

CITIZENS ADVICE THANET
(A COMPANY LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS AND TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2022

Charity Number 1086799

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**TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees have pleasure in presenting their report and the unaudited financial statements for the year ended 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006 relating to small companies, 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).

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Registration Number
1086799

Company Registration Number
04176324

Registered Office

Mill Lane House
Mill Lane
Margate
Kent
CT9 1LB

Trustees/Directors

Dr Geoff Lindley	Chairman - to Jan 2022
Mr Simon Farrer	Treasurer
Mrs Margaret Fairweather	
Mrs Rebecca Kirkpatrick	
Mrs Danielle Barnes	Chair - from Jan 2022
Mr Gerald Dineley	(resigned 1.4.22)
Mr John Quinlan	(resigned 29.4.21)
Mr Andrew Wallis	
Miss K Kundu	(resigned 5.8.21)

Co-Opted Local Authority Representatives

Cllr Heather Keen
Cllr Aram Rawf

Chief Officer and company secretary

Mrs Jan Stewart	(resigned 31.8.21)
Mrs Angela Drew-Robinson	(appointed 1.11.21)

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner

Mr S J Wren FCCA
Accountancy Matters (Kent) Limited
The Marlowe Innovation Centre
Marlowe Way
Ramsgate
Kent
CT12 6FA

**TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT**Governing document**

Citizens Advice Thanet is a registered charity and a company limited by guarantee incorporated on 9 March 2001. It was established under a memorandum of association and is governed by its articles of association.

Recruitment and appointment of trustee directors

Trustees Board vacancies are advertised on the national Citizens Advice website and other appropriate media. Applicants for vacancies will be selected by a short listing and interview process which will be based on a published job description and person specification. This process will be carried out by a small group of Trustees especially appointed for this purpose. The Charity aims to have a balanced makeup which reflects the community the Service serves.

Organisational structure

Citizens Advice Thanet is governed by a Board of Trustees who meet at least quarterly. Day to day running of the Charity is supervised by the Chief Officer who reports to the Trustees on a quarterly basis. The Trustees and the Chief Executive are the Key Management Personnel as defined by the Charities SORP FRS102.

Related parties

Citizens Advice Thanet has membership of the national body now called Citizens Advice, which provides a framework for the standards of advice and casework managements as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board in order to fulfil its charitable objects and comply with the national membership requirements.

Risk assessment

The Charity has adopted a policy of regularly reviewing the risks to the operations of the Charity, to ensure that adequate steps are taken to mitigate such risks.

OBJECTIVES AND ACTIVITIES**Objectives**

To deliver the Citizens Advice Service to the people of Thanet, ensuring as far as possible that we provide the advice people need for the problems they face and improve the policies and practices that effect peoples' lives. We will endeavour to provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities, whilst valuing diversity, promoting equality and challenging discrimination.

Activities and achievements, performance and factors affecting achievement of objectives

Another challenging year at Citizens Advice Thanet due to ongoing Pandemic. We were able to keep operating via phone, email and webchat during the lockdown period.

Our previous Chief Officer worked hard to put precautions in place to enable a slow opening up of the service as safely as possible. This enabled the most vulnerable to be seen face to face. Initially this was in our Margate Office, followed by our Ramsgate Office. Thanks to the volunteers and staff who were prepared to brave the unknown, physically prepared to come into the office to start seeing clients on an appointment only basis.

August to November, 2021, saw our most challenging period. Staff resignations and redundancies, including our Chief Officer and Service Manager. Many of our Volunteer advisers also left leading up to this time. The Pandemic had a strong effect.

A strategic Consultant was swiftly put in place to guide Citizens Advice Thanet through this period. A temporary CEO and management team were put in place. This ensured the continuation of delivery of service.

**TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

Activities and achievements, performance and factors affecting achievement of objectives

A new part-time Chief Officer was appointed beginning of November 2021. Followed by a new Service Co-ordinator in December. We are pleased to say with the new management team, we are now heading in an upward direction. Some of the volunteers that had previously left the service came back and new trainee volunteer advisers have been recruited.

A strategic Consultant was swiftly put in place to guide Citizens Advice Thanet through this period. A temporary CEO and management team were put in place. This ensured the continuation of delivery of service.

New affordable premises in Margate were secured. The move took place in November. There was a period of disruption while alterations were made to make the new office a suitable space. Fortunately, during this period we managed to continue seeing clients.

Our Ageless Thanet Funding ended 31 December 2021. A very successful project that ran for over 6 years.

Funding continued from Thanet District Council, Ramsgate Town Council, Help to Claim and MaPs. Towards the end of the year, we took on our first Kickstart employee, funded by the DWP for young unemployed people

During this period of decline and rebuild we managed to carry on with our purpose of advising the local community. Thanks especially owed to an amazing group of volunteers willing to continue in difficult circumstances.

Welfare Benefits, housing and debt were the main issues identified.

FINANCIAL REVIEW**Financial position**

The total income for the year was £302,990 a reduction from the previous year's income of £405,615. The reduction in funding is due to projects coming to an end. Thanet District Council Continue to be a valued supporter of the work of Thanet Citizens Advice. Their funding agreement provides for the core services with additional funding provided for specific projects. Other significant funders during the year were Ramsgate Town Council, Cit A (funding for several projects) and Social Enterprise Kent CIC (Ageless Thanet).

Disruption to the service continued due to the Covid -19 pandemic that required changes in the way the service operated and total resources expended were £253,061.

Total funds held at the end of the financial year, 31 March 2022, were £178,470. This is made up of restricted funds of £26,845, designated funds of £60,486 (fixed assets of £20,486 and charity closure costs of £40,000) and unrestricted funds of £91,139.

The budget set for 2022/23, forecasts an in year deficit. It is expected that further funding will be obtained during the year leading to a reduction in the deficit and any remaining deficit will be taken from reserves.

Reserves Policy and going concern

Citizens Advice Thanet operates on grant and project funding. Funding for core services is provided through grants by Thanet District Council. The Council has agreed to a new 3 year agreement commencing from April 2022.

The Directors consider that Citizens Advice Thanet is able to operate as a going concern over the next twelve months and to run its core services and projects that fit with the charitable objects.

The reserves policy has been prepared with reference to the Charity Commission's publication 'Charities and Reserves'. CC19, 2016.

**TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

Reserves Policy and going concern - cont'd

The trustees believe that Citizens Advice Thanet should hold financial reserves in order to ensure that the charity can continue to operate and meet the needs of clients in the event of unforeseen and difficult financial circumstances.

In determining the level of reserves consideration will be given to:

- a) The risk of unforeseen emergency or other unexpected need for funds.
- b) Covering unforeseen day-to-day operational costs.
- c) Funds to provide time for trustees to take action if income falls below expectation.
- d) Planned commitments, or designations, that cannot be met by future income alone.
- e) The need to fund short-term deficits in a cash budget.

The trustees consider that an unrestricted reserve of between 3 and 6 months unrestricted expenditure is sufficient to meet the above requirements. Reserves have increased during the year under review, but these are budgeted to fall in the current year due to an expected in year deficit.

The trustees have two designated funds. One designated fund is in respect of the net book value of fixed assets which although form part of general funds, they cannot be utilised for future expenditure. The second designated fund is to cover the costs of closure of the charity should it be considered that is no longer a going concern. This would enable the charity to meet its financial commitments on closure.

Investment policy and activities

The current policy is to keep reserves in an interest-bearing account and for sufficient funds to be available should they be required in an emergency.

PLANNING OUR FUTURE AND THE TASKS AHEAD

To complete office renovations in Margate, still some work needed to make a comfortable working environment.

Our Ramsgate Office continues to be provided by Ramsgate Town Council.

Our main challenge is to recruit, train and retain more Volunteer Advisers. The first aim is to regain previous numbers. When we have sufficient Volunteers, to restart a 'Drop in Service' at both our Ramsgate and Margate Offices.

We recognise that the Pandemic led to other channels of communication for advice, these have made our service more accessible and will continue.

Thanet District Council and Ramsgate Town Council funding have continued, this has helped us to maintain our Core Service.

Due to the resignation of our Debt Caseworker, our Money Advice Service is being provided by another Local Citizens Advice, in order that we can keep the service open for the people of Thanet until we can retrain our own advisers to take on this role.

To grow the service, seek further funding for project work and paid advisers.

PUBLIC BENEFIT

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act 2006 to have due regard to the Charity Commission public benefit guidance.

Signed on behalf of the Board of Trustees by :

CITIZENS ADVICE THANET

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 6 to 16.

Responsibilities and basis of report

As the charity's trustees of the 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 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 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 Association of Chartered Certified Accountants, 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 386 of the 2006 Act other than any requirements 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 the 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.

S J Wren FCCA
Accountancy Matters (Kent) Limited
Chartered Certified Accountants
The Marlowe Innovation Centre
Marlowe Way
Ramsgate
Kent CT12 6FA

Date : 9 December 2022

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds	Restricted funds	Total funds 2022	Total funds 2021
		£	£	£	£
INCOME					
Donations and grants	2	7,654	34,885	42,539	30,345
Charitable activities	3	107,200	153,251	260,451	375,270
Investment income	4	-	-	-	-
Fundraising income		-	-	-	-
TOTAL INCOME		114,854	188,136	302,990	405,615
EXPENDITURE					
Cost of raising funds	5	5,961	-	5,961	5,671
Charitable activities	5	137,094	110,006	247,100	339,012
TOTAL EXPENDITURE		143,055	110,006	253,061	344,683
NET (EXPENDITURE)/INCOME FOR THE YEAR BEFORE TRANSFERS	6	(28,201)	78,130	49,929	60,932
Transfers between funds	12	63,514	(63,514)	-	-
NET MOVEMENT IN FUNDS FOR THE YEAR		35,313	14,616	49,929	60,932
Balance as at 1 April 2021		116,312	12,229	128,541	67,609
BALANCE AT 31 MARCH 2022		151,625	26,845	178,470	128,541

**BALANCE SHEET
AS AT 31 MARCH 2022**

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	8	20,486	2,968
CURRENT ASSETS			
Debtors and prepayments	9	4,792	13,529
Cash at bank and in hand		<u>160,204</u>	<u>153,166</u>
		164,996	166,695
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	10	<u>7,012</u>	<u>41,122</u>
		157,984	125,573
NET ASSETS	11	<u><u>178,470</u></u>	<u><u>128,541</u></u>
Represented by:			
FUNDS OF THE CHARITY			
Unrestricted general fund	12	91,139	23,344
Designated funds	12	60,486	92,968
Restricted funds	12	<u>26,845</u>	<u>12,229</u>
TOTAL FUNDS		<u><u>178,470</u></u>	<u><u>128,541</u></u>

For the financial year ended 31 March 2022 the company was entitled to exemption from audit under s.477 Companies Act 2006 and no members have deposited a notice under s.476 requiring an audit.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s.386 of the Act for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Charities SORP FRS 102.

Approved and signed for issue by the trustees on 1 November 2022.

Danielle Barnes - Chairman

Simon Farrer - Treasurer

Company registration number - 04176324

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1 ACCOUNTING POLICIES**a) Basis of accounting**

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 the 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.

Citizens Advice Thanet meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Preparation of the accounts on a going concern basis

Citizens Advice Thanet operates on grant and project funding. Funding for core services is currently funded through grants by Thanet District Council. A 3-year funding agreement was put in place from April 2019 and a new 3-year funding agreement put in place from April 2022. The services premises at Mill Lane, Margate are leased and funded through the services grant and project funding. Due to reductions in overall funding the service moved during 2022/22 within Mill Lane to smaller, less costly premises.

The Directors consider that Citizens Advice Thanet is able to operate as a going concern for at least the twelve months from the date these accounts are formally approved. With the new funding agreement with Thanet District Council and sufficient reserves in place the service can continue to operate.

c) Income

Grants receivable - grants made to finance the activities of the Charity are credited to the statement of financial activities (SOFA) accounting in the period to which they relate.

Bank interest - bank interest is included in the income and expenditure account on receipt.

Other income - other income, including donations and gifts are included as they were received.

Gifts and intangible income - in addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements. However, its value to the charity has been estimated and disclosed in the trustees' report.

Deferred income - grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected within deferred income on the balance sheet.

d) Expenditure

All expenditure is accounted for on an accruals basis and includes VAT where applicable. All expenditure directly related to the provision of the advisory services is included within the charitable expenditure. Other costs incurred have been allocated between activities for generating funds and governance as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time spent.

e) Leases

Rental costs are charged to the Statement of Financial Activities as incurred.

f) Significant judgements and estimates

No significant judgements or estimates have had to be made by the Trustees in preparing these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1 ACCOUNTING POLICIES

g) Depreciation of fixed assets

Tangible fixed assets costing more than £1,000 are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows :

Leasehold improvements	Over the term of the lease
Computers, software and equipment	33% straight line
Furniture and equipment	25% straight line

h) Fund accounting

Unrestricted funds are grants, donations and other incoming resources receivable by the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds relates to income to be used for specific purposes as laid down by the donor.

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
2 DONATIONS AND GRANTS				
Cit A - Broadband	-	-	-	500
Cit A - Computers	-	-	-	3,270
Cit A - Softphones	750	-	750	1,300
Cit A - CPD	378	-	378	-
Broadstairs Town Council	-	-	-	1,000
Thanet District Council - Relocation	-	30,000	30,000	-
Thanet District Council - Small Business Grant	-	-	-	10,000
Thanet District Council - Covid 19	-	-	-	9,000
Kent Community Foundation	-	4,885	4,885	-
DWP - Kickstart Scheme	1,526	-	1,526	-
Donations	5,000	-	5,000	5,275
	<u>7,654</u>	<u>34,885</u>	<u>42,539</u>	<u>30,345</u>
3 INCOME FROM CHARITABLE ACTIVITIES				
Thanet District Council	94,000	-	94,000	121,000
Ramsgate Town Council	10,000	-	10,000	20,000
We Are Digital Training Limited	-	-	-	(1,995)
Cit A - Single Queue	-	10,000	10,000	-
Cit A - Money Advice Service	-	49,063	49,063	53,169
Cit A - DRO's	-	-	-	87
Cit A - Help to Claim	-	60,378	60,378	55,203
Cit A - HMPT	-	-	-	10,000
Thanet District Council - Rough Sleeper Navigators	-	-	-	26,752
Thanet District Council - Covid Winter Grant	3,200	-	3,200	11,800
Southern Water	-	-	-	386
Citizens Advice Maidstone - Room hire	-	-	-	5,000
Social Enterprise Kent CIC - Ageless Thanet	-	33,810	33,810	73,868
	<u>107,200</u>	<u>153,251</u>	<u>260,451</u>	<u>375,270</u>
4 INVESTMENT INCOME				
Bank interest receivable	-	-	-	-

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

5 EXPENDITURE	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Costs of raising funds :				
Wages and salaries	5,961	-	5,961	5,671
Fundraising costs	-	-	-	-
	<u>5,961</u>	<u>-</u>	<u>5,961</u>	<u>5,671</u>
Charitable activities				
Wages and salaries	35,011	79,552	114,563	212,798
Subcontract labour	4,939	5,860	10,799	2,123
Travel and other staff and volunteer costs	1,936	-	1,936	2,117
Consultancy	-	4,050	4,050	2,850
Rent and room hire	24,082	-	24,082	29,714
Relocation costs	-	1,376	1,376	-
Light, heat and water	3,062	-	3,062	3,086
Property repairs and maintenance	2,848	-	2,848	3,730
Computer costs and IT support	2,093	-	2,093	714
Office equipment repairs	481	-	481	108
Insurance	5,380	-	5,380	6,669
Telephone	6,139	-	6,139	8,168
Publicity	126	-	126	-
Printing post and stationery	4,280	-	4,280	4,983
Training	290	285	575	265
CAB subscription costs	5,773	-	5,773	5,999
Books and publications	789	508	1,297	868
Sundries	96	-	96	79
Depreciation	5,630	-	5,630	6,617
Loss on disposal of fixed assets	-	-	-	-
Support costs				
Wages and salaries	24,285	18,375	42,660	38,793
Accountancy fees	1,476	-	1,476	1,464
Payroll costs	1,176	-	1,176	1,139
Governance costs				
Wages and salaries	5,667	-	5,667	5,193
Board and AGM meeting expenses	-	-	-	-
Legal and professional	35	-	35	35
Independent Examiner's fee	1,500	-	1,500	1,500
	<u>137,094</u>	<u>110,006</u>	<u>247,100</u>	<u>339,012</u>
Total expenditure	<u>143,055</u>	<u>110,006</u>	<u>253,061</u>	<u>344,683</u>
6 NET INCOME			2022	2021
			£	£
This is stated after charging:				
Depreciation			5,630	-
Loss on disposal of fixed assets			-	-
Independent Examiner's remuneration : Management accounts			1,476	1,464
Payroll fees			1,176	984
Independent Examiners' fee			1,500	1,500

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

7 INFORMATION REGARDING EMPLOYEES

	2022	2021
	£	£
Wages and salaries	150,746	230,399
Social security costs	12,099	18,120
Pension contributions	2,855	3,677
Redundancy costs	7,151	14,259
Employment Allowance	(4,000)	(4,000)
	<u>168,851</u>	<u>262,455</u>

The average monthly head count was 7 staff (2021 - 11 staff).

The average number of employees based on full time equivalents analysed by function was:

	2022	2021
	Number	Number
Advisory services	5	9
Management and administration	<u>1</u>	<u>1</u>
	<u>6</u>	<u>10</u>

No employee received remuneration of more than £60,000 during the year or the preceding year.

No trustees received remuneration or were reimbursed expenses (2021 - £Nil) in their capacity as a trustee, but please refer to Note 17 regarding payments to a trustee for other services provided.

The total employee benefits (including employers national insurance) of the key management personnel of the charity were £23,844 (2021 - £22,685)

8 FIXED ASSETS

	Leasehold Imp'ments	Computer Equipment	Fixtures & fittings	Total
	£	£		£
Cost				
As at 1 April 2021	56,494	58,042	13,070	127,606
Additions	18,875	-	4,273	23,148
Disposals	<u>(20,400)</u>	<u>(834)</u>	<u>(1,908)</u>	<u>(23,142)</u>
As at 31 March 2022	<u>54,969</u>	<u>57,208</u>	<u>15,435</u>	<u>127,612</u>
Depreciation				
As at 1 April 2021	56,494	55,074	13,070	124,638
Charge for the year	2,622	1,940	1,068	5,630
Disposals	<u>(20,400)</u>	<u>(834)</u>	<u>(1,908)</u>	<u>(23,142)</u>
As at 31 March 2022	<u>38,716</u>	<u>56,180</u>	<u>12,230</u>	<u>107,126</u>
Net book value				
As at 31 March 2022	<u>16,253</u>	<u>1,028</u>	<u>3,205</u>	<u>20,486</u>
As at 31 March 2021	<u>-</u>	<u>2,968</u>	<u>-</u>	<u>2,968</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

9 DEBTORS	2022 £	2021 £		
Other debtors	-	-		
Prepayments	4,098	9,374		
Accrued income	694	4,155		
	4,792	13,529		
10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2022 £	2021 £		
Trade creditors	1,300	1,300		
Other creditors	462	15,938		
Taxation and social security	2,618	7,811		
Accruals	2,132	2,873		
Deferred income	500	13,200		
	7,012	41,122		
11 ANALYSIS OF NET ASSETS BETWEEN FUND				
	General funds £	Designated funds £	Restricted funds £	Total £
Fixed assets	20,486	-	-	20,486
Current assets	77,665	60,486	26,845	164,996
Current liabilities	(7,012)	-	-	(7,012)
Net assets as at 31 March 2022	91,139	60,486	26,845	178,470
ANALYSIS OF NET ASSETS BETWEEN FUND - PREVIOUS YEAR				
	General funds £	Designated funds £	Restricted funds £	Total £
Fixed assets	2,968	-	-	2,968
Current assets	61,498	92,968	12,229	166,695
Current liabilities	(41,122)	-	-	(41,122)
Net assets as at 31 March 2021	23,344	92,968	12,229	128,541

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

12 MOVEMENT IN FUNDS	As at 1 04 2021 £	Income £	Expenditure £	Transfers £	As at 31 03 2022 £
Restricted funds					
Money Advice Service	-	49,063	(42,795)	(6,268)	-
TDC - Relocation	-	30,000	(1,376)	(23,148)	5,476
Cit A - Help to Claim	39	60,378	(38,283)	(10,650)	11,484
Ageless Thanet	12,190	33,810	(27,552)	(18,448)	-
Kent Community Foundation	-	4,885	-	-	4,885
Cit A - Single Queue	-	10,000	-	(5,000)	5,000
Total restricted funds	12,229	188,136	(110,006)	(63,514)	26,845
Designated funds					
Fixed assets	2,968	-	-	17,518	20,486
Relocation	50,000	-	-	(50,000)	-
Charity closure	40,000	-	-	-	40,000
Total designated funds	92,968	-	-	(32,482)	60,486
Unrestricted general funds	23,344	114,854	(143,055)	95,996	91,139
Total funds	128,541	302,990	(253,061)	-	178,470

RESTRICTED FUNDS

Money Advice Service

This contract is to provide second tier money advice support to the people of Thanet, which will assist in all debt casework, including Bankruptcy, Insolvency and Debt Relief Orders (DRO's). The contract terminated earlier, due to resignation of the Debt Caseworker on 23 February, 2022. From the 1 March 2022, NW Kent Citizens Advice took over the contract to provide Debt Casework for the people of Thanet until the contract ends in January, 2023. The transfer to unrestricted funds represents a contribution towards the charity's office costs.

Thanet District Council - Relocation

£30,000 was awarded for the move and relocation costs. The new smaller office required a complete refit to make it 'fit for purpose'. Further remaining money to be spent in 2022/23 on completing other works, such as reflective window films to lessen effects of office overheating plus other works to make the office a comfortable environment to work and see clients in. Completing IT works due to removal of IT to a new location. The transfer to unrestricted funds represents capital expenditure which has been shown within leasehold improvements and fixtures and fittings.

Cit A - Help to Claim

Funding was received from the DWP (via Cit A) to assist clients on their journey to claim Universal Credit, including technical support to complete their claim on line and assist them through the process until they receive their first payment. The transfer to unrestricted funds represents a contribution towards the charity's office costs.

Ageless Thanet

Citizens Advice was leading on the Planning for Later Life stream up until the end of December, 2021. Initially a 5 year National Lottery funded project, starting in June 2015, it's success resulted in a further 18 months of funding. The transfer to unrestricted funds represents a contribution towards the charity's office costs.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

RESTRICTED FUNDS - cont'd

Kent Community Foundation - staff training

Kent Strategic Recovery Fund for 1:1 support training of Citizens Advice Thanet Staff. To be paid directly to Social Enterprise Kent, as allocated trainer for upskilling new Chief Officer and Service Co-ordinator in matters of 'Good Grant Applications', Leadership, Management and Finance to assist with rebuild of Citizens Advice Thanet.

Cit A - Single Queue

Money allocated from Cit A to build up Adviceline. We were able to repurpose the money to extend beyond of the end of the financial year to cover the costs of employing the Service Co-ordinator an extra day a week to focus on the rebuild of the service. The transfer to unrestricted funds represents wage costs and office costs for the period from January 2022 to March 2022.

DESIGNATED FUNDS

Fixed assets

A fund created by the Trustees and represents the net book value of the charity's fixed assets at the balance sheet date. The fund was created due to the increase in fixed assets and although they are within general funds the value of the assets cannot be utilised for future expenditure.

Relocation

The Trustees had created a designated fund in respect of costs associated with the relocation of the Margate Office. However, costs were lower than expected and these were funded by Thanet District Council, and therefore the balance of this designated fund has been transferred to unrestricted general funds.

Charity closure

A fund created by the Trustees and represents the estimated costs of the charity having to close due to a lack of funding.

MOVEMENT IN FUNDS - PREVIOUS YEAR

	As at 1 04 2020 £	Income	Expenditure	Transfers	As at 31 03 2021 £
		£	£	£	
Restricted funds					
Money Advice Service	-	53,169	(47,428)	(5,741)	-
Rough Sleeper Navigators	3,907	26,752	(24,681)	(5,978)	-
Cit A - Help to Claim	-	55,203	(47,463)	(7,701)	39
Ageless Thanet	9,396	73,868	(59,160)	(11,914)	12,190
Cit A - Computers	-	3,270		(3,270)	-
Total restricted funds	13,303	212,262	(178,732)	(34,604)	12,229
Designated funds					
Fixed assets	6,498	-	-	(3,530)	2,968
Relocation	-	-	-	50,000	50,000
Charity closure	40,000	-	-	-	40,000
Total designated funds	46,498	-	-	46,470	92,968
Unrestricted general funds	7,808	193,353	(165,951)	(11,866)	23,344
Total funds	67,609	405,615	(344,683)	-	128,541

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

RESTRICTED FUNDS - PREVIOUS YEAR

Money Advice Service

This contract is to provide second tier money advice support to the people of Thanet, which will assist in all debt casework, including Bankruptcy, Insolvency and Debt Relief Orders (DRO's). The end date of this contract is 31 March 2021. The transfer from unrestricted funds represents a small overspend on the service. funds represents a contribution towards rent and other accommodation costs.

Rough Sleeper Navigators

Funding has been received from Thanet District Council to provide support to homeless people who are being housed to help them with behavioural change to adapt to a new life. This project is now in its second year.

Cit A - Help to Claim

Funding has been received from the DWP (via Cit A) to assist clients on their journey to claim Universal Credit, including technical support to complete their claim on line and assist them through the process until they receive their first full payment. The transfer from unrestricted funds represents a small overspend on the service.

Ageless Thanet

Citizens Advice is leading on the Planning for Later Life stream of this 5 year Big Lottery funded project. Social Enterprise Kent CIC are the lead partners. It began in April 2015..

Cit A - Computers

This Grant was awarded by Citizens Advice to be used for computers for home working caused by the Covid Pandemic, all of the grant was spent on acquiring 8 Laptops that have been used by volunteers. The transfer to unrestricted funds represent the cost of the laptops which are shown as fixed assets on the balance sheet.

DESIGNATED FUNDS - PREVIOUS YEAR

Fixed assets

A fund created by the Trustees and represents the net book value of the charity's fixed assets at the balance sheet date. The fund was created due to the increase in fixed assets and although they are within general funds the value of the assets cannot be utilised for future expenditure.

Charity closure

A fund created by the Trustees and represents the estimated costs of the charity having to close due to a lack of funding.

13 FINANCIAL COMMITMENTS

At 31 March 2022 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
within one year	9,903	23,436
within two to five years	5,367	703
after five years	-	-
	<hr/>	<hr/>

14 OTHER FINANCIAL COMMITMENTS

During the year the charity moved its offices in Margate and incurred expenditure of £18,875 which has been shown as Leasehold Improvements on the balance sheet and depreciated over the lease term. When the charity vacates the property it will be required to put the office back to their original state. The cost of this work cannot be accurately quantified and therefore has not been recognised as a commitment on the balance sheet.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

15 MEMBERS LIABILITY

The company is a company limited by guarantee. Every member of the Charity undertakes to contribute such amount as may be required, not exceeding £1, to the Charity's assets if it should be wound up while they are a member or within one year after they ceased to be a member, for the costs of winding up and for the adjustment of the rights of persons who have contributed to the Charity's assets.

16 CORPORATION TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

17 RELATED PARTY TRANSACTIONS

The MAS debt advice project requires a specialist Technical Supervisor. This is a role that requires a few hours each month from a suitably qualified debt adviser, which is a role that is not easily filled. The Technical Supervision work for Citizens Advice Thanet is carried out by Kani Kandu. When appointed as a Trustee Kani Kandu continued as Technical Supervisor. The Trustees were in the process of seeking to amend the Articles to allow the payment of Trustees as a consultant, where this is appropriate. Kani Kandu resigned as a Trustee before the change in the Articles could be made. Payments totalling £4,050 (2021 - £2,250) were paid to Kani Kandu during the year.

The charity did not undertake any other transactions with related parties that require disclosure.