

**COMPANY REGISTRATION NUMBER: 4431673**  
**CHARITY REGISTRATION NUMBER: 1097252**

**Citizens Advice Colchester**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31st March 2021**

# **Citizens Advice Colchester**

**Company Limited by Guarantee**

**Financial Statements**

**Year Ended 31st March 2021**

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# Citizens Advice Colchester

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

Year Ended 31st March 2021

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31st March 2021.

#### Reference and Administrative Details

<b>Registered charity name</b>	Citizens Advice Colchester
<b>Charity registration number</b>	1097252
<b>Company registration number</b>	4431673
<b>Principal office and registered office</b>	28 Middleborough Colchester Essex CO1 1TG

#### The Trustees

Mr S R Ede	(Appointed 1st May 2020)
Mr B Hayton	
Mr G N Chalklin	(Appointed 1st March 2021)
Ms E Keegan	(Appointed 12th May 2020)
Mr M A Kerr	(Appointed 18th December 2020)
Mr M W Poole	
Ms A C Tyler	(Appointed 1st May 2020)
	(Served from 17th December 2020 to 6th February 2021)
Mr G Lindridge	
Mr D J Jarvis CBE	
Mrs M Owens	
Mr D J Pickles	(Retired 15th January 2021)
Dr A Fejos	(Retired 1st May 2020)
Mrs GV Woods	(Retired 1st May 2020)

**Company Secretary** Mr S R Ede

**Independent Examiner** Peyton Tyler Mears  
Middleborough House  
16 Middleborough  
Colchester  
Essex  
CO1 1QT



# **Citizens Advice Colchester**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) (continued)**

**Year Ended 31st March 2021**

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## **Structure, Governance and Management**

### **Objectives**

Citizens Advice Colchester (CAC) provides free, confidential, impartial, and independent advice and information for the benefit of the local community. It aims to exercise an influence on the development of social policies and services, and to ensure that individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

### **Governing Document**

Citizens Advice Colchester is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to one pound. At 31st March 2021 the company had 37 members (31st March 2021, 37 members). CAC is governed by its Memorandum and Articles of Association as adopted on 1st April 2004, which have since been partially amended by various special resolutions since that time.

Colchester Citizens Advice Bureau was incorporated as a company limited by guarantee on 3rd May 2002. The company commenced operations on 1st April 2004, at which date the assets and liabilities of the Colchester Citizens Advice Bureau (unincorporated association) were acquired.

In line with service wide changes and national re-branding, the term 'Bureau' was removed from the company name. The organisation formally changed its name by special resolution in February 2016 to Citizens Advice Colchester.

### **Organisational Structure**

Citizens Advice Colchester 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 CAC and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum every two months or more frequently if necessary and delegate the day-to-day operation of the organisation to senior management. There are a number of sub-committees, such as the finance sub-committee, and working groups are formed as required. The Trustee Board is independent from management. A register of members' interests is maintained online, and is available to the public.

### **Recruitment, Appointment of Trustees**

Trustees, who are also Directors of the Company, are recruited for vacancies on the basis of the necessary skills to complement the existing lead roles within the Board, and where possible the Board's profile reflects that of the community which it serves. Potential candidates are interviewed and attend a board meeting prior to being invited to join. The Trustee Board oversees the election process for Board appointments and at the first meeting after the Annual General Meeting the Board elects the Chairman, the Vice Chairman, and the Honorary Treasurer. The Board can co-opt a Councillor from Colchester Borough Council as an observer, if one is nominated by them.

### **Induction of Trustees**

Newly appointed Trustees are provided with an induction to Citizens Advice Colchester through the provision of access to online information packs, training courses and mentoring by established trustees.



# **Citizens Advice Colchester**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year Ended 31st March 2021**

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## **Related Parties**

Citizens Advice Colchester is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which ensures quality and consistency of advice by providing quarterly monitoring against a framework for standards and casework management. Operating policies are independently determined by the Trustee Board of CAC to fulfil its charitable objects and comply with national membership requirements.

The Charity also co-operates and liaises with several other advisory services, local charities and public service departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

## **Major Risks**

The Board of Trustees of Citizens Advice Colchester has a risk register in place. The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end the Trustee Board is continually monitoring and managing its risk, reviewing the risk register and ensuring action plans are in place to mitigate its key risks

Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity

## **Reserves Policy**

Citizens Advice Colchester ensures that resources are available in each financial year to meet any reasonably foreseeable contingency

In view of the uncertainty in the current financial climate trustees have maintained sufficient reserves to cover 1 year's operating costs.

## **Investment Policy**

As required in its Memorandum paragraph 4.15 in furtherance of its objects, and for no other purposes, the Company has the power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.

## **Strategic Report**

### **Achievements and Performance**

COVID-19 restrictions were introduced in England on 23 March 2020 just before the beginning of the year in review. As a result, CAC was obliged to close its office and suspend its face-to-face advice service. Our staff and volunteers made tremendous efforts to adapt to the new circumstances. With financial help from Essex Community Foundation, we were able to buy laptop computers and mobile phones so that staff and volunteers could work from home.



# Citizens Advice Colchester

Company Limited by Guarantee

## Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year Ended 31st March 2021

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Some of our funded projects, notably the 'help to claim' service for Universal Credit, also had to be reconfigured from face-to-face provision to online and telephone services. We are very pleased to be able to say that, despite the strictures imposed by the response to the pandemic, our dedicated team of volunteer advisers and paid staff delivered advice to over 4000 clients during this difficult year.

During the lockdown, the Trustee Board continued to meet remotely. We came to the view that, given the move to online and telephone delivery, CAC's future service would require fewer rooms for face-to-face meetings. We took a decision to reduce our expenditure by surrendering the lease on the offices in Blackburn House, where we had been based since 2008. A search for new premises resulted in an agreement to take a licence from Lepra and occupy part of their offices at 28 Middleborough, Colchester, CO1 1TG.

The trustees are immensely proud of, and grateful to, all our volunteers for the contribution they make to the people of Colchester and beyond. We estimate that, had we had to pay them for their time, it would have cost CAC in excess of half a million pounds.

Despite all the difficulties of this 'COVID year' we have been able to make a real contribution to the wellbeing of the community. Two in every 3 clients had their problems solved, 4 in every 5 clients said the advice improved their lives by reducing stress and improving their finances, and 90% of our clients reported overall satisfaction with the service.

Last year a Treasury approved model concluded that CAC realised a benefit of over £38 for each pound we spent, and saved the public purse nearly £4m as a result of the advice we gave our clients. This year has been no different in scale thanks to the flexibility and efforts of our staff and volunteers despite the constraints of the pandemic, and such figures demonstrate that CAC is an essential and valuable local service for the residents of Colchester and beyond.

We are grateful to all our funders. Alongside our core general advice service, we have continued to deliver our successful partnership projects with, in particular, Colchester Borough Homes, the Department for Work and Pensions, Essex County Council, Money and Pensions Service, the Big Lottery, and Colchester Borough Council.

### Financial Review

#### Financial Position

Incoming resources in the year were £299,753 (2019/20 £258,719). Of this, £188,153 related to restricted project activities (2019/20 £172,314). A surplus of £90,528 was the outcome in the year (2019/20 surplus £18,205). At 31st March 2021 total reserves were £315,585 of which £226,733 represented unrestricted funds (2019/20 £192,708).

The increase in surplus and unrestricted funds is a welcome hedge against a more difficult financial climate expected after COVID, and the commensurate increase in demand for our services over the next few years.

#### Borrowing Sources

CAC did not have any borrowings from either providers of funding or other sources at the balance sheet date.

#### Funds in Deficit

No funds were in deficit at the balance sheet date.



# **Citizens Advice Colchester**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year Ended 31st March 2021**

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## **Plans for Future Period**

We expect our operating environment will continue to change as our clients' needs change, and as a result of the significant reduction in funding for our general advice service. This is likely to have an impact on our balance sheet. We are developing a local fundraising and stakeholder plan to diversify our funding base and raise our profile within the Colchester community. The requirement to retain and secure long-term funding is crucial to ensure the service continues to meet the needs of our growing local community.

We are currently undertaking a review of strategy, reflecting on the changing needs of our clients and shifts in the ways we provide advice and help. In particular, the reduction in face-to-face consultations necessitated by the pandemic has required a greater emphasis on remote working and digital delivery (via email and online chat) or by phone.

We want our services to be easily accessible, particularly in areas of greatest need. To this end, we are developing our outreach programmes. Discussions are underway with other organisations in Colchester with a view to developing additional partnerships to address the issues experienced by residents.

In these ways we will ensure that we are best placed to meet the challenges facing us and are able to do so within the income streams available to us. A further key challenge for us is to increase the number of volunteers supporting CAC in the future to ensure continuity and increase capacity to meet increasing demand for our services.



# Citizens Advice Colchester

Company Limited by Guarantee

## Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year Ended 31st March 2021

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### Trustees' Responsibilities Statement

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

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

In preparing these financial statements, the trustees are required to:

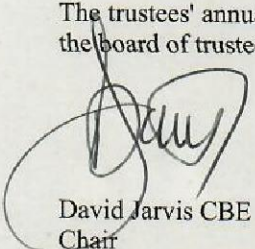
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any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

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Independent Examiner

Martin Mears FCA of Peyton Tyler Mears has been re-appointed as independent examiner for the ensuing year.

The trustees' annual report and the strategic report were approved on 11 Dec 21 and signed on behalf of the board of trustees by:



David Jarvis CBE  
Chair  
Trustee & Director



# Citizens Advice Colchester

Company Limited by Guarantee

## Independent Examiner's Report to the Trustees of Citizens Advice Colchester (continued)

Year Ended 31st March 2021

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I report to the trustees on my examination of the financial statements of Citizens Advice Colchester ('the charity') for the year ended 31st March 2021.

### Responsibilities and Basis of Report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the 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 charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), 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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Peyton Tyler Mears  
Independent Examiner

Middleborough House  
16 Middleborough  
Colchester  
Essex  
CO1 1QT



# Citizens Advice Colchester

Company Limited by Guarantee

## Statement of Financial Activities (including income and expenditure account)

Year Ended 31st March 2021

		Unrestricted funds	2021 Restricted funds	Total funds	2020 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	111,601	188,153	299,753	256,315
Investment income	6	—	—	—	2,404
<b>Total income</b>		<u>111,601</u>	<u>188,153</u>	<u>299,753</u>	<u>258,719</u>
<b>Expenditure</b>					
Expenditure on charitable activities	7,8	72,997	136,229	209,225	240,514
<b>Total expenditure</b>		<u>72,997</u>	<u>136,229</u>	<u>209,225</u>	<u>240,514</u>
<b>Net income</b>		<u>38,604</u>	<u>51,924</u>	<u>90,528</u>	<u>18,205</u>
Transfers between funds		(4,579)	4,579	—	—
<b>Net movement in funds</b>		<u>34,025</u>	<u>56,503</u>	<u>90,528</u>	<u>18,205</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		192,708	32,349	225,057	206,852
<b>Total funds carried forward</b>		<u>226,733</u>	<u>88,852</u>	<u>315,585</u>	<u>225,057</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 10 to 18 form part of these financial statements.



# Citizens Advice Colchester

Company Limited by Guarantee

## Statement of Financial Position

31st March 2021

	Note	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible fixed assets	14	7,465	—
<b>Current Assets</b>			
Debtors	15	11,041	4,101
Cash at bank and in hand		310,066	256,020
		<u>321,107</u>	<u>260,121</u>
<b>Creditors: amounts falling due within one year</b>	16	12,987	35,064
<b>Net Current Assets</b>		<u>308,120</u>	<u>225,057</u>
<b>Total Assets Less Current Liabilities</b>		<u>315,585</u>	<u>225,057</u>
<b>Net Assets</b>		<u>315,585</u>	<u>225,057</u>
<b>Funds of the Charity</b>			
Restricted funds		88,852	32,349
Unrestricted funds		226,733	192,708
<b>Total charity funds</b>	17	<u>315,585</u>	<u>225,057</u>

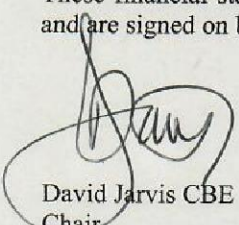
For the year ending 31st March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 11 Dec 21, and are signed on behalf of the board by:

  
David Jarvis CBE  
Chair  
Trustee & Director

The notes on pages 10 to 18 form part of these financial statements.



# **Citizens Advice Colchester**

**Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year Ended 31st March 2021**

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## **1. General Information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 28 Middleborough, Colchester, Essex, CO1 1TG.

## **2. Statement of Compliance**

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

## **3. Accounting Policies**

### **Basis of Preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

### **Going Concern**

There are no material uncertainties about the charity's ability to continue.

### **Disclosure Exemptions**

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102.

### **Judgements and Key Sources of Estimation Uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.



# **Citizens Advice Colchester**

**Company Limited by Guarantee**

**Notes to the Financial Statements (continued)**

**Year Ended 31st March 2021**

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## **3. Accounting Policies (continued)**

### **Incoming Resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

### **Resources Expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

### **Tangible Assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.



# Citizens Advice Colchester

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year Ended 31st March 2021

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#### 3. Accounting Policies *(continued)*

##### **Tangible Assets *(continued)***

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures & fittings	- 25% straight line
Office Equipment	- 33% straight line

##### **Impairment of Fixed Assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

##### **Financial Instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

#### 4. 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.



# Citizens Advice Colchester

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year Ended 31st March 2021

## 5. Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
Donations	2,702	—	2,702
<b>Grants</b>			
Government and public authority services	108,899	188,153	297,051
	<u>111,601</u>	<u>188,153</u>	<u>299,753</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Donations	17,099	35	17,135
<b>Grants</b>			
Government and public authority services	66,901	172,279	239,180
	<u>84,000</u>	<u>172,314</u>	<u>256,315</u>

## 6. Investment Income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	—	—	2,404	2,404

## 7. Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
General Advisory Services	72,997	136,229	209,225
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
General Advisory Services	60,525	179,988	240,514



# Citizens Advice Colchester

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year Ended 31st March 2021

## 8. Expenditure on Charitable Activities by Activity Type

	Activities undertaken directly	Total funds 2021	Total fund 2020
	£	£	£
Expenditure	209,225	209,225	240,514

## 9. Analysis of expenditure

	Expenditure £	Total 2021 £	Total 2020 £
Staff costs	160,958	160,958	159,268
Premises	23,703	23,703	49,985
Communications and IT	8,564	8,564	9,451
General office	1,629	1,629	2,932
Human resources	1,932	1,932	1,629
Finance costs	123	123	103
Professional Fees	6,467	6,467	15,020
Depreciation	3,734	3,734	760
Sundry	2,115	2,115	1,366
	209,225	209,225	240,514

## 10. Net Income

Net income is stated after charging/(crediting):

	2021 £	2020 £
Depreciation of tangible fixed assets	3,734	760

## 11. Independent Examination Fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	2,100	1,500



# Citizens Advice Colchester

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year Ended 31st March 2021

## 12. Staff Costs

The average head count of employees during the year was Nil (2020: Nil). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 No.	2020 No.
Charitable purposes	8	8
Management and administration of charity	1	1
	<u>9</u>	<u>9</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

## 13. Trustee Remuneration and Expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees

## 14. Tangible Fixed Assets

	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>			
At 1st April 2020	2,860	44,778	47,638
Additions	–	11,199	11,199
<b>At 31st March 2021</b>	<u>2,860</u>	<u>55,977</u>	<u>58,837</u>
<b>Depreciation</b>			
At 1st April 2020	2,860	44,778	47,638
Charge for the year	–	3,734	3,734
<b>At 31st March 2021</b>	<u>2,860</u>	<u>48,512</u>	<u>51,372</u>
<b>Carrying amount</b>			
<b>At 31st March 2021</b>	<u>–</u>	<u>7,465</u>	<u>7,465</u>
At 31st March 2020	<u>–</u>	<u>–</u>	<u>–</u>

## 15. Debtors

	2021 £	2020 £
Prepayments and accrued income	91	4,101
Other debtors	<u>10,950</u>	<u>–</u>
	<u>11,041</u>	<u>4,101</u>



# Citizens Advice Colchester

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year Ended 31st March 2021

## 16. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	2,259	1,121
Accruals and deferred income	6,833	27,000
Social security and other taxes	2,728	6,139
Other creditors	1,167	804
	<u>12,987</u>	<u>35,064</u>

## 17. Analysis of Charitable Funds

### Unrestricted funds

	At 1st April 2020	Income £	Expenditure £	Transfers £	At 31st March 2021
General funds	<u>192,708</u>	<u>111,601</u>	<u>(72,997)</u>	<u>(4,579)</u>	<u>226,733</u>

	At 1st April 2019	Income £	Expenditure £	Transfers £	At 31st March 2020
General funds	<u>113,811</u>	<u>86,404</u>	<u>(60,525)</u>	<u>53,018</u>	<u>192,708</u>



# Citizens Advice Colchester

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year Ended 31st March 2021

## 17. Analysis of Charitable Funds (continued)

### Restricted funds

	At 1st April 2020	Income	Expenditure	Transfers	At 31st March 2021
	£	£	£	£	£
CB Homes Fund	—	24,750	(14,730)	—	10,020
DWP Fund	—	—	—	—	—
MAPS	14,061	48,751	(38,949)	—	23,863
Lakes	11,147	8,775	(12,415)	—	7,507
MindKind	—	13,661	(6,038)	—	7,623
Warm Homes	—	15,073	(10,295)	—	4,778
Money Advice Assist	—	12,753	(17,182)	4,429	—
Help to Claim	7,141	64,390	(36,470)	—	35,061
Warm Start	—	—	(150)	150	—
	<u>32,349</u>	<u>188,153</u>	<u>(136,229)</u>	<u>4,579</u>	<u>88,852</u>

	At 1st April 2019	Income	Expenditure	Transfers	At 31st March 2020
	£	£	£	£	£
CB Homes Fund	—	24,500	(28,278)	3,778	—
DWP Fund	67,950	—	—	(67,950)	—
MAPS	21,429	59,319	(66,687)	—	14,061
Lakes	3,662	18,435	(10,950)	—	11,147
MindKind	—	—	—	—	—
Warm Homes	—	—	—	—	—
Money Advice Assist	—	9,237	(20,391)	11,154	—
Help to Claim	—	60,823	(53,682)	—	7,141
Warm Start	—	—	—	—	—
	<u>93,041</u>	<u>172,314</u>	<u>(179,988)</u>	<u>(53,018)</u>	<u>32,349</u>



# Citizens Advice Colchester

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year Ended 31st March 2021

## 18. Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Tangible fixed assets	7,465	—	7,465
Current assets	219,268	88,852	308,120
<b>Net assets</b>	<u>226,733</u>	<u>88,852</u>	<u>315,585</u>
	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Tangible fixed assets	—	—	—
Current assets	192,708	32,349	225,057
<b>Net assets</b>	<u>192,708</u>	<u>32,349</u>	<u>225,057</u>