

**ISLAND ADVICE CENTRE**  
**(A company limited by guarantee)**  
**(Registered No.: 03375266)**  
**(Charity No.: 1076857)**

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

**MYRUS SMITH**  
**Chartered Accountants**  
  
**Norman House**  
**8 Burnell Road**  
**Sutton, Surrey**  
**SM1 4BW**

**ISLAND ADVICE CENTRE**  
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**ISLAND ADVICE CENTRE**  
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**TRUSTEES' ANNUAL REPORT**

**FOR THE YEAR ENDED 31 MARCH 2021**

The trustees present their report and financial statements for the year ended 31 March 2021.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Charity name and registration numbers**

Name: Island Advice Centre  
Company No: 03375266  
Charity No: 1076857

**Board of Trustees**

Katherine Wilson	Chair
Steve Lake	Treasurer
Chris Parsons	
Thomas Siggers	
Shabnam Sharmin	
Simon Lanaria	
Godline Pushparajan	
Juliet Grimes	(resigned 2 October 2020)
Stephanie Dickinson	(appointed 1 December 2020)

**Centre Manager**

Sarah Sauvat

**Registered Office and Principal Address**

Island House  
Roserton Street  
London  
E14 3PG

**Auditors**

Myrus Smith, Chartered Accountants and Statutory Auditors  
Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

**ISLAND ADVICE CENTRE**  
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**TRUSTEES' ANNUAL REPORT**

FOR THE YEAR ENDED 31 MARCH 2021  
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**OBJECTIVES AND ACTIVITIES**

**Main objectives and mission**

The Centre's main objectives, in accordance with its governing document, are:

- to provide by employing suitably qualified staff free housing, debt, welfare and generalist advice to poor persons resident in Tower Hamlets or nearby areas
- to provide an accessible service in terms of location, disability and language
- to provide home visits to persons with disabilities.

**The effect of the pandemic**

During this financial year, the pandemic had a direct effect on the organisation's delivery of main activities due to COVID 19 related control measures being put in place by the government. The Centre Manager, being from a vulnerable group, had to shield and the organisation had to review promptly how to alter the delivery of main activities to ensure a safe environment.

Although the delivery of the service continued, its delivery has been altered to remote methods. The pandemic also has a direct impact on volunteers' involvement which has considerably reduced.

The services continued to be provided through increased telephone helpline, remote appointments via telephone or digital means and email advice. Outreach sessions were delivered remotely as well as training courses and workshops, factsheets and online information continued to be developed.

Although volunteers are essential to advice service delivery and the organisation recruits, trains and supports volunteers in advice skills and provides NVQ assessments in Advice and Guidance levels 3 and 4, the level of recruitment was severely affected by the pandemic.

Funders have been flexible in their approach to reporting and numerous funding streams have been opened to support the advice sector during this time of national crisis including London Community Response and Community Justice Fund.

The organisation is continuously looking into funding streams available to adapt service provision to current times including funding for core costs to adapt service delivery as well as funding to increase capacity in order to ensure delivery of the service remains effective and manageable.

**Main activities**

The organisation exists to provide generalist advice and information, benefits, debt and housing casework including representation at court and tribunals, training and placements for advice volunteers, and peer support to other front-line advice agencies.

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

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Our main activities are carried out in our office on the Isle of Dogs, with outreach advice sessions being delivered at Spitalfields Health Centre, E1 Health, Chrisp Street Health Centre, Barkantine Clinic, Island Health Centre, ELATT and Bromley by Bow Centre. Our activities in the year included:

- Telephone advice sessions on weekdays
- Daily telephone appointments for benefits, debt and housing advice
- Four remote sessions per week in GP surgeries
- Weekly remote advice sessions in other community and advice centres
- Casework and representation at court and tribunal
- Debt Relief Order intermediary service
- Advice on fuel and water debt and energy efficiency
- Volunteer recruitment, placements and supervision
- Volunteer training course one day per week delivered remotely
- NVQ level 3 and 4 assessments in Advice and Guidance
- Peer support and capacity building in 10 other front-line Tower Hamlets advice centres
- Production of welfare rights factsheets and delivery of training workshops for advice workers
- Tower Hamlets Community Advice Network website
- Networking and partnerships
- Referrals to other agencies for specialist advice services such as immigration, employment and family law and for support with online applications and advice resources.

These activities can be broadly divided into four categories:

1. Specialist casework – this includes debt and money management advice funded by LBTH, welfare benefits casework and appeals funded by LBTH and City Bridge Trust and housing advice and casework funded by Trust for London.
2. Advice volunteer training – includes our volunteer training project funded by LBTH, NVQ assessments carried out by qualified staffs and funded by a mix of grants from Canary Wharf Trust and fee payments by candidates/their employers, and training sessions and workshops delivered to other agencies partly funded by LBTH and partly by East End Community Foundation.
3. Generalist advice provision – delivered through telephone advice session, emails, remote outreach sessions and appointments and funded by LBTH, Social Action for Health, Thames Water Trust, ELATT college and Osmani Trust.
4. Peer Support and Coordination Work – this work consists of support for Tower Hamlets Community Advice Network and coordination of referrals funded by Child Society Coordinate Community Support .

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**TRUSTEES' ANNUAL REPORT**

FOR THE YEAR ENDED 31 MARCH 2021  
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Service provision depends on suitable funding being available for that service. Restricted funds will be applied only for the specific activities required by the funder whilst unrestricted funds may be used to support or extend any service that we consider it important to deliver in light of our overall mission and our understanding of local needs.

Our user statistics indicate that residents from all sectors of the local Tower Hamlets community are aware of and access our services. The majority of beneficiaries are people experiencing hardship caused by low incomes due to unemployment or furloughing, cessation of benefits, lack of access to utilities and financial services, indebtedness including rent and council tax arrears, insecure or unaffordable housing, homelessness and disrepair. Our services are accessible in terms of disabled access (suitable premises, outreach appointments), language (advisers speak a range of community languages) and local provision.

Other beneficiaries are unemployed residents who can access our volunteering and training opportunities and gain vocational skills, qualifications, and improved chances of finding secure employment.

**How our activities deliver public benefit**

The trustees, when exercising any powers or duties to which the guidance is relevant, notably about how the organisation undertakes its work and spends the resources it raises, always have due regard to the Charity Commission's public benefit guidance.

Our charitable activities focus on the provision of free advice and advocacy to residents of Tower Hamlets and surrounding areas. We incorporate the help of local volunteers both in our management committee and service delivery.

Therefore the public benefit is twofold. Firstly by helping those in need to secure their statutory rights and entitlements and empowering them through awareness and support. Without this support many of our clients would fall under the poverty line which is detrimental to their well-being and the well-being of children under their care.

Secondly through our volunteering opportunities we up-skill residents and give them the experience and skills needed to enter the job market and participate in the local and wider economy. Many of our volunteers move on to paid employment both in the advice sector and other areas.

**ACHIEVEMENTS AND PERFORMANCE**

In the year ending 31<sup>st</sup> March 2021, 2808 people accessed our advice services, either by been referred directly through us or by accessing our service directly via telephone or email or through outreach services which we continued to deliver remotely.

Our outreach services delivered 176 remote sessions funded by SAfH in 5 GP surgeries. We also delivered 44 outreach advice sessions at the Osmani Centre and resumed delivering advice sessions to ELATT since January 2021 on a weekly basis during term time.

Through our in-house telephone and email enquiries funded by LBTH, we assisted 1329 service users accessing general advice by phone or online and following our advice and support with 2204 enquiries.

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FOR THE YEAR ENDED 31 MARCH 2021

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Through our debt specialist casework funded by LBTH and Thames Water, we helped 168 clients having £167,075.81 of debt written off through insolvency or discretionary relief and £124,088.53 of debt managed through reduced payment plan or moratorium period. And through our financial capability support funded by Thames Water we helped 100 households with better off energy comparison and discount application with projected annual savings of £21,701.52 (£217 per household)

Through our specialist welfare casework funded by CBT, we supported 141 clients secure £291,876.22 of confirmed additional income and assisted 67 clients with appeal matters including tribunal representation.

Through our housing specialist advice funded by TFL, we advised 215 clients regarding housing matter and provided specialist casework support to 101 to improve their housing position including disrepair, housing allocation, suitable housing and/or avoiding homelessness.

Our volunteer advice work training project continued to be funded by LBTH. The project delivers a weekly digital advice training course to local community volunteers, finds placements for them in Island Advice and offers the opportunity to progress to NVQ levels 3 and 4.

We have also continued to provide peer support and capacity building to other Tower Hamlets advice centres with funding from LBTH. This has included delivery of training courses, workshops and factsheets, the setting up and maintenance of a Tower Hamlets Community Advice Network website, provision of file reviews for advisers in other agencies, and co-ordination of the THCAN steering group and its associated advice forums.

With the support of the Children Society Coordinate Community programme we updated the THCAN website to include a centralised referral system available to organisations in the borough of Tower Hamlets to help implement and coordinate an effective referral system for residents to access the advice sector.

## **FINANCIAL REVIEW**

### **Principal Funding sources**

Island Advice relies on charitable grants and statutory funding for its income. The organisation has an ongoing strategy of applying for any available grants targeted for the provision of social welfare law advice from large statutory funders as well as smaller trusts and foundations. The principal funding sources in this year were the London Borough of Tower Hamlets, Trust for London and City Bridge Trust; other funders included the SAfH (GP Link's project), Children Society and Thames Water Trust.

There are four areas of restricted funding: specialist casework, which funds casework in housing, welfare benefits and debt; generalist advice which is delivered through drop-in sessions, telephone advice and appointments; advice volunteer training which is offered to advice centre volunteers borough-wide and includes both classroom training and supervised placements; and peer support work which is offered to other advice centres in the borough.

Overall, the income increased by 14% whereas expenditure decreased by 3% from last year.

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**TRUSTEES' ANNUAL REPORT**

FOR THE YEAR ENDED 31 MARCH 2021  
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**Reserves policy**

Trustees have established that in order to fulfil their responsibilities to staff and to minimise the risk of any breach of statute or organisational duty the organisation should hold sufficient funds in reserve to meet the full running costs for three months. Reserves will be built up from unrestricted funds and the level of reserves will be reviewed annually by the Board. The present level of reserves available to the charity meets this requirement.

Unrestricted funds at 31<sup>st</sup> March 2021 amounted to £116,021 (2020 : £87,104).

**Investment policy**

Any surplus funds will be held in low risk, secure investments such as the charities deposit fund run by CCLA Investment Management Ltd. Additionally the organisation uses an interest bearing current account in order to maximise the value of any cash held.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Directors of the company are also the Trustees of the charity. The charity's governing document is a memorandum and articles of association dated 23<sup>rd</sup> May 1997 and updated on 29<sup>th</sup> June 1999.

**Remuneration of Key Management Personnel**

The remuneration of the charity's key management personnel is set by the Board of Trustees, taking into account the charity's financial position and the amount paid for comparable roles in comparable organisations.

**Trustee appointment, induction and training**

Trustees are elected at the organisation's AGM. In addition, the board may, at its discretion, make appointments to the Board between AGMs. The Board endeavours to ensure that its membership covers a wide range of experience and skills and that the backgrounds of the members of the Board reflect a balance that is appropriate to the charity's mission and activities. New trustees are provided with a copy of the business plan, the most recent annual report and constitution, details of the organisation's structure and staffing, and copies of relevant policies including the Equality and Diversity Policy.

**Organisational structure**

Operational management of the organisation is delegated to the Centre Manager who takes overall responsibility for the day to day running of the organisation, planning and strategy, and implementing the directions of the Board. The Centre Manager is part of a senior management team that includes the volunteer co-ordinator and housing, debt and welfare benefits advice supervisors.

**Involvement of volunteers**

The board of trustees comprises of volunteers drawn from the local community, the business sector, other voluntary sector organisations and ex- advice staff and volunteers. The organisation also uses local community volunteers and law students to assist in delivery of advice services and to carry out administrative support.



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**TRUSTEES' ANNUAL REPORT**

FOR THE YEAR ENDED 31 MARCH 2021  
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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also directors of Island Advice Centre for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the 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 these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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 auditor is 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 auditor is aware of that information.

**AUDITORS**

A resolution proposing the re-appointment of Myrus Smith as auditors to the company will be put to the 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.

Approved by the Board of Trustees on 27 January 2022 and signed on its behalf, by:

Katherine Wilson  
Chair

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF:

## **ISLAND ADVICE CENTRE (A company limited by guarantee)**

FOR THE YEAR ENDED 31 MARCH 2021

### **Opinion**

We have audited the financial statements of Island Advice Centre (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet 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, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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; 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 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**

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 trustees' annual report, other than the financial statements and our auditor's report 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.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF:

### **ISLAND ADVICE CENTRE (A company limited by guarantee)**

FOR THE YEAR ENDED 31 MARCH 2021

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 (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of our 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 directors' report.

We have nothing to report in respect of the following matters in relation to which 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 directors' 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 directors' report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, 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.

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF:

### **ISLAND ADVICE CENTRE (A company limited by guarantee)**

FOR THE YEAR ENDED 31 MARCH 2021

#### **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 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 specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management and those charged with governance about actual and potential litigation or claims and the identification of non-compliance with laws and regulations.
- Reviewing minutes of meetings of those charged with governance.
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.
- Auditing the risk of management override of controls, including testing journal entries and other adjustments for appropriateness; and assessing whether the judgements made in making accounting estimates are indicative of a potential bias.
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud.
- Professional scepticism in course of the audit and with audit sampling in material audit areas.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF:

**ISLAND ADVICE CENTRE**  
**(A company limited by guarantee)**

FOR THE YEAR ENDED 31 MARCH 2021

**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 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 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 Jones FCA (Senior Statutory Auditor)  
For and on behalf of Myrus Smith  
Chartered Accountants and Statutory Auditors  
Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

28 January 2022

**ISLAND ADVICE CENTRE**  
**(A company limited by guarantee)**

STATEMENT OF FINANCIAL ACTIVITIES  
(Incorporating Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Income from:</b>					
Donations and legacies	2	10,000	-	10,000	10,000
Charitable activities	3	75,038	366,961	441,999	385,286
Investments	4	52	-	52	263
<b>Total</b>		<u>85,090</u>	<u>366,961</u>	<u>452,051</u>	<u>395,549</u>
<b>Expenditure on:</b>					
Charitable activities	5	<u>56,173</u>	<u>351,440</u>	<u>407,613</u>	<u>418,780</u>
<b>Total</b>		<u>56,173</u>	<u>351,440</u>	<u>407,613</u>	<u>418,780</u>
<b>Net income/(expenditure)</b>	8	28,917	15,521	44,438	(23,231)
Transfers between funds	14	-	-	-	-
<b>Net movement in funds</b>	14	28,917	15,521	44,438	(23,231)
<b>Reconciliation of funds:</b>					
Total funds brought forward	14	<u>87,104</u>	-	<u>87,104</u>	<u>110,335</u>
<b>Total funds carried forward</b>	14	<u>£116,021</u>	<u>£15,521</u>	<u>£131,542</u>	<u>£87,104</u>

All income and expenditure derive from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses.

The notes form part of the financial statements.

**ISLAND ADVICE CENTRE**  
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**(Company No: 03375266)**

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	£	2021	£	2020	£
<b>FIXED ASSETS</b>						
Tangible assets	11			-		-
<b>CURRENT ASSETS</b>						
Debtors	12	29,028		18,616		
Cash at bank and in hand		117,590		86,675		
		<u>146,618</u>		<u>105,291</u>		
<b>CREDITORS</b>						
Amounts falling due within one year	13	<u>15,076</u>		<u>18,187</u>		
<b>NET CURRENT ASSETS</b>				<u>131,542</u>		<u>87,104</u>
<b>NET ASSETS</b>	15			<u>£131,542</u>		<u>£87,104</u>
<b>FUNDS</b>						
Restricted	14			15,521		-
Unrestricted	14			<u>116,021</u>		<u>87,104</u>
	14			<u>£131,542</u>		<u>£87,104</u>

The financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The financial statements were approved by the Board of Trustees on 27 January 2022 and signed on its behalf by:

Katherine Wilson  
Chair

The notes form part of the financial statements.

**ISLAND ADVICE CENTRE**  
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

**1. ACCOUNTING POLICIES**

**General information and basis of accounting**

Island Advice Centre is a registered charity (no. 1076857) and a private company (no. 03375266) limited by guarantee, registered in England and Wales. Each member is liable to contribute an amount not exceeding £1 in the event of the charitable company being wound up. The registered office is given in the Trustees' Annual Report on page 1.

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis and under the historical cost convention. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**Fund accounting**

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund.

**Incoming resources**

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Where grants are awarded over a specified or implied timeframe, the income is recognised evenly over the grant period. A contingent asset is disclosed for the unrecognised amount of multi-year grants.

**Resources expended**

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Expenditure is allocated to each activity where the costs relate directly to that activity. Support costs, including governance costs, that do not relate directly to any activity are apportioned to each activity on the basis of staff time.





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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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4. INVESTMENT INCOME	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Bank interest	£52	£Nil	£52	£263

All of the £263 recognised in 2020 was unrestricted funds.

5. EXPENDITURE ON CHARITABLE ACTIVITIES	Direct Costs £	Support Costs £	Total 2021 £	Total 2020 £
Staff costs	285,404	50,917	336,321	343,798
Direct project costs	1,920	-	1,920	-
Subscriptions and insurance	-	4,616	4,616	6,254
Stationery and postage	-	3,829	3,829	7,141
Payroll services	-	710	710	720
Premises costs	-	17,447	17,447	22,083
Publications	-	150	150	678
Computer expenses	16,087	-	16,087	10,015
Volunteers' expenses	-	311	311	2,477
Staff and volunteer training and recruitment	1,754	-	1,754	2,873
Sundry expenses	-	204	204	1,043
Telephone and internet	-	7,095	7,095	5,708
Travelling costs	-	112	112	862
Professional fees	-	5,599	5,599	2,556
NVQ assessors fees	6,305	-	6,305	7,464
Governance costs (note 7)	-	5,153	5,153	5,108
	<u>£311,470</u>	<u>£96,143</u>	<u>£407,613</u>	<u>£418,780</u>

Of the £418,780 expenditure recognised in 2020, £118,756 was charged to unrestricted funds and £300,024 was charged to restricted funds.

6. ANALYSIS OF DIRECT AND SUPPORT COSTS BY ACTIVITY	Direct Costs £	Support Costs £	Total 2021 £	Total 2020 £
Specialist casework	120,434	36,615	157,049	191,140
Advice volunteer training	58,479	21,550	80,029	72,296
Generalist advice provision	95,456	64,040	159,496	111,899
Peer support work	11,039	-	11,039	43,445
	<u>£285,408</u>	<u>£122,205</u>	<u>£407,613</u>	<u>£418,780</u>

**ISLAND ADVICE CENTRE**  
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021  
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<b>7. GOVERNANCE COSTS</b>	2021 £	2020 £
Staff costs	2,873	2,108
Audit fees	2,280	3,000
	<u>£5,153</u>	<u>£5,108</u>
<b>8. NET EXPENDITURE</b>	2021	2020
The net expenditure for the year is stated after charging:		
Auditor's remuneration	£2,280	£3,000
Operating lease rentals	<u>£11,969</u>	<u>£12,413</u>
<b>9. STAFF COSTS</b>	2021 £	2020 £
Wages and salaries	292,431	298,438
Social security	21,902	23,814
Pension costs	21,642	23,654
Redundancy costs	3,219	-
	<u>£339,194</u>	<u>£345,906</u>
	2021 No.	2020 No.
Average number of full-time equivalent employees	<u>9</u>	<u>9</u>
	2021 No.	2020 No.
Average monthly number of employees	<u>11</u>	<u>12</u>

No employee received total employee benefits (excluding employer pension costs) amounting to more than £60,000 in either year.

Total employee benefits received by Key Management amounted to £57,463 (2020 : £75,969). Under FRS 102, employee benefits includes gross salary, employer's NIC and employer's pension contributions.

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021  
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**10. TRUSTEES' REMUNERATION AND EXPENSES**

The Trustees received no remuneration or reimbursed expenses in 2021 or 2020.

There were no related party transactions in either year other than the Key Management employee benefits disclosed in Note 9.

**11. TANGIBLE FIXED ASSETS**

Computer  
equipment  
£

**Cost**

As at 1 April 2020 and at 31 March 2021

7,612

**Depreciation**

As at 1 April 2020 and at 31 March 2021

7,612

**Net book value**

As at 31 March 2021

£Nil

As at 31 March 2020

£Nil

**12. DEBTORS**

2021

2020

Prepayments and accrued income

£29,028

£18,616

**13. CREDITORS – Amounts falling due within one year**

2021

2020

£

£

Accruals

8,688

9,290

Social security and other taxes

6,388

8,897

£15,076

£18,187

**ISLAND ADVICE CENTRE**  
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021  
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**14. MOVEMENT IN FUNDS**

<b>2021</b>	Brought forward £	Income £	Expenditure £	Transfers between funds £	Carried forward £
<b>Restricted Funds</b>					
Specialist casework	-	162,304	157,045	-	5,259
Advice volunteer training	-	69,328	67,228	-	2,100
Generalist advice provision	-	135,329	127,167	-	8,162
<b>Total restricted Funds</b>	-	366,961	351,440	-	15,521
<b>Unrestricted Funds</b>					
General	87,104	85,090	56,173	-	116,021
<b>TOTAL FUNDS</b>	<b>£87,104</b>	<b>£452,051</b>	<b>£407,613</b>	<b>£Nil</b>	<b>£131,542</b>

Each of the above funds is described in the Trustees' Annual Report.

Comparative information for the net movement in funds in the previous year is as follows:

<b>2020</b>	Brought forward £	Income £	Expenditure £	Transfers between funds £	Carried forward £
<b>Restricted Funds</b>					
Specialist casework	-	190,545	191,140	595	-
Advice volunteer training	-	57,750	57,896	146	-
Generalist advice provision	-	50,750	50,988	238	-
<b>Total restricted Funds</b>	-	299,045	300,024	979	-
<b>Unrestricted Funds</b>					
General	110,335	96,504	118,756	(979)	87,104
<b>TOTAL FUNDS</b>	<b>£110,335</b>	<b>£395,549</b>	<b>£418,780</b>	<b>£Nil</b>	<b>£87,104</b>

**ISLAND ADVICE CENTRE**  
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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**15. ANALYSIS OF NET ASSETS  
BETWEEN FUNDS**

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
<b>2021</b>			
Current assets	131,097	15,521	146,618
Current liabilities	(15,076)	-	(15,076)
As at 31 March 2021	<u>£116,021</u>	<u>£15,521</u>	<u>£131,542</u>

Comparative information for the analysis of net assets between funds in the previous year is as follows:

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
<b>2020</b>			
Current assets	103,325	1,966	105,291
Current liabilities	(16,221)	(1,966)	(18,187)
As at 31 March 2020	<u>£87,104</u>	<u>£Nil</u>	<u>£87,104</u>

**16. TAXATION**

As a registered charity, Island Advice Centre is exempt from taxation under Part 11 of the Corporation Tax Act 2010 and Section 256 of the Taxation of Chargeable Gains Act 1992.

**17. COMMITMENTS**

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

	2021 £	2020 £
Within one year	7,970	7,970
Within two and five years	4,713	6,284
	<u>£12,683</u>	<u>£14,254</u>

**18. CONTINGENT ASSETS**

The charity has been awarded several multi-year grants with performance-related conditions or specified/implied timeframes which preclude recognition of the full amount. The following contingent assets as at 31 March 2021 are therefore disclosed:

	£	
London Borough of Tower Hamlets	100,000	(Trainee advice project)
Trust for London	42,500	(Specialist casework)
City Bridge Trust	76,100	(Welfare benefits advice)
Thames Water Trust Fund	20,056	(Debt advice)
East End CAB Partnership	188,694	(Generalist welfare and debt advice)
Children's Society	7,463	(Advice volunteer training)
	<u>£434,813</u>	