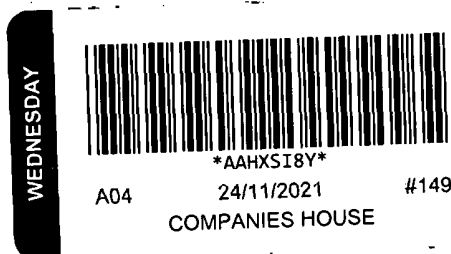


**COMPANY REGISTRATION NUMBER: 2436887**  
**CHARITY REGISTRATION NUMBER: 1051979**

**Advice For Renters Limited (formerly Brent Private  
Tenants' Rights Group Limited)**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2021**



**Jackson & Jackson**  
**A trading name of Jackson Nicholas Assie Limited**  
**Chartered Certified Accountants & Statutory Auditors**  
**Suite 7, Meridian House**  
**62 Station Road, Chingford**  
**London E4 7BA**

**Advice For Renters Limited (formerly Brent Private Tenants' Rights  
Group Limited)**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 March 2021**

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# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Directors' Report)**

**Year ended 31 March 2021**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

#### **Reference and administrative details**

<b>Registered charity name</b>	Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)
<b>Charity registration number</b>	1051979
<b>Company registration number</b>	2436887
<b>Principal office and registered office</b>	36-38 Willesden Lane Kilburn London NW6 7ST

#### **The trustees**

John Kwan	
George Bangham	
Robert Johnson	
Jemaine Ranger	
Susan Waller	(Resigned 10 December 2020)
Craig Parker	(Resigned 27 May 2021)
Jennifer Wall	(Appointed 10 December 2020)
Pamela Marum	(Appointed 10 December 2020)
Tariq Mukadam	(Appointed 13 May 2021)

**Chief Executive Officer** Jacky Peacock OBE

**Company secretary** John Kwan

**Bankers** Unity Trust Bank  
PO Box 7193  
Planetary Road  
Willenhall Road  
Willenhall  
WV1 9DG

**Independent examiner** John Assie FCCA  
Suite 7, Meridian House  
62 Station Road  
Chingford  
London  
E4 7BA

# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Directors' Report) (continued)**

**Year ended 31 March 2021**

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## **Structure, governance and management**

Advice for Renters is a charitable company limited by guarantee and was incorporated on 26 October 1989. It was registered as a charity on 31 January 1996. It is governed by a memorandum and articles of association.

The trustees, who are also the directors for the purpose of company law, and who served during the year were

George Bangham  
Robert Johnson  
John Kwan  
Pam Marum (appointed December 2020)  
Craig Parker  
Sue Waller (resigned December 2020)  
Jennifer Wall (appointed December 2020)

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.

There are no persons with significant control.

Trustees meet regularly at least 4 times a year to manage A4R's affairs

At each AGM all Board members stand down and if they wish to continue, offer themselves for re-election.

During the year the charity employed an average of 11 staff (representing 9.8 full-time equivalents) who were engaged in charitable activities, finance and administration. We also have a consultant housing adviser and business innovation consultant.

## **Change of Name**

Following our change of name to Advice4Renters Limited in 2019, a further change was agreed at the 2020 AGM to change our name to Advice for Renters Limited. The purpose of this further small change was to make it easier for renters searching online to find our organisation.

## **Risk Management**

The trustees have assessed the major risks to which A4R is exposed. The systems in place to mitigate exposure to the major risks were put to the test during the coronavirus pandemic and resulting periods of lockdown. Trustees continue to seek more sustainable sources of income to further protect the organisation against such adverse conditions. Service delivery standards are maintained by adherence to our Specialist Quality Mark (Housing).

## **Objectives and activities**

A4R's objects are to relieve poverty amongst tenants in England who are in need, and in particular by assisting in the provision of advice, information and services.

# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Directors' Report) *(continued)***

**Year ended 31 March 2021**

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## **The focus of our work**

The objectives continue to be achieved for the most part through the operation of our Housing Advice Centre, with most work being delivered under our contract with the Legal Aid Agency. The low level of fees payable for legal aid, which were reduced in 2011, and have been frozen ever since, means that it is not possible to sustain our housing advice services through legal aid fees alone. We continue to be very grateful to the Trust for London for funding our Green Light Laws which allows us to advise tenants whose problems fall outside the narrow confines of legal aid, with the opportunity to test new or under-used areas of law.

We continue to raise awareness of poor housing as one of the key factors impacting on health and wellbeing. We aim to improve living conditions and where possible, to achieve lasting benefits for our clients through complementary support, including our money advice and our mentoring service. We are very grateful to Brent Council for their support through the National Community Infrastructure Levy (NCIL) which enables us to offer a range of financial support services, and to The Tudor Trust and the City Bridge Trust who jointly funded our three-year Under One Roof project.

We have been pleased to build on our links with health providers, as social prescribing has been developing in Brent. This enables health providers to 'prescribe' non-medical interventions, such as housing advice and we have been pleased to see a growing number of referrals of patients to us from the health service.

We continued to deliver services throughout the pandemic despite having to close our offices and equip the staff to work from home. New online communications were introduced for staff to interview clients and to interact with each other and with partners. Training was also delivered online. We fully supported the protections introduced for private tenants through the stay on possessions and the ban on evictions and joined with others in calling for extensions of this protection. However, this was a major factor in a serious drop in our legal aid income during this period. We were immensely grateful to the Community Justice Fund for their generous grant which helped to compensate for this loss and enabled us to retain our staff. Our outreach services sadly had to be curtailed but we are resuming these as restrictions are eased. To cope with the prolonged period of restrictions and the further lockdown we took advantage of the increased flexibility of the Government's Job Retention Scheme. This enabled us to furlough eligible members of staff for up to two-thirds of their normal working hours, where this could be achieved without detriment to clients.

## **How our services deliver public benefit**

The trustees confirm that they have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The overarching benefit which we aim to achieve is to improve health and wellbeing by promoting decent, secure, affordable rented homes with access to rights and justice for all regardless of income. We do this by,

- Providing direct advice and support to private tenants and others in housing need
- Bringing tenants together to strengthen their voice
- Collecting information and evidence and disseminating for change
- Working with others to deliver services, share messages and increase the charity's influence
- Empowering through tenant engagement and representation

# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Directors' Report) *(continued)***

**Year ended 31 March 2021**

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## **Achievement and performance**

A4R fulfilled all its contractual obligations, providing advice and support services to over 1,540 tenants during the year, ranging from one-off enquiries through to full litigation and assistance with Money advice.

The acute hardship during the pandemic led to an exceptional level of assistance with financial emergencies, including 120 Hardship grants totalling £15,000, 24 Fuel vouchers and 63 Christmas Hampers. We also delivered a pilot employability programme to 11 participants and recruited additional financial inclusion, energy advice and welfare rights specialists.

## **Financial Review**

The charity saw an in-year surplus of £16,519. While this was significantly less than the previous (pre-pandemic) year, it was sufficient to increase our total unrestricted reserves to £98,775, which equates to 91% of our reserves policy.

## **Reserves Policy**

It is A4R's policy to maintain a level of unrestricted and undesignated reserves, equivalent to three months' normal expenditure.

## **Investment Policy**

The charity does not yet have sufficient reserves to merit an Investment Policy.

## **Plans for future periods**

We are pleased to report that our three multi-year grants which ended in 2021 have been replaced by two further grants from the City Bridge Trust and Trust for London, and a new grant from the National Lottery Community Fund. Our current Legal Aid Agency contract continues until August 2022. Our fundraising strategy is being actively pursued although the pandemic has led to more competition for limited funds.

The Board has continued to plan how the organisation can be put on a more financially sustainable footing in the longer-term, despite Covid-19 related setbacks. A major initiative has been the development of a financial model which would enable us to acquire property for use as community-led housing. Although it was disappointing when once such scheme had to be aborted through reasons outside A4R's control, the organisation has learnt from this experience and is now looking for further opportunities. We are considering whether it is possible to increase legal services for paying clients without jeopardising our free services and we will be trialling a new model in the coming months.

The Board has used the Governance Code diagnostic tool to assess performance and introduce some procedural changes. This Code is a practical tool to help charities and their trustees to develop high standards of governance.

The Board has published a new Strategic Plan on our website to guide the organisation through its next phase and we are introducing a revised Operational Plan to improve oversight of the organisation's many activities and facilitate progress monitoring.

# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Directors' Report) *(continued)***

**Year ended 31 March 2021**

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#### Directors Responsibilities

- (a) the directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations and in accordance with United Kingdom Generally Accepted Accounting Practice;
- (b) company law requires the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit profit or loss of the charity for that period;
- (c) in preparing the financial statements the directors are required to:
  - (i) select suitable accounting policies and then apply them consistently;
  - (ii) make judgements and accounting estimates that are reasonable and prudent;
  - (iii) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
  - (iv) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- (d) the directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the charity and that enable them to ensure that the financial statements comply with the Companies Act;
- (e) the directors are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities; and
- (f) where appropriate, the directors are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website.

#### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report (incorporating the directors' report) was approved on 1 November 2021 and signed on behalf of the board of trustees by:



John Kwan  
Trustee

# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

**Company Limited by Guarantee**

## **Independent Examiner's Report to the Trustees of Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

**Year ended 31 March 2021**

---

I report to the trustees on my examination of the financial statements of Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited) ('the charity') for the year ended 31 March 2021.

### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).



**Advice For Renters Limited (formerly Brent Private Tenants' Rights  
Group Limited)**

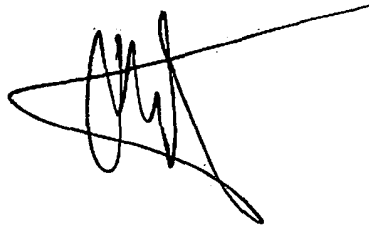
**Company Limited by Guarantee**

**Independent Examiner's Report to the Trustees of Advice For Renters Limited  
(formerly Brent Private Tenants' Rights Group Limited) (continued)**

**Year ended 31 March 2021**

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



**John Assie FCCA  
Independent Examiner  
Jackson Nicholas Assie Limited  
Chartered Certified Accountants**  
Suite 7, Meridian House  
62 Station Road  
Chingford  
London E4 7BA

2 November 2021

**Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

**Company Limited by Guarantee**

**Statement of Financial Activities  
(including income and expenditure account)**

**Year ended 31 March 2021**

			2021		2020
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and Gifts	5	16,667	13,719	30,386	16,555
Charitable activities	6	140,290	220,460	360,750	430,781
Other trading activities	7	2,483	–	2,483	3,097
Investment income	8	47	–	47	117
Other income	9	56,527	–	56,527	865
<b>Total income</b>		<u>216,014</u>	<u>234,179</u>	<u>450,193</u>	<u>451,415</u>
<b>Expenditure</b>					
Expenditure on charitable activities	10,11	<u>203,736</u>	<u>229,938</u>	<u>433,674</u>	<u>412,329</u>
<b>Total expenditure</b>		<u>203,736</u>	<u>229,938</u>	<u>433,674</u>	<u>412,329</u>
<b>Net income and net movement in funds</b>		<u>12,278</u>	<u>4,241</u>	<u>16,519</u>	<u>39,086</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>86,497</u>	<u>11,381</u>	<u>97,878</u>	<u>58,792</u>
<b>Total funds carried forward</b>		<u>98,775</u>	<u>15,622</u>	<u>114,397</u>	<u>97,878</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

**The notes on pages 12 to 25 form part of these financial statements.**

# Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)

Company Limited by Guarantee

Statement of Financial Position

31 March 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible fixed assets	17	4,209	7,227
<b>Current assets</b>			
Debtors	18	109,651	92,601
Cash at bank and in hand		189,993	139,092
		<u>299,644</u>	<u>231,693</u>
<b>Creditors: amounts falling due within one year</b>	19	(177,628)	(141,042)
<b>Net current assets</b>		<u>122,016</u>	<u>90,651</u>
<b>Total assets less current liabilities</b>		126,225	97,878
<b>Creditors: amounts falling due after more than one year</b>	20	(11,828)	—
<b>Net assets</b>		<u>114,397</u>	<u>97,878</u>
<b>Funds of the charity</b>			
Restricted funds		15,622	11,381
Unrestricted funds		98,775	86,497
<b>Total charity funds</b>	21	<u>114,397</u>	<u>97,878</u>

The notes on pages 12 to 25 form part of these financial statements.

For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

**Advice For Renters Limited (formerly Brent Private Tenants' Rights  
Group Limited)**

**Company Limited by Guarantee**

**Statement of Financial Position** *(continued)*

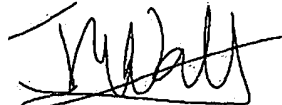
**31 March 2021**

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These financial statements were approved by the board of trustees and authorised for issue on 1 November 2021, and are signed on behalf of the board by:



John Kwan  
Trustee



Jennifer Wall  
Trustee

**Company Registration Number: 2436887**

**Advice For Renters Limited (formerly Brent Private Tenants' Rights  
Group Limited)**

**Company Limited by Guarantee**

**Statement of Cash Flows**

**Year ended 31 March 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net income	16,519	39,086
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	3,018	3,018
Other interest receivable and similar income	(47)	(117)
Accrued income	(24,381)	(6,496)
<i>Changes in:</i>		
Trade and other debtors	4,231	11,910
Trade and other creditors	51,514	1,461
Net cash flow from operating activities	<u>50,854</u>	<u>48,862</u>
<b>Cash flows from investing activities</b>		
Interest received	47	117
Purchase of tangible assets	—	(6,120)
Net cash used in investing activities	<u>47</u>	<u>(6,003)</u>
<b>Net increase in cash and cash equivalents</b>	50,901	42,859
<b>Cash and cash equivalents at beginning of year</b>	<u>139,092</u>	<u>96,233</u>
<b>Cash and cash equivalents at end of year</b>	<u>189,993</u>	<u>139,092</u>

# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

**Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year ended 31 March 2021**

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## **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 36-38 Willesden Lane, Kilburn, London, NW6 7ST.

## **2. Statement of compliance**

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 (FRS102) issued in October 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2019.

## **3. Accounting policies**

### **Basis of preparation**

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

### **Going concern**

At the year end the charity had free reserves of £98,775 (2020: £86,497). The charity is partly dependent on uncommitted and contingent grant or project funding. The budget and cash flow forecast for 2021/22 show that the charity has obtained sufficient funding to cover all anticipated expenses of the following twelve months. The financial statements have therefore been prepared on a going concern basis.

The trustees have considered the impact of COVID-19 on the charities activities and have concluded there is no long-term impact on the Organisation. As a result, it is considered that the going concern status remains intact.

There are no material uncertainties about the charity's ability to continue.

# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

**Year ended 31 March 2021**

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#### **3. Accounting policies *(continued)***

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. There have been no judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements. Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. There have been no assumptions or other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### **Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established. Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

**Year ended 31 March 2021**

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#### **3. Accounting policies *(continued)***

##### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Operating leases**

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

##### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Leasehold Property	- over the term of lease
Fixtures and fittings	- straight line over 3 years



# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

**Year ended 31 March 2021**

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#### **3. Accounting policies *(continued)***

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

##### **Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

# Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)

Company Limited by Guarantee

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 4. Limited by guarantee

Advice4Renters (formerly Brent Private Tenants' Rights Group) is a charitable company limited by guarantee and was incorporated on 26th October 1989. It is governed by a memorandum and articles of association.

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.

### 5. Donations and gifts

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
Individuals and other	15,261	13,719	28,980
<b>Gifts</b>			
Gifts in kind	1,406	—	1,406
	<u>16,667</u>	<u>13,719</u>	<u>30,386</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Individuals and other	12,207	1,995	14,202
<b>Gifts</b>			
Gifts in kind	2,353	—	2,353
	<u>14,560</u>	<u>1,995</u>	<u>16,555</u>

### 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Housing Advice	140,173	123,332	263,505
Other Services	—	93,288	93,288
Policy Development and Community Engagement	117	3,840	3,957
	<u>140,290</u>	<u>220,460</u>	<u>360,750</u>

# Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 6. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Housing Advice	155,591	221,586	377,177
Other Services	—	—	—
Policy Development and Community Engagement	43,604	10,000	53,604
	<u>199,195</u>	<u>231,586</u>	<u>430,781</u>

The total income of £360,750 (2020: £430,781) has been received from the following organisations:

	2021 £	2020 £
Community Justice Fund	77,500	—
Trust for London	68,877	53,983
Legal Aid Agency	53,865	155,590
CIL	45,040	23,405
Tudor Trust	30,000	35,000
City Bridge Trust	29,900	23,692
Nationwide BS Community Fund	17,645	24,703
Caritas	10,000	1,667
GLA Team London	7,500	8,000
Trust for London - Community Responses Fund	—	—
Wave 3	5,520	—
UK Power Networks/CSE	5,000	—
Catalyst	3,600	—
Mrs Smith & Mount Trust	3,000	—
Brent Council – VSIF	2,083	4,167
NEA action for warm homes	500	—
Crisis – In this emergency together	480	—
Brent Health Watch	240	—
CAB (BCAN)	—	20,000
Brent Advice Fund (Harlesden Hub) From Aug 18	—	25,639
Garfield Weston	—	25,000
AB Charitable Trust	—	15,000
Awards 4 All	—	10,000
London Legal Trust Support	—	3,604
Tonybee Hall	—	831
Hardship Fund	—	500
	<u>360,750</u>	<u>430,781</u>

#### 7. Other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Rental Income	2,400	2,400	2,880	2,880
Legal Advice Income	83	83	217	217
	<u>2,483</u>	<u>2,483</u>	<u>3,097</u>	<u>3,097</u>

# Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)

Company Limited by Guarantee

## Notes to the Financial Statements (continued)

Year ended 31 March 2021

### 8. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest	<u>47</u>	<u>47</u>	<u>117</u>	<u>117</u>

### 9. Other income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Other income - reimbursement of expenses	<u>-</u>	<u>-</u>	865	865
Other income - Job Retention Scheme	56,527	56,527	-	-
	<u>56,527</u>	<u>56,527</u>	<u>865</u>	<u>865</u>

### 10. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Provision of advice, information and services	192,154	229,938	422,092
Support costs	11,582	-	11,582
	<u>203,736</u>	<u>229,938</u>	<u>433,674</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Provision of advice, information and services	163,764	238,126	401,890
Support costs	10,439	-	10,439
	<u>174,203</u>	<u>238,126</u>	<u>412,329</u>

### 11. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Provision of advice, information and services	422,092	7,691	429,783	409,206
Governance costs	-	3,891	3,891	3,123
	<u>422,092</u>	<u>11,582</u>	<u>433,674</u>	<u>412,329</u>

**Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

**Company Limited by Guarantee**

**Notes to the Financial Statements** *(continued)*

**Year ended 31 March 2021**

**12. Analysis of governance costs**

	2021	2020
	£	£
Independent examiners fees	2,313	2,313
SRA audit fees	1,200	600
Corporation tax return fees	320	160
Companies House Fees	23	50
ICO	35	-
	<u>3,891</u>	<u>3,123</u>

**13. Net income**

Net income is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	3,018	3,018
Operating lease rentals	<u>381</u>	<u>648</u>

**14. Independent examination fees**

	2021	2020
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,313</u>	<u>2,313</u>

# Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 15. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	272,561	258,699
Social security costs	20,872	20,344
Employer contributions to pension plans	5,135	4,850
	<u>298,568</u>	<u>283,893</u>

The chief executive was paid £41,810 (2020: £41,810).

The average head count of employees during the year was 11 (2020: 11). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 No.	2020 No.
Number of staff engaged in charitable, finance and admin activities	<u>10</u>	<u>9</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

#### 16. Trustee remuneration and expenses

- None of the trustees (or any persons connected with them) received any remuneration or expenses during the year (2020: Nil)
- No trustees or other person related to the charity has any personal interest in any contract or transaction that has been entered into by the charity during the year (2020: Nil).

#### 17. Tangible fixed assets

	Land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 April 2020 and 31 March 2021	<u>82,314</u>	<u>15,180</u>	<u>97,494</u>
<b>Depreciation</b>			
At 1 April 2020	79,167	11,100	90,267
Charge for the year	978	2,040	3,018
At 31 March 2021	<u>80,145</u>	<u>13,140</u>	<u>93,285</u>
<b>Carrying amount</b>			
At 31 March 2021	<u>2,169</u>	<u>2,040</u>	<u>4,209</u>
At 31 March 2020	<u>3,147</u>	<u>4,080</u>	<u>7,227</u>

# Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)

Company Limited by Guarantee

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 18. Debtors

	2021	2020
	£	£
Trade debtors	10,822	13,074
Prepayments and accrued income	98,829	77,282
Other debtors	—	2,245
	<u>109,651</u>	<u>92,601</u>

### 19. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	2,656	5,450
Accruals and deferred income	50,868	44,082
Social security and other taxes	23,982	5,528
Other creditors	100,122	85,982
	<u>177,628</u>	<u>141,042</u>

### 20. Creditors: amounts falling due after more than one year

	2021	2020
	£	£
Social security and other taxes	<u>11,828</u>	<u>—</u>

### 21. Deferred Income

	2021	2020
	£	£
At 1 April 2020	38,973	26,907
Additions during the year	48,859	38,973
Amounts released to income	<u>(38,973)</u>	<u>(26,907)</u>
At 31 March 2021	<u>48,859</u>	<u>38,973</u>

### 22. Pensions and other post-retirement benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £5,135 (2020: £4,850).

# Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 23. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
General funds	86,497	216,014	(203,736)	—	98,775

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
General funds	56,896	217,834	(174,203)	(14,030)	86,497

##### Restricted funds

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
Hardship Fund	500	—	(37)	—	463
Capital Grant	1,000	—	—	—	1,000
Green Light Laws	—	—	—	—	—
It's all about money	—	—	—	—	—
Under One Roof	—	—	—	—	—
Housing Advice (Awards for All + Brent Advice Fund)	1,553	—	—	—	1,553
BCAN	1,855	—	—	—	1,855
Mayoral Campaign	—	—	—	—	—
Voluntary Sector Initiative Fund (VSIF)	1,787	—	—	—	1,787
Safe, Warm & Well	4,686	—	—	—	4,686
ACTS	—	—	—	—	—
Trust for London	—	55,000	(55,000)	—	—
Trust for London - Community Response Fund	—	5,520	(5,467)	—	53
Trust for London - COVID-19	—	10,000	(10,000)	—	—
Brent Pure Energy	—	23,975	(23,975)	—	—
Tudor Trust	—	30,000	(30,000)	—	—
Caritas	—	10,000	(10,000)	—	—
CIL	—	45,040	(42,260)	—	2,780
Trust for London (Mayoral Campaign)	—	3,877	(3,877)	—	—
Brent Council	—	2,083	(2,083)	—	—
GLA Teams	—	7,500	(7,500)	—	—
Nationwide BS	—	17,645	(17,645)	—	—
NEA - Action for Warm Homes	—	500	(500)	—	—
UK Power Networks	—	5,000	(3,555)	—	1,445
Brent Health Watch	—	240	(240)	—	—
London Catalyst	—	3,600	(3,600)	—	—
Mini-Crowdfunding - ACT	—	13,719	(13,719)	—	—
Crisis - In this together emergency fund	—	480	(480)	—	—
	11,381	234,179	(229,938)	—	15,622



# Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

## 23. Analysis of charitable funds *(continued)*

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
Hardship Fund	129	500	(129)	—	500
Capital Grant	1,000	—	—	—	1,000
Green Light Laws	767	53,000	(55,029)	1,262	—
It's all about money	—	25,071	(32,796)	7,725	—
Under One Roof	—	60,022	(65,065)	5,043	—
Housing Advice (Awards for All + Brent Advice Fund)	—	35,640	(34,087)	—	1,553
BCAN	—	20,000	(18,145)	—	1,855
Mayoral Campaign	—	983	(983)	—	—
Voluntary Sector Initiative Fund (VSIF)	—	4,167	(2,380)	—	1,787
Safe, Warm & Well	—	32,703	(28,017)	—	4,686
ACTS	—	1,495	(1,495)	—	—
Trust for London	—	—	—	—	—
Trust for London - Community Response Fund	—	—	—	—	—
Trust for London - COVID-19	—	—	—	—	—
Brent Pure Energy	—	—	—	—	—
Tudor Trust	—	—	—	—	—
Caritas	—	—	—	—	—
CIL	—	—	—	—	—
Trust for London (Mayoral Campaign)	—	—	—	—	—
Brent Council	—	—	—	—	—
GLA Teams	—	—	—	—	—
Nationwide BS	—	—	—	—	—
NEA - Action for Warm Homes	—	—	—	—	—
UK Power Networks	—	—	—	—	—
Brent Health Watch	—	—	—	—	—
London Catalyst	—	—	—	—	—
Mini-Crowdfunding - ACT	—	—	—	—	—
Crisis - In this together emergency fund	—	—	—	—	—
	<u>1,896</u>	<u>233,581</u>	<u>(238,126)</u>	<u>14,030</u>	<u>11,381</u>

# **Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)**

**Company Limited by Guarantee**

**Notes to the Financial Statements** *(continued)*

**Year ended 31 March 2021**

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## **23. Analysis of charitable funds** *(continued)*

### Purposes of funding

Brent Council VSIF: To increase the skills of Partners at Brent Hubs

Brent Health Watch: To consult our Senior Renters' Group on health services and related matters

Caritas: A contribution to our financial inclusion services

Community Infrastructure Levy: The main funder for our financial inclusion services

City Bridge Trust: For a part-time housing adviser

GLA Team London: A social prescribing service to tackle loneliness and social isolation through the provision of mentors

Nationwide BS Community Fund: Increasing health and wellbeing by improving renters' living conditions, working with health providers to promote social prescribing.

NEA: Fuel poverty activity during Mayoral election campaign

Trust for London: Green Light Laws - provision of housing advice in areas not covered by legal aid

Community Response Fund (Wave 3): To provide Welfare Benefits advice

Tudor Trust: To provide a Mentoring and Befriending Service for private renters

UK Power Networks: To provide energy advice for renters in fuel poverty

London Catalyst: To service our Senior Renters' Group

# Advice For Renters Limited (formerly Brent Private Tenants' Rights Group Limited)

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

#### 24. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	2021 £
Tangible fixed assets	4,209	—	4,209
Current assets	284,022	15,622	299,644
Creditors less than 1 year	(177,628)	—	(177,628)
Creditors greater than 1 year	(11,828)	—	(11,828)
<b>Net assets</b>	<b>98,775</b>	<b>15,622</b>	<b>114,397</b>

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	2020 £
Tangible fixed assets	7,227	—	7,227
Current assets	215,608	16,085	231,693
Creditors less than 1 year	(141,042)	—	(141,042)
Creditors greater than 1 year	—	—	—
<b>Net assets</b>	<b>81,793</b>	<b>16,085</b>	<b>97,878</b>

#### 25. Analysis of changes in net debt

	At 1 Apr 2020	Cash flows	At 31 Mar 2021
	£	£	£
Cash at bank and in hand	139,092	50,901	189,993

#### 26. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Later than 1 year and not later than 5 years	52,500	75,000

The lease expired in August 2014 and a new lease was agreed in May 2015. The lease term from May 2015 is for 8 years to July 2023. The rent from June 2015 is £22,500 p.a.

#### 27. Related parties

During the year the charity received funds on behalf of clients. The funds were held in a separate Client account subject to the Solicitors Accounts rules. The funds are separately accounted for and do not form part of the charity's assets. At the year-end £86,468 (2020: £69,168) was held in the account.