

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

31 March 2022

Wyre Forest Citizens Advice

**DIRECTORS REPORT AND
ACCOUNTS FOR THE
YEAR ENDED 31 March
2022**

Wyre Forest Citizens Advice
Report of the Board of Directors for the year ending 31 March 2022

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Wyre Forest Citizens Advice
Report of the Board of Directors for the year ending 31st March 2022

The Board of Directors presents its report and accounts for the year ended 31 March 2022
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 (Resigned 31 Dec 2021)
Christopher Jackson	- Vice Chair
Christopher Jackson	- Treasurer (Acting Chair at 31 March 2022)
Sheila Udeshi	- (Resigned 21 February 2022)
Roger Cartwright	
Jay Pedley	
Hayward Osborne	
Gail Rothnie	- Elected 21 December 2021

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.

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

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The financial year started out with a huge amount of uncertainty created primarily by the “post pandemic” landscape and the concerns that this would bring in regards to continuation of funding from both independent sources and by local authority re-structuring that was an inevitable consequence of the global financial pressures - because of the pandemic. We were particularly worried about the potential reduction in personal donations that might happen, as a result of everyone being very careful with their own finances. We also had significant additional concerns about proposed central Government re-structuring of the Department of Works and Pensions and how they might re-organise funding for both Help to Claim (HTC) and the Money And Pensions advice services.) MaPS). As the year unfolded, it transpired that many of our concerns were premature, but that these would certainly be things to re-visit in the next financial year.

Our focus this year was on re-establishing excellent service to the public and we quickly restored the highest level of services and the Trustee Board are very pleased with both the actions and the outcome of the employed staff and all of our volunteers and the results are available to view in our last Annual report. As we have outlined in previous reports, we regard the safety and wellbeing of our staff as a paramount requirement to allow us to continue to offer the high level of service that we are known for. As such, we made the decision to continue to carry out planned refurbishments to our office building and also to finally execute the commissioning of our new 40 square meter operations room extension, that has been in a planning phase for a number of years. The building was started in September 2021 and was nearing completion as at 31st March 2022. The anticipated finish date is mid April 2022. However, all of the financial costs have been included in the result up to this year end and have been covered by a mix of short term bank loan (50%) and release of accrued reserves for the project (50%).

We end the year with a small deficit and much in line with our business plan and projections, for which our Trustee Board are very pleased with and publicly acknowledge the immense contribution that our staff and volunteers have made over the past 2 years of pandemic and uncertainty.

The Charity's policy on reserves:

The Charities Commission advise that we keep three months operating costs in reserve and it is a guideline that we follow. Beyond this, our policy is always to use reserves for the benefit of the public and in support of our key objectives and principles.

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:

A handwritten signature in black ink, appearing to read 'Chris Jackson', is written on a light blue background.

Chris Jackson

Acting Chair

Date: 23 August 2022

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Independent Examiner

Geoff Boswell was appointed as the charitable company's independent examiner for accounts year ending 31st March 2022

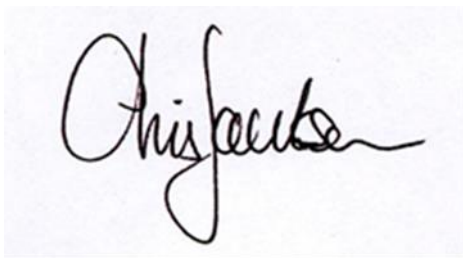
The Trustees have taken advantage of the exemption conferred by section 477 of the Companies Act 2006 not to have these financial statements audited and confirm that no notice has been deposited to request an audit in accordance with the Companies Act 2006. The Trustees acknowledge their responsibilities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

Chris Jackson.

A handwritten signature in black ink, appearing to read 'Chris Jackson', is written over a light blue grid background.

Acting Chair

Dated: 23 August 2022

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**EXAMINERS' REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

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.



Geoff Boswell 26 July 2022
Independent Examiner
2 Tuckingmill Cottages
Canworthy Water
Launceston
PL15 8UW

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

Report of the Directors for the year ending 31 March 2022

INCOME AND EXPENDITURE			Unrestricted Funds	Restricted Funds	2022 Total	2021 Total
	Notes					
<u>INCOMING RESOURCES</u>						
Grants Received	2		24,688	236,292	260,980	268,294
Interest Received	3		52	-	52	50
Contract Income	2		-	-	-	190
Donations			5,441	-	5,441	15,793
Other Income	2		-	-	-	1,018
Other charitable income	2		-	-	-	2,383
Total Incoming resources			30,181	236,292	266,473	287,728
<u>RESOURCES EXPENDED</u>						
Direct Charitable Expenditure	4				224,440	207,151
Management and administration	5				28,430	68,743
Total resources expended					252,870	275,894
Surplus/defecit for the year					13,603	11,834

Balance brought forward at 1 April 2021	178,795
Retained Earnings 2022	13,603
Balance carried forward at 31 March 2022	192,398

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

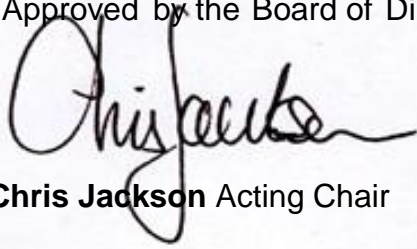
BALANCE SHEET FOR THE YEAR ENDED 31st MARCH 2022

TOTAL FUNDS AND FIXED ASSETS	Notes	2022	2021
Tangible Fixed Assets	8	£71,250	£71,250
Debtors		£0	£0
Cash at Bank	9	£153,695	£186,314
TOTAL CURRENT ASSETS		£224,945	£257,564
Accrued re: MAPS		£10,505	£10,506
Accrued re: Henry Smith		-£5,341	-£6,219
Accrued re: BEIS		£0	£5,500
Accrued Miscellaneous		£14,928	£57,149
Total Accruals		£20,092	£66,935
Other miscellaneous liabilities		£12,455	£11,834
CURRENT LIABILITIES	10	£32,547	£78,770
NET ASSETS		£192,398	£178,794
CHARITY FUNDS			
Restricted funds	11	£75,445	£63,609
Profit for the year		£13,603	£11,835
Other Charitable funds		£103,350	£103,350
TOTAL FUNDS		£192,398	£178,794

For the year ended 31st March 2022, 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 **23 August 2022** and signed on its behalf by:


Chris Jackson Acting Chair

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022
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	2022			2021
	Restricted	Unrestricted	Total	Total
Money Advice Service	70,274	-	70,274	54,093
Universal Credit Advice Service	59,935	-	59,935	52,537
General Advice Services	-	10,175	10,175	36,430
Henry Smith Charity	27,372	-	27,372	33,969
MacMillan	27,108	-	27,108	30,630
Worcester County Council (WAN)	-	9,366	9,366	24,649
Wyre Forest District Council	20,000	9,641	29,641	20,431
WFDC Homeless Prevention	11,267	-	11,267	14,800
Wyre Forest Community Housing	20,336	-	20,336	12,008
Kidderminster Town Council	-	-	-	3,850
Bewdley Town Council	-	1,000	1,000	1,000
Others	-	-	-	3,331
	236,292	30,182	266,474	287,728

2.1 Voluntary Income

Income source	2022			2021
	Restricted	Unrestricted	Total	Total
Donations and Fundraising		5,442	5,442	15,793

3. Investment Income

Income source	2022			2021
	Restricted	Unrestricted	Total	Total
Interest received		52	52	50

Total Received.

Total Income	2022			2021
	Restricted	Unrestricted	Total	Total
Total Income	236,292	30,182	266,474	287,728

4. Direct Charitable Expenditure

	2022			2021
	Unrestricted	Restricted	Total	Total
Employment costs	26,872	195,893	222,765	206,698
Training and Travel Costs	54	1,621	1,675	453
Total	26,926	197,514	224,440	207,151

5. Management and Administration

	2022	2021
	Total	Total
Property Costs	5,351	42,321
Office Costs	17,842	19,394
Professional Fees	1,135	379
Audit Fees	198	360
Membership and Subscriptions	-	-
Governance Costs	4,048	4,915
Bank Charges	818	69
Publicity	-	-
Misc Expenses	- 962	1,306
Total	28,430	68,743
Total Costs	252,870	275,894

6. Information on Employees and Trustees

	2022	2021
	Total	Total
Total Salaries and Pensions	222,765	206,698

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

	2022	2021
Full time staff	5	4
Part time staff	12	11
Total Staff	17	15

7. Taxation

There are no taxation liabilities arising during 2022 or 2021

8. Fixed Assets	2022	2021
Tangible Assets:		
I.T. Equipment	-	-
Depreciation	-	-
Land and Buildings	71,250	71,250
Fixtures and Fittings	-	-
Depreciation	-	-
Total	71,250	71,250

9. Debtors	2022	2021
Accruals and Pre-payments	32,547	78,769
Total	32,547	78,769

10. Creditors, ammounts falling due within one year.

	2022	2021
Accruals and defered income	20,042	66,935
Accruals - creditors	-	-
Other liabilities.	11,410	10,867
Pensions	1,095	1,095
Total	32,547	78,897

11. Balances	2022
Balance 1 April 2021	178,794
Incoming	266,474
Outgoing	252,870
Balance 31 March 2022	192,398

Fund balances are represented as follows:

	2022	2021
Unrestricted funds	103,350	115,363
Restricted funds	89,048	63,431
Net current assets	192,398	178,794