

**REGISTERED COMPANY NUMBER: 05982711**

**REGISTERED CHARITY NUMBER: 1117552**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2021  
FOR  
BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU  
(TRADING AS CITIZENS ADVICE BROMSGROVE AND REDDITCH)**

Independent Examiners  
Ormerod Rutter Chartered Accountants,  
The Oakley, Kidderminster Road,  
Droitwich,  
Worcestershire, WR9 9AY

# **BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU**

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## **BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU**

### **LEGAL AND ADMINISTRATIVE DETAILS**

**Registered as Bromsgrove and District Citizens Advice Bureau**  
(also using the name Citizens Advice Bromsgrove and Redditch)

**Registered Company Number**  
05982711

**Registered Charity Number**  
1117552

**Registered Office**  
50/52 Birmingham Road,  
Bromsgrove,  
Worcs.  
B61 0DD

#### **Trustees**

Name	Appointed	Resigned
Mr G. Cooper (Treasurer)	At Incorporation	
Dr B Cooper	29 <sup>th</sup> August 2014	
Councillor S Webb	1 <sup>st</sup> December 2015	
Mrs S Jordan (Chair)	9 <sup>th</sup> June 2017	
Councillor R Dent	8 <sup>th</sup> September 2017	
Mr S Hobbs	7 <sup>th</sup> September 2018	13 <sup>th</sup> April 2020
Miss M Fox	25 <sup>th</sup> January 2019	
Ms S Green	22 <sup>nd</sup> April 2019	
Councillor J Till	13 <sup>th</sup> April 2020	

#### **Company Secretary and Principal Officer**

Sonia Hambidge  
The Principal Officer is responsible for the day to day running of the Charity

#### **Independent Examiners**

Ormerod Rutter Chartered Accountants, The Oakley, Kidderminster Road,  
Droitwich, Worcestershire, WR9 9AY

#### **Bankers**

Lloyds Bank,  
112, High Street,  
Bromsgrove,  
Worcs.  
B61 8EZ

Caf Bank  
25 Kings Hill Avenue,  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

# **BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>st</sup> 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 31<sup>st</sup> March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRS102).

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing Document**

The Bromsgrove and District Citizens Advice Bureau is an incorporated charity and a company limited by guarantee. The charity is governed by its Memorandum and Articles of Association.

#### **Entitlement of External Bodies to Appoint Trustees**

As our principal funders, Bromsgrove District Council is entitled to appoint two trustees, and Worcestershire County Council to appoint one. As a new principal funder Redditch Borough has been invited to appoint one.

#### **Recruitment of New Trustees and Training**

New trustees are recruited by advertising in the local press, internet sites and personal contacts. New recruits are provided with a pack of information about the responsibilities of trustees and also a skills questionnaire to be completed. They then have a first interview with the Chair to learn about the organisation, if they then wish to proceed they are interviewed by the Chair and CEO. Once appointed they are given induction training by the Chair/CEO.

#### **Organisational Structure**

The day to day running of the charity is dealt with by the Chief Executive, assisted by a Service Manager. There are regular visits to the Centre by the Chair, who is also available at other times to give advice and to take decisions on delegated matters. The Trustee Board meets every three months. One off Board member's working groups is used to review policies and report back to the main Board. Staff management is the responsibility of the Chief Executive. All matters requiring disciplinary action are dealt with in accordance with employment law, and contracts, with guidance from CA and ACAS. Staff salary grades and structures are approved by the Board.

Funding opportunities are sought by staff and approved by the Board, after considering whether they are within our objectives and viable.

#### **Risk Management**

All major risks have been identified and have procedures in place. They are reviewed periodically, usually, on a quarterly basis. There is an annual review of the level of funding it is necessary to hold to cover potential financial risks.

We will aim to have at least three months running costs, as a safety net, which would be £91,530 and the present safety net is £90,000. If any services, for which there is specific funding, ceased then notice would be given. All necessary insurance covers, including professional indemnity are in place and reviewed regularly. DBS checks are carried out for staff, volunteers and trustees if they are necessary.

#### **Good Governance**

The code for the voluntary sector was published in July 2017 and we have adopted it. We also discuss governance issues at each Trustee Board Meeting.

#### **Public Benefit**

The trustees have given due regards to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

They are as follows:-

##### **1. Objects**

The Charity's objects are to promote any charitable purpose for the benefit of the community in Bromsgrove and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.



## **BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

#### **2. Powers**

To promote its objects but not for any other purpose the Charity will have the following powers:

- 2.1 Power to establish and provide Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.
- 2.2 Power to obtain, collect and receive money and funds by way of contribution, donations, legacies, grants and any other lawful method. It can also accept and receive gifts of property of any description (whether subject to any special trusts or not) provided that the Charity does not carry out any substantial and permanent trading activities for the purpose of raising funds and shall conform to any relevant requirements of the law.
- 2.3 Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- 2.4 Power to sell, lease or dispose of all or part of the Charity's property but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.5 Power to borrow money and to give security for loans but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.6 Power to employ such staff (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
- 2.7 Power to recruit such volunteer workers (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects.
- 2.8 Power to work with other charities, voluntary bodies and statutory authorities that have the same or similar purposes as the Charity and exchange information and advice with them.
- 2.9 Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- 2.10 Power to appoint and constitute such advisory committees as the Trustee Board may think fit.
- 2.11 Power to procure to be written, and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets and other documents, audio and video tapes and discs, computer discs, films and any other instructional matter.
- 2.12 Power to arrange and provide or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes.
- 2.13 Power to promote, encourage or undertake organised research and experimental work and make available the results of such research.
- 2.14 Power to join any other charitable institution and to become responsible for the assets, liabilities and contracts of any such institution or transfer the assets, liabilities and contracts of the Charity to such institution.
- 2.15 Power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.
- 2.16 Power to insure the property of the Charity against any foreseeable risk and to take out other insurance policies to protect the Charity as the Trustee Board thinks fit.
- 2.17 Power to provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity: provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees knew to be a breach of trust or breach of duty or which was committed by the Trustees in reckless disregard to whether it was a breach of trust or breach of duty or not; provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as Trustees of the Charity; and
- 2.18 Power to do all such other lawful things which promote or help to promote the objects.

## **BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

#### **ACHIEVEMENT AND PERFORMANCE**

We had to stop offering "face to face" interviews due to need to close the office from 23<sup>rd</sup> March 2020 as a result of the Pandemic and staff and volunteers continued to offer a telephone service by working from home. To enable this to be done a new telephone system was installed and laptops were provided. All our funders agreed to continue to fund us and we were able to continue to offer the same level of service.

We are in the first year of a three year grant from Redditch Borough Council, this has been reduced from £75,000 to £50,000 but we have still been able to provide the same service but at a reduced level.

We have also met the performance targets for our other contracts, being the main Money and Pensions Service funding for the provision of debt advice and the WWMCRC contract, and to Birmingham University.

Our funding from Bromsgrove District Council and Worcestershire County Council remains stable.

This was the first full year of the Help to Claim contract and we have met our targets for this.

In the autumn we applied for and were successful in being awarded funding for a trainee debt worker funded as part of the Money and Pensions Service, through Citizens Advice.

In the current year we were contacted by 4,850 clients, many on a number of occasions. We dealt with 15,000 issues all by telephone or E Mail.

We have also enhanced our cover for IT and Finance by the employment of permanent staff to give greater support to these functions.

We continue to be part of the telephone advice service and were able to obtain additional funding through WAN to employ a new member of staff to run and oversee this.

#### **FINANCIAL REVIEW**

The principal funding of the Charity is from Bromsgrove and Redditch Councils and from Worcestershire County Council, though the Worcestershire Advice Network mains as the same level as last year and the reduction of funding from Redditch has been covered by other funding. The change in working practice has come at a cost but we were given additional funding from Worcestershire Community Foundation, Citizens Advice and by Councillor Mullett awarding us part of his divisional funds. The trainee debt worker contract provided a contribution towards our overheads.

The closure of the offices has resulted in saving on running costs and also the payment of travel expenses to volunteer's, this has been partly offset by extra telephone costs. There is a surplus of £20,069 compared with a surplus of £13,333 last year but this had been as a result of some unexpected and not to be repeated extra funding.

At 31<sup>st</sup> March the total funds held were £483,149 of which £323,079 was restricted and £160,070 unrestricted.

The Reserves Policy is to hold sufficient reserves to meet unforeseen events; these comprise £90,000 for general purposes, £9,400 for potential redundancy payments and £14,000 as a Building Fund, this fund to be increased by £1,000 each year. We have an old listed building that will require considerable expenditure in the future. We would intend to generate additional funding for this.

#### **FUTURE DEVELOPMENTS**

At present it is not known how long we will continue with working from home, our offices and interview rooms are small and do not allow for social distancing, it is expected that as the restrictions are lifted some "face to face" interviews will recommence. Our Chief Executive Officer retired at the end of March 2021 and also a Senior member of staff took voluntary redundancy, the new CEO will have new ideas about our future direction and since working from home has been proved to be very successful this may continue in some form, if this is so we will need to review our accommodation needs.

## **BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021**

#### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Bromsgrove and District Citizens Advice Bureau 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, 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 apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- the applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the charitable company will continue in operation.

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.

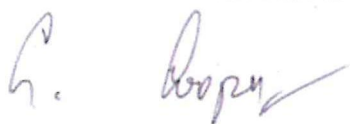
#### **STATEMENT AS TO DISCLOSURE OF INFORMATION TO EXAMINER**

So far as the trustees are aware, there is no relevant information (as defined by Section 18 (3) of the Companies Act 2006) of which the charitable company's examiner's are unaware, and each trustee has taken all steps that they ought to have taken as trustees in order to make them aware of any information and to establish that the charitable company's examiner's are aware of that information.

#### **EXAMINATION OF THE ACCOUNTS**

Colm McGrory of Ormerod Rutter Chartered Accountants, appointed in accordance with Section 485 of the Companies Act 2006.

#### **ON BEHALF OF THE BOARD**



Gordon Cooper  
Trustee

6<sup>th</sup> August 2021

## **BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU**

### **Independent Examiners Report to the Trustees of Bromsgrove and District Citizens Advice Bureau**

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

#### **Responsibilities and basis of report**

As the trustees of the charity (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 financial statements of the charity 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 financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 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 that in any material respect:

- 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
- 4 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
- 5 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 financial statements to be reached.



Colm McGrory FCA  
Ormerod Rutter Limited, Chartered Accountants  
The Oakley, Kidderminster Road  
Droitwich, Worcestershire  
WR9 9AY

Date 9/8/2021

# BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £	Total Funds 2020 £
<b>Income from:</b>					
Donations and Legacies	2	4,966	-	4,966	1,577
Other trading activities	3	(692)	-	(692)	5,278
Investments	4	69	-	69	194
Charitable Activities	5	174,961	206,887	381,848	366,806
<b>Total income</b>		<b>179,304</b>	<b>206,887</b>	<b>386,191</b>	<b>373,855</b>
<b>Expenditure on:</b>					
<b>Charitable Activities</b>					
Bromsgrove Bureau Services	6	167,250	-	167,250	231,348
Redditch Outreach	6	-	54,329	54,329	-
Birmingham University Outreach	6	-	7,971	7,971	8,883
Debt Advice – MaPS1	6	-	53,465	53,465	52,469
Debt Advice – MaPS2	6	-	19,652	19,652	-
WWRC Contract Prison Debt Advice	6	-	29,559	29,559	31,433
Universal Credit – Help to Claim	6	-	36,641	36,641	36,389
<b>Total expenditure</b>		<b>16,250</b>	<b>201,617</b>	<b>368,867</b>	<b>360,522</b>
<b>Net incoming/expenditure before transfer</b>	7	<b>14,799</b>	<b>5,270</b>	<b>20,069</b>	<b>13,333</b>
<b>Transfer between Funds</b>	16	<b>928</b>	<b>(928)</b>	<b>-</b>	<b>-</b>
<b>Net (expenditure)/Income for the year/net movement in funds</b>		<b>15,727</b>	<b>4,342</b>	<b>20,069</b>	<b>13,333</b>
<b>Reconciliation of Funds</b>					
<b>Total Funds brought forward at 1<sup>st</sup> April 2020</b>		<b>144,343</b>	<b>318,737</b>	<b>463,080</b>	<b>449,747</b>
<b>Total Funds carried forward at 31<sup>st</sup> March 2021</b>		<b>160,070</b>	<b>323,079</b>	<b>483,149</b>	<b>463,080</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

## BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2021

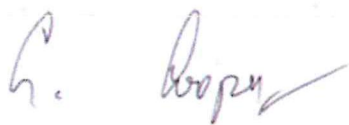
Fixed Assets	Notes	2021	2020
		£	£
Tangible Fixed Assets	11	316,079	311,260
<b>Current Assets</b>			
Debtors	13	20,920	26,258
Cash at Bank and In Hand		159,558	135,504
		<u>180,478</u>	<u>161,762</u>
<b>Creditors</b>			
Amounts falling due within one year	14	<u>13,408</u>	9,942
<b>Net Current Assets</b>		<u>167,070</u>	<u>151,820</u>
<b>Total Assets less current Liabilities</b>		<u><b>483,149</b></u>	<u><b>463,080</b></u>
<b>Income Funds</b>			
<u><b>Unrestricted Funds</b></u>			
Revenue		46,670	27,343
<u><b>Designated Funds</b></u>			
Reserves Policy		90,000	90,000
Provision for Redundancies		9,400	14,000
Buildings Fund		<u>14,000</u>	113,400
<u><b>Restricted</b></u>			
Redundancy Fund FIF		7,000	7,000
Capital		316,079	311,260
General Funds		<u>-</u>	<u>477</u>
<b>Total Funds</b>	20	<u><b>483,149</b></u>	<u><b>463,080</b></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31<sup>st</sup> March 2021. No member of the company has deposited a notice, pursuant to Section 476, requiring an audit of these accounts.

It is the trustees' responsibility to ensure that the charity keeps accounting records which comply with Section 386 of the Act and to prepare accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year. The accounts must give a true and fair view of the charity's incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.

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

The financial statements were approved by the Board of Trustees on 6<sup>th</sup> August 2021 and were signed on its behalf by:



Gordon Cooper - Trustee

Company Registration No 05982711

## **BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

#### **1. ACCOUNTING POLICIES**

##### **Charity Information**

Bromsgrove and District Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is 50/52, Birmingham Road, Bromsgrove, Worcestershire, B61 0DD.

##### **a) Accounts Convention**

The accounts have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)" (effective 1<sup>st</sup> January 2019). The charity is a Public Benefit Entity as defined by FRS102.

The accounts are prepared in Sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention.

Capital grants are recognised as designated income when receivable and this departure from financial reporting standards is necessary in order to show a true and fair view, in accordance with SORP 2015.

Three types of funds are held, restricted, general or designated safety net funds cannot be used without the approval of the Directors/Trustees.

When possible, expenditure is charged to the charitable activity to which it relates. Costs that cannot be dealt with in this way are apportioned as a percentage overhead. Apportioned costs are premises and office costs.

##### **Going Concern**

At the time of approving the accounts, the trustees had a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

##### **Governance Costs**

Any costs that can be identified are charged direct. Staff time is allocated according to the percentage spent directly on governance, together with a proportion of premises and office costs. In accordance with the charities SORP (FRS 102) governance costs are now treated as overheads and allocated over the other services.

##### **b) Incoming resources**

- i) Grants receivable  
Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.
- ii) Bank interest  
Bank interest is included in the income and expenditure account on receipt.
- iii) Other income  
Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.
- iv) Gifts and Intangible income  
In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. General volunteer time is not recognised, in accordance with the Charities SORP (FRS102).
- v) Deferred income  
Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income within the balance sheet.

##### **c) Resources expended**

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate.

## BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

**d) Basic financial assets**

Basic financial assets, which include debtors and bank balances, are initially measured at transaction price including costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**e) Impairment of financial assets**

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flow discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/ (expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised.

The impairment reversal is recognised in net income (expenditure) for the year.

**f) Derecognition of financial assets**

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expires or are settled, or when the charity transfers the financial asset and substantially all the risks and reward of ownership to another entity, or if some significant risk and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

**g) Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective rate method.

**h) Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged.

**i) Fixed assets and depreciation**

Fixed assets are included at cost less depreciation. Items are capitalised if their value is over £250.

Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives as follows:

Fixtures, fittings and equipment	3 years
Furniture	5 years
Freehold buildings	No depreciation

The depreciation policy has been reviewed in accordance with FRS 102 and no change has been made from the previous year.

The provision for depreciation of fixed assets is shown as part of notes to the Statement of Financial Activities. Fixed assets are either financed from grants or by using Reserves. When Reserves are used the cost is written as a charge to Revenue, but when financed from a grant then the income resource is shown in the Statement of Financial Activities and credited to a Designated Capital Reserve.



# BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

### j) Restricted funds

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor that any unused funds may have to be refunded, if the objective of the funding is met and there is no obligation to refund any surplus then those funds are treated as unrestricted.

### k) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

### l) Fund Accounting

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

### m) Cash Flow

The charity has taken advantage of the provisions in the SORP for charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flow.

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

### n) Taxation

Bromsgrove and District Citizens Advice Bureau is registered with the Charity Commission and under the provisions of the Income and Corporation Taxes Act 1988 and exempt from liability to taxation.

### o) Capital Grants

Capital grants are recognized as income in the designated fund when receivable and a departure from Financial Reporting Standards is necessary in order to show a true and fair view in accordance with the Statement of Recommended Practice SORP (FRS102).

### p) Pensions

Employees have an amount equal to 5% of their salary paid into a pension fund. The provider is Standard Life but employees can use a different provider if they wish. The only obligation, as an employer, is to deduct any agreed contribution from salary and pay over to the pension provider, together with the employer's contribution. The provisions of automatic enrolment apply to eligible staff who has not exercised their contractual rights.

<b>2. DONATIONS AND LEGACIES</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Donations	<u>4,966</u>	<u>1,577</u>
<b>3. OTHER TRADING ACTIVITIES</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Worcester CAB – Room Hire (over provision in 2019/20).	(728)	5,200
Citizens Advice – Completing DRO Forms	<u>36</u>	<u>78</u>
	<u>(692)</u>	<u>5,278</u>
<b>4. INVESTMENT INCOME</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Bank Interest	<u>69</u>	<u>194</u>

# BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

		2021	2020
		£	£
<b>Grants Restricted</b>			
Citizens Advice	MaPS - Mainstream	53,589	52,032
Citizens Advice	MaPs – Trainee	17,794	-
Redditch Borough Council	Outreach	54,167	-
Birmingham University	Outreach for Staff	13,740	9,160
WWRC	Debt Advice at Prisons	32,000	32,000
Citizens Advice	Universal Credit – Help to Claim	35,597	34,588
<b>Total Restricted</b>		<b><u>206,887</u></b>	<b><u>127,780</u></b>
		£	£
<b>Grants Unrestricted</b>			
Bromsgrove District Council	Information and Advice Service	121,354	121,354
Redditch Borough Council	Information and Advice Service	-	75,000
Worcestershire County Council	Information and Advice Service	37,747	40,847
Citizens Advice	Equipment for remote working	4,000	-
Citizens Advice	Advice Line Equipment	8,035	-
Alvechurch Parish Council	Information and Advice Service	100	100
Barnt Green	Information and Advice Service	500	200
Belbroughton Parish Council	Information and Advice Service	300	300
Bournheath Parish Council	Information and Advice Service	75	75
Catshill and North Marlbrook PC	Information and Advice Service	800	500
Cofton Hackett Parish Council	Information and Advice Service	500	-
Finstall Parish Council	Information and Advice Service	150	100
Hunnington Parish Council	Information and Advice Service	100	-
Lickey and Blackwell PC	Information and Advice Service	500	500
Romsley Parish Council	Information and Advice Service	200	-
Tutnall and Cobley Parish Council	Information and Advice Service	100	50
Wythall Parish Council	Information and Advice Service	500	-
<b>Total Unrestricted</b>		<b><u>174,961</u></b>	<b><u>239,026</u></b>
<b>Total Incoming Resources - Sum of Notes 2 to 5</b>		<b><u>386,191</u></b>	<b><u>373,855</u></b>

There was reduction in funding from Redditch BC and it was agreed that this be monitored and moved to restricted funds.

# BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

### 6. CHARITABLE ACTIVITIES COSTS

Details	Bureau Services	Redditch Outreach	Debt Advice Main Stream	Debt Advice Trainee	UC Help to Claim	B'Ham Univ Outreach	WWRC Prison Outreach	Total 2021	Total 2020
<b>Expenditure</b>	£	£	£	£	£	£	£	£	£
Salary Costs	136,548	46,258	46,358	17,247	32,027	6,896	25,858	311,192	300,557
Staff Travel	100	-	-	-	-	113	-	213	2,334
Other Staff Costs	6,879	-	-	-	-	-	-	6,879	62
DBS Checks	-	-	-	-	-	-	-	-	88
Recruitment of volunteers	-	-	-	-	-	-	-	-	1,470
Volunteers Travel Costs	148	-	-	-	-	-	-	148	4,000
Interpretation Services	4	-	-	-	59	-	-	63	-
Legal Costs	-	-	-	-	-	-	-	-	-
Photocopying	-	120	-	-	-	-	-	120	-
Publicity	-	-	-	-	-	-	-	-	-
Recruitment	512	-	-	-	-	-	-	512	-
Rent	-	1,500	-	-	-	-	-	1,500	1,500
Telephones	-	-	-	-	101	-	95	196	5
Training	-	-	378	-	-	-	-	378	348
Stationery	-	-	-	-	-	-	-	-	210
Equipment	1,272	-	264	-	-	-	-	1,536	176
Reference Books	-	-	-	-	-	-	-	-	569
Depreciation of Assets	2,745	-	-	-	-	-	-	2,745	69
Office and Premises OH's	19,042	6,451	6,465	2,405	4,454	962	3,606	43,385	49,134
<b>Total</b>	<b>167,250</b>	<b>54,329</b>	<b>53,465</b>	<b>19,652</b>	<b>36,641</b>	<b>7,971</b>	<b>29,559</b>	<b>368,867</b>	<b>360,522</b>

Note: There is also staff cost of £8,974 included in Office and Premises Overheads.

<b>7. NET INCOMING / (EXPENDITURE)</b>	<b>2021</b>	<b>2020</b>
	£	£
Independent Examiners Fee	1,412	1,230
Depreciation – owned assets	<u>3,415</u>	<u>1,166</u>
<b>8. TRUSTEE'S REMUNERATION AND BENEFITS</b>		
No trustees received any remuneration nor benefits for the year ended 31 <sup>st</sup> March 2021 (2020: None)		
<b>9. STAFF COSTS</b>	<b>2021</b>	<b>2020</b>
	£	£
Wages and Salaries	288,161	277,104
Social Security Costs	16,793	17,197
Pension Costs	<u>15,211</u>	<u>14,939</u>
	<b><u>320,165</u></b>	<b><u>309,240</u></b>
	<b>2021</b>	<b>2020</b>
	£	£
Full Time Staff at 31 <sup>st</sup> March	4	5
Part Time Staff at 31 <sup>st</sup> March	13	13
Average hours part time staff	14.12	14.96
Contributions to 12 employees pension provision	<u>£15,211</u>	<u>£14,939</u>
There were no payments in kind		

There were no employees with emoluments above £60,000.

# BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

### 10. VOLUNTEERS

The purpose of the Charity is to provide information, advice and assistance to the public and this is principally done by trained volunteers, supervised by paid staff. The administration support is also provided by volunteers under the supervision of a paid Admin Officer.

### 11. TANGIBLE FIXED ASSETS

	Freehold Building	Equipment	Furniture	Total
Cost	£	£	£	£
1st April 2020	324,180	53,857	6,189	384,226
Additions	-	8,234	-	8,234
<b>At 31st March 2021</b>	<b>324,180</b>	<b>62,091</b>	<b>6,189</b>	<b>392,460</b>
<b>Depreciation</b>				
1st April 2020	14,180	52,597	6,189	72,966
Charges for year	-	3,415	-	3,415
<b>At 31st March 2021</b>	<b>14,180</b>	<b>56,012</b>	<b>6,189</b>	<b>76,381</b>
<b>Net Book Value</b>				
1st April 2020	310,000	1,260	-	311,260
<b>31st March 2021</b>	<b>310,000</b>	<b>6,079</b>	<b>-</b>	<b>316,079</b>
<b>Depreciation Charged</b>				
Overheads	-	670	-	670
Advice Line Equipment	-	2,745	-	2,745
	-	3,415	-	3,415

Depreciation is by the straight line method. There is no depreciation on buildings. Equipment is depreciated over 3 years and furniture over 5 years. Depreciation is charged in year of acquisition. Grants were received to purchase laptops and other devices and the cost was capitalised and is being written down over 3 years.

### 12. NET MOVEMENT OF FUNDS

	2021	2020
	£	£
As per Financial Statements	20,069	13,333
Funds Applied to acquisition of Assets (£8,234 from grants)	670	(829)
Net Movement of Funds available for other activities	<b><u>19,399</u></b>	<b><u>12,504</u></b>

### 13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Contract Payments	<b><u>20,920</u></b>	<b><u>26,258</u></b>

# BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

### 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Social Security and other taxes	6,100	5,198
Pension Contributions	2,663	2,377
Other Creditors	2,287	2,367
Grants paid in advance	<u>2,358</u>	<u>-</u>
Total	<u>13,408</u>	<u>9,942</u>

### 15. MOVEMENT IN FUNDS

	At 1.4.2020 £	Net Movement in Funds £	Transfers between Funds £	At 31.3.2021 £
<b>Unrestricted Funds</b>				
General Funds	27,343	14,799	4,528	46,670
Designated Safety Net	90,000	-	-	90,000
Building Repairs Fund	13,000	-	1,000	14,000
Provision for Redundancy	14,000	-	( 4,600)	9,400
<b>Total</b>	<b>144,343</b>	<b>14,799</b>	<b>928</b>	<b>160,070</b>
	£	£	£	£
<b>Restricted Funds</b>				
General Funds	477	5,270	(5,747)	-
Redundancy Fund FIF	7,000	-	-	7,000
Capital Fund	311,260	-	4,819	316,079
<b>Total</b>	<b>318,737</b>	<b>5,270</b>	<b>(928)</b>	<b>323,079</b>
<b>Total Both</b>	<b>463,080</b>	<b>20,069</b>	<b>-</b>	<b>483,149</b>

#### Restricted Funds

General Funds that were given for a specified purpose and having fulfilled that purpose and there being no requirement to refund a surplus then any surplus is held to cover any deficit that may arise in the following year. If the surplus is not required in that year then it is transferred to unrestricted funds. The funding that is provided by MAS for the debt advice service has a requirement that an amount be set aside to cover redundancy costs should the contract be terminated. The Capital Fund is the value of the building that was given for that purpose

# BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021

### 16. SUPPORT COST

Overheads are those costs which are common to all services and cannot be allocated directly to the functions to which they relate. These costs are premises' running costs, gas, electricity, etc, and office costs, telephone, stationery, etc. The use of premises is multifunctional. Premises and office costs are allocated as a percentage on their estimated usage.

	Support costs	Governance costs	2021		2020
	£	£	£		£
Staff costs	8,433	540	8,973	Direct	8,683
Depreciation	671	-	671	Direct	1,096
Independent Examiners Fee	-	1,412	1,412	% allocation	1,512
Office costs	9,043	-	9,043	% allocation	11,139
Other Governance costs	-	98	98	% allocation	621
Sundry expenses	14,109	-	14,109	% allocation	14,604
Bank charges	69	-	69	% allocation	60
Premises Cost	<u>9,010</u>	<u>-</u>	<u>9,010</u>	% allocation	<u>11,419</u>
	<u>41,335</u>	<u>2,050</u>	<u>43,385</u>		<u>49,134</u>
Analysed between					
Charitable activities	<u>41,335</u>	<u>2,050</u>	<u>43,385</u>		<u>49,134</u>

### 17. SHARE CAPITAL

The company is limited by guarantee. In the event of a winding up, the liability of each member is limited.

### 18. LIABILITY OF MEMBERS

Every member of the company undertakes to contribute to the assets of the company in the event of it being wound up during the time that he or she is a member or within one year afterwards for the payment of debts and liabilities of the company contracted before he or she ceases to be a member, and of the cost, charges and expenses of winding up the same and for the adjustment of the rights of contributors amongst themselves. Such amounts as may be required not exceeding, in the case of any member, the sum of £1.

### 19. EXAMINERS FEE

An amount of £1,420 has been provided for in the accounts. This is included in other creditors.

### 20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Net Current Assets	Total Funds
	£	£	£
Unrestricted Funds	-	160,070	160,070
Restricted Funds	<u>316,079</u>	<u>7,000</u>	<u>323,079</u>
	<u>316,079</u>	<u>167,070</u>	<u>483,149</u>

### 21. RELATED PARTY TRANSACTIONS

There were no disclosable related party transactions during the year. (2020 – Nil)