

**Epsom & Ewell Citizens Advice Bureau**  
**Financial Accounts for the year ended 31 March 2022**

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## **Financial Review**

### **Financial Performance and Position**

The Financial Statements set out later in this report show the financial results for the year.

Overall the charity's funds increased during the year by £769, the combined result of surpluses and deficits across unrestricted and restricted funds.

The results for the year for the general fund was a surplus of £4,097 (surplus of £22,746 in 2020/21). In 2021/22 income was 2% higher than 2020/21. The higher level of income in both of the last two financial years has been due to the receipt of a number of grants to support us through the COVID-19 pandemic. We received grants towards the purchase of IT equipment and to aid the move to remote working; and investment in projects in anticipation of increased demand for our services going forward. Costs increased by 8% as a result of spending against these additional funds.

With regard to restricted funds the result for the year was a deficit of £3,328 (2020/21: deficit of £1,103). The charity seeks to recover its costs fully and is striving to attract funding that ensures full cost recovery of project costs.

### **Principal Risks**

In 2020/21 we provided a telephone, email and webchat service only due to the COVID-19 pandemic. As circumstances slowly improved in 2021/22 we implemented a hybrid operating model with limited face to face appointments for our most vulnerable clients and are gradually reintroducing drop in appointments. We are fortunate in that we have confirmed funding from all of our partners for the 2022/23 financial year. However all of the COVID-19 related grants were one-off funds, not long term income streams. The impact of the pandemic and now the cost of living crisis will be felt both by our clients and our funders & donors. It is unclear in the longer term what this will mean for us, both in terms of the demand for our services and the scope for attracting additional funding, however we continue to work closely, and monitor the situation, with our partners.

Even prior to these unprecedented circumstances, there was continuous pressure on our existing funding partners, primarily Epsom and Ewell Borough Council, Rosebery Housing Association and the NHS, to make savings and maximise the return on their spending. Our reliance on these key partners for the bulk of our funding clearly remains a key risk.

To minimise these risks to its long-term sustainability the bureau is implementing a strategy that focuses on:

- bringing in additional income and on diversifying its income streams through fundraising;
- building a service delivery model that is agile and resilient and utilises our resources as efficiently and effectively as possible;
- achieving full cost recovery from all future projects so that direct costs are fully covered, together with a proportionate share of our overheads; and
- working smarter with local partners to maximise the impact of our limited resources across the community.

We have exit strategies in place for all ongoing funded projects.

Our other key risk is the risk of non-compliance with data protection regulations. We hold sensitive client data and its security is extremely important to us. We follow National Citizens Advice guidelines and procedures to ensure data is kept safe and any risks of breach are mitigated. In particular we:

- ensure all staff undertake annual information assurance training;
- utilise security access passes;

- implement data encryption and pseudonymisation techniques;
- work in line with our data retention policy; and
- use confidential disposal methods.

The bureau's financial position at the end of the year was sound. Its financial health monitoring assessment indicate that risk of defaulting on its financial commitments is low and that its reserves were well managed during the year.

### **Reserves Policy**

The Trustees review the reserves and the reserve policy on a regular basis. At the end of 2021/22 the charity's reserves consist of: Unrestricted funds, Designated funds and Restricted funds. The definitions of these funds are set out on page 16. Details of the reserves are shown in the balance sheet on page 8. Following the review of the reserves policy during the year, the Trustees decided to set an unrestricted reserves level of £72,000 to £116,000; the equivalent of 3-5 months' budgeted operating expenditure, in line with National Citizens Advice policy and requirements.

In arriving at this reserve level, Trustees considered the financial risks facing the charity and the cost of running the organisation to ensure that enough reserves would be available to:

- manage the timing of cash inflows and outflows and have the ability to pay bills as they fall due;
- ensure continuity of its charitable activities in the occurrence of an unforeseen event (including a down turn in income); until alternative arrangements are put in place; and
- fulfil specific commitments, and to invest in the future by supporting business development and growth opportunities that will provide an increased return to the charity.

At the end of the financial year, the balance of unrestricted reserves was £112,542 (2021: £111,360).

### **Investment Policy and Objectives**

During the year, there was no change to the Board policy that a minimum of two months' cash operating costs should be held at instant access and the remainder of the funds which are not immediately required for operational purposes should be held on deposit in UK based accounts.

The Finance Committee periodically reviews the deposit account arrangements having regard to the best available market rates of interest, flexibility, accessibility and risk. The latest periodic review has reaffirmed that our existing banking providers are offering very competitive rates.

### **Funding Sources**

The charity's sources of funding during the year included the following.

- Epsom & Ewell Borough Council (EEBC) - funding for our core service
- NHS (Surrey Heartlands CCG); Big Lottery Fund; and The Henry Smith Charity – funding for Mental Health Projects
- EEBC and Rosebery Housing Association – funding for Money Advice Service
- Department for Business, Energy & Industrial Strategy and Money & Pensions Service in partnership with Citizens Advice, and the Community Foundation for Surrey - funding for resources required as a result of COVID-19 pandemic
- Additionally, we received funds from: Surrey County Council as Councillors grants and via Citizens Advice Surrey; Epsom Parochial Charities and Ewell Parochial Trust; Arnold Clark, The Ruxley Foundation and Citizens Advice as part of the national contract with Department of Work & Pensions for their Help to Claim Universal Credit Scheme.

We also raised some funds through donations and various fundraising activities, although the potential for such activities remained severely restricted this year.

We are very grateful to all funders and donors, without whom we would not be able to deliver our service.

## **Statement of Directors' responsibilities**

The Directors (who are also trustees of Epsom and Ewell Citizens Advice Bureau for the purposes of charity law) are responsible for preparing the Trustees' 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 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 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;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements; and
- 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 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.

## **Independent Examiners**

H.G Field & Co who were appointed as our independent examiners on 6 March 2018, resigned at the end of the 2020/21 financial year and Longmeade Consult Ltd were appointed as their replacement for the 2021/22 financial year on 17 May 2022.

Approved by the Board of Trustees on 20 September 2022 and signed on behalf of the Board:



Peter Edwards  
Chair

**EPSOM AND EWELL CITIZENS ADVICE BUREAU  
INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF EPSOM AND EWELL CITIZENS  
ADVICE BUREAU**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2022

**Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Olayinka Tomori ACA DChA**

**Longmeade Consult Ltd  
Regus House  
Victory Way,  
Admiral's Park  
Kent, DA2 6QD**

**20 September 2022**

**Epsom & Ewell Citizens Advice Bureau**  
**Statement of Financial Activities for the year ended 31 March 2022**

**INCOME & EXPENDITURE ACCOUNT**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>					
Donations	2	2,677	-	2,677	638
Charitable activities	3	159,692	171,674	331,366	330,327
Other ( <i>including fundraising</i> )	4	4,959	-	4,959	2,802
<b>Total Income</b>		<b>167,328</b>	<b>171,674</b>	<b>339,002</b>	<b>333,767</b>
<b>Expenditure on:</b>					
Raising funds	5	8,150	-	8,150	5,073
Charitable activities	5	146,596	183,487	330,083	307,051
<b>Total Expenditure</b>		<b>154,746</b>	<b>183,487</b>	<b>338,233</b>	<b>312,124</b>
<b>Net income/(expenditure) for the year</b>		12,582	(11,813)	769	21,643
Transfer between funds	13	(8,485)	8,485	-	-
<b>Net movement in funds</b>		4,097	(3,328)	769	21,643
<b>Reconciliation of funds:</b>					
Balances brought forward 2021	13	111,360	8,516	119,876	98,233
<b>Balances carried forward 2022</b>	13	<b>115,457</b>	<b>5,188</b>	<b>120,645</b>	<b>119,876</b>

There are no recognised gains or losses in the above two financial years other than those included in the Statement of Financial Activities. All activities derive from continuing operations.

The notes on pages 9 to 19 form part of these financial statements.

Full comparative figures for the year ended 31 March 2021 are shown in note 14.

**Epsom & Ewell Citizens Advice Bureau**  
**Balance Sheet as at 31 March 2022**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
<b>Tangible Fixed Assets</b>					
Computer Equipment	8	-	-	-	-
<b>Current Assets</b>					
Debtors	9	2,719	3,843	6,562	1,435
Cash at bank and in hand		184,919	22,604	207,523	178,292
		<b>187,638</b>	<b>26,447</b>	<b>214,085</b>	<b>179,727</b>
Creditors – amounts falling due within one year	10	(72,181)	(21,259)	(93,440)	(59,851)
<b>Net Current Assets</b>		<b>115,457</b>	<b>5,188</b>	<b>120,645</b>	<b>119,876</b>
<b>Net Assets</b>		<b>115,457</b>	<b>5,188</b>	<b>120,645</b>	<b>119,876</b>

Represented by:

**Funds of the Charity**

General Funds	13	112,542	-	112,542	111,360
Designated Funds	13	2,915	-	2,915	-
Restricted Funds	13	-	5,188	5,188	8,516
		<b>115,457</b>	<b>5,188</b>	<b>120,645</b>	<b>119,876</b>

Company Number 04079521

For the year ended 31<sup>st</sup> March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.


The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for

- complying with the requirements of Sections 386 & 387 of the Companies Act 2006 with respect to accounting records and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 & 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 SORP

The financial statements on pages 7 to 19 were approved by the Board of trustees and authorised for issue on 20 September 2022 and are signed on its behalf by:

  
Peter Edwards, Chair  
Trustee

  
Patrick O'Driscoll, Treasurer  
Trustee



**Epsom & Ewell Citizens Advice Bureau**  
**Notes to the financial statements for the year ended 31 March 2022**

**Accounting policies**

**Basis of preparation**

Epsom and Ewell Citizens Advice Bureau (also known as Citizens Advice Epsom & Ewell) is a charity limited by guarantee in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 20 of this Report and Accounts.

The nature of the charity's operations and principal activities are in providing advice and counselling to the general public. 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) (Second Edition issued in January 2019), (the Charities SORP (FRS102), 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 Practice.

Our financial position has been thoroughly reviewed in the light of the impact of the COVID-19 Pandemic, including forecasting income, expenditure and cashflow and access to available unrestricted funds. We have confirmed funding from all of our key partners for the 2022/23 financial year. The Trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern for a period in excess of 12 months from the approval date of these accounts.

The financial statements are prepared under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

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.

**Income**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

No amount is included in the financial statements for volunteer time in line with FRS 102.

Voluntary income by way of grants, donations and gifts is included in full in the Statement of Financial Activities when receivable and when the amounts are known with certainty and are measurable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charitable company, are recognised when it becomes unconditionally entitled to the grant.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

Grants, where related to performance and specific deliverables, are accounted for as the charitable company earns the right to consideration by its performance. Where income is received in advance of performance it is treated as deferred income and included within creditors.

## **Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charitable company and include independent examiner fees and costs linked to the strategic management of the charitable company.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity comprise both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## **Fund accounting**

### Restricted funds

Restricted funds represent grants and donations received which are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal. The aim and use of each restricted fund is set out in the notes to the financial statements.

### Unrestricted funds

Unrestricted funds represent funds that are expendable at the discretion of the trustees in the furtherance of the objects of the charitable company. Such funds may be held in order to finance both working capital and capital investment.

Designated funds are those funds which are unrestricted in nature but which have been designated by the trustees to be used in a particular manner.

## **Tangible fixed assets**

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended. Fixed assets are capitalised if their value is over £2,000.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful.

## **Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

## **Recognition of liabilities**

Liabilities are recognised when an obligation arises to transfer economic benefits as a result of past transactions or events.

### Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in for that service.

A pension scheme for employees is operated on a defined contributions basis. Contributions are expensed as they become payable.

### VAT

Expenditure included in the accounts includes VAT as the bureau does not recover VAT. Irrecoverable VAT is included within the relevant costs in the Statement of Financial Activities.

### Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

### Leases

Rentals payable and receivable under operating leases are charged to the SOFA on a straight line basis over the period of the lease. However, there have been no such costs in 2021/22.

### Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

## 2 Donations

	Unrestricted	Restricted	Total 2022	Total 2021
	£	£	£	£
<b>Voluntary income</b>				
Citizens Advice Surrey	1,158	-	1,158	-
Other donations (including gift aid)	1,519	-	1,519	638
	2,677	-	2,677	638
<b>2021</b>	638	-	638	

### 3 Charitable Activities

	Unrestricted	Restricted	<b>Total</b> 2022	<b>Total</b> 2021
	£	£	£	£
Epsom & Ewell Borough Council	129,046	13,650	142,696	147,601
Dept for Business, Energy & Industrial Strategy in partnership with Citizens Advice	-	5,937	5,937	12,972
Money & Pensions Service in partnership with Citizens Advice	-	33,587	33,587	18,297
Citizens Advice	26,367	-	26,367	20,300
The Henry Smith Charity	-	27,000	27,000	26,400
NHS Surrey	-	41,000	41,000	41,000
Community Foundation for Surrey	1,865	-	1,865	16,000
Big Lottery Fund	-	3,500	3,500	
- Epsom and Ewell Parochial Trusts	634	-	634	532
Surrey County Council	1,780	-	1,780	225
Contracts & Fees				
Rosebery Housing Association	-	47,000	47,000	47,000
	159,692	171,674	331,366	330,327
<b>2021</b>	166,508	163,819	330,327	

Further information about these grants are provided in the Report of Directors and Trustees.

### 4 Other Income

	Unrestricted	Restricted	<b>Total</b> 2022	<b>Total</b> 2021
	£	£	£	£
Big Lottery Fund	200	-	200	300
Arnold Clark	1,000	-	1,000	-
Ruxley Foundation	500	-	500	-
Surrey County Council	1,572	-	1,572	-
Fundraising and other income	869	-	869	988
Investment income	818	-	818	1,514
<b>Total Other Income</b>	4,959	-	4,959	2,802
<b>2021</b>	2,802	-	2,802	

## 5 Analysis of expenditure

	Generalist Advisory Services (Unrestricted funds)	Specialist Advice and Information (Restricted funds)	2022	2021
	£	£	£	£
<b>Raising funds</b>				
Staff costs	7,749	-	7,749	4,767
Other direct costs	401	-	401	306
<b>Activity total</b>	<b>8,150</b>	<b>-</b>	<b>8,150</b>	<b>5,073</b>
<b>2021</b>	<b>5,073</b>	<b>-</b>	<b>5,073</b>	
<b>Charitable Activities</b>				
Staff costs	63,139	143,092	206,231	184,137
Support costs	83,457	40,395	123,852	122,914
<b>Activity total</b>	<b>146,596</b>	<b>183,487</b>	<b>330,083</b>	<b>307,051</b>
<b>2021</b>	<b>140,716</b>	<b>166,335</b>	<b>307,051</b>	

	Generalist Advisory Services	Specialist Advice and Information	2022	2021
	£	£	£	£
<b>Support Costs</b>				
Governance	896	364	1,260	168
Management	27,883	12,108	39,991	38,702
Office, IT & communications	13,601	10,031	23,632	25,355
Premises	40,772	17,696	58,468	58,468
Other	305	196	501	221
<b>Activity Total</b>	<b>83,457</b>	<b>40,395</b>	<b>123,852</b>	<b>122,914</b>
<b>2021</b>	<b>89,594</b>	<b>33,320</b>	<b>122,914</b>	

The basis of allocation of support costs is hours contributed by staff and volunteers.

## 6 Governance costs

These are costs associated with the governance of the charity and include an independent examination cost of £960 (2021: £120).

## 7 Information regarding Trustees, Directors and Employees

	2022	2021
	£	£
Wages and salaries	222,902	197,874
Social security costs	11,773	11,555
Pension costs	6,330	5,724
	<u>241,005</u>	<u>215,153</u>

The average number of employees, analysed by function was:

	2022	2021
Charitable purposes	10	8
Fundraising & publicity	1	1
Management and administration of charity	2	2
	<u>13</u>	<u>11</u>

No employee received remuneration of more than £60,000 (2021: None).

No Trustee was remunerated for any services (2021: None).

No expenses were claimed by any members of the Trustee Board in the year ended 31 March 2022 (2021: £nil).  
No trustee indemnity insurance was purchased.

£1,788 was paid in the year ended 31 March 2022 (2021: £1,766) for various insurance services, including professional indemnity cover.

The Chief Executive Officer is the key management personnel who received total employment benefits of £38,291 (2021: £37,032)

## 8 Tangible Fixed Assets

	2022 £	2021 £
<b>Cost – Computer Equipment</b>		
At 31 March 2021	4,812	4,812
Additions	-	-
At 31 March 2022	4,812	4,812
<b>Depreciation – Computer Equipment</b>		
At 31 March 2021	4,812	3,206
Charge for the year	-	1,606
At 31 March 2022	4,812	4,812
<b>Net book value – Computer Equipment</b>		
At 31 March 2022	-	-

In the year ended 31 March 2019 the office server was upgraded and resulted in capitalisation of £4,812. In the year ended 31 March 2021 this asset was fully depreciated with a final charge of £1,606.

## 9 Debtors

	Total 2022 £	Total 2021 £
Miscellaneous debtors	4,591	785
Prepayments	1,971	650
	6,562	1,435

## 10 Creditors - amounts falling due within one year

	Total 2022 £	Total 2021 £
Deferred income (grants received in advance)	79,505	53,380
Other creditors including tax and social security	7,066	5,407
Accruals	6,869	1,064
	<u>93,440</u>	<u>59,851</u>
 Movement in deferred income		
<i>Balance brought forward 1 April</i>	53,380	23,425
Citizens Advice partnership funds	(21,595)	24,400
Community Foundation for Surrey	-	4,000
Surrey County Council	51,220	1,555
Henry Smith Foundation	200	300
Big Lottery	(3,700)	(300)
<i>Balance carried forward 31 March</i>	<u>79,505</u>	<u>53,380</u>

## 11 Related party transactions

There were related party transactions with Citizens Advice Surrey for shared services and Citizens Advice HQ in relation to insurance and information services. There have been no other related party transactions.

## 12 Pension Scheme

The charity implemented an auto-enrolment scheme with NEST (a defined contribution occupational pension scheme) with effect from 1 July 2017, in place of Scottish Widows. NEST is backed by the government. The company contributed 3% of pensionable earnings and the employees pay at least 5%.

The pension cost shown in the accounts for the year represents contributions payable by the company and amounted to £6,330 (2021 £5,724). There were no significant contributions payable or outstanding at the year end.



## 13 Movement in funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
<b>Restricted Funds:</b>					
Debt advice	1,627	59,550	(64,330)	3,153	-
Mental Health	-	45,600	(51,096)	5,496	-
Henry Smith MH Outreach	1,942	27,000	(26,074)	-	2,868
Money & Pensions Service	3,831	33,587	(36,089)	-	1,329
BEIS IT Fund	-	5,937	(5,773)	(164)	-
Emergency Fund	1,116	-	(125)	-	991
<b>Total Restricted Funds</b>	<b>8,516</b>	<b>171,674</b>	<b>(183,487)</b>	<b>8,485</b>	<b>5,188</b>
<b>Unrestricted Funds:</b>					
General fund	111,360	167,328	(154,746)	(11,400)	112,542
Designated funds	-	-	-	2,915	2,915
<b>Total Unrestricted funds</b>	<b>111,360</b>	<b>167,328</b>	<b>(154,746)</b>	<b>(8,485)</b>	<b>115,457</b>
<b>Total funds</b>	<b>119,876</b>	<b>339,002</b>	<b>(338,233)</b>	<b>-</b>	<b>120,645</b>

The £8,649 transfers from unrestricted funds into the restricted funds includes notional costs that are not recoverable from the funders or specific project reserves. The £164 transfer related to the balance of spend allocated to this grant being made from unrestricted funds.

### Restricted Funds

Debt Advice: A restricted fund financed by Epsom and Ewell Borough Council and Rosebery Housing Association to support our dedicated money and debt advice team for those in the most difficult of situations.

Mental Health: A restricted fund supported by the NHS and Community Foundation for Surrey to support our project for those with severe and enduring mental health issues.

Henry Smith MH Outreach: A restricted fund financed by The Henry Smith Charity to support our outreach work for those with severe and enduring mental health issues who are being discharged from psychiatric wards.

Money & Pensions Service: A restricted fund financed by the Money & Pensions Service in partnership with Citizens Advice to fund Trainee Debt Advisors to enable us to meet the higher demand for money advice services anticipated due to the COVID-19 pandemic.

BEIS IT Fund: A restricted fund financed by the Department of Business, Energy & Industrial Strategy in partnership with Citizens Advice to provide additional resources to enable the move to remote working during the pandemic.

Emergency Fund: A restricted fund paid for by an anonymous donor to allow the bureau manager to make small provision to people in the Epsom and Ewell area where such funding cannot be obtained by other means.

CFS Covid Fund: A restricted fund financed by Community Foundation for Surrey to support the additional demands on our services during the pandemic.

### Designated Funds

#### Redundancy reserve

This reserve has been designated by the Trustees for the purpose of covering any redundancy and associated costs that may arise due to the end of existing funding streams.

## Comparative Movement in Funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
<b>Restricted Funds:</b>					
Debt advice	8,453	59,550	(66,376)	-	1,627
Mental Health	-	48,100	(49,647)	1,547	-
Henry Smith MH Outreach	-	26,400	(24,458)	-	1,942
Money & Pensions Service	-	18,297	(14,466)	-	3,831
BEIS IT Fund	-	6,472	(6,472)	-	-
CFS Covid Fund	-	5,000	(4,866)	(134)	-
Emergency Fund	1,166	-	(50)	-	1,116
Total Restricted Funds	<u>9,619</u>	<u>163,819</u>	<u>(166,335)</u>	<u>1,413</u>	<u>8,516</u>
<b>Unrestricted Funds:</b>					
General fund	<u>88,614</u>	<u>169,948</u>	<u>(145,789)</u>	<u>(1,413)</u>	<u>111,360</u>
Total Unrestricted funds	<u>88,614</u>	<u>169,948</u>	<u>(145,789)</u>	<u>(1,413)</u>	<u>111,360</u>
Total funds	<u>98,233</u>	<u>333,767</u>	<u>(312,124)</u>	<u>-</u>	<u>119,876</u>

The £1,547 transfer from unrestricted funds into the restricted funds includes notional costs that are not recoverable from the funders or specific project reserves. The £134 transfer related to spend allocated to this grant made in 2019/20 from unrestricted funds.

## 14 Comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	Total funds 2021 £
<b>Income from:</b>			
Donations and legacies	638	-	638
Charitable activities	166,508	163,819	330,327
Other ( <i>including fundraising</i> )	2,802	-	2,802
<b>Total Income</b>	<b>169,948</b>	<b>163,819</b>	<b>333,767</b>
<b>Expenditure on:</b>			
Raising funds	5,073	-	5,073
Charitable activities	140,716	166,335	307,051
<b>Total Expenditure</b>	<b>145,789</b>	<b>166,335</b>	<b>312,124</b>
<b>Net income/expenditure for the year</b>	24,159	(2,516)	21,643
Transfer between funds	(1,413)	1,413	-
<b>Net movement in funds</b>	22,746	(1,103)	21,643
<b>Reconciliation of funds:</b>			
Balances brought forward 2020	88,614	9,619	98,233
<b>Balances carried forward 2021</b>	<b>111,360</b>	<b>8,516</b>	<b>119,876</b>

There were no recognised gains or losses in the above two financial years other than those included in the Statement of Financial Activities. All activities derived from continuing operations.

## Charity Information: Legal & Administrative Details

### Trustees:

Trustee	Role	Resigned	Appointed
Peter Edwards	Chair		
Yvette Ball			8 August 2022
George Bell			
Alison Cribbs	Vice-Chair	21 September 2021	
Ian Davison			
Bernie Watson			
Shaun Jones			
Alexis Marz		8 March 2022	
Patrick O'Driscoll	Treasurer		
Hony Premial		8 March 2022	
Fiona Taylor			14 May 2022
Hardik Trivedi			8 August 2022
Andrew Heffernan			14 May 2022

**Chief Executive Officer:** Lisa Davis

**Charity Registration Number:** 1085779

**Company Registration Number:** 4079521

**Financial Conduct Authority Reference Number:** 617607

**Company Secretary:** Peter Edwards

**Principal Office:**

The Old Town Hall,  
The Parade, Epsom, Surrey,  
KT18 5AG

**Bankers:**

Charities Aid Foundation

**Independent Examiner:**

Olayinka Tomori ACA DChA for  
Longmeade Consult Ltd