

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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Registered charity number – 1066392

Company number – 3469233



SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31 March 2021

The Management Committee presents its report and financial statements for the year ended 31 March 2021. Due to the Management Committee's status as directors under the Companies Act 2006, and Trustees under the Charities Act 2011, this report constitutes a directors' report as required by the Companies Act 2006 and a trustees' report as required by the Charities Act 2011 and has been prepared taking advantage of the exemptions conferred by Part 15 of this act.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

OBJECTS AND ACTIVITIES

The objects of the charity are the promotion of any charitable purposes for the benefit of people living in South Bristol, through the advancement of education, the protection of health, and relief of poverty, sickness, and distress.

The charity sought to further these objects for the year through the provision of information advice and advocacy as summarised below.

South Bristol Advice Services is an Advice service that has grown out of the community it serves; initially created by 6 local people in 1992, it had a name change and became a registered charity in November 1997. We have worked through many difficult periods in the development of our organisations including riot damage, flood, forced relocation due to commercial developments, the loss of our Legal Aid Contracts due to them being taken out of scope. We have not only survived but improved our services and increased our knowledge base from training and on the job experience We class ourselves as true front-line workers who have a unique insight into the needs of the South Bristol community.

We provide specialist Debt & Money Advice, Financial Capability, Welfare Benefits advice and advocacy, and Generalist information. Our services are provided free of charge to any member of the South Bristol community, accessed through Drop-in Sessions, walk in days, by appointments, referrals from health professional, local rent management teams, local Children's Services, and by self-referral through telephone and Digital means. We provide help that allows client to be able to make an informed decision about their options to maximise income or to deal with debt. We assess clients to find the right level and type of help.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31 March 2021 (cont.)

We offer help to retain their homes and prevent homelessness through our Income Maximisation, financial Capability and Debt work and when required referral to Specialist Housing providers.

We try to react to local need by putting resources into areas that clients have shown is a problem. We run a few Projects within our services that reflect the need in the community: The Additional Support Needs Mental Health – Welfare Benefits Project; The Older Peoples and Disability Home Visiting Project; Form Filling and Info Day; a Self-Serve area; and an assisted Self-Serve Service. We complete EU Settlement Applications for vulnerable members of the community; we partner the Carpenters Food and Support within The Withywood Centre where our office is situated providing their clients with income Maximisation FC and Debt advice.

ACHIEVEMENT AND PERFORMANCE

Covid-19 – An unusual year, an unprecedented challenge

Our service provision has been markedly different to previous years, as we are predominantly a face-to-face service due to client need. many of our clients do not have phones or computers/devices or access to the internet, therefore, we had to provide a service that remained accessible to our client base.

Despite the changes to the way we could work the staff took up the challenge to provide the level of service we have maintained in the face of dwindling grants and funding cuts.

As we prioritised clients who have additional needs due to Mental ill Health issues, physical health, age, fragility we had to devise a way we could reach them and deal with ongoing issues and cases whilst the covid restrictions are in place. We started a Document Drop Day where forms, letters, case evidence could be dropped off reviewed and scanned into the data base then posted back.

The adviser could then help with the completion of letters and forms by phone, letter or through our window hatch with mask gloves and document spray. We sourced document spray, gloves and masks and provided a phone that could be passed out of the window in our reception area. Our advisers diverted their phones to mobiles and our IT gave us secure access to our data base and Emails

Some of our admin. were furloughed for a short time as the nature of their work was not possible from home.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

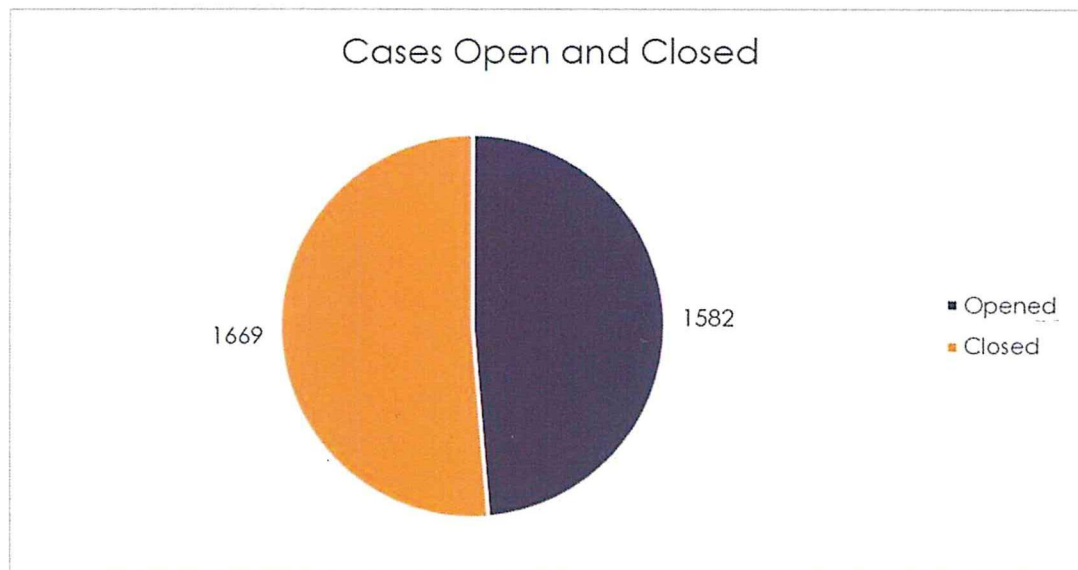
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31 March 2021 (cont.)

We are situated in the same building as The Carpenters Food and Support a food bank who also provide counselling and a listening ear. As they did not have a private entrance and the public building, we are in had to close throughout lockdown, SBAS offered the use of their office and reception area which has 2 electric doors and a window hatch to take trolley loads of food through to the client's.

SBAS triaged and clients for debt and welfare benefits and Financial Capability which was very successful.

Outcomes and impacts

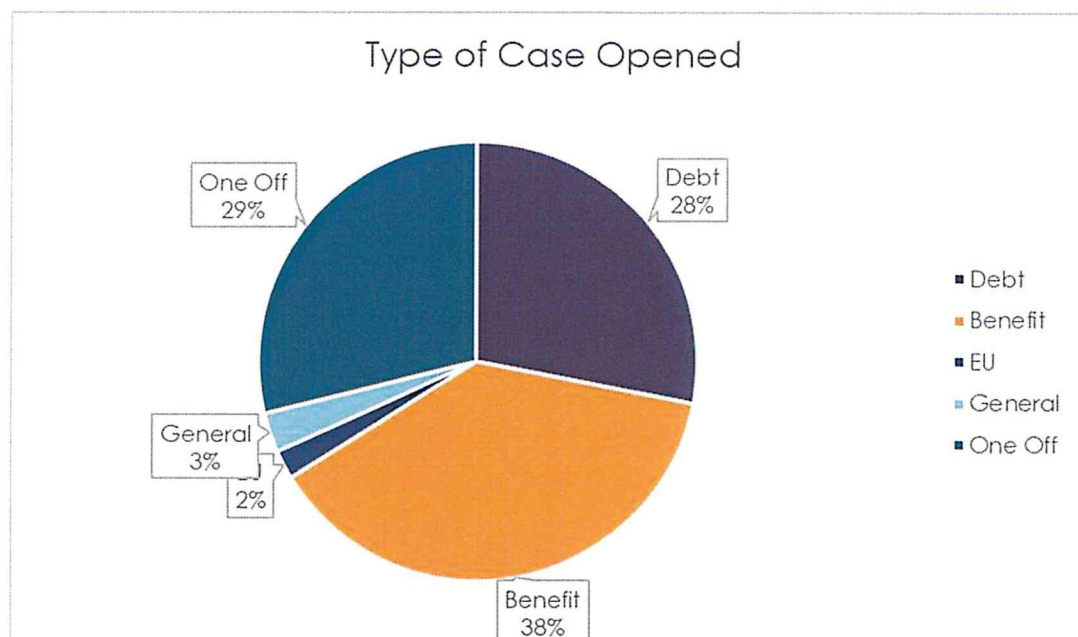


The figures of opened cases were down as we were not opening cases unless we were doing case work.

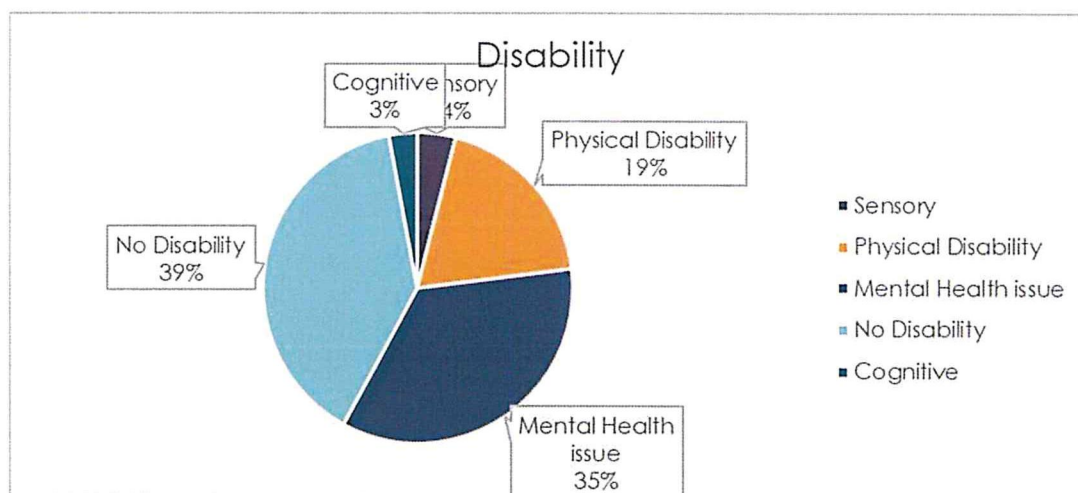
SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31 March 2021 (cont.)



There was a higher proportion of one-off cases this was due to clients who were asking for basic advice on Welfare Benefits due to Furlough or Job loss.

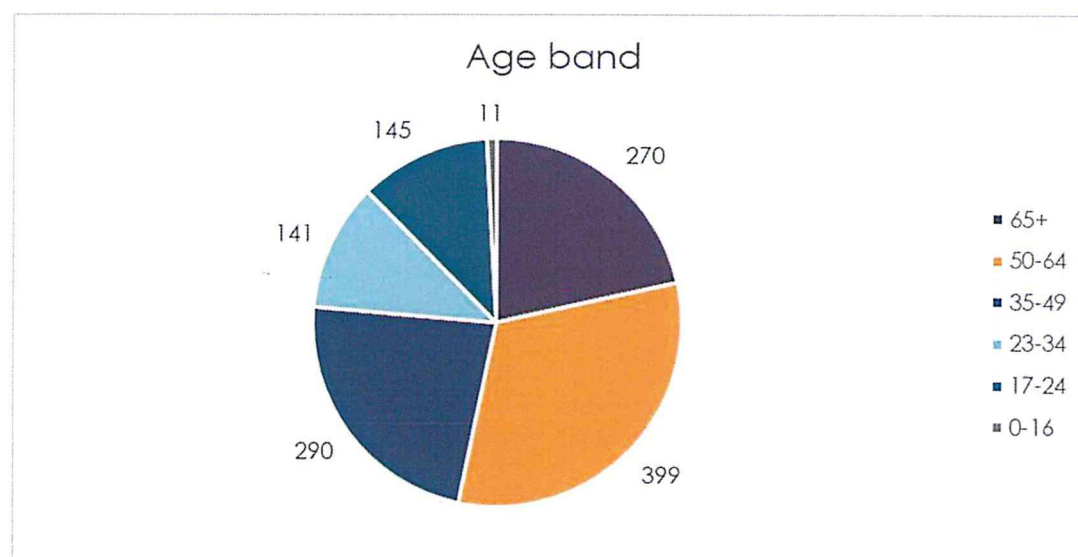


There was relatively little change in the split of client's disability Mental Ill Health being the highest number. It remains high as we provide additional help for clients who have mental ill health in February 2021, we had an external evaluation of over 9 years of our Additional Support Needs Welfare Benefit Project carried out that showed positive results of having help to claim Maintain and challenge Benefit decisions and deal with debt.

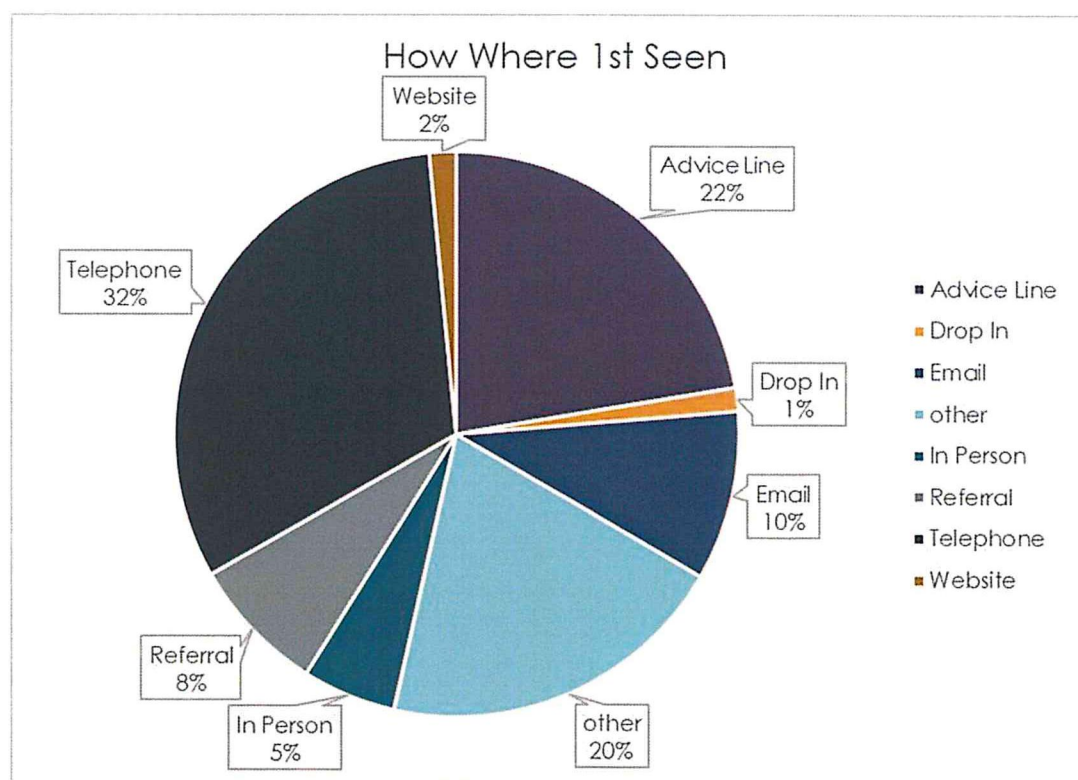
SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31 March 2021 (cont.)



A large rise in the number of 50 + clients mostly due to the use of online forms and applications.

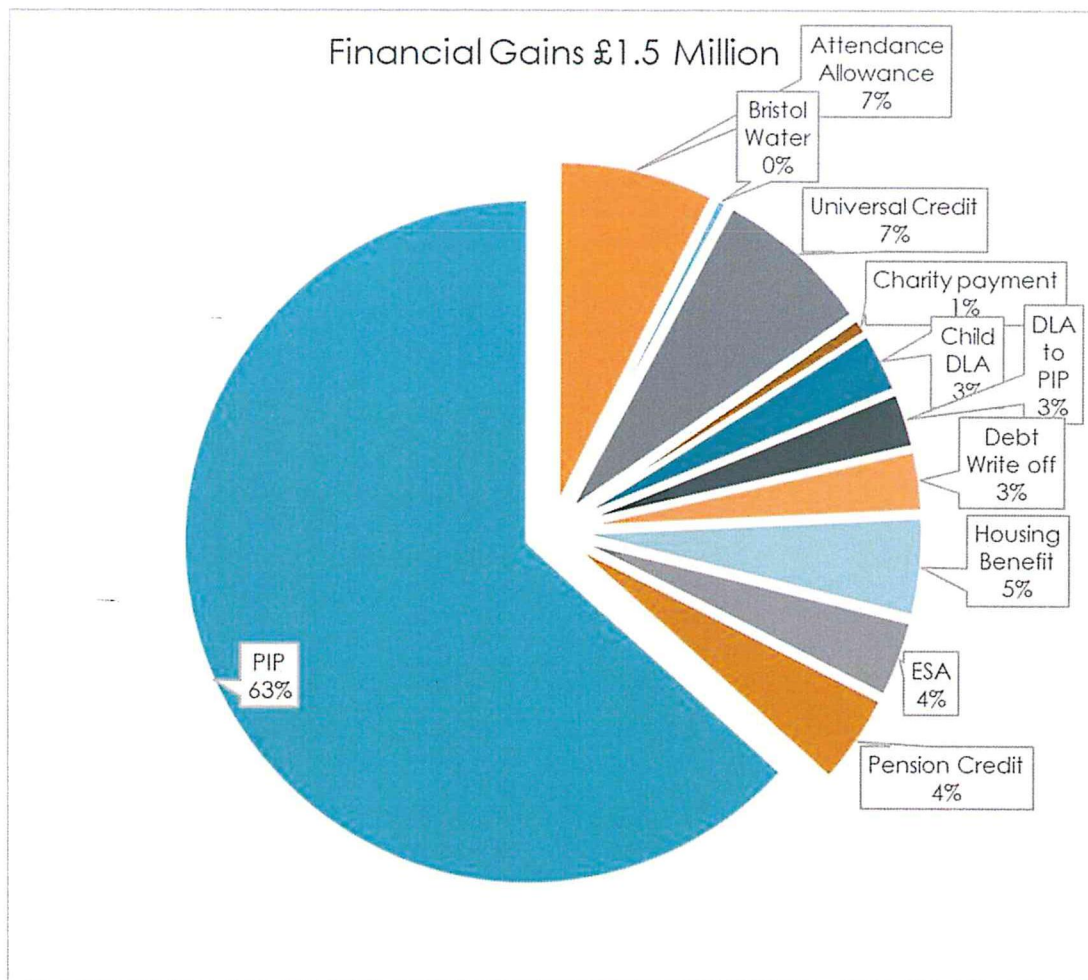


SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

Report of the Management Committee for year ended 31 March 2021 (cont.)

Our Face to Face is generally well over 50% but with no drop ins and only our office open it was much lower the Other (20%) is due to us seeing clients through the reception window or outside. Referral is higher but with organisations and agencies shut or on skeleton staff there is a drop in numbers. The Advice line is for Debt and the telephone is the public number.



SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31 March 2021 (cont.)

We held 34 Document
Drop Days During Lock
Down

65% of Clients were
Less Stressed or
anxious

We Helped 34 EU
citizens with their
Settlement
Application

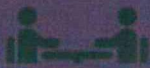
We held over £4.2 Million of Debt for clients

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31 March 2021 (cont.)

89% of clients who responded to our survey said they were better off financially



85% of Clients said they were Better Able to Cope

We worked on 146 Welfare Benefit Appeals of which 94% were successful

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31st March 2021 (cont.)

Thank -You to our Funders in this year



The Trusthouse Charitable Foundation

PLANS FOR THE FUTURE

This was the statement we ended our previous year on:

“Due to the Covid 19 Virus, SBAS had to close its services for most of March 2020. We sent our staff home and ceased Face 2 Face. We invoked our Business Continuity plan and worked at home. As we have a cloud-based data system we were able to work from home. Our IT provider checked and updated our virus protection. Our building closed to the public on 13th March. The full impact on services and clients will not be known until March 2021.”

The last day of the financial year 31 March 2021 has passed, and we still exist as a service that although has changed in many ways, still serves the community as a much need service.

We recognise that the pandemic has shown that we are adept at change and resilient.

We are looking at the best way forward for our community.

We recognise that there are many in the community who are now at risk of homelessness or are in a state of indebtedness from which they will require specialist help.

We are seeking funding to continue our vital work within the community.

South Bristol Advice Services were, prior to the pandemic, working on an Early Help Project. The project had just started when it had to close, but with the funding in place from Awards for All and Quartet, we have worked out a way we can do this through our document drop and pick service, which is still running.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31 March 2021 (cont.)

GENERAL INFORMATION

Accountants & Auditors

Burnside Chartered Accountants
61 Queen Square
Bristol
BS1 4JZ

Bankers:

Unity Trust Bank
4 The Square
1 Broad Street
Birmingham B15 1AR

Principal Address:

Withywood Centre
Queens Road
Withywood
Bristol BS13 8QA

Management Committee:

Chair	Michael Manley
Treasurer	Christine Marcia
Members	Jane Britton
	Roger Carver

Key Personnel:

Manager:	Fran Begley FRSA LLB (Hons) Dip RSA Dip Ed
Finance & administration:	Gill Morris

	Karen Mead NVQ IAG Level 3
Caseworkers:	Claire Weeks NVQ IAG Level 3
	Kay Gillen NVQ IAG level 3
	James Clifford
	Vicki Dyer NVQ IAG level 3
	Michael Farrell-Deveau
	Kyley Hooper
	Diane Whitcomb
	Scarlet Blair
Volunteers:	George Moss, Robert Quinlan

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31 March 2021 (cont.)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 20th November 1997.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £5.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the members of the Management Committee are expected to serve for a period of 1 year. At the Annual General Meeting all members resign and then may offer themselves (in person or by Proxy) for re – election.

SBAS periodically advertises in the Evening Post and The Journal for new members. We encourage ex-service users to join the committee. Due to the nature of our work, and potential for conflict of interest, current service users cannot be considered. The management committee is well represented by its members to reflect the community we serve, and provides a broad skill mix. A list containing trustee's skills is up dated after each AGM.

Training and induction

Most Trustees are familiar with the work of SBAS but are welcome to attend the office or outreach to experience first-hand the day-to-day work. A set of fact sheets is sent to any potential member, which sets out and explains the rights and responsibilities of trustees. Trustees are also offered attendance on training courses covering the responsibilities of trustees and role of trustees. 2 current members have attended both courses.

Risk Management

The Trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining the free reserves at the levels stated above will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks, which the charity faces and confirm that they have established systems to mitigate the significant risks. These are detailed below.

The office manual contains policies and procedures that have been put in place to ensure with health and safety of staff, volunteers, clients and visitors to the service.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

Report of the Management Committee for year ended 31 March 2021 (cont.)

A current bank statement and a trial balance sheet are produced at Management Committee meetings six times per year to ensure that sufficient funding is in place for the current year.

Organisational Structure

SBAS has a Management Committee, which comprises of up to 12 members who meet monthly. At present the committee has 5 members from a variety of professional backgrounds relevant to the work of the charity. Day-to-day management of the organisation is by the Manager, Fran Begley, under the direction of the Management Committee, and supported by the team.

TRAINING

SBAS takes training very seriously and all staff have it written in the terms of their contracts, that they have to attend at least 3 training or updating course per year.

All our Debt Advisers are DRO intermediaries, and our trainee is working towards attaining her certification. One is MIMA certified and two are working towards certification. Our Staff and volunteers attended a range of courses on a spectrum of issues in debt and welfare benefits.

The training and on the job experience that SBAS offers not only enables more service delivery by local people for local people to enable them to achieve a range of easily transferable skills and qualifications and is fundamental in moving volunteers into paid work.

This contributes to the regeneration of the community by increasing the skills and knowledge of individuals allowing them to take a more active role in the community.

PUBLIC BENEFIT

The Charity Commission in its 'Charities and Public Benefit' Guidance requires that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: first, there must be an identifiable benefit and secondly, the benefit must be to the public or a section of the public.

South Bristol Advice Service aims to benefit the public directly by the provision of free independent, confidential and impartial generalist and specialist advice services to members of the public. Our clients come from wards of south Bristol.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2021**

Report of the Management Committee for year ended 31 March 2021 (cont.)

FINANCIAL POSITION OF THE CHARITY

The charity's main funding comes from two sources: a core grant from Bristol City Council, and a grant from the Money Advice Service.

At 31 March 2021 the charity had net assets of £86,126, of which £85,265 were unrestricted funds. Movements in restricted funds are shown in note 10 to the accounts.

RESERVES POLICY

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be three months of the unrestricted resources expended, which currently equates to approximately £50,000. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. The "free reserves" at 31 March 2021 were £51,296.

TRUSTEES' RESPONSIBILITIES

The Trustees (Management Committee members) are required by company law to prepare financial statements, which give a true and fair view of the state of affairs of the Charity at the end of the financial period and of the income and expenditure of the Charity for the period ended on that date. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Trustees are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

BY ORDER OF THE BOARD

.....*C Marcia*.....

C MARCIA

Management Committee Member/Trustee

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

OPINION

We have audited the financial statements of South Bristol Advice Services (the “charitable company”) for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

This report is made solely to the company's members, as a body, in accordance with Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

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 Auditor's 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

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

OTHER INFORMATION

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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 there is a material misstatement in the financial statements or a material misstatement of the other information. 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 trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

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 prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' directors' report and from the requirement to prepare a strategic report.

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement set out on page 15, 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 directors 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.

AUDITOR'S 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 an auditor's report 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 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:

An understanding of the legal and regulatory framework applicable to the charitable company was obtained from the management and the trustees of the charitable company. The audit team was confirmed to have the appropriate competence and capabilities to identify non-compliance with the framework. The audit plan considered the risk of irregularities, including fraud. An element of unpredictability was built into our sample selection for audit tests. The risk of fraud over income was mitigated to an acceptable level as all income is grant income that is paid directly into the charitable company's bank account by funders; we agreed a risk-based sample of grant income to relevant documentation and performed analytical procedures on income. The risk of misappropriation of the charitable company's assets was considered; the charitable company's bank account balance was tested and confirmed to relevant documentation, and expenditure was tested for validity by substantive tests that included analytical procedures. Accounting estimates were considered as part of our audit work.

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

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 audit report.



**MARK POOLEY (Senior Statutory Auditor)
For and on behalf of
BURNSIDE
Chartered Accountants
& Statutory Auditor**

**61 Queen Square
Bristol
BS1 4JZ**

Date: 15 September 2021

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2021 £	Total funds 2020 £
INCOME FROM:					
Grants and donations	3	184,640	99,548	284,188	260,232
		_____	_____	_____	_____
TOTAL INCOME		184,640	99,548	284,188	260,232
		_____	_____	_____	_____
EXPENDITURE ON:					
Raising funds:					
Costs of applying for grants and donations		12,447	-	12,447	12,454
Charitable activities:					
Advice and information		153,616	99,548	253,164	254,003
		_____	_____	_____	_____
TOTAL EXPENDITURE	4	166,063	99,548	265,611	266,457
		_____	_____	_____	_____
Net income/ (expenditure)	5	18,577	-	18,577	(6,225)
Transfers between funds	10	-	-	-	-
		_____	_____	_____	_____
Net movement in funds		18,577	-	18,577	(6,225)
		_____	_____	_____	_____
Reconciliation of funds:					
Total funds brought forward		66,688	861	67,549	73,774
		_____	_____	_____	_____
Total funds carried forward		85,265	861	86,126	67,549
		_____	_____	_____	_____

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 21 to 31 form part of these accounts.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

COMPANY NUMBER:
3469233

BALANCE SHEET
AT 31 MARCH 2021

	Notes	<u>2021</u> £	<u>2020</u> £
FIXED ASSETS			
Tangible assets	7	8,969	9,428
CURRENT ASSETS			
Debtors	8	11,073	9,280
Cash at bank and in hand		80,682	76,507
		91,755	85,787
CREDITORS: Amounts falling due within one year	9	(14,598)	(27,666)
NET CURRENT ASSETS		77,157	58,121
TOTAL NET ASSETS		86,126	67,549
THE FUNDS OF THE CHARITY:			
Restricted	10	861	861
Unrestricted:			
General	11	60,265	66,688
Designated	11	25,000	-
TOTAL CHARITY FUNDS	12	86,126	67,549

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 15/9/21 and signed on their behalf by

C MARCIA

Date 15/09/2021

C MARCIA

Trustee/Management Committee

The notes on pages 21 to 31 form part of these accounts.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

(a) Accounting Convention

The financial statements have been prepared in accordance with 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) – (Charities SORP (FRS 102)), the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

(b) Going concern

At 31 March 2021, the charity had total funds of £82,676 (2020 - £67,549). Restricted funds amounted to £861 (2020 - £861). The free reserves of the charity, being unrestricted general reserves less designated funds less fixed assets held in general reserves, totalled £51,296. The target for free reserves is to hold 3 months of unrestricted expenditure, which currently equates to around £50,000.

The charity has prepared a budget and cashflow forecast for the year ended 31 March 2022 which shows that the charity has forecast free reserves at 31 March 2021 of around £56,000. This initial budget does not include funding applications that are pending decision. The charity expects that a number of these funding applications will be successful and that the free reserves at 31 March 2021 may be higher than £56,000.

The management committee therefore have a reasonable expectation that the school will be in operation 12 months from the date of approval of these accounts and that the charity remains a going concern. The accounts have therefore been prepared on a going concern basis.

(c) Income

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods
- When donors impose conditions, which must be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021** (continued)

1. ACCOUNTING POLICIES (continued)

(c) **Income (continued)**

When donors specify that donations and grants, including capital grants, are for restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Interest receivable

Interest is included when receivable by the charity.

(d) **Expenditure**

Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT, which cannot be recovered.

Most expenditure is directly attributable to a specific activity and is allocated to that activity. However, the costs of the manager's salary have been allocated as follows based on the time she spends on each activity:

Fundraising	33%
Advice and information	67%

It is believed by the trustees that the charities' only support costs are shown in governance costs in note 3. There are no further support costs as all costs can be directly attributable to providing the charities specialist debt and welfare advice.

(e) **Operating leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities incurred over the term of the lease.

(f) **Tangible fixed assets**

The cost of tangible fixed assets is written-off by equal annual instalments over their expected useful lives as follows:

Leasehold improvements	10 years
Furniture, fixtures and equipment	4 years

(g) **Debtors**

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021** (continued)

(h) 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.

(i) Funds accounting

Funds held by the charity are:

Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds – these are funds that 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 accounts.

(j) Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021 (continued)**

2. COMPARATIVE YEAR STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total funds <u>2020</u> £
INCOME FROM:			
Grants and donations	184,246	75,986	260,232
	_____	_____	_____
TOTAL INCOME	184,246	75,986	260,232
	_____	_____	_____
EXPENDITURE ON:			
Raising funds:			
Costs of applying for grants			
And donations	12,454	-	12,454
Charitable activities:			
Advice and information	187,722	66,281	254,003
	_____	_____	_____
TOTAL EXPENDITURE	200,176	66,281	266,457
	_____	_____	_____
Net income/ (expenditure)	(15,930)	9,705	(6,225)
Transfers between funds	8,844	(8,844)	-
Net movement in funds	(7,086)	861	(6,225)
Reconciliation of funds:			
Total funds brought forward	73,774	-	73,774
	_____	_____	_____
Total funds carried forward	66,688	861	67,549
	_____	_____	_____

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021 (continued)****3. GRANTS AND DONATIONS RECEIVABLE**

During the year, the following grants and donations have been received from the following organisations:

	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total <u>2021</u> £	Total <u>2020</u> £
Bristol City Council – Partnership Fund	35,859	-	35,859	35,857
Bristol City Council – Trailblazer Fund	-	-	-	4,445
Money and Pensions Service	136,225	-	136,225	132,349
National Lottery Coronavirus Community Support	-	35,000	35,000	-
Trusthouse Charitable Foundation	-	7,629	7,629	-
Big Lottery Awards for All	-	9,200	9,200	-
Henry Smith Charity	-	14,633	14,633	42,734
Wessex Bristol Water	9,000	-	9,000	11,220
European Union Settlement Scheme	-	8,598	8,598	10,000
Clothworkers Foundation	-	-	-	9,300
Quartet Foundation	-	7,938	7,938	5,000
Medlock Charitable Foundation	-	-	-	2,000
Coronavirus Job Retention Scheme	-	16,550	16,550	4,507
Other grants and donations	3,556	-	3,556	2,820
	<hr/>	<hr/>	<hr/>	<hr/>
	184,640	99,548	284,188	260,232
	<hr/>	<hr/>	<hr/>	<hr/>

4. TOTAL EXPENDITURE

	Staff <u>Costs</u> £	Other Direct <u>Costs</u> £	Total <u>2021</u> £	Total <u>2020</u> £
Costs of applying for Grants and donations	12,447	-	12,447	12,454
Advice and information	185,873	67,291	253,164	254,003
	<hr/>	<hr/>	<hr/>	<hr/>
	198,320	67,291	265,611	266,457
	<hr/>	<hr/>	<hr/>	<hr/>

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021 (continued)**

4. TOTAL EXPENDITURE (continued)

OTHER DIRECT COSTS

	Total 2021 £	Total 2020 £
Information and resources	5,254	2,686
Supervision	11,016	-
Professional fees	4,219	3,189
Office costs	10,932	14,533
Staff and volunteers' training and expenses	2,215	1,854
Other costs	249	554
Depreciation	5,059	4,186
Rent and premises costs	17,445	18,263
Audit and accountancy fees	10,902	6,492
	<hr/>	<hr/>
	67,291	51,757
	<hr/>	<hr/>

5. NET INCOME FOR THE YEAR

	2021 £	2020 £
This is stated after charging:		
Depreciation of owned assets	5,059	4,186
Auditors' remuneration		
Audit	4,500	4,400
Non audit	6,402	2,092
	<hr/>	<hr/>

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021** (continued)

6. STAFF COSTS AND TRUSTEES' REMUNERATION

Staff costs were as follows:	<u>2021</u>	<u>2020</u>
	£	£
Wages and salaries	182,365	194,816
Employer's National Insurance	9,314	12,332
Pension costs	6,641	7,552
	<hr/>	<hr/>
	198,320	214,700
	<hr/>	<hr/>

No employee earned £60,000 p.a. or more. The average number of employees during the year was 10 (2020 – 10). No remuneration was paid to the Trustees. No expenses were reimbursed to Trustees. The centre manager total emoluments, including employer's pension contribution, in the year were £34,745 (2020 - £34,398).

There are no related party transactions to report in the period.

7. TANGIBLE ASSETS

	<u>Leasehold Improvements</u>	<u>Fixtures, Fittings and Equipment</u>	<u>Total £</u>
COST			
At 1 April 2020	4,200	39,225	43,425
Additions	-	4,600	4,600
	<hr/>	<hr/>	<hr/>
At 31 March 2021	4,200	43,825	48,025
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 April 2020	420	33,577	33,997
Charge for the year	420	4,639	5,059
	<hr/>	<hr/>	<hr/>
At 31 March 2021	840	38,216	39,056
	<hr/>	<hr/>	<hr/>
NET BOOK VALUE			
At 31 March 2021	3,360	5,609	8,969
	<hr/>	<hr/>	<hr/>
At 31 March 2020	3,780	5,648	9,428
	<hr/>	<hr/>	<hr/>

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021 (continued)**

8.	DEBTORS	<u>2021</u> £	<u>2020</u> £
	Other debtors	2,981	325
	Fees and grants receivable	8,092	8,955
		—	—
		11,073	9,280
		—	—
9.	CREDITORS	<u>2021</u> £	<u>2020</u> £
	Amounts falling due within one year:		
	Trade creditors	1,347	1,361
	Taxation and social security	3,490	6,487
	Accruals	4,935	4,935
	Other creditors	250	250
	Deferred income	4,576	14,633
		—	—
		14,598	27,666
		—	—

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021 (continued)**

10. RESTRICTED FUNDS

	Older people £	Welfare benefits Outreach £	Covid 19 support £	EUSS £	Mental Health project £	Office refurbishment & equipment £	Total £
Balance brought forward	-	-	-	-	-	861	861
INCOME							
Grants received	7,629	6,128	62,560	8,598	14,633	-	99,548
EXPENDITURE							
Salaries	7,629	6,128	56,914	8,598	14,633	-	93,902
Information and resources	-	-	4,849	-	-	-	4,849
General office costs	-	-	715	-	-	-	715
Staff and volunteers' expenses	-	-	82	-	-	-	82
Total expenditure	7,629	6,128	62,560	8,598	14,633	-	99,548
Balance before transfers	-	-	-	-	-	861	861
Transfers to unrestricted funds	-	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	861	861

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021** (continued)

10. RESTRICTED FUNDS (continued)

Restricted funds of £861 at the year-end are made up of cash.

Mental Health Project

This fund provides advice and additional support to individuals with mental health issues, this is funded by Henry Smith Charity.

European Union Settlement Scheme

Funding to help EU citizens to obtain the right of residency in the EU after BREXIT.

Older people

Grants to provide outreach advice to older people.

Welfare benefits outreach

Grant to provide outreach benefits advice to vulnerable people.

Office refurbishment & equipment

Grant to provide funds to refurbish the charity's offices.

Covid-19 support

Grants provided from the following funders to provide support to the charity to be able to continue operate during the Covid-19 pandemic.

11. UNRESTRICTED FUNDS

	General Fund £	Welfare Benefits Officer Designated Fund £	Total Unrestricted Funds £
Balance brought forward	66,688	-	66,688
Income	184,640	-	184,640
Expenditure	(166,063)	-	(166,063)
Transfers	(25,000)	25,000	-
	_____	_____	_____
Balance carried forward	60,265	25,000	85,265
	_____	_____	_____

The Welfare Benefits Officer designated fund has been allocated £25,000 to cover the current shortfall in funding for this post in 2021/22.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021 (continued)**

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

At 31 March 2021 net assets were held in the following funds.

	Restricted Funds £	Designated Funds £	General Funds £	Total Funds £
Fixed assets	-	-	8,969	8,969
Net current assets	861	25,000	51,296	77,157
	—	—	—	—
Net assets	861	25,000	60,265	86,126
	—	—	—	—