADVICE LAUNCESTON LIMITED**

## **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

---

### **2. Grants and Donations**

We are grateful for donations during the year from Launceston Parish, Launceston Central Methodist Church, Launceston Rotary Club and Launceston Town Council alongside several personal donations. We are grateful to Cornwall Community Foundation for the ongoing support they provide to help us administer Crisis Funding on their behalf. This enables us to provide up to £50 of help to a client towards the cost of medical support letters and Debt Relief Order registration fees etc.

We distributed the Winter Warmth Fund to our most needy clients in the first part of 2022 and we also received a summer grant which we used to help clients purchase the key items for their children for the beginning of the new school year in September. The grant was also used to help clients who had an unplanned significant household expense, so we helped several clients pay for essential car maintenance, and a second hand bed, washing machine and cooker.

We completed our first-year report back to Caledonia Investment and have now been awarded the second and final phase of this funding.

### **3. Local Group Affiliations**

We continue to be active members of several local groups including the Southwest Region CMA Centres Forum, Cornwall's Poverty Forum, and the Cornwall Money Advice Forum.

### **4. CMA Audit**

Our regional CMA Manager returned to carrying out our annual centre audit in line with FCA requirements in person which included reviewing the general day to day operation of the centre, the support we receive from our trustees and our financial sustainability. Nothing untoward was noted.

Our accreditations with the FCA were found to be up to date, our public liability insurance in place, our policies and procedures in place and our adviser training in place too.

We were again commended on moving the operation to a more secure financial footing and to the development of a stronger Board of Trustees, but it was noted that we still need to do more to manage the succession planning of our CEO/Centre Manager as this is a risk. Work is now in progress to document the various functions of the CEO/Centre Manager, and this will be completed during 2023.

### **5. Launceston Community Project**

This project concluded in April 2022, and we have been able to build on the relationships made during the time we worked together to create now links with other community groups..

### **6. Office accommodation**

Our current tenancy agreement with the Elim Church was renewed for a further 12 months with the option of extending this out to align with the Elim Church's own tenancy agreement with Cornwall Council which ends in June 2024. We are starting to recognise that our requirements for office space have changed and that the five key 'must haves' moving forward are:

- Level access from a car park to the offices.
- Car park to be within 150m of the office and preferably free
- Good office Internet access
- Secure, confidential client meeting room(s)
- A hot desk area for the team to complete client casework and interface with others in the team.

Our plans will start to take shape once we have information from our landlord in relation to what is going to happen to our offices when the current ten-year lease comes to an end. Currently, it would seem likely that we will be looking to move our offices as we are struggling to park outside the centre, we don't have any spare space for a hot desk area and our offices are not confidential if other groups are using the offices closest to our own.

# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

---

### Financial review

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between six and twelve month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees' report was approved by the Board of Trustees..



.....  
**Timothy Smith**

Trustee  
Dated: 20 July 2023

# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b>Income from:</b>							
Donations and legacies	3	8,223	10,462	18,685	10,065	1,000	11,065
<b>Expenditure on:</b>							
Charitable activities	4	7,666	9,385	17,051	12,483	3,134	15,617
<b>Net income/(expenditure) for the year/</b>							
Net movement in funds		557	1,077	1,634	(2,418)	(2,134)	(4,552)
Fund balances at 1 January 2022		16,278	2,151	18,429	18,696	4,285	22,981
Fund balances at 31 December 2022		16,835	3,228	20,063	16,278	2,151	18,429

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	9		390		670
<b>Current assets</b>					
Debtors	10	1,916		1,941	
Cash at bank and in hand		17,757		16,028	
		19,673		17,969	
<b>Creditors: amounts falling due within one year</b>	11	-		(210)	
Net current assets			19,673		17,759
<b>Total assets less current liabilities</b>			20,063		18,429
<b>Income funds</b>					
Restricted funds	12		3,228		2,151
Unrestricted funds			16,835		16,278
			20,063		18,429

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 18<sup>th</sup> July 2023



Andrew Baker  
Trustee



Timothy Smith  
Trustee

Company registration number 08273509



# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 DECEMBER 2022**

---

### **1 Accounting policies**

#### **Charity information**

Community Money Advice Launceston Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Victoria House, St. Catherines Hill, Launceston, Cornwall, PL15 7EJ, United Kingdom..

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the Charity's constitution, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives..

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received..

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

---

#### 1 Accounting policies

(Continued)

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	25% on cost per annum
---------------------	-----------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.6 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.8 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	7,723	-	7,723	8,565	-	8,565
Grant income	500	10,462	10,962	1,500	1,000	2,500
	<u>8,223</u>	<u>10,462</u>	<u>18,685</u>	<u>10,065</u>	<u>1,000</u>	<u>11,065</u>

# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 4 Charitable activities

	Provision of money advice services	Provision of money advice services
	2022 £	2021 £
Recruitment and training	247	561
Grant funding of activities (see note 5)	3,930	1,110
Share of support costs (see note 7)	12,874	13,946
	<u>17,051</u>	<u>15,617</u>
<b>Analysis by fund</b>		
Unrestricted funds	7,666	12,483
Restricted funds	9,385	3,134
	<u>17,051</u>	<u>15,617</u>

### 5 Grants payable

	Provision of money advice services	Provision of money advice services
	2022 £	2021 £
Grants to individuals	3,930	1,110
	<u>3,930</u>	<u>1,110</u>

### 6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 7 Support costs

	Support costs £	Governance costs £	2022 Support costs £	Governance costs £	2021 £
Staff costs	4,732	-	4,732	3,640	3,640
Depreciation	280	-	280	367	367
Premises expenses	4,323	-	4,323	5,621	5,621
Administrative expenses	3,539	-	3,539	4,318	4,318
	<u>12,874</u>	<u>-</u>	<u>12,874</u>	<u>13,946</u>	<u>13,946</u>
Analysed between Charitable activities	<u>12,874</u>	<u>-</u>	<u>12,874</u>	<u>13,946</u>	<u>13,946</u>

### 8 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	<u>1</u>	<u>1</u>
<b>Employment costs</b>	<b>2022 £</b>	<b>2021 £</b>
Wages and salaries	<u>4,732</u>	<u>3,640</u>

There were no employees whose annual remuneration was more than £60,000.

# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

### 9 Tangible fixed assets

Plant and equipment  
£

#### Cost

At 1 January 2022

3,079

At 31 December 2022

3,079

#### Depreciation and impairment

At 1 January 2022

2,409

Depreciation charged in the year

280

At 31 December 2022

2,689

#### Carrying amount

At 31 December 2022

390

At 31 December 2021

670

### 10 Debtors

2022

2021

Amounts falling due within one year:

£

£

Other debtors

966

1,025

Prepayments and accrued income

950

916

1,916

1,941

### 11 Creditors: amounts falling due within one year

2022

2021

£

£

Accruals and deferred income

-

210

# COMMUNITY MONEY ADVICE LAUNCESTON LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

#### 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 January 2021	Incoming resources	Resources expended	Balance at 1 January 2022	Incoming resources	Resources expended	Balance at 31 December 2022
	£	£	£	£	£	£	£
For debt relief orders	320	500	(610)	210	750	(450)	510
For Support Vouchers	100	-	(100)	-	-	-	-
Community Projects	3,865	-	(1,924)	1,941	-	(1,941)	-
Caledonian - Operational Grant	-	-	-	-	6,212	(3,494)	2,718
Winter Fund Grant	-	-	-	-	1,000	(1,000)	-
Cost of Living Grant	-	-	-	-	2,500	(2,500)	-
	<u>4,285</u>	<u>500</u>	<u>(2,634)</u>	<u>2,151</u>	<u>10,462</u>	<u>(9,385)</u>	<u>3,228</u>

#### 13 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 December 2022 are represented by:						
Tangible assets	390	-	390	517	153	670
Current assets/(liabilities)	<u>16,445</u>	<u>3,228</u>	<u>19,673</u>	<u>15,761</u>	<u>1,998</u>	<u>17,759</u>
	<u>16,835</u>	<u>3,228</u>	<u>20,063</u>	<u>16,278</u>	<u>2,151</u>	<u>18,429</u>

#### 14 Related party transactions.

There were no disclosable related party transactions during the year (2021 - none).