

REGISTERED COMPANY NUMBER: 5900656 (England and Wales)
REGISTERED CHARITY NUMBER: 1118080

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2021
for
Tadley & District Citizens Advice Bureau**

Brewers Chartered Accountants
Bourne House
Queen Street
Gomshall
Surrey
GU5 9LY

Tadley & District Citizens Advice Bureau

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for the Year Ended 31 March 2021**

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Tadley & District Citizens Advice Bureau

**Reference and Administrative Details
for the Year Ended 31 March 2021**

REGISTERED OFFICE

Franklin Avenue
Tadley
Hampshire
RG26 4ET

REGISTERED COMPANY NUMBER

5900656 (England and Wales)

REGISTERED CHARITY NUMBER

1118080

BANKS

Barclays Bank
8 Market Place
Basingstoke
RG21 7QA

Tadley & District Citizens Advice Bureau

Report of the Trustees for the Year Ended 31 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 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in 2015, the Companies Act 2006 and applicable UK accounting standards in preparing the annual report and financial statements of the organisation.

The Charity is a limited Company, limited by guarantee, and is governed by its Memorandum and Articles of Association. The Trustees confirm that they have had regard to the Charity Commission's public benefit guidance.

The following people were trustees during the year:

Prof Tony Downes	Chair	
Stephen Wayne Hodgson	Vice Chair	
Katherine Jane Birkinshaw	Company Secretary	
Kevin Michael Rafferty	Treasurer	
Cllr Janette Margaret Hewitt	Baughurst Parish Council representative	
Cllr Michael John Bound	Basingstoke & Deane Borough Council representative	
Cllr Josephine Barbara Simin	Tadley Town Council representative	
Katherine Bridget Hebden (Wright)		
Alistair Cheyne		Deceased 08 May 2020
Andrew Cobb		
Anna Mary Illingworth		

New Appointments and Resignations

Simone Freire	Resigned 09 January 2020
Eddie McGrath	Resigned 15 May 2020
Lorraine Bissell	Resigned 15 May 2020
Nicholas Robert Edwards	Appointed 01 September 2020
Vanessa Coral May Richards	Appointed 01 September 2020

The following people also attended meetings during the year:

Ex Officio Members	Role
Rachel Campbell	Chief Officer (Appointed April 2020)
Graham Hatcher	Joint Liaison Officer
Mike Davis	Staff Representative (Resigned November 2020)
Martin Heath	Staff Representative (Appointed November 2020)
Cllr Derek Mellor	Hampshire County Council Representative
Clare Hawkins	Office Manager/Minute Secretary

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Tadley and District Citizens Advice Bureau is a registered charity and a company limited by guarantee. Tadley and District Citizens Advice Bureau is also known and referred to as CA Tadley. The maximum liability of each member is limited to £10. At 31 March 2021, the company had 8 individual members and 6 organisations (2020 - 8 and 6). CA Tadley is governed by its Memorandum and Articles of Association as adopted in 2017.

Tadley & District Citizens Advice Bureau

Report of the Trustees for the Year Ended 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Trustees, who are also Directors of the Company, are elected from the local community. Appointment of new Trustees is undertaken by the Trustee Board as and when required and notified to Companies House by the Company Secretary.

Under the Memorandum and Articles of Association as adopted in October 2017, the number of Trustees shall be a minimum of 3 and a maximum of 15. Trustees may be elected at the AGM and shall hold office from the conclusion of that meeting. Co-opted Trustees can be appointed at a meeting of the Trustee Board and may serve for a maximum of 3 years and then must be elected at the next AGM. The Officers of the Charity are elected by the fellow members of the Trustee Board.

Induction and training of new trustees

Newly appointed Trustees are provided with a comprehensive induction to CA Tadley through the provision of training courses and mentoring by established trustees.

Organisational structure

CA Tadley 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 CA Tadley and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office and is available to the public. The members of the Trustee Board consist of:

1. Elected Members
2. Representatives of member organisation who are appointed by the bodies they represent and who decide to become trustees/Directors.
3. Co-opted trustees who are appointed by the Trustee Board
4. In attendance: staff members who are elected by their fellow volunteer advisers and the Chief Officer, the Joint Liaison Officer (by invitation when appropriate), and the Office Manager.

Related parties

CA Tadley 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. Operating policies are independently determined by the Trustee Board of CA Tadley to fulfil its charitable objects and comply with the national membership requirements. CA Tadley is also a member of the Hampshire Consortium of Citizens Advice.

The charity also co-operates and liaises with several other advisory services, local charities, and social services 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.

Risk management

CA Tadley has worked on a Corporate Risk Management exercise. A risk management strategy is agreed by the Trustee Board. 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 CA Tadley is continually monitoring and managing its risk and its action plans.

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.

OBJECTIVES AND ACTIVITIES

Objectives

The charity's objectives are to promote any charitable purpose for the benefit of the community in Tadley and the surrounding area, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness, and distress.

Tadley & District Citizens Advice Bureau

Report of the Trustees for the Year Ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Aims, Objectives, Strategies and Activities for the Year

CA Tadley seeks to provide the advice people need for the problems they face, and to improve the policies and practices that affect people's lives.

It provides free, independent, confidential, and impartial advice to everyone on their rights and responsibilities. We value diversity, promote equality and challenge discrimination.

The principal activity of CA Tadley remains the provision of advice for members of the public. This is provided through telephone, webchat, email, and face to face drop in and pre-arranged interviews.

Opening Hours

Mon 10 am - 3.30 pm
Tues 10 am - 1 pm
Weds 10 am - 1 pm
Thurs 10 am - 3.30 pm
Thurs 6 pm by appointment only
Fri 10 am - 1 pm

Specialist Advice is offered through:

- Relationship Advice: Rowberry Morris - alternate Wednesdays 10 am - 1 pm
- Employment Advice: Rowberry Morris - alternate Wednesdays 10 am - 1 pm
- Specialist Welfare Benefit and Debt provision by appointment.
- Debt Relief intermediary by appointment.
- A Pensionwise agent is available by referral

Funded Projects

The aim of specialist projects, which are supported by additional funding, is to build on the excellent work done by the core service. This enables CA Tadley to provide extra support and in-depth case work to the most vulnerable of our clients. To obtain the necessary funding to provide the additional services, applications were made to various local and national providers of community finance.

	Days	Funded by
Macmillan: Advice for people affected by cancer	Monday - Friday	Macmillan
Help to Claim: Support in making first claim for Universal Credit	Monday - Friday	DWP via CitA
Debt advice	Monday - Friday	Money & Pensions Service via CitA
Community care: Benefits advice including support for applications and appeals	Monday	Turbary Allotment Charity
Evening Advice	Thursday	Tadley Town Council
Mental Health Support: Support to clients with mental health issues	Thursday	Tadley Town Council
Tadley Foodbank Outreach	Tuesday	Basingstoke Foodbank

We monitor the needs of the community by comparing our clients to the community profile to ensure that those who need help with problems can access our service.

Recruitment is ongoing for volunteer advisers and admin support. Induction, training, and support are provided to meet individual needs to ensure that the necessary knowledge and skills are in place.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance, in advising the public and administering the charity. Volunteer roles include trustee; adviser; IT support; fundraising; research & campaigns, bookkeeper and admin support. Citizens Advice, based on our annual return, has valued the help of 31 volunteers at £174,254 in the current year.

Tadley & District Citizens Advice Bureau

Report of the Trustees for the Year Ended 31 March 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievements

We offer 25 hours of advice per week supported by a paid Chief Officer, Advice Services Manager, Office Manager, Training Officer, Administration Officer and some paid and volunteer Advice Session Supervisors and Advisers.

In the year we helped 2,961 clients with 8,720 issues. 10,081 interactions were made either with or on behalf of clients, face-to-face, by phone, email, webchat, or letter. The main enquiry issues were: Benefits and Tax Credits, Debt, Relationships and Family, Employment, Housing.

Financial outcomes, or money gained for clients, included benefits and pensions, back dated payments, and tribunal awards. This is a verified figure from clients who have kept us informed and the real total is likely to be much higher. We secured annualised gains of £1,546,975 on behalf of clients during the year (including Macmillan).

This year has seen 5 new volunteer assessors undergo the extensive Citizens Advice training programme. Other training was completed, as appropriate, in particular sessions on giving advice remotely. All members of trustees, staff and volunteers undertook the revised training in GDPR and the FCA Senior Managers & Certification Regime (SMCR).

Liaison meetings have taken place with a variety of local partners including Local Authorities and other voluntary agencies on topics such as vulnerable people and disability groups. We are also active members of the Hampshire Consortium of Citizens Advice.

In 2020/21 we submitted 43 separate items of evidence to our national Research and Campaigns unit about the effect of poor policies and practices in the Tadley area.

Quarterly Board Meetings have been held (via Zoom), attended by Trustees and observers. Sub-Committee meetings have been held in Compliance and Reporting, Strategy and Finance, Research and Campaigns and Staffing.

Public Benefit

The trustees have considered the guidance provided by the Charity Commission and its impact on the work of the charity.

Fundraising activities

Fundraising activities were adversely affected by the Covid restrictions.

Total fundraising income for the year was £317 (2020 £5,583). Fundraising expenditure incurred in fundraising activities during the year was £0 (2020 £0).

Factors Affecting the Achievement of Objectives

The charity is aware of the financial pressures experienced by its major funders and in view of this has taken active measures to seek additional sources of funding for its services

FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £236,944 (2020 £166,952), of this £59,857 (2020 £63,776) related to project restricted activities.

A surplus of £57,001 was made in the year (2020 deficit of £3,015). At 31 March 2021 total funds were £154,530 (2020 £97,529) of which £4,739 represented restricted funds (2020 £6,419).

Reserves Policy

CA Tadley is required to ensure that free monies are available in each financial year to meet any reasonably foreseeable contingency. CA Tadley will maintain a projection of income for at least 3 years ahead and will ensure that this continues to be derived from as wide a variety of sources possible. The financial position of CA Tadley is entirely dependent on the continued support of grant making bodies, in particular Basingstoke and Deane Borough Council.

The trustees' policy is to maintain about 3 months costs which would total £40,326, a closure cost of £10,000 in respect of redundancy pay and £20,285 for the lease totalling £70,611.

Tadley & District Citizens Advice Bureau

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

FINANCIAL REVIEW

Principal funding sources

The Trustees extend their gratitude to Basingstoke and Deane Borough Council; Tadley Town Council; Greenham Trust; Hampshire and Isle of Wight Community Foundation and local Parishes who continued to support the core operating capacity of the charity. Additionally, project-specific funding was received from Turbary Allotment Charity; Citizens Advice; Citizens Advice Hampshire; Macmillan; Tesco; Sovereign Housing; AWE; Basingstoke Voluntary Action and The National Lottery Community Fund.

FUTURE PLANS

CA Tadley aims to continually improve access to its service and intends to extend its service to an even wider number of the community. This will be achieved by a recruitment strategy to increase volunteer numbers. We aim to continue to offer telephone advice along with a webchat and email service. We will also deliver the DWP Help to Claim Service, in addition to our core activities. CA Tadley has recruited a full-time debt adviser under the MAPS (Money & Pensions Service) project. CA Tadley will recruit two further telephone assessors, under the government funded Kickstart scheme.

TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently.
- b) observe the methods and principles in the Charities SORP.
- c) make judgments and accounting estimates that are reasonable and prudent.
- d) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.


The trustees are responsible for keeping sufficient accounting records that 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

In so far as the trustees are aware:

g) there is no relevant audit information of which the charity's auditor is unaware; and
g) 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 auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the board of trustees on 04/11/21 and signed on its behalf by:


Kevin Michael Rafferty (Trustee & Director)

Independent Examiner's Report to the Trustees of Tadley & District Citizens Advice Bureau

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Tadley & District Citizens Advice Bureau ('the charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of charitable company 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 charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act') and 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.


An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 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.



.....
Mr. A. Skilton
ACA
Brewers Chartered Accountants
Bourne House,
Queen Street,
Gomshall,
Surrey
GU5 9LY

Date: 11 November 2021

Tadley & District Citizens Advice Bureau

Statement of Financial Activities
for the Year Ended 31 March 2021

	Note	Unrestricted fund £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		5,291	-	5,291	10,730
Activities for generating funds	2	317	-	317	5,583
Investment income	3	53	-	53	178
Incoming resources from charitable activities					
Grants		<u>171,425</u>	<u>59,857</u>	<u>231,283</u>	<u>150,461</u>
Total incoming resources		177,087	59,857	236,944	166,952
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		71,289	58,687	129,976	126,548
Charitable activities					
Support costs		32,959	14,192	47,151	40,115
Governance costs		<u>2,816</u>	<u>-</u>	<u>2,816</u>	<u>3,304</u>
Total resources expended		107,064	72,879	179,943	169,967
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		70,023	(13,022)	57,001	(3,015)
Gross transfers between funds	11	<u>(11,342)</u>	<u>11,342</u>	-	-
Net incoming/(outgoing) resources		58,681	(1,680)	57,001	(3,015)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>91,110</u>	<u>6,419</u>	<u>97,529</u>	<u>100,544</u>
TOTAL FUNDS CARRIED FORWARD		<u>149,791</u>	<u>4,739</u>	<u>154,530</u>	<u>97,529</u>

The notes form part of these financial statements

Tadley & District Citizens Advice Bureau

**Balance Sheet
At 31 March 2021**

	Note	Unrestricted fund £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
CURRENT ASSETS					
Debtors	8	3,445	-	3,445	11,663
Cash at bank		<u>173,606</u>	<u>4,739</u>	<u>178,345</u>	<u>96,319</u>
		177,051	4,739	181,790	107,982
CREDITORS					
Amounts falling due within one year	9	<u>(27,260)</u>	-	<u>(27,260)</u>	<u>(10,453)</u>
NET CURRENT ASSETS		<u>149,791</u>	<u>4,739</u>	<u>154,530</u>	<u>97,529</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>149,791</u>	<u>4,739</u>	<u>154,530</u>	<u>97,529</u>
NET ASSETS		<u>149,791</u>	<u>4,739</u>	<u>154,530</u>	<u>97,529</u>
FUNDS	11				
Unrestricted funds				149,791	91,110
Restricted funds				<u>4,739</u>	<u>6,419</u>
TOTAL FUNDS				<u>154,530</u>	<u>97,529</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 04/11/21 and were signed on its behalf by:


Kevin Michael Rafferty (Treasurer)

The notes form part of these financial statements

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and Companies Act 2006.

CA Tadley meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless stated in the relevant accounting policy note.

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

i) Grants receivable

Grants made to finance the activities of CA Tadley 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 when receivable.

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 when due.

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. This help and support are not included in the financial statements. However, its value to the Charity has been estimated and disclosed in the directors' report.

Resources expended

All expenditure is accounted for on an accrual's basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Where such costs relate to more than one functional cost category they have been allocated to activities and funds on a basis consistent with the use of the resource.

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 each fund is included in the notes to the financial statements.

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

1. ACCOUNTING POLICIES - continued

Debtors

Debtors are recognised at the settlement amount due after any trade discount offered.

Creditors

Creditors are recognized where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognized at their settlement amount after allowing for any trade discount due.

Restricted funds

Income received for the restricted purposes is included in separate restricted funds against which appropriate expenditure is allocated.

Pension

A stakeholder pension scheme is available.

Leases

Rental costs under operating leases are charged to the statement of financial activities in equal amounts over the period of the leases. The charity has taken out a lease which terminates on December 31st, 2027. Currently, the majority of this rent is covered by an amount of grant received from the landlord.

Irrecoverable VAT

The charity is not VAT registered and therefore does not charge or reclaim any VAT.

2. ACTIVITIES FOR GENERATING FUNDS

	31.3.21	31.3.20
	£	£
Fundraising events	<u>317</u>	<u>5,583</u>

3. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Deposit account interest	<u>53</u>	<u>178</u>

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.21	31.3.20
	£	£
Other operating leases	<u>17,991</u>	<u>14,198</u>

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

5. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustee indemnity insurance was purchased at a cost of £151 (2020 £151).

Trustees' expenses

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

CA Tadley paid £1,845 in the year ended 31 March 2021 for various insurance services, including professional indemnity cover (2020 £1,843).

There were no related party transactions in the period.

6. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	<u>125,831</u>	<u>122,328</u>

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

	31.3.21	31.3.20
Charitable activities	<u>10</u>	<u>10</u>

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

The Key Management Personnel of CA Tadley comprise of the Trustees, the Chief Executive, and the senior management team. Total amounts paid in respect of the Key Management Personnel comprise of £30,924 (2020: £23,519).

No employee earned over £60,000.

7. PURPOSES OF RESTRICTED FUNDS

Macmillan

A restricted fund provided by Citizens Advice Hampshire to provide advice for cancer sufferers and their carers offering hospital outreach appointments and home visits.

Evening

A project funded in previous years by the Big Lottery and Hampshire County Council, but currently fully funded by Tadley Town Council. The aim is to increase channels of access for people, encouraging consistency of advice delivery.

In September 2020, this fund was closed and a new unrestricted fund called After Hours was setup providing the same aims, Tadley Town Council remained the donors.

Foodbank Outreach

A fund to provide support to people making use of the local foodbank.

Universal Credit Help to Claim

A fund from central government, through CitA to help people assess their eligibility for Universal Credit and to support them in making their first claim.

Money and Pension Service (MaPs) Project

Funded by the Money & Pensions Service, this project employs a full time debt adviser to work with clients experiencing debt problems.

Tadley & District Citizens Advice Bureau

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

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	3,295	8,068
Other debtors	150	3,595
	<u>3,445</u>	<u>11,663</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Other creditors	<u>27,260</u>	<u>10,453</u>

Deferred Income relates to Unrestricted Funds received in 2020/21 for Projects from 1st April 2021 (£10,000 Single Queue; £8,000 Community Care Project received from Tubary Charity and £3,333 received from Hampshire and Isle of Wight Community Foundation).

10. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	31.3.21	31.3.20
	£	£
Expiring:		
Within one year	14,558	14,396
Between one and five years	<u>59,532</u>	<u>-</u>
	<u>74,090</u>	<u>14,396</u>

11. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	Transfers between funds	At 31.3.21
	£	£	£	£
Unrestricted funds				
General fund	91,110	70,023	(11,342)	149,791
Restricted funds				
Restricted Fund	6,419	(13,022)	11,342	4,739
	<u>97,529</u>	<u>57,001</u>	<u>-</u>	<u>154,530</u>

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

11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	177,087	(107,064)	70,023
Restricted funds			
Restricted Fund	59,857	(72,879)	(13,022)
TOTAL FUNDS	<u>236,944</u>	<u>(179,943)</u>	<u>57,001</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted Funds			
General fund	77,125	13,985	91,110
Restricted Funds			
Restricted Fund	23,419	(17,000)	6,419
TOTAL FUNDS	<u>100,544</u>	<u>(3,015)</u>	<u>97,529</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	103,176	(89,191)	13,985
Restricted funds			
Restricted Fund	63,776	(80,776)	(17,000)
TOTAL FUNDS	<u>166,952</u>	<u>(169,967)</u>	<u>(3,015)</u>

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 fund	77,125	84,008	(11,342)	149,791
Restricted funds				
Restricted Fund	<u>23,419</u>	<u>(30,022)</u>	<u>11,342</u>	<u>4,739</u>
TOTAL FUNDS	<u>100,544</u>	<u>53,986</u>	<u>-</u>	<u>154,530</u>

11. 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 £	Movement in funds £
Unrestricted funds			
General fund	280,263	(196,255)	84,008
Restricted funds			
Restricted Fund	<u>123,633</u>	<u>(153,655)</u>	<u>(30,022)</u>
TOTAL FUNDS	<u>403,896</u>	<u>(349,910)</u>	<u>53,986</u>