

REGISTERED COMPANY NUMBER: 03174842 (England and Wales)
REGISTERED CHARITY NUMBER: 1057195

**Report of the Trustees and
Financial Statements for the Year Ended 31 March 2021
for
Kensington and Chelsea Citizens Advice
Bureaux Service**

Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

**Kensington and Chelsea Citizens Advice
Bureaux Service**

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for the Year Ended 31 March 2021**

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**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Report of the Trustees
for the Year Ended 31 March 2021**

1. The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

2. Reference and administrative details

Registered Company number

03174842 (England and Wales)

Registered Charity number

1057195

Registered office

Chelsea Old Town Hall
Kings Road
LONDON
SW3 5EB

Elected Members:

Ms Beverly Vanterpool	Chair (resigned 12.05.2021)	
Dr Shelina Thawer	Acting Chair (appointed 12.05.2021)	
Ms Kate Blagden	Acting Deputy Chair (appointed 10.06.2021)	- appointed 18.02.2021
Mr Harry Li	Treasurer (appointed 18.02.2021)	- appointed 30.09.2020
Mr Christopher David	Treasurer (resigned 18.02.2021)	- resigned 18.02.2021
Mr Keith Usher		- resigned 18.02.2021
Mr Bevan Powell		- resigned 18.02.2021
Ms Claire Bruce		
Ms Lucy Demery		- resigned 05.05.2021
Rev. Mike Long		
Mr Joseph Dudley		- appointed 18.02.2021
Ms Joy Rhoades		- appointed 18.02.2021
Ms Sue Hall		- appointed 18.02.2021, resigned 28.05.21

Representative members:

Cllr Dori Schmetterling	
Cllr Ian Wason	
Cllr Portia Thaxter	- appointed 26.05.2021
Cllr Monica Press	- resigned 26.05.2021

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Report of the Trustees
for the Year Ended 31 March 2021**

KEY MANAGEMENT PERSONNEL

Chief Executive Officer: Ms Lorna Reid
Mr Laurence Wilson

- resigned 05.07.2021
- appointed Acting CEO 05.07.2021

Company Secretary: Mr Laurence Wilson

Website Address: <https://kensingtoncab.org.uk/>

Auditors

Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Bankers

Barclays Bank PLC
137 Ladbroke Grove
Notting Hill
London
W11 1PR

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Report of the Trustees
for the Year Ended 31 March 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

3. **Status** - The Kensington & Chelsea Citizens Advice Bureaux Service (Charity Registration no: 1057195) is constituted as a company limited by guarantee (Company no: 3174842 incorporated 19 March 1996), and governed during the year by trustees under its memorandum and articles of association.

4. **Trustees and Organisational Structure** - Under the Articles of Association adopted on 27 November 2003, there may be between four and twenty trustees. New Trustees are appointed:

- election by members in General Meeting,
- by nomination by member organisations and approval by the trustees for the time being,
- by co-option by the trustees, for terms of three years.

Trustee members are individuals who are interested in furthering the missions of the charity. Three representative members of the trustees are councillors who represent the Royal Borough of Kensington & Chelsea. The role of trustees is voluntary, and not paid.

5. **Policies and procedures for the induction and training of trustees** - The trustees endeavour to identify candidates for trusteeship from various individuals and organisations representative of the community in which the charity operates, particularly those with any of the various skills desirable in a trustee board, and makes use of the specialist training courses for trustees provided by the related national charity Citizens Advice.

6. **Decision Making** - The trustees oversee appointments of paid staff, grant funding applications, annual financial budgets and accounts, and quarterly financial and operational reports from staff, and any potential issue(s). Day-to-day implementation of decisions and operational management are delegated to the respective managers of the charity. Trustees are responsible for determining the remuneration of key management personnel.

7. **Related Charities and Organisations** - The service is a member of Citizens Advice (the operating name of the National Association of Citizens Advice Bureaux) (Charity registration no: 279057, of 3rd Floor North, 200 Aldersgate Street, London EC1A 4HD). As such it must conform to the requirements of the organisation's membership scheme, and it is represented within the organisation's democratic structure. The service relies on the organisation for support services such as training of trustees, staff and volunteers, and provision of an information database.

8. **Risk review** - The trustees conduct regular reviews of the major external risks, which the charity is exposed to, and systems or best practices have been established to mitigate against those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects, to ensure the consistent quality of delivery for all operational and financial activities of the charity. These procedures are reviewed annually to ensure they still meet the updated needs of the charity each year. One note to highlight is that amongst the wide range of existing funders of the charity, some making grants only on an annual basis, means that the service of the charity, in common with many similar voluntary organisations, faces significant risks to external funding. Trustees consider, bearing in mind these risks and the position set out in para's 12 & 13 below, that there should be unrestricted funds neither committed nor invested in fixed assets of £332,000.

At 31 March 2021, the free reserves amounted to £177,587 (2020: £197,314). As described in Note 15, the Service is an associate employer in the defined-benefit pension scheme for staff, which was closed to new staff on 1 October 2000 and to any further accrual from 31 March 2008. In common with similar organisations, the Service has arranged for former members of the scheme, as well as any other staff, to join a defined-contribution scheme managed by Scottish Widows.

PUBLIC BENEFIT

9. **Public Benefit** - The trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'charities and public benefit'. The charity's objectives and achievements are set out below.

OBJECTIVES AND ACTIVITIES

10. **Objectives** - The principal object of the charity is to provide centres for the supply of advice and guidance in furtherance of the advancement of education, the protection of health and the relief of poverty, sickness and distress, for the benefit of the community in Kensington and Chelsea. To this end, the service operates in accordance with the standards necessary for the service to qualify for membership of Citizens Advice (a related charity as described in para. 7 above). The service aims:

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

The service is independent and provides free, confidential and impartial advice to everybody regardless of race, gender, sexuality or disability.

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Report of the Trustees
for the Year Ended 31 March 2021**

11. The service monitors its achievement of these objectives by the numbers of advice enquiries it deals with, and the amount of support given to clients at various levels, and particularly in financial terms by the amounts of benefits or judicial or other awards achieved for clients by advice given.

12. **Activities** - In furtherance of these objectives, the service aims to provide a regular generalist advice service within the borough, supplemented by additional projects for advice to particular groups or on particular topics identified as needed in the area, and for which funding can be obtained.

13. The service operates two advice bureaux, one in Kensington and one in Chelsea, and each consists of a Legal Service and a Community Service at Kensington. The Royal Borough of Kensington & Chelsea has approved a grant of £630,541 for FY2021-22 which represents a 12% reduction on FY2020-2021 funding. As a result, new fundraising initiatives are planned and being undertaken to make up this shortfall. A new funding agreement with Royal Borough of Kensington & Chelsea will take effect from October 2021 to September 2022 which will lead to a full commissioning process from October 2022 for this service. The trustee board has decided that an organisation restructure should take place in 2021/22 in order to be commission ready by October 2022. A successful five-year bid of £270,254 was secured from The National Lottery Community Fund to fund the post of a volunteer co-ordinator from April 2021.

In addition the service operates the following special projects:

- An advice bureau service in HM Wormwood Scrubs began in 1994. It is largely funded by HM Prison Service together with various other funding partners that share the same interests. Since April 2016 HM Prison Service has not been in a position to approve any basic grant but continue to offer financial assistance in the form of £10,000 in premises' costs in kind, along with support from Debt Free London. No future funding is available from Debt Free London in 2021-2022. With the goal to maintain this existing service, a successful two-year bid of £96,700 was made to and secured from City Bridge Trust from November 2016. A further three-year successful bid to run from February 2019 has raised funds of £154,550. The amount due in 2021-22 is £43,958.
- Income Maximisation projects, Mental Health project, B&E project and the HIV project are collectively funded by the local authority's Social Services Department (Adult Social Care), which began between 1995 and 2002. Funding for 2021-22 stands at £213,038 with a new funding agreement to take place from January 2022. A full commissioning process from October 2022 will see this service amalgamated into bureau services.
- Mental Health are also supported in 2021-22 by an additional £30,000 from Central & North West London NHS Foundation Trust.
- Money Advice project have been supported by Debt Free London. The funding ceased in March 2021.
- Grenfell project which commenced in June 2017 to support residents and families affected by the Grenfell Tower fire tragedy is supported in 2021-22 by Central & North West London NHS Foundation Trust by £57,500. In addition, the Kensington and Chelsea Foundation will fund this project from October 2020 to September 2022 at £51,931 per year.
- Universal Support project provides the advice and support people need to make and complete their first Universal Credit claim. It commenced in December 2018 and is a help to claim grant from The Department for Work and pensions (DWP) managed by the National Association of Citizens Advice Bureaux (CitA) in which we participate and receive funding. Funding for 2021-22 is £90,213.

14. **Volunteers** - The service benefits from time and expertise voluntarily given - however, no financial value is recognised in the financial statements. It also includes the work of the trustees, who are unremunerated, and of volunteer administrative and advice workers. During the year, the infrastructure of the Bureaux facilitated the services of an average of 9 full time staff at no cost to the service apart from travel, training and other expenses of £650 in 2020-2021.

ACHIEVEMENTS AND PERFORMANCE

15. Qualitative and quantitative indicators of the numbers and nature of enquiries, and of progress with casework, and numbers of appointments, home visits, representations at panels and tribunals, and of complaints are collated in the form of Service Information which is reported quarterly to the principal funder under the current funding agreement.

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Report of the Trustees
for the Year Ended 31 March 2021**

FINANCIAL REVIEW

16. **Funders** - The service is grateful for the financial support it receives from its various funders, notably the **Royal Borough of Kensington & Chelsea** - Corporate Services, Social Services and Grenfell Departments, **National Health Service**, **The City Bridge Trust**, **National Association of Citizens Advice**, **Kensington & Chelsea Foundation**, **Campden Charities**, **HM Prison Service** and **Debt Free London**.

17. **Financial Position** - The statement of financial activities for the year ended 31 March 2021 shows total revenue income of £1,453,148 (2020: £1,326,137) and expenditure of £1,309,421 (2020: £1,338,693), giving net incoming resources for the year of £7,195 (2020: £12,556 outgoing) after the defined-benefit pension scheme liability loss of £136,532 (2020: £7,715).

18. **Reserves Policy** - Details of fund balances are given in Note 15 to the accounts. Of the total balances, those of restricted funds will be required for ongoing expenditure or adjustment against future grants for restricted projects. The trustees regard the remaining balances of unrestricted funds as free reserves, which amount to £177,587 (2020: £197,314) representing 14% of revenue expenditure in the year (2020: 15%). These reserves are held as a working balance to smooth any day-to-day and/or project to-project fluctuations in income and expenditure. It also covers separately funded projects, which may have different accounting periods and different timetables for grant instalments. Apart from this reserve, the charity holds no financial assets or investments, and relies entirely on current funding for its activities. With the exception of funding for the special projects listed in para 13 above, and income from legal service work, donations and bank interest, the service is wholly dependent on funding by the local authority.

19. **Going concern** - The trustees have undertaken a detailed analysis of the funding impact on its operations and have concluded that there is a reasonable expectation that the charity remains a going concern for the reasons outlined below.

The financial activity and position are outlined in pages 10 & 11. The trustees have assessed the financial position of the charity and would like to conclude that the bureau is well-prepared to meet the liabilities and to manage any identified business and financial risk. The financial position is enhanced by sufficient reserves, positive relationships and feedback received from key funders and a proven ability to secure successful bids for new funding. The financial planning takes into the considerations of current economic climate (i.e., the effects of Covid-19 pandemic) and any potential impact on charity sources of income and planned expenditures. We acknowledge the pension obligations of charity and have a clear course of actions to reduce the pension deficit over time.

PLANS FOR FUTURE PERIODS

20. The charity plans to continue the activities as outlined above in the forthcoming years subject to satisfactory funding arrangements.

21. The charity responded to the restrictions of the COVID pandemic by moving the service to remote delivery from home. Whilst not without its challenges, the charity developed access to the service via telephone and email for residents requiring support and has worked closely with the DWP, and RBKC housing and families' services to reach vulnerable residents, who may be digitally excluded or otherwise unable to access remote services.

22. The charity has planned a transition back to office-based service delivery mode in the near future, after mindful discussion of the significant shift in expectations of service providers and clients.

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Report of the Trustees
for the Year Ended 31 March 2021**

Statement of trustees' responsibilities

The trustees (who are also the directors of Kensington and Chelsea Citizens Advice Bureaux Service for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

The auditors, Haines Watts Wales LLP, Statutory Auditors, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

23/09/2021

Approved by order of the board of trustees on and signed on its behalf by:



.....
Dr S Thawer - Trustee



.....
Mr H Li - Trustee

**Report of the Independent Auditors to the Members of
Kensington and Chelsea Citizens Advice
Bureaux Service**

Opinion

We have audited the financial statements of Kensington and Chelsea Citizens Advice Bureaux Service (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Statement of Financial Position, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Report of the Independent Auditors to the Members of
Kensington and Chelsea Citizens Advice
Bureaux Service**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our planning procedures identify the legal and regulatory frameworks applicable to the operations and financial statements of the charity. These are reviewed internally with the audit team including relevant industry experience and expectations as well as externally with the client management. The key laws and regulations we considered in this context were the UK Companies Act 2006, Charities SORP (FRS 102) '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', UK GAAP (FRS 102) and relevant tax legislation.

Once identified, we assess the risks of material misstatements in relation to the laws and regulations, irregularities, including fraud and adjust our testing accordingly. Our audit procedures include:

- Discussing with Trustees and management which areas of the business they believe to be more susceptible to fraud, and whether they have any knowledge or suspicion of fraudulent activities
- Obtaining an understanding of the key controls put in place by the charitable company to address risks identified, assessing the effectiveness of those and discussing how these are maintained and monitored internally
- Assessing the risk of management override and review and testing of journal entries made into the accounting system
- Challenging assumptions and judgements made by the charitable company in relation to the significant accounting estimates employed in the preparation of the financial statements

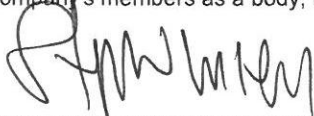
Despite the audit being planned and conducted in accordance with ISAs (UK) there remains an unavoidable risk that material misstatements in the financial statements may not be detected owing to inherent limitations of the audit, and that by their very nature, any such instances of fraud or irregularities likely involve collusion, forgery, intentional misrepresentation, or the override of internal controls.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Members of
Kensington and Chelsea Citizens Advice
Bureaux Service**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Stephen Lucey (Senior Statutory Auditor)
for and on behalf of Haines Watts Wales LLP, Statutory Auditors
7 Neptune Court
Vanguard Way
Cardiff
CF24 5PJ

Date:

29 September 2021

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Statement of Financial Activities
for the Year Ended 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Income and endowments from					
Donations and legacies	2	1,871	655	2,526	1,961
Charitable activities	4				
Bureaux, Community and Legal Services		766,892	-	766,892	700,410
Wormwood Scrubs		-	107,022	107,022	106,940
Adult Social Care		-	297,328	297,328	250,892
Mental Health Project		-	-	-	25,000
Money Advice Project		-	67,646	67,646	76,660
Grenfell Project		-	120,952	120,952	73,618
Universal Support		-	89,560	89,560	86,560
Investment income	3	522	-	522	1,796
Other income	5	700	-	700	2,300
Total		769,985	683,163	1,453,148	1,326,137
Expenditure on					
Charitable activities	6				
Bureaux, Community and Legal Services		646,598	-	646,598	562,847
Wormwood Scrubs		-	109,792	109,792	123,807
Adult Social Care		-	287,095	287,095	318,979
Mental Health Project		-	-	-	25,000
Money Advice Project		-	63,658	63,658	92,224
Grenfell Project		-	112,345	112,345	112,929
Universal Support		-	89,933	89,933	102,907
Total		646,598	662,823	1,309,421	1,338,693
Net gains/(losses) on pension scheme		(136,532)	-	(136,532)	-
NET INCOME/(EXPENDITURE)		(13,145)	20,340	7,195	(12,556)
Reconciliation of funds					
Total funds brought forward		201,804	78,609	280,413	292,969
Total funds carried forward		188,659	98,949	287,608	280,413

The notes form part of these financial statements

**Kensington and Chelsea Citizens Advice
Bureaux Service (Registered number: 03174842)**

**Statement of Financial Position
31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fixed assets					
Tangible assets	12	11,072	-	11,072	4,490
Current assets					
Debtors	13	29,281	-	29,281	60,664
Cash at bank and in hand		<u>653,199</u>	<u>98,949</u>	<u>752,148</u>	<u>556,494</u>
		682,480	98,949	781,429	617,158
Creditors					
Amounts falling due within one year	14	<u>(133,544)</u>	-	<u>(133,544)</u>	<u>(84,818)</u>
Net current assets		<u>548,936</u>	<u>98,949</u>	<u>647,885</u>	<u>532,340</u>
Total assets less current liabilities		560,008	98,949	658,957	536,830
Pension liability	16	<u>(371,349)</u>	-	<u>(371,349)</u>	<u>(256,417)</u>
NET ASSETS		<u>188,659</u>	<u>98,949</u>	<u>287,608</u>	<u>280,413</u>
Funds	15				
Unrestricted funds				188,659	201,804
Restricted funds				<u>98,949</u>	<u>78,609</u>
Total funds				<u>287,608</u>	<u>280,413</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 23/09/2021
and were signed on its behalf by:



Dr S Thawer - Trustee



Mr H Li - Trustee

The notes form part of these financial statements

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Statement of Cash Flows
for the Year Ended 31 March 2021**

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	<u>212,266</u>	<u>1,992</u>
Net cash provided by operating activities		<u>212,266</u>	<u>1,992</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		<u>(16,612)</u>	<u>-</u>
Net cash provided by investing activities		<u>(16,612)</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period		<u>195,654</u>	<u>1,992</u>
Cash and cash equivalents at the beginning of the reporting period		<u>556,494</u>	<u>554,502</u>
Cash and cash equivalents at the end of the reporting period		<u><u>752,148</u></u>	<u><u>556,494</u></u>

The notes form part of these financial statements

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Statement of Cash Flows
for the Year Ended 31 March 2021**

1. Reconciliation of net income/(expenditure) to net cash flow from operating activities			
	2021		2020
	£		£
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	7,195		(12,556)
Adjustments for:			
Depreciation charges	10,030		7,296
Decrease in debtors	31,383		13,172
Increase in creditors	48,726		7,965
Increase/(decrease) in defined benefit pension scheme liability	<u>114,932</u>		<u>(13,885)</u>
Net cash provided by operations	<u><u>212,266</u></u>		<u><u>1,992</u></u>
 2. Analysis of changes in net funds			
	At 1.4.20	Cash flow	At 31.3.21
	£	£	£
Net cash			
Cash at bank and in hand	<u><u>556,494</u></u>	<u><u>195,654</u></u>	<u><u>752,148</u></u>

The notes form part of these financial statements

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Financial Statements
for the Year Ended 31 March 2021**

1. Accounting policies

Statutory information

Kensington and Chelsea Citizens Advice Bureaux Service is an incorporated charity, limited by guarantee, registered in England and Wales. The registered number and registered office address can be found in the Report of the Trustees.

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)'. Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Going concern

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment. In particular, in response to the COVID-19 pandemic, the Trustees have tested their cash flow analysis to take into account the impact on the charity of possible scenarios brought on by the impact of COVID-19, alongside the measures that they can take to mitigate the impact. Based on these assessments, given the measures that could be undertaken to mitigate the current adverse conditions, and the current resources available, the Trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements including audit, strategic management and Trustee's meetings and reimbursed expenses.

Allocation of support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources for example staff costs by the time spent and other costs by their usage.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

1. Accounting policies - continued

Pension costs and other post-retirement benefits

The Charity is part of a multi-employer defined benefit pension scheme. The plan closed to future accrual on 31 March 2008. A separate actuarial valuation for the Charity is unable to be obtained in relation to the pension scheme and therefore it is unable to ascertain its share of the underlying assets and liabilities of the plan at the year end. The liability has therefore been calculated based on the present value of the funding agreement with the pension plan. The liability has been discounted at an appropriate market rate. For more information see note 16.

Defined contribution pension schemes

The Charity operates a defined contribution pension scheme. Contributions payable to the Charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Debtors

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

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account

Creditors and provisions

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

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of loans which are subsequently measured at amortised cost using the effective interest method.

2. Donations and legacies

	2021	2020
	£	£
Donations	<u>2,526</u>	<u>1,961</u>

3. Investment income

	2021	2020
	£	£
Interest received	<u>522</u>	<u>1,796</u>

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

4. Income from charitable activities

		2021 £	2020 £
	Activity		
Royal Borough of Kensington & Chelsea - general grant	Bureaux, Community and Legal Services	711,082	697,139
The City Bridge Trust	Bureaux, Community and Legal Services	22,460	-
Camden Charities	Bureaux, Community and Legal Services	1,000	3,000
CitA	Bureaux, Community and Legal Services	32,350	271
Wormwood Scrubs - donations in kind	Wormwood Scrubs	10,000	10,000
The City Bridge Trust	Wormwood Scrubs	51,925	50,200
Capitalise	Wormwood Scrubs	45,097	46,490
CitA	Wormwood Scrubs	-	250
RBKC - Social Services	Adult Social Care	254,478	248,171
NHS Kensington & Chelsea			
PCT	Adult Social Care	42,850	-
CitA	Adult Social Care	-	1,221
London Catalyst	Adult Social Care	-	1,500
NHS Kensington & Chelsea			
PCT	Mental Health Project	-	25,000
Capitalise	Money Advice Project	67,646	76,660
NHS Kensington & Chelsea			
PCT	Grenfell Project	35,000	-
RBKC	Grenfell Project	85,952	25,000
DCMS	Grenfell Project	-	30,000
Comic Relief	Grenfell Project	-	18,618
CitA	Universal Support	89,560	86,560
		<u>1,449,400</u>	<u>1,320,080</u>

Donations in kind relate to the rental of the facilities at Wormwood Scrubs H M Prison for the Charity to provide advisory services.

5. Other income

	2021 £	2020 £
Other income	<u>700</u>	<u>2,300</u>

Other income received includes funding received on behalf of bureau clients for legal advice to conclude a settlement agreement.

6. Charitable activities costs

	Direct Costs £	Support costs (see note 7) £	Totals £
Bureaux, Community and Legal Services	473,066	173,532	646,598
Wormwood Scrubs	82,488	27,304	109,792
Adult Social Care	238,658	48,437	287,095
Money Advice Project	41,041	22,617	63,658
Grenfell Project	81,744	30,601	112,345
Universal Support	70,224	19,709	89,933
	<u>987,221</u>	<u>322,200</u>	<u>1,309,421</u>

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

7. Support costs

	Premises costs £	Information technology £	Human resources £
Bureaux, Community and Legal Services	54,582	21,957	45,771
Wormwood Scrubs	16,067	1,584	6,295
Adult Social Care	18,640	7,391	11,593
Money Advice Project	7,661	1,738	10,609
Grenfell Project	9,251	2,814	14,232
Universal Support	<u>12,158</u>	<u>2,334</u>	<u>1,967</u>
	<u>118,359</u>	<u>37,818</u>	<u>90,467</u>

	Administration costs £	Other £	Governance costs £	Totals £
Bureaux, Community and Legal Services	18,679	24,951	7,592	173,532
Wormwood Scrubs	1,307	622	1,429	27,304
Adult Social Care	4,461	2,612	3,740	48,437
Money Advice Project	1,211	710	688	22,617
Grenfell Project	1,319	1,629	1,356	30,601
Universal Support	<u>1,229</u>	<u>842</u>	<u>1,179</u>	<u>19,709</u>
	<u>28,206</u>	<u>31,366</u>	<u>15,984</u>	<u>322,200</u>

8. Net income/(expenditure)

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Auditors' remuneration	8,220	7,440
Depreciation - owned assets	<u>10,030</u>	<u>7,296</u>

9. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

10. Staff costs

	2021 £	2020 £
Wages and salaries	864,441	837,089
Social security costs	86,731	88,705
Other pension costs	<u>36,049</u>	<u>35,669</u>
	<u>987,221</u>	<u>961,463</u>

Key management relate to employees that are deemed to have significant influence on the strategic direction of the Charity. Key management remuneration for the year totalled £104,703 (2020: £101,898).

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

10. Staff costs - continued

The average monthly number of employees during the year was as follows:

	2021	2020
Project workers	29	31
Management and administration	<u>2</u>	<u>2</u>
	<u><u>31</u></u>	<u><u>33</u></u>

No employees received emoluments in excess of £60,000.

11. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted funds £	Total funds £
Income and endowments from			
Donations and legacies	1,961	-	1,961
Charitable activities			
Bureaux, Community and Legal Services	700,410	-	700,410
Wormwood Scrubs	-	106,940	106,940
Adult Social Care	-	250,892	250,892
Mental Health Project	-	25,000	25,000
Money Advice Project	-	76,660	76,660
Grenfell Project	-	73,618	73,618
Universal Support	-	86,560	86,560
Investment income	1,796	-	1,796
Other income	<u>2,300</u>	<u>-</u>	<u>2,300</u>
Total	706,467	619,670	1,326,137
Expenditure on			
Charitable activities			
Bureaux, Community and Legal Services	562,847	-	562,847
Wormwood Scrubs	15,790	108,017	123,807
Adult Social Care	56,816	262,163	318,979
Mental Health Project	-	25,000	25,000
Money Advice Project	15,309	76,915	92,224
Grenfell Project	17,866	95,063	112,929
Universal Support	<u>16,347</u>	<u>86,560</u>	<u>102,907</u>
Total	<u>684,975</u>	<u>653,718</u>	<u>1,338,693</u>
NET INCOME/(EXPENDITURE)	21,492	(34,048)	(12,556)
Reconciliation of funds			
Total funds brought forward	<u>180,312</u>	<u>112,657</u>	<u>292,969</u>
Total funds carried forward	<u><u>201,804</u></u>	<u><u>78,609</u></u>	<u><u>280,413</u></u>

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

12. Tangible fixed assets

	Computer equipment £
Cost	
At 1 April 2020	51,518
Additions	<u>16,612</u>
At 31 March 2021	<u>68,130</u>
Depreciation	
At 1 April 2020	47,028
Charge for year	<u>10,030</u>
At 31 March 2021	<u>57,058</u>
Net book value	
At 31 March 2021	<u>11,072</u>
At 31 March 2020	<u>4,490</u>

13. Debtors: amounts falling due within one year

	2021 £	2020 £
Other debtors	26,560	57,490
Prepayments	<u>2,721</u>	<u>3,174</u>
	<u>29,281</u>	<u>60,664</u>

14. Creditors: amounts falling due within one year

	2021 £	2020 £
Social security and other taxes	25,829	20,020
Other creditors	8,033	9,845
Amounts held on behalf of clients	4,501	1,059
Deferred income	29,003	3,540
Accrued expenses	<u>66,178</u>	<u>50,354</u>
	<u>133,544</u>	<u>84,818</u>

Deferred income

	£
Deferred income as at 1 April 2020	3,540
Released in the year	(1,770)
Income deferred in the year	<u>27,413</u>
Deferred income as at 31 March 2021	<u>29,003</u>

Deferred income relates to grant income that the Charity has received but is not entitled to at the year end in line with FRS 102 SORP.

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

15. Movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	295,191	-	295,191
RBKC General Grant - Bureaux Services	163,030	101,787	264,817
Pension liability	<u>(256,417)</u>	<u>(114,932)</u>	<u>(371,349)</u>
	201,804	(13,145)	188,659
Restricted funds			
HM Prison Service - Wormwood Scrubs	11,235	(2,769)	8,466
Adult Social Care	59,849	10,232	70,081
Money Advice Project	5,100	3,988	9,088
RBKC - Grenfell Project	2,425	8,605	11,030
Universal Support	<u>-</u>	<u>284</u>	<u>284</u>
	<u>78,609</u>	<u>20,340</u>	<u>98,949</u>
TOTAL FUNDS	<u><u>280,413</u></u>	<u><u>7,195</u></u>	<u><u>287,608</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
RBKC General Grant - Bureaux Services	769,985	(668,198)	-	101,787
Pension liability	<u>-</u>	<u>21,600</u>	<u>(136,532)</u>	<u>(114,932)</u>
	769,985	(646,598)	(136,532)	(13,145)
Restricted funds				
HM Prison Service - Wormwood Scrubs	107,023	(109,792)	-	(2,769)
Adult Social Care	297,327	(287,095)	-	10,232
Money Advice Project	67,646	(63,658)	-	3,988
RBKC - Grenfell Project	120,950	(112,345)	-	8,605
Universal Support	<u>90,217</u>	<u>(89,933)</u>	<u>-</u>	<u>284</u>
	<u>683,163</u>	<u>(662,823)</u>	<u>-</u>	<u>20,340</u>
TOTAL FUNDS	<u><u>1,453,148</u></u>	<u><u>(1,309,421)</u></u>	<u><u>(136,532)</u></u>	<u><u>7,195</u></u>

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

15. Movement in funds - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	285,863	9,328	-	295,191
RBKC General Grant - Bureaux Services	164,751	(1,721)	-	163,030
Pension liability	<u>(270,302)</u>	<u>13,885</u>	<u>-</u>	<u>(256,417)</u>
	180,312	21,492	-	201,804
Restricted funds				
HM Prison Service - Wormwood Scrubs	12,312	(1,077)	-	11,235
Adult Social Care	(25,140)	(11,271)	96,260	59,849
RBKC ASC - Mental Health	78,901	-	(78,901)	-
RBKC ASC - Income Max H&W HIV	17,359	-	(17,359)	-
Money Advice Project	5,355	(255)	-	5,100
RBKC - Grenfell Project	<u>23,870</u>	<u>(21,445)</u>	<u>-</u>	<u>2,425</u>
	<u>112,657</u>	<u>(34,048)</u>	<u>-</u>	<u>78,609</u>
TOTAL FUNDS	<u>292,969</u>	<u>(12,556)</u>	<u>-</u>	<u>280,413</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	9,328	-	9,328
RBKC General Grant - Bureaux Services	697,139	(698,860)	(1,721)
Pension liability	<u>-</u>	<u>13,885</u>	<u>13,885</u>
	706,467	(684,975)	21,492
Restricted funds			
HM Prison Service - Wormwood Scrubs	106,940	(108,017)	(1,077)
Adult Social Care	275,892	(287,163)	(11,271)
Money Advice Project	76,660	(76,915)	(255)
RBKC - Grenfell Project	73,618	(95,063)	(21,445)
Universal Support	<u>86,560</u>	<u>(86,560)</u>	<u>-</u>
	<u>619,670</u>	<u>(653,718)</u>	<u>(34,048)</u>
TOTAL FUNDS	<u>1,326,137</u>	<u>(1,338,693)</u>	<u>(12,556)</u>

WormWood Scrubs project is an advice bureau service in HM Prison, which began in 1994, which has been largely funded by HM Prison Service together with various other funding partners.

Income Maximisation projects, Mental Health project, B&E project and the HIV project funded by the local authority's Social Services Department (Adult Social Care) all began between 1995 and 2002. These projects provide advice and casework to help vulnerable adults (including older people, and those with physical or mental health conditions) with benefits-related issues. The fund has previously been split into 3 separate funds within the financial statements but have now been consolidated into one Adult Social Care fund. Total net funds carried forward at the year end total £59,849.

Money Advice project, which began in October 1998, is a programme for debt advice.

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

15. Movement in funds - continued

Grenfell project, which commenced in June 2017, provides advice and support on a range of important matters such as rehousing of survivors and displaced residents, supporting residents to make claims for welfare benefits, assisting families and survivors who received charitable donations and supporting residents with their employer relationships.

Universal Support project provides the advice and support people need to make and complete their first Universal Credit claim.

RBKC general unrestricted fund has been designated to separately identify the movement on the funding provided to the charity in the year from RBKC.

Pension liability has been designated within unrestricted funds to separately identify the amount owed by the Charity to fund the defined benefit pension deficit at the year end.

16. Employee benefit obligations

Citizens Advice ('the Principal Employer') operates a defined benefit scheme ('the Plan') in the UK which provides both pensions in retirement and death benefits to members. Pension benefits are related to the members' final salaries at retirement and their length of service at the date they retired or left pensionable service. The Plan closed to future accrual on 31 March 2008. The Plan also contains some money purchase AVCs and protected rights funds, which are not included in these disclosures.

In accordance with the schedule of contributions in force over the 2020/21 accounting year, the contributions to the Plan for the year ending 31 March 2021 are expected to be £2,049,000, which includes £1,749,000 towards the deficit and £300,000 as an allowance for administration expenses and all scheme levies. A new schedule of contributions is likely to be agreed during the year following the completion of the actuarial valuation as at 31 March 2019. However, this has not yet been finalised.

The Plan is a registered scheme under UK legislation. The Plan is subject to the scheme funding requirements outlined in UK legislation. The Plan is governed by the Plan's Trust Deed and Rules dated 4 April 2011. The Trustee is responsible for the operation and the governance of the Plan, including making decisions regarding the Plan's funding investment strategy (although they are required to consult the Principal Employer).

A full actuarial valuation of the Plan was carried out as at 31 March 2021 by a qualified independent actuary, based upon membership data as at 31 March 2020, allowing for assumed membership movements over the period from this date, and any material membership movements significantly different from those assumed (e.g. transfers out). The formal triennial actuarial valuation as at 31 March 2020 is currently being undertaken.

The most recent formal actuarial valuation of the Plan was as at 31 March 2016 and revealed a funding deficit of £52,374,000. In the recovery plan agreed following the valuation, the Principal Employer and other participating employers agreed to pay deficit reduction contributions of £1,749,000 per annum with the view to eliminating the deficit by 31 December 2033. As mentioned above, the formal triennial actuarial valuation as at 31 March 2019 is currently ongoing and once this has been finalised a new recovery plan is likely to be put in place.

The liabilities of the Plan are based on the current value of expected benefit payment cashflows to members of the Plan over the next 60 or more years. The average duration of the liabilities is approximately 16 years.

The Plan is exposed to actuarial risks such as market (investment) risk, interest rate risk, inflation risk, currency risk and longevity risk.

As the Charity is unable to value its share of the multi-employer pension scheme assets and liabilities at the year end, the pension liability has been calculated based on the net present value of future pension deficit contributions. The Charity has agreed to make deficit contributions of £27,000 to the pension scheme per year until 2034. The discount factor of 2.1% (2020: 2.4%) has been extracted from the actuarial valuation report of the multi-employer pension scheme.

**Kensington and Chelsea Citizens Advice
Bureaux Service**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

16. Employee benefit obligations – continued

The below table provides a reconciliation of the pension liability in the current and prior year:

	2021	2020
	£	£
Pension liability brought forward at 1 April	256,417	270,302
Deficit contribution in the year	(21,600)	(21,600)
Net (gains)/losses on revaluation of pension scheme	136,532	-
Net present value re-measurement	<u>-</u>	<u>7,715</u>
Pension liability as at 31 March (Total)	<u><u>371,349</u></u>	<u><u>256,417</u></u>

17. Operating lease commitments

At the reporting date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases which fall due as follows:

	2021	2020
	£	£
Within one year	13,389	50,296
Between one and five years	<u>36,821</u>	<u>50,210</u>
Total	<u><u>50,210</u></u>	<u><u>100,506</u></u>

Total operating lease costs recognised in the SOFA in the year was £50,296 (2020: £84,949).

18. Related party disclosures

There were no related party transactions for the year ended 31 March 2021 or for the year ended 31 March 2020.