

REGISTERED COMPANY NUMBER: 04259550 (England and Wales)
REGISTERED CHARITY NUMBER: 1088651

**Report of the Trustees and
Financial Statements
for the Year Ended 31st March 2021
for
KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Riley & Co Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW**

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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for the Year Ended 31st March 2021**

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**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

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

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation were amended with the permission of the Charity Commission on 21 January 2009.

These are:

"to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Kirklees and surrounding areas."

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

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

OBJECTIVES AND ACTIVITIES

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set. Our main beneficiaries are people living in Kirklees who are experiencing poverty, deprivation, social exclusion, disability and ill-health. The services we deliver online, by telephone and face to face are designed to provide information and advice to enable beneficiaries to understand their rights and entitlements and to provide practical support to enable them to access and enforce those rights and entitlements. The majority of our work relates to social welfare law and, in particular, welfare benefits and debt. Our services also provide direct connections to other advice and support services delivered by our partner statutory and voluntary sector agencies where these provide more appropriate assistance.

Success is measured by:

- Overall, the organisation has assisted 33,000 people during 2020-21. This is around two thirds the number assisted in the previous year and reflects the impact of the Covid-19 crisis. However, the number of people assisted compares very favourably to similar organisations in the sector. We can be confident that our service is accessible, effective and good value for money and has been resilient in the face of an unprecedented crisis.
- Face to face services available in key locations across Kirklees. For the year to March 2021 face to face services were, for the most part, not possible because of the Covid-19 crisis and the restrictions imposed. We were able to make special arrangements to see a very small number of particularly vulnerable clients.
- A telephone advice service available to people calling from Kirklees available Monday to Friday during normal office hours. In addition, a specialist employment advice service is available by telephone in the same hours. We have maintained our telephone services and have added additional remote accessibility using email, chat and texting options. In addition, all casework services have operated remotely in this way during the year.
- An online information service available. For this period there were 17,410 unique users of this service.
- Data calculating outcomes of our main services in relation to welfare benefits and debt. For the year to March 2021 we managed total debt to a value of £4.9 million, about two thirds the level of the previous year - this was largely impacted by the suspension of much debt enforcement during the crisis period. In relation to benefits, we found that much of our work relating to disability benefits was reduced because of DWP changes in policy and practice around re-assessment of benefits, but there was a significant increase in work relating to income replacement benefits, principally Universal Credit. It has not been possible this year to assess the value of benefit entitlement arising from our services.
- Data for client satisfaction which demonstrates that, for the year to March 2021, 98% of clients were happy or very happy with the service they received.
- External independent quality audit by a range of respected bodies has validated the quality of our systems and procedures and of the advice we provide.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

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

STRATEGIC REPORT

Achievement and performance

Charitable activities

The principal activities carried out by the organisation during the year were:

As the Lead Body:

- Management of subcontracts with Fusion Housing
- Monitoring own and subcontractors' performance and reporting to Kirklees Council
- Maintaining and developing the Advice Kirklees partnership

As a provider of services:

- Provision of a face to face generalist advice service at 1-3 Brook Street, Huddersfield
- Provision of a face to face generalist advice service at Empire House, Dewsbury
- Operating contact centres at the above locations as part of a new model of advice service delivery in Kirklees
- Provision of a telephone advice service for Kirklees
- Provision of face to face specialist debt advice at the above locations
- Provision of face to face specialist advice services across Kirklees covering the following areas of law: Community Care, Discrimination, Employment, Housing and Welfare Benefits
- Provision of an Employment telephone advice service for Kirklees
- Provision of face to face specialist Asylum advice and representation from offices in Dewsbury and Huddersfield
- Provision of a Pension Wise service in Partnership with Citizens Advice Manchester and Citizens Advice Wigan (funded by HM Treasury)
- Provision of a refuge and asylum seeker support service in partnership with Refugee Action (Big Lottery funded)
- Provision of a face to face and telephone service to support applicants to the EU Settlement Scheme
- Provision of a range of community projects, including outreach advice at community venues across Kirklees
- Provision of training and supervision for a discrimination casework service in North Yorkshire
- Referral and signposting of clients to other advice providers and support agencies

Volunteers play a key role in the delivery of advice services and also contribute to the administration of the organisation.

The organisation produced an Annual Report for the year to March 2020 which provides further detail on the charitable activities carried out, and proposes to produce an updated report for the year to March 2021.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

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

STRATEGIC REPORT

Achievement and performance

Covid 19 Crisis Impact

The Covid-19 crisis became evident in March 2020 and the UK entered into lockdown in the last two weeks of the previous financial year. Kirklees has been particularly hard hit by the crisis and has been subject to some form of restrictions throughout the year ended 31st March 2021.

We were able quite quickly to support home working for staff providing casework services, management and supervision, assisted by specific funding for additional equipment required to support remote working. Our face to face generalist advice service was closed in March 2020 and we expect it to remain closed until September 2021. We were able to maintain some telephone advice services working from home and subsequently to re-instate these within government guidelines operating from our offices, and some services such as that supporting people to claim Universal Credit have been re-structured as telephone/web-chat services. Specialist advice services have continued to work remotely and we have developed ways to communicate with clients and to meet funder recording and reporting requirements. There has been a drop in demand for some Legal Aid services as a result of changes in the operation of some government departments (Home Office, DWP) and HMCTS services. There has been an increase in demand for other services, for example for employment advice.

The financial impact of the crisis has been limited. All of our grant funding has been maintained. There has been an adverse impact to our income from Legal Aid, but we were able to obtain a support grant to cover those losses. Indeed, there has been a small amount of additional grant funding to enable us to provide much needed support in some areas of work which fall outside the scope of Legal Aid.

The longer term impact of the crisis is still difficult to assess. There are likely to be changes to ways of working, ways in which advice services are accessed, and to levels of demand. In particular, there are significant backlogs building up in key areas of work such as asylum, housing and debt which are likely to create high levels of demand for services in 2021 and beyond.

Financial review

Financial review

The income for the year to 31 March 2021 totals £2,005,736 (2020: £1,701,868). Expenditure for the year totals £1,787,375 (2020: £1,648,703).

The unrestricted funds show a surplus for the year, after transfers, of £76,572 (2020: £43,439) with unrestricted funds at the year end totalling £414,968 (2020: £338,396). The restricted fund balances, were in surplus by £1,175 (2020: £614 Deficit).

Adjustments for actuarial losses on defined benefit pension schemes are a net loss of £140,000 for the year, in relation to the scheme for Kirklees Citizens Advice & Law Centre. The trustees have followed the guidance of FRS17 in these financial statements and have obtained a professional valuation of the defined benefit scheme. They have included a liability as at 31st March 2021 of £444,000 (2020: £304,000).

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

STRATEGIC REPORT

Financial review

Reserves policy

Reserves are defined as assets less liabilities. For the purposes of the reserves policy, fixed assets, other debtors (comprising work in progress and disbursements) and pension liability are excluded on the basis that they do not impact short-term liquidity. Restricted reserves are also excluded as they are ringfenced for specific purposes.

Reserves may be required in future to cover costs in the following scenarios:

- some funding is paid late
- some funding is discontinued
- to manage an unforeseen emergency
- to provide funds to explore new beneficial opportunities
- to address longer-term liabilities

The organisation policy is to retain 2 - 4 months operating costs (based on budgeted forecast for the year ahead) as reserves. Reserves will be monitored by the Trustee Board on a quarterly basis. The reserves policy will be formally reviewed by the Trustee Board on an annual basis. Strategic objectives are set to ensure the required reserves are maintained.

At 31st March 2021, the level of unrestricted free reserves was £367,651, which is equivalent to 2.5 months budgeted expenditure (£1,767,418) based on the forecasts for 2021/22. The trustees have reviewed the level of reserves and have established that they are compliant with the above policy. The trustees feel that they would be able to carry on the charitable company's activities even with a significant drop in income.

The organisation's principal funding sources during 2020/21 are shown in note 3 and Restricted Funds are identified in Note 15. All expenditure was incurred in the furtherance of the charitable company's objectives.

Reserves and income received in advance are held in interest-bearing savings accounts with our bankers. The trustees consider it prudent to ensure that all reserves are available at short notice. This therefore precludes the use of medium and long term investments.

Principal risks and uncertainties

The Trustees maintain a strategic business plan which is reviewed annually and updated regularly. This contains an analysis of the various associated risks and a summary set out in an organisation risk assessment matrix. The organisational risk assessment matrix assesses potential consequences, likelihood, and impact. It also sets out policies, procedures and systems to mitigate those risks or manage any potential impact on the organisation should those risks materialise.

The principal risks and uncertainties facing the organisation include:

- Loss of key funding or failure of income streams
- Inconsistent cash flow for Legal Aid work which is paid in arrears when cases are closed
- Failure to meet quality standards or regulation required by regulatory bodies
- Breach of systems relating to security of data
- Loss or failure of IT systems
- Unplanned loss of key staff

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

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

STRATEGIC REPORT

Future plans and developments

Following a significant contraction of services during years of austerity, core funding has now stabilised and there has been a period of consolidation alongside exploration of new opportunities as they arise. In particular, we have been successful in retaining and increasing contracts for Legal Aid work which were retendered in September 2018 and have allowed for development of a specialist Housing advice service initially in Kirklees and now expanded to include an outreach/remote service covering Calderdale. We have been funded for a refugee and asylum seeker support service which we will look to maintain in 2021-22 and we have provided assistance to people needing to apply to the EU Settlement Scheme through a project funded to September 2021. We have also maintained skills and profile in the area of discrimination law and obtained a Legal Aid contract for this work in 2019. The latter allows for discrimination related Employment work and this has been supplemented by a small amount of grant funding this year to support employment advice during the crisis period. We are mindful of development in digital technology and plan expansion of digital services, including further enhancements to our web site, advice using webchat, and potential development of apps to support advice provision.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Kirklees Citizens Advice & Law Centre is a charitable company limited by guarantee, incorporated on 26 July 2001 and registered as a charity on 28 September 2001. The governing documents are the Memorandum and Articles of Association. The organisation was previously called South Kirklees Citizens Advice Bureau, then Kirklees Citizens Advice and was originally established in 1936.

Recruitment and appointment of new trustees

Trustee Board Members are recruited and appointed by an open procedure. Newly appointed trustees are provided with a comprehensive induction to Kirklees Citizens Advice & Law Centre through provision of training courses and mentoring by established trustees. Ongoing training is offered to fulfil their roles.

Organisational structure

Kirklees Citizens Advice & Law Centre is governed by its trustee board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The trustees carry the ultimate responsibility for the conduct of the organisation and for ensuring that it satisfies its legal and contractual obligations. Full trustee board meetings are held at least 6 times each year as well as an annual strategy day. Separate finance, risk, staffing and campaigns subcommittee meetings are held during the year. Day to day operation of the organisation is delegated to the senior management team.

The trustee board is independent from the senior management team. A register of trustee board member's interests is held at the registered office and is available to the public.

Kirklees Law Centre became a wholly owned subsidiary of Kirklees Citizens Advice & Law Centre on 1st April 2014 and merged fully within Kirklees Citizens Advice & Law Centre on 31st March 2019. This merger puts into effect the practical operation of the organisation in recent years and is in line with our medium term strategy.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

Kirklees Citizens Advice & Law Centre is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards.

Kirklees Citizens Advice & Law Centre is a member of the Law Centres Network [LCN], the operating name of the Law Centres Federation, which is the umbrella organisation for Law Centres in England and Wales.

Operating policies are independently determined by the trustee board of Kirklees Citizens Advice in order to fulfil its charitable objectives and comply with the national membership requirements of Citizens Advice and LCN.

The organisation also co-operates with a number of other advice services, local charities and statutory organisations on behalf of its clients. Where a trustee is also a member of another organisation, they may be involved in discussions involving that organisation, but not in the ultimate decision making process.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The organisation has a Risk Assessment and Contingency Planning policy. All risks are assessed on a quarterly basis. New or increased risks are assessed as they are identified. Actions are taken to mitigate any significant risks. This includes policies to ensure the health and safety of staff, volunteers and clients.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04259550 (England and Wales)

Registered Charity number

1088651

Registered office

Units 11-12
Empire House
Wakefield Old Road
Dewsbury
West Yorkshire
WF12 8DJ

Trustees

Gulnaz Akhtar (resigned 31/1/21)
Adrian Hugh Cruden (resigned 19/7/21)
Mohammad Maqsood (Treasurer)
Judith Priestley (Chair)
Mark Robinson (resigned 16/8/21)
Linda Summers
Lesley Reilly (appointed 18/1/21)
Nathan James Woodhead (appointed 15/3/21)

Company Secretary

Nick Whittingham

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

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

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

Riley & Co Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

Bankers

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

Lloyds TSB
75 Commercial Street
Batley
West Yorkshire
WF17 5EQ

Senior Management Team

Nick Whittingham	- Chief Executive
Lesley Kaye	- Operations Manager
Anne Hudson	- Development Manager
Darren Grosvenor	- Compliance Manager
Kirsty Dickinson	- HR and Campaigns Manager

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

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

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

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

KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)

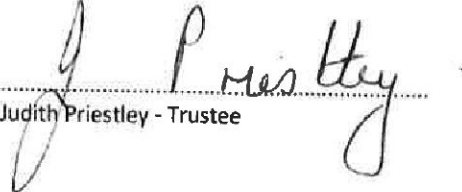
Report of the Trustees
for the Year Ended 31st March 2021

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

In so far as the trustees are aware:

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

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 2nd September 2021 and signed on the board's behalf by:


Judith Priestley - Trustee

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Opinion

We have audited the financial statements of Kirklees Citizens Advice and Law Centre (the 'charitable company') for the year ended 31st March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 18 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

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

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

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

Opinions on other matters prescribed by the Companies Act 2006

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

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

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

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

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

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Our responsibilities for the audit of the financial statements

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

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

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- We identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the industry sector;
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- Ensured laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- Making enquiries of management as to where they considered there was a susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the company's remuneration policies.

To address the risk of fraud through management bias and override of controls, we;

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions;
- Assessed whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias; and
- Investigated the rationale behind significant or unusual transactions.

In response to the risks of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims; and
- Reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from the financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

Use of our report

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

Victoria Atkinson BA FCA (Senior Statutory Auditor)
for and on behalf of Riley & Co Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW



Date: 13 December 2021

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st March 2021**

	Notes	Unrestricted fund £	Restricted funds £	31/3/21 Total funds £	31/3/20 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities	3				
Council and Community Transitions		797,689	434,297	1,231,986	1,047,544
Money Advice Service		-	-	-	40,062
Pension Wise		-	301,076	301,076	280,148
Legal Aid activities		-	133,913	133,913	125,798
		337,561	-	337,561	206,555
Investment income	2	1,199	1	1,200	1,761
Total		<u>1,136,449</u>	<u>869,287</u>	<u>2,005,736</u>	<u>1,701,868</u>
EXPENDITURE ON					
Charitable activities	4				
Council and Community Transitions		668,622	433,243	1,101,865	972,947
Money Advice Service		-	3,809	3,809	34,959
Pension Wise		-	293,527	293,527	284,089
Legal Aid activities		-	128,624	128,624	130,939
		259,550	-	259,550	225,769
Total		<u>928,172</u>	<u>859,203</u>	<u>1,787,375</u>	<u>1,648,703</u>
NET INCOME		<u>208,277</u>	<u>10,084</u>	<u>218,361</u>	<u>53,165</u>
Transfers between funds	15	<u>8,295</u>	<u>(8,295)</u>	<u>-</u>	<u>-</u>
Other recognised gains/(losses)					
Actuarial gains/(losses) on defined benefit schemes		<u>(140,000)</u>	<u>-</u>	<u>(140,000)</u>	<u>(25,000)</u>
Net movement in funds		<u>76,572</u>	<u>1,789</u>	<u>78,361</u>	<u>28,165</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>338,396</u>	<u>(614)</u>	<u>337,782</u>	<u>309,617</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>414,968</u></u>	<u><u>1,175</u></u>	<u><u>416,143</u></u>	<u><u>337,782</u></u>

The notes form part of these financial statements

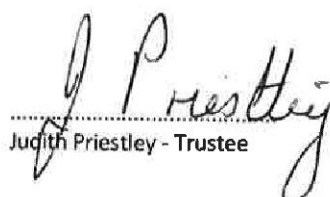
**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Balance Sheet
31st March 2021**

	Notes	31/3/21 £	31/3/20 £
FIXED ASSETS			
Tangible assets	10	52,066	63,070
CURRENT ASSETS			
Debtors	11	539,923	341,057
Cash at bank		370,884	305,950
		910,807	647,007
CREDITORS			
Amounts falling due within one year	12	(102,730)	(68,295)
NET CURRENT ASSETS		808,077	578,712
TOTAL ASSETS LESS CURRENT LIABILITIES		860,143	641,782
PENSION LIABILITY	16	(444,000)	(304,000)
NET ASSETS/(LIABILITIES)		416,143	337,782
FUNDS	15		
Unrestricted funds		414,968	338,396
Restricted funds		1,175	(614)
TOTAL FUNDS		416,143	337,782

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

The financial statements were approved by the Board of Trustees and authorised for issue on 20th September 2021 and were signed on its behalf by:


Judith Priestley - Trustee

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Cash Flow Statement
for the Year Ended 31st March 2021**

	Notes	31/3/21 £	31/3/20 £
Cash flows from operating activities			
Cash generated from operations	1	63,734	(21,528)
Net cash provided by/(used in) operating activities		63,734	(21,528)
Cash flows from investing activities			
Sale of tangible fixed assets		-	16,335
Interest received		1,200	1,761
Net cash provided by investing activities		1,200	18,096
Cash flows from financing activities			
Capital repayments in year		-	(25,245)
Net cash provided by/(used in) financing activities		-	(25,245)
Change in cash and cash equivalents in the reporting period			
		64,934	(28,677)
Cash and cash equivalents at the beginning of the reporting period		305,950	334,627
Cash and cash equivalents at the end of the reporting period		370,884	305,950

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Cash Flow Statement
for the Year Ended 31st March 2021**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31/3/21 £	31/3/20 £
Net income for the reporting period (as per the Statement of Financial Activities)	218,361	53,165
Adjustments for:		
Depreciation charges	11,004	16,513
Interest received	(1,200)	(1,761)
Increase in debtors	(198,866)	(100,543)
Increase in creditors	34,435	11,098
Net cash provided by/(used in) operations	<u>63,734</u>	<u>(21,528)</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/20 £	Cash flow £	At 31/3/21 £
Net cash			
Cash at bank	305,950	64,934	370,884
	<u>305,950</u>	<u>64,934</u>	<u>370,884</u>
Total	<u>305,950</u>	<u>64,934</u>	<u>370,884</u>

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Income

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

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable.

Grants where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from investments is included in the year in which it is receivable.

Expenditure

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

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Improvements to property	Over the term of the lease
Fixtures and fittings	Straight line over 5 years and Straight line over 4 years
Computer equipment	100% on cost

Taxation

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

Fund accounting

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

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

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

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

1. ACCOUNTING POLICIES - continued

Hire purchase and leasing commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the Balance Sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is shorter.

Pension costs and other post-retirement benefits

The charity participates a defined benefit pension scheme for its employees. The assets of the scheme are held separately from those of the charity in independently administered funds.

Current service costs, past service costs and gains and losses on settlements and curtailments are charged to appropriate resources expended categories in the statement of financial activities. Past service costs are recognised over the vesting period or immediately if the benefits have vested. When a settlement (eliminating all obligations for benefits already accrued) or a curtailment (reducing future obligations as a result of a material reduction in the scheme membership or a reduction in future entitlement) occurs, the obligation and related plan assets are re-measured using current actuarial assumptions and the resultant gain or loss is recognised in the statement of financial activities during the period in which the settlement or curtailment occurs.

The interest cost and the expected return on assets are shown as a net amount as other finance cost or income. Net pension finance costs are allocated to appropriate resources expended categories in the SoFA. Actuarial gains and losses are recognised based on the latest actuarial valuation.

Pension scheme assets are valued at fair value at the balance sheet date. Fair value is based on market price information and in the case of quoted securities is the published bid price. Pension scheme liabilities are measured on an actuarial basis using the projected unit method and are discounted to their present value using a rate equivalent to the current rate of return on a high quality corporate bond of equivalent currency and term to the scheme liabilities. The pension scheme deficit is recognised in full on the balance sheet.

Defined contribution pension schemes

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

2. INVESTMENT INCOME

	31/3/21	31/3/20
	£	£
Deposit account interest	1,200	1,761
	<u> </u>	<u> </u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

3. INCOME FROM CHARITABLE ACTIVITIES

		31/3/21 £	31/3/20 £
Grants	Activity	37,726	-
Project income	Council and Community	1,158,191	1,033,627
Miscellaneous income	Council and Community	36,069	13,917
Project income	Transitions	-	40,062
Project income	Money Advice Service	301,076	280,148
Project income	Pension Wise	133,913	125,798
Project income	Legal Aid activities	337,561	206,555
		<u>2,004,536</u>	<u>1,700,107</u>

Grants received, included in the above, are as follows:

	31/3/21 £	31/3/20 £
HMRC - Job retention scheme	<u>37,726</u>	<u>-</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Council and Community	1,093,182	8,683	1,101,865
Transitions	3,809	-	3,809
Money Advice Service	293,527	-	293,527
Pension Wise	128,624	-	128,624
Legal Aid activities	259,550	-	259,550
	<u>1,778,692</u>	<u>8,683</u>	<u>1,787,375</u>

5. SUPPORT COSTS

	Governance costs £
Council and Community	<u>8,683</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

6. NET INCOME/(EXPENDITURE)

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

	31/3/21	31/3/20
	£	£
Auditors' remuneration	8,614	8,296
Depreciation - owned assets	11,004	15,028
Depreciation - assets on hire purchase contracts and finance leases	-	1,485
	<u>19,618</u>	<u>24,809</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

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

During the year the charity has taken out trustees indemnity insurance, the cost shown in these accounts is £533 (2020 : £519).

Trustees' expenses

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

8. STAFF COSTS

	31/3/21	31/3/20
	£	£
Wages and salaries	1,194,992	1,078,765
Other pension costs	91,512	85,645
	<u>1,286,504</u>	<u>1,164,410</u>

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

	31/3/21	31/3/20
Service staff	45	42
Administrative staff	4	4
Management	5	5
Volunteers	54	61
	<u>108</u>	<u>112</u>

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

The charity had 54 registered volunteers during the year ended 31 March 2021 but only 5 actively volunteered because of Covid restrictions.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

8. STAFF COSTS - continued

The key management personnel of the charity have been identified as the Chief Executive, Compliance Manager, Operations Manager, Projects Manager and Development Manager. The aggregate employment benefits, including employers national insurance and pension contributions, for these key management personnel for the year was £172,689 (2020 - £173,269).

The salaries of these key management are set by annual review and confirmed by the trustees.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Council and Community	896,620	150,924	1,047,544
Transitions	-	40,062	40,062
Money Advice Service	-	280,148	280,148
Pension Wise	-	125,798	125,798
Legal Aid activities	206,555	-	206,555
Investment income	1,762	(1)	1,761
Total	1,104,937	596,931	1,701,868
EXPENDITURE ON			
Charitable activities			
Council and Community	806,788	166,159	972,947
Transitions	-	34,959	34,959
Money Advice Service	-	284,089	284,089
Pension Wise	-	130,939	130,939
Legal Aid activities	225,769	-	225,769
Total	1,032,557	616,146	1,648,703
NET INCOME/(EXPENDITURE)	72,380	(19,215)	53,165
Transfers between funds	(3,941)	3,941	-
Other recognised gains/(losses)			
Actuarial gains/(losses) on defined benefit schemes	(25,000)	-	(25,000)
Net movement in funds	43,439	(15,274)	28,165
RECONCILIATION OF FUNDS			
Total funds brought forward	294,957	14,660	309,617

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
TOTAL FUNDS CARRIED FORWARD	<u>338,396</u>	<u>(614)</u>	<u>337,782</u>

10. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1st April 2020 and 31st March 2021	<u>276,474</u>	<u>79,448</u>	<u>141,034</u>	<u>496,956</u>
DEPRECIATION				
At 1st April 2020	213,645	79,207	141,034	433,886
Charge for year	<u>10,834</u>	<u>170</u>	<u>-</u>	<u>11,004</u>
At 31st March 2021	<u>224,479</u>	<u>79,377</u>	<u>141,034</u>	<u>444,890</u>
NET BOOK VALUE				
At 31st March 2021	<u>51,995</u>	<u>71</u>	<u>-</u>	<u>52,066</u>
At 31st March 2020	<u>62,829</u>	<u>241</u>	<u>-</u>	<u>63,070</u>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/21 £	31/3/20 £
Trade debtors	8,428	229
Legal Aid Agency	18,201	23,982
Other debtors	440,426	260,391
VAT	-	2,179
Prepayments	<u>72,868</u>	<u>54,276</u>
	<u>539,923</u>	<u>341,057</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/21	31/3/20
	£	£
Trade creditors	18,556	20,681
Social security and other taxes	21,393	19,484
VAT	10,955	-
Pension control account	859	851
Accruals and deferred income	50,967	27,279
	<u>102,730</u>	<u>68,295</u>

13. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31/3/21	31/3/20
	£	£
Within one year	103,479	103,479
Between one and five years	343,143	394,622
In more than five years	208,000	260,000
	<u>654,622</u>	<u>758,101</u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted funds £	31/3/21 Total funds £	31/3/20 Total funds £
Fixed assets	52,066	-	52,066	63,070
Current assets	909,632	1,175	910,807	647,007
Current liabilities	(102,730)	-	(102,730)	(68,295)
Pension liability	(444,000)	-	(444,000)	(304,000)
	<u>414,968</u>	<u>1,175</u>	<u>416,143</u>	<u>337,782</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

15. MOVEMENT IN FUNDS

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General	338,396	68,277	8,295	414,968
Restricted funds				
Big Lottery - Transitions	3,929	(3,809)	(120)	-
Money Advice Service	-	7,549	(7,549)	-
Pension Wise	(4,308)	5,290	(982)	-
Universal Credit - Help to Claim	(235)	24	211	-
Debt Locum	-	1,175	-	1,175
Digital Transformation	-	(50)	50	-
Employment Casework	-	(66)	66	-
Pathways LCN	-	(10)	10	-
Pathways RAP	-	(21)	21	-
EU Settlement	-	2	(2)	-
	<u>(614)</u>	<u>10,084</u>	<u>(8,295)</u>	<u>1,175</u>
TOTAL FUNDS	<u>337,782</u>	<u>78,361</u>	<u>-</u>	<u>416,143</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	1,136,449	(928,172)	(140,000)	68,277
Restricted funds				
Big Lottery - Transitions	-	(3,809)	-	(3,809)
Money Advice Service	301,076	(293,527)	-	7,549
Pension Wise	133,914	(128,624)	-	5,290
Universal Credit - Help to Claim	155,645	(155,621)	-	24
Debt Locum	30,007	(28,832)	-	1,175
Digital Transformation	13,000	(13,050)	-	(50)
Employment Casework	21,500	(21,566)	-	(66)
Pathways LCN	10,000	(10,010)	-	(10)
EU Settlement Council	132,344	(132,344)	-	-
Pathways RAP	14,863	(14,884)	-	(21)
EU Settlement	56,938	(56,936)	-	2
	<u>869,287</u>	<u>(859,203)</u>	<u>-</u>	<u>10,084</u>
TOTAL FUNDS	<u>2,005,736</u>	<u>(1,787,375)</u>	<u>(140,000)</u>	<u>78,361</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/20 £
Unrestricted funds				
General	294,957	47,380	(3,941)	338,396
Restricted funds				
Access to Justice	15,000	(15,000)	-	-
Big Lottery - Transitions	(1,173)	5,102	-	3,929
Money Advice Service	-	(3,941)	3,941	-
Pension Wise	833	(5,141)	-	(4,308)
Universal Credit - Help to Claim	-	(235)	-	(235)
	<u>14,660</u>	<u>(19,215)</u>	<u>3,941</u>	<u>(614)</u>
TOTAL FUNDS	<u>309,617</u>	<u>28,165</u>	<u>-</u>	<u>337,782</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	1,104,937	(1,032,557)	(25,000)	47,380
Restricted funds				
Access to Justice	-	(15,000)	-	(15,000)
Big Lottery - Transitions	40,061	(34,959)	-	5,102
Money Advice Service	280,148	(284,089)	-	(3,941)
Pension Wise	125,798	(130,939)	-	(5,141)
Universal Credit - Help to Claim	150,924	(151,159)	-	(235)
	<u>596,931</u>	<u>(616,146)</u>	<u>-</u>	<u>(19,215)</u>
TOTAL FUNDS	<u>1,701,868</u>	<u>(1,648,703)</u>	<u>(25,000)</u>	<u>28,165</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General	294,957	115,657	4,354	414,968
Restricted funds				
Access to Justice	15,000	(15,000)	-	-
Big Lottery - Transitions	(1,173)	1,293	(120)	-
Money Advice Service	-	3,608	(3,608)	-
Pension Wise	833	149	(982)	-
Universal Credit - Help to Claim	-	(211)	211	-
Debt Locum	-	1,175	-	1,175
Digital Transformation	-	(50)	50	-
Employment Casework	-	(66)	66	-
Pathways LCN	-	(10)	10	-
Pathways RAP	-	(21)	21	-
EU Settlement	-	2	(2)	-
	<u>14,660</u>	<u>(9,131)</u>	<u>(4,354)</u>	<u>1,175</u>
TOTAL FUNDS	<u>309,617</u>	<u>106,526</u>	<u>-</u>	<u>416,143</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	2,241,386	(1,960,729)	(165,000)	115,657
Restricted funds				
Access to Justice	-	(15,000)	-	(15,000)
Big Lottery - Transitions	40,061	(38,768)	-	1,293
Money Advice Service	581,224	(577,616)	-	3,608
Pension Wise	259,712	(259,563)	-	149
Universal Credit - Help to Claim	306,569	(306,780)	-	(211)
Debt Locum	30,007	(28,832)	-	1,175
Digital Transformation	13,000	(13,050)	-	(50)
Employment Casework	21,500	(21,566)	-	(66)
Pathways LCN	10,000	(10,010)	-	(10)
EU Settlement Council	132,344	(132,344)	-	-
Pathways RAP	14,863	(14,884)	-	(21)
EU Settlement	56,938	(56,936)	-	2
	<u>1,466,218</u>	<u>(1,475,349)</u>	<u>-</u>	<u>(9,131)</u>
TOTAL FUNDS	<u>3,707,604</u>	<u>(3,436,078)</u>	<u>(165,000)</u>	<u>106,526</u>

The restricted funds of the charity represent monies received and expended for a specific purpose or project, with restrictions imposed by the funder.

Access to Justice

To help people claim Universal Credit.

Big Lottery - Transitions

Big Lottery funded project to provide support and advice to refugees and asylum seekers in partnership with Refugee Action who act as the lead body for the project.

Money Advice Service

Money Advice Service to offer a specialist debt advice service.

Pension Wise

Government funded guidance service to help people understand their defined contribution pension options.

Universal Credit - Help to Claim

Government funded guidance service to help people claim Universal Support.

Debt Locum

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

15. MOVEMENT IN FUNDS - continued

This is a pilot scheme linked to the Money Advice Service funding to provide a specialist debt advice service. The pilot provides a locum adviser available to any of the other MAS funded projects who find themselves short-staffed because of, for example, sickness.

Digital Transformation

Digital Transformation funding from the Community Justice Fund was to enable us to transform our specialist case files from a paper-based system to an electronic system to improve efficiency and support remote working.

Employment Casework

Part of our funding from the Community Justice Fund was to provide an employment casework service as the need for employment advice increased during the Covid-19 pandemic.

Pathways LCN

Additional funding from the Community Justice fund obtained through the Law Centres Network allowed continuation of our Pathways project supporting refugees and asylum seekers.

EU Settlement Council

Project to assist EU citizens to apply for settled status under the EU Settlement Scheme. Funded by Home Office.

Pathways RAP

Big Lottery funded project to provide support and advice to refugees and asylum seekers in partnership with Refugee Action who act as the lead body for the project.

EU Settlement

Project to assist EU citizens to apply for settled status under the EU Settlement Scheme. Funded by Home Office though LCN as lead body.

Transfers between funds

The transfers between funds at the year end, represent the transfer of the balances on funding streams that either the charity has to finance from unrestricted funds or is entitled to take credit for the surplus.

16. EMPLOYEE BENEFIT OBLIGATIONS

The West Yorkshire Pension Fund Scheme is funded and is contracted out of the state scheme. The last tri-annual valuation of the scheme took place at 31 March 2019 and was undertaken by professionally qualified actuaries, AON Hewitt, using the projected unit method. The Charity has paid for a valuation of the scheme at 31 March 2021 and the figures below are based on that valuation.

The notional value of the assets of the charity's share of the scheme at 31 March 2021 was £1,030,000; the present value of liabilities was £1,474,000 leaving a net pension liability of £444,000 at 31 March 2021.

The valuation as at 31 March 2021 includes comparative year information for the Scheme as at 31 March 2020.

Contributions

The employer contributions made to the scheme during the year were £7,000 (2020 : £10,000). £Nil was unpaid at the year end.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

The employers regular contributions to the Fund for the accounting period ending 31 March 2022 are estimated to be approximately £7,000.

Key assumptions

The latest actuarial valuation of the Charity's liabilities took place as at 31 March 2019. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method.

The principal assumptions used by the actuary in updating the latest valuation of the Fund for FRS 17 purposes were:

	<u>31 March 2021</u>	<u>31 March 2020</u>
	(%)	(%)
Discount rate	2.10	2.30
Inflation - CPI	2.70	1.90
Pension increases	2.70	1.90
Pension accounts revaluation rate	2.70	1.90
Rate of general increase in salaries **	3.95	3.15

Expected return on assets

The approximate split of assets for the Fund as a whole (based on data supplied by the Fund Administering Authority) is shown in the table below. Also shown are the assumed rates of return adopted by the Employer for the purposes of FRS 102.

The charity employs a building block approach in determining the rate of return on Fund assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed rate of return on each asset class is set out within this note. The overall rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the Fund at 31 March 2021.

	<u>Asset split at</u> <u>31 March 2021</u>	<u>Asset split at</u> <u>31 March</u> <u>2020</u>
	(%)	(%)
Equities	79.7	77.5
Property	3.8	4.5
Government bonds	8.3	9.6
Corporate bonds	4.6	5.1
Cash	2.0	1.9
Other	1.6	1.4
Average Return / Total	100.0	100.0

Reconciliation of funded status to Balance Sheet

	<u>Value as at</u> <u>31 March 2021</u>	<u>Value as at</u> <u>31 March 2020</u>
	£000's	£000's
Fair value of assets	1,030	847
Present value of funded liabilities	(1,474)	(1,151)

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

Pension asset / (liability) before consideration of paragraph 41	(444)	(304)
Unrecognised asset due to limit in paragraph 41	0	-
Net pension asset/(liability)	(444)	(304)

Analysis of profit and loss charge

	<u>Period ending</u> <u>31 March 2021</u> £000's
Current service cost	18
Past service cost	0
Interest cost	7
Expected return on assets	-
Curtailment cost	-
Settlement cost	-
Expense recognised	25

Changes to the present value of liabilities during the accounting period

	<u>Period ending</u> <u>31 March 2021</u> £000's
Opening present value of liabilities	1,151
Current service cost	18
Interest cost	26
Contributions by participants	3
Actuarial (gains) / losses on liabilities	300
Net benefits paid out	(24)
Past service cost	0
Net increase in liabilities from disposals and acquisitions	-
Curtailments	-
Settlements	-
Closing present value of liabilities	1,474

Changes to the fair value of assets during the accounting period

	<u>Period ending</u> <u>31 March 2021</u> £000's
Opening fair value of assets	847
Interest income on assets	19
Actuarial gains / (losses) on assets	178

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

Contributions by the employer	7
Contributions by participants	3
Net benefits paid out	(24)
Net increase in assets from disposals and acquisitions	-
Settlements	-
Closing fair value of assets	1.030

17. RELATED PARTY DISCLOSURES

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

18. FRC ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

19. ULTIMATE CONTROLLING PARTY

The charity is under the control of the board of trustees.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

	31/3/21 £	31/3/20 £
INCOME AND ENDOWMENTS		
Investment income		
Deposit account interest	1,200	1,761
Charitable activities		
Grants	37,726	-
Project income	1,930,741	1,686,190
Miscellaneous income	36,069	13,917
	<u>2,004,536</u>	<u>1,700,107</u>
Total incoming resources	2,005,736	1,701,868
EXPENDITURE		
Charitable activities		
Wages and employers NIC	1,194,992	1,078,765
Pensions	91,512	85,645
Rates and water	6,376	6,732
Insurance	4,266	5,545
Light and heat	7,905	13,179
Telephone	26,879	19,464
Postage and stationery	29,140	41,171
Sundries	14,041	18,870
Rent	67,810	79,684
Repairs and maintenance	16,769	22,944
Computer repairs and maintenance	52,407	27,228
Service charge	4,601	7,269
Training and travel	6,175	20,048
NACAB - Information subs	20,348	21,128
NACAB and SKCAB AGM	-	234
Interpretation costs	2,995	3,456
Secondment fee	23,512	13,320
Lead body payments - Fusion	183,382	154,250
Disbursements	14,578	4,809
Depreciation - Improvements to property	10,834	14,858
Depreciation - Fixtures and fittings	170	1,655
	<u>1,778,692</u>	<u>1,640,254</u>
Support costs		

This page does not form part of the statutory financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

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

	31/3/21 £	31/3/20 £
Support costs		
Governance costs		
Auditors' remuneration	8,614	8,296
Bank charges	69	153
	<u>8,683</u>	<u>8,449</u>
Total resources expended	<u>1,787,375</u>	<u>1,648,703</u>
Net income	<u><u>218,361</u></u>	<u><u>53,165</u></u>

This page does not form part of the statutory financial statements