

**Wyre Forest Citizens Advice Bureau
Report of the Board of Directors for the
year ending**

31 March 2021

Wyre Forest Citizens Advice Bureau

**DIRECTORS REPORT AND
ACCOUNTS FOR THE
YEAR ENDED 31 March
2021**

Wyre Forest Citizens Advice Bureau
Report of the Board of Directors for the year ending 31 March 2021

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Wyre Forest Citizens Advice Bureau
Report of the Board of Directors for the year ending 31st March 2021

The Board of Directors presents its report and accounts for the year ended 31 March 2021
Reference and Administrative Information.

Charity Name:	Wyre Forest Citizens Advice Bureau (CAB)
Charity Registration Number:	1056390
Company Registration Number:	03205031
Registered Office and Operational Address:	CAB House, 21-23 New Road, Kidderminster Worcestershire, DY10 1AF

Board of Trustees

Robert Pritchard	- Chair
Christopher Jackson	- Vice Chair
Christopher Jackson	- Treasurer
Tony Quinn	
Sheila Udeshi	
Roger Cartwright	
Jay Pedley	
Rev Hayward Osborne	

Bankers.

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
Governance and Management:

Whilst overall management of the organisation is delegated to the manager this is overseen by the trustees in accordance with our articles of incorporation

Aims and Objectives:

Our aims

- To provide the advice people need for the problem they face.
- To improve the policies and practices that affect people's lives.

Our principles.

- The Wyre Forest Citizens Advice Bureau provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities

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This was a particularly difficult year for the business as the entirety of the year was conducted under Covid 'lock-down' restrictions in one form or another. Despite this, the Charity managed to maintain its core funding and receive some additional Covid support grants that proved invaluable. We had to operate the Charity in a mix of 'work from home' and small office based key worker presence. The board is very proud that despite these very difficult conditions, our staff and volunteers managed to uphold and even improve the excellent level of service and support to the public, that we are known for locally.

Throughout the pandemic, our key focus has been on the health and safety of our staff whilst maintaining our presence in the community. Indeed, the office closure position in the early part of the year actually gave us the space to carry out much needed renovations that have already further improved the quality of the workplace for the benefit of the employees and volunteers.

Despite the challenge that the year set us, we maintained our surplus financial position and remain confident that the new financial year will see us continue to meet our goals and objectives.

The Charity's policy on reserves:

The Charities Commission advise that we keep three months operating costs in reserve and we aim to do this. Our premises are Victorian and there is a significant amount of repair and refurbishment needed

PUBLIC BENEFIT COMPLIANCE

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Signed on behalf of the charity's Trustees:

Robert Pritchard

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal stroke.

Chair

Date: 1 November 2021

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Independent Examiner

Geoff Boswell was appointed as the charitable company's independent examiner for accounts year ending 31st March 2021

The Trustees have taken advantage of the exemption conferred by section 477 of the Companies Act 2006 not to have these financial statements audited and confirm that no notice has been deposited to request an audit in accordance with the Companies Act 2006. The Trustees acknowledge their responsibilities for ensuring that:

The company keeps accounting records which comply with the Companies Act 2006:
The financial statements give a true and fair view of the state of the affairs of the company as at 31 March 2020 and of its profit or loss for the year then ended in accordance with the requirements which otherwise comply with the requirements of the small companies regime, so far as applicable to the company.

The financial statements have been prepared in accordance with the Companies Act relating to small companies, and charities commission standards of reporting practice (SORP)

Approved by the Board of Directors on and signed on its behalf by:

Robert Pritchard.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Chair

Dated; 1 November 2021

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**EXAMINERS' REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS FOR THE
YEAR ENDED 31 MARCH 2021**

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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below

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 financial statements which accord with the accounting records and 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 financial statements to be reached.

9 August 2021



Geoff Boswell
Independent Examiner
2 Tuckingmill Cottages
Canworthy Water
Launceston PL15 8UW

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

Report of the Directors for the year ending 31 March 2021

	Notes	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
INCOME AND EXPENDITURE					
<u>INCOMING RESOURCES</u>					
Grants Received	2	45,607	222,687	268,294	226,519
Interest Received	3	-	-	-	52
Contract Income	2	190	-	190	416
Donations		15,793	-	15,793	5,915
Other Income	2	1,018	65	1,018	574
Other charitable income	2	2,369	-	2,369	988
Total Incoming resources		64,977	222,752	287,728	234,464
RESOURCES EXPENDED					
Direct Charitable Expenditure	4			207,151	190,659
Management and administration	5			68,743	28,572
Total resources expended				275,894	219,231
Surplus/defecit for the year				11,834	15,233
Balance brought forward at 1 April 2020				166,781	
Retained Earnings				179	
Retained Earnings 2021				11,834	
Balance carried forward at 31 March 2021				178,794	

Continuing Operations:

None of the charity's activities were acquired or discontinued during the above two financial years.

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The notes on pages 10 to 14 form part of these financial statements

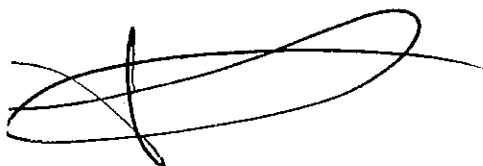
BALANCE SHEET FOR THE YEAR ENDED 31st MARCH 2021

TOTAL FUNDS AND FIXED ASSETS	Notes	2021	2020
		£	£
Tangible Fixed Assets	8	71,250	71,250
Debtors		-	-
Cash at Bank	9	186,314	144,715
TOTAL CURRENT ASSETS		257,564	215,965
Accrued re: MAPS		10,506	
Accrued re: HTC		6,660	
Accrued re: McMillan		1,178	
Accrued re: Henry Smith	-	6,219	
Accrued re: BEIS		5,500	
Accrued Miscellaneous		49,310	
Total Accruals		66,935	49,183
Other miscellaneous liabilities		11,834	-
CURRENT LIABILITIES	10	78,769	49,183
NET ASSETS		178,795	166,782
CHARITY FUNDS			
Restricted funds	11	63,431	63,432
Retained earnings		178	-
Profit for the year		11,835	-
Other Charitable funds		103,350	103,350
TOTAL FUNDS		178,794	166,781

For the year ended 31st March 2021, the Trustees have taken advantage of the exemption conferred by section 477 of the Companies Act 2006 not to have these financial statements audited. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The directors acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with the Companies Act 2006
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss financial year, and which otherwise comply with the small companies regime requirements of the Companies Act relating to accounts so far as applicable to the company.

Approved by the Board of Directors on 1 September 2021 and signed on its behalf by:

A handwritten signature in black ink, consisting of a series of loops and a vertical stroke, positioned above the name Robert Pritchard.

Robert Pritchard.
Chair

The notes on pages 10 to 14 form part of these financial statements

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
STATEMENT OF ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006, except as explained in note 11, trustee's remuneration has not been disclosed due to its confidential nature.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

1.4 Incoming resources

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements

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1.6 Going concern

The company has cash resources and has no requirement for external funding. The trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the financial statements.

1.7 Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.
Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures & fittings 20% straight line basis

Office equipment - 50% straight line basis

Land and buildings are not depreciated

1.8 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

At the end of March 2020, the company followed the correct procedure to re-auto enroll all employees to the pensions schemes and made the appropriate statutory declaration.

2. Income

Income source	2021			2020
	Restricted	Unrestricted	Total	Total
Money Advice Service	54,093	-	54,093	52,688
Universal Credit Advice Service	52,537	-	52,537	51,723
General Advice Services	-	36,430	36,430	8,235
Henry Smith Charity	33,969	-	33,969	27,370
MacMillan	30,630	-	30,630	27,108
Worcester County Council (WAN)	24,649	-	24,649	19,900
Wyre Forest District Council	-	20,431	20,431	22,253
WFDC Homeless Prevention	14,800	-	14,800	14,583
Wyre Forest Community Housing	12,008	-	12,008	8,005
Kidderminster Town Council	-	3,850	3,850	-
Bewdley Town Council	-	1,000	1,000	1,500
Others	-	3,331	3,331	1,100
	<u>222,685</u>	<u>65,042</u>	<u>287,728</u>	<u>234,464</u>

2.1 Voluntary Income

Income source	2021			2020
	Restricted	Unrestricted	Total	Total
Donations and Fundraising		15,793	<u>15,793</u>	<u>5,915</u>

3. Investment Income

Income source	2021			2020
	Restricted	Unrestricted	Total	Total
Interest received		50	<u>50</u>	<u>52</u>

Total Received.

Total Income	2021			2020
	Restricted	Unrestricted	Total	Total
Total Income	<u>222,685</u>	<u>65,042</u>	<u>287,728</u>	<u>234,464</u>

4. Direct Charitable Expenditure

	2021			2020
	Unrestricted	Restricted	Total	Total
Employment costs	16,517	190,181	206,698	185,964
Redundancy costs	-	-	-	-
Training and Travel Costs	453	-	453	4,695
Total	16,970	190,181	207,151	190,659

5. Management and Administration

	2021	2020
	Total	Total
Property Costs	42,321	6,144
Office Costs	19,394	12,787
Professional Fees	379	598
Audit Fees	360	598
Membership and Subscriptions	-	-
Governance Costs	4,915	5,920
Bank Charges	69	60
Publicity	-	588
Misc Expenses	1,306	1,876
Total	68,743	28,572
Total Costs	275,894	219,231

6. Information on Employees and Trustees

	2021	2020
	Total	Total
Total Salaries and Pensions	206,698	185,964

The average number of fulltime and part time staff in the period was:

	2021	2020
Full time staff	4	4
Part time staff	11	10
Total Staff	15	14

7. Taxation

There are no taxation liabilities arising during 2020 or 2021

8. Fixed Assets	2021	2020
Tangible Assets:		
I.T. Equipment	-	-
Depreciation	-	-
Land and Buildings	71,250	71,250
Fixtures and Fittings	-	-
Depreciation	-	-
Total	71,250	71,250

9. Debtors	2021	2020
Accruals and Pre-payments	78,769	49,183
Total	78,769	49,183

10. Creditors, ammounts falling due within one year.

	2021	2020
Accruals and defered income	66,935	41,998
Accruals - creditors	-	127
Other liabilities.	10,867	6,338
Pensions	1,095	975
Total	78,897	49,183

11. Balances	2021
Balance 1 April 2020	166,781
Incoming	287,728
Outgoing	275,894
Balance 31 March 2021	178,794

Fund balances are represented as follows:

	2021	2020
Unrestricted funds	115,363	103,350
Restricted / Designated funds	63,431	63,432
Net current assets	178,794	166,781