

REGISTERED COMPANY NUMBER: 05852220 (England and Wales)
REGISTERED CHARITY NUMBER: 1118465

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

Haslers
Chartered Accountants
Old Station Road
Loughton
Essex
IG10 4PL

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

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FOR THE YEAR ENDED 31 MARCH 2021**

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**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees:

Mr N Conway (Chair) (from October 2020)
Ms J G Wells (Chair until October 2020, trustee thereafter)
Ms A Happell (Treasurer) (from October 2020)
Mr C N Corrigan (Treasurer) (until October 2020)
Mr I Allsop - (Deputy Chair)
Ms I J Bowen
Dr M L Gilbert
Mr P W Gordon
Ms N Goswami (from October 2020)
Mr S P Harding-Lister (until June 2020)
Ms C Hartley (from October 2020)
Ms D Lowry
Ms A McBrayne (until October 2020)
Mr S W Murray
Mr B Sarpal (from October 2020)

Secretary: Ms A Happell

Chief Executive: Ms J O'Boyle

Registered office:

Ernest Withers House
50A Hemnall Street
Epping
Essex
CM16 4LS

Accountants:

Haslers
Chartered Accountants
Old Station Road
Loughton
Essex IG10 4PL

Bankers: CAF Bank Limited

PO Box 289
West Mailing
Kent
ME19 4TA

Registered number: 5852220 (England & Wales)

Charity number: 1118465

**EPPING FOREST 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Review of the year

The objectives of Epping Forest District Citizens Advice Bureau (the charity) are to promote any charitable purpose for the public benefit of the community in the Epping Forest District and surrounding areas, by the advancement of education, the protection and preservation of health, and the relief of poverty, sickness and distress.

The charity provides a free, independent and impartial advice service to all comers on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination. It aims to provide the advice people need for the problems they face, and also to help improve the policies and practices that affect people's lives.

The trustees have complied with their duty under section 4 of the Charities Act 2011 to have regard to the public benefit guidance published by the Charity Commission. The manner by which the trustees have delivered the charitable objectives for the public benefit is described below.

ACHIEVEMENT AND PERFORMANCE

Review of the year

While the charity had offices in Epping, Loughton and Waltham Abbey during this financial period, the ongoing Covid-19 pandemic and associated restrictions meant the charity was unable to operate face-to-face services from those offices. However, it continued to offer a full range of generalist and specialist advisory services to the general public via a telephone service, and some email. The challenges of staff and volunteers working from home, both technologically and mentally, was understandably considerable especially due to great uncertainty and changing regulations, and the charity strove to ensure a balance between delivering an efficient and effective service, and meeting the needs of its advisers.

Prior to the pandemic, the charity was already committed to a move to a more telephone-based model of advice delivery so was prepared, to some degree, for the externally enforced change in how its services could be operated. In 2019/20, telephone was the channel of advice for only 20% of clients, this rose to 73% in 2020/21. Conversely, face-to-face dropped to zero from 64%. The charity also experienced a rise in advice enquiries via email from 7% in 2019/20 to 19% in 2020/21.

During the financial year, the charity supported 1,357 clients compared to 2,463 in the previous year. 3,947 issues were dealt with (8,789 in 2019/20). Overall, the charity calculates that the income gain of its clients as a result of its support was £115,280 (2019/20 - £336,441), an average of £84.95 per client.

The drop in figures can be explained by fewer clients accessing the charity's services, due in large part to Government support measures introduced during the pandemic. Additionally, the service dropped to three days a week as fewer advisers were available to help clients.

There was no significant change in the top issues being addressed by advisers, with benefits and universal credit first and second, followed by housing, debt, and relationships & family.

There was also no significant variance in the gender (37/63% male to female) or ethnicity of clients. However, there were slight increases in the percentages of clients in younger age ranges.

**EPHING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

FINANCIAL REVIEW

Financial position

The resources of the charity were applied during the period to the provision of advice to individuals. The financial position at 31 March 2021 will allow the charity to continue its activities. The primary source of income for the charity is grants from public authorities - county, district, and town councils. Additionally, the trustees wish to thank funders who generously supported us to maintain services throughout the pandemic, including funding for infrastructure, IT systems and volunteer recruitment. This enabled the charity to invest in equipment and systems which support a more flexible advice model. However, while small amounts raised in donations and from bank interest continued, the pandemic meant that no event or face-to-face fundraising activity was possible.

Income comes to the charity in two main ways: either without restriction and available to be spent on the day-to-day operation of the charity in meeting its objectives; or for projects where the monies are used to deliver specific services. The main cost of all operations is the salaries and overheads of paid staff, though it is important to note that over 40 dedicated volunteers supported the charity during the year with a variety of skills and input including charity governance, delivering advice, supporting services and helping the core staff team with day-to-day administration.

Risk management

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

The trustees continue to consider the major risks which may have a significant effect on:

- Operational performance, including risks to personnel and volunteers,
- Achievement of the stated aims and objectives,
- Meeting the expectations of clients and supporters.

The trustees review these risks on an ongoing basis and satisfy themselves that adequate systems and procedures are in place to mitigate and manage the risks identified.

During the year, with the required adoption of a remote advice service model, the trustees have specifically focused on ensuring risks associated with home working, data security and confidentiality have been prioritised and mitigated through robust policies, processes and procedures.

Reserves policy

In light of the pandemic, the trustees reviewed the reserves policy post year-end and have determined that:

The charity should hold financial reserves in order to ensure it can continue to operate and meet the needs of clients in the event of unforeseen and potentially financially damaging circumstances arising. It has taken into account the reliability and continuance of future funding, timing of cash flows and working capital requirements, cover for unplanned emergency repairs and potential liabilities relating to staff should there be closure of a particular activity.

The trustees review the reserves annually and agree a level that is felt appropriate given the business climate. The calculation of reserves is after designating funds for the following purposes:

Development and investment (internal). This is essential expenditure needed to maintain the operating capacity of our local office. The aggregated amounts needed to spend on the ongoing renewal of IT to support the core advice delivery and maintain a hybrid staffing model comes to £10,000.

The trustees have determined to retain 3 months of operating costs in reserves to meet unexpected events (such as a significant loss of funding). The amount of reserves is calculated from the annual operating budget (excluding salaries which are covered below) and amounts to £20,000.

The trustees have agreed to retain the cost of redundancy for staff in the event of a crisis wind down of the charity. The redundancy liability as at 1st July 2021 amounts to £32,000.

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

The reserves position will continue to be monitored and amended if appropriate to reflect any changes in funding circumstances.

PLANS FOR FUTURE PERIODS

The charity will continue to provide a full range of services to meet the needs of its clients and fulfil its public benefit duties. The trustees are committed to continually reviewing strategy and assessing the optimal ways in which to deliver services, including how technological developments can assist.

Additionally, the charity will continue to monitor areas of need and beneficiary demographics to ensure that as many people as possible can access its services, and that wherever possible all of those with significant needs are being reached.

The charity has an ongoing recruitment and training programme for advisers to ensure continuity.

The main challenge in recent years is the ability to raise funding to sustain its much-needed services and the trustees will continue to seek ways in which a diversified spread of income streams can be accessed.

The trustees have also committed to embedding an equality and diversity strategy to ensure our services meet the needs of our client demographics and that everyone has equal access to receive free, impartial advice and support.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is administered and managed subject to and in conformity with the provisions of the Memorandum and Articles of Association as amended in 2019. The charity is limited by guarantee and its operations are primarily the provision of advice to local citizens in need of help. The charity is a member of the National Association of Citizens Advice Bureaux.

Appointment of Board Members Trustees are appointed in one of the following manners: elected at the AGM; or by being co-opted by the Board. Certain outside organisations nominate representatives to attend meetings of the Board. Investment Powers Investment decisions are taken by the Board.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 21 October 2021 and signed on its behalf by:

N Conway - Trustee

A handwritten signature in black ink, appearing to read 'N Conway', with a stylized flourish at the end.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

Independent examiner's report to the trustees of Epping Forest District Citizens Advice Bureau ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ACCA which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 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 accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and 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.


Paul Thain BA (Hons) FCCA
ACCA
Haslers
Chartered Accountants
Old Station Road
Loughton
Essex
IG10 4PL

21 October 2021

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	7,469	-	7,469	5,677
Charitable activities	5				
Charitable activities		159,496	134,830	294,326	267,072
Other income	3	2,418	-	2,418	12,543
Investment income	4	115	-	115	-
Total		<u>169,498</u>	<u>134,830</u>	<u>304,328</u>	<u>285,292</u>
 EXPENDITURE ON					
Raising funds	6	-	-	-	1,883
Charitable activities	7				
Charitable activities		109,197	106,080	215,277	238,603
Total		<u>109,197</u>	<u>106,080</u>	<u>215,277</u>	<u>240,486</u>
 NET INCOME		<u>60,301</u>	<u>28,750</u>	<u>89,051</u>	<u>44,806</u>
 RECONCILIATION OF FUNDS					
Total funds brought forward		163,719	8,609	172,328	127,522
 TOTAL FUNDS CARRIED FORWARD		<u><u>224,020</u></u>	<u><u>37,359</u></u>	<u><u>261,379</u></u>	<u><u>172,328</u></u>

The notes form part of these financial statements

**EPHING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**BALANCE SHEET
31 MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
CURRENT ASSETS					
Debtors	10	14,514	-	14,514	14,921
Cash at bank and in hand		212,513	37,359	249,872	161,831
		<u>227,027</u>	<u>37,359</u>	<u>264,386</u>	<u>176,752</u>
CREDITORS					
Amounts falling due within one year	11	(3,007)	-	(3,007)	(4,424)
NET CURRENT ASSETS		<u>224,020</u>	<u>37,359</u>	<u>261,379</u>	<u>172,328</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		224,020	37,359	261,379	172,328
NET ASSETS		<u>224,020</u>	<u>37,359</u>	<u>261,379</u>	<u>172,328</u>
FUNDS	13				
Unrestricted funds				224,020	163,719
Restricted funds				37,359	8,609
TOTAL FUNDS				<u>261,379</u>	<u>172,328</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.

The notes form part of these financial statements

**EPHING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**BALANCE SHEET - continued
31 MARCH 2021**

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

The financial statements were approved by the Board of Trustees and authorised for issue on 21 October 2021 and were signed on its behalf by:

N Conway - Trustee

A handwritten signature in dark ink, appearing to read 'N Conway', with a stylized flourish at the end.

A M Happell - Trustee

A handwritten signature in dark ink, appearing to read 'A M Happell', with a stylized flourish at the end.

The notes form part of these financial statements

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	87,933	35,056
Net cash provided by operating activities		<u>87,933</u>	<u>35,056</u>
Cash flows from investing activities			
Interest received		115	-
Net cash provided by investing activities		<u>115</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period		88,048	35,056
Cash and cash equivalents at the beginning of the reporting period	2	161,824	126,768
Cash and cash equivalents at the end of the reporting period	2	<u><u>249,872</u></u>	<u><u>161,824</u></u>

The notes form part of these financial statements

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021**

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

	2021	2020
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	89,051	44,806
Adjustments for:		
Interest received	(115)	-
Decrease in debtors	407	112
Decrease in creditors	(1,410)	(9,862)
Net cash provided by operations	<u>87,933</u>	<u>35,056</u>

2. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021	2020
	£	£
Cash in hand	154	154
Notice deposits (less than 3 months)	249,718	161,677
Overdrafts included in bank loans and overdrafts falling due within one year	-	(7)
Total cash and cash equivalents	<u>249,872</u>	<u>161,824</u>

3. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/20	Cash flow	At 31/3/21
	£	£	£
Net cash			
Cash at bank and in hand	161,831	88,041	249,872
Bank overdraft	(7)	7	-
	<u>161,824</u>	<u>88,048</u>	<u>249,872</u>
Total	<u>161,824</u>	<u>88,048</u>	<u>249,872</u>

The notes form part of these financial statements

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Epping Forest District Citizens Advice Bureau is a charitable company, limited by guarantee, incorporated in England & Wales. The registered office is detailed on page 1 of the accounts. The financial statements are presented in pounds sterling which is the functional currency of the charitable company.

Income

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

Expenditure

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

Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1998 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to 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.

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

Pension costs and other post-retirement benefits

The charity operates defined contribution pension arrangements and the pension payments are charged to the statement of financial activities in the period in which they are incurred.

**EPHING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

2. DONATIONS AND LEGACIES

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Donations	7,469	-	7,469	5,677

3. OTHER INCOME

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fundraising events	2,388	-	2,388	12,490
Deposit account interest	30	-	30	53
	2,418	-	2,418	12,543

4. INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Miscellaneous income	115	-	115	-

5. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Grants				
Epping Forest District Council - General Advice	113,840	--	113,840	134,840
Epping Forest District Council - Debt Advice	--	42,000	42,000	20,980
Essex County Council	16,924	--	16,924	11,105
Essex Community Fund	2,901	--	2,901	9,500
Big Lottery Fund	--	--	--	10,000
Loughton Mens Institute	10,000	--	10,000	10,000
Loughton Town Council	8,500	--	8,500	8,500
Waltham Abbey Town Council	--	--	--	2,300
Epping Town Council	--	--	--	1,500
Citizens Advice	17,788	60,780	78,568	53,827
BEIS	--	21,550	21,550	--
Other grants and fees	43	--	43	4,500
	169,996	124,330	294,326	267,052

**EPHING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

6. RAISING FUNDS

	Unrestricted General Advisory Services £	Restricted Debt Mitigation Service £	Restricted Universal Support £	2021 Total funds £	2020 Total funds £
Cost of raising funds	--	--	--	--	1,883

7. CHARITABLE ACTIVITIES COSTS

	Unrestricted General Advisory £	Restricted Debt Mitigation £	Restricted Universal Support £	Restricted Other £	2021 Total funds £	2020 Total funds £
Staff Costs	79,235	40,576	54,101	1,434	175,346	173,836
Other direct costs	--	--	--	--	--	7,683
Support costs	--	--	--	--	--	59,034
	<u>79,235</u>	<u>40,576</u>	<u>54,101</u>	<u>1,434</u>	<u>175,346</u>	<u>240,553</u>
Support costs						
Management	--	--	--	--	--	2,495
Office, IT & Communications	14,372	2,798	1,983	89	19,242	26,647
Premises	15,335	2,091	2,940	68	20,434	27,194
Governance				--		312
Other	600	--	--	--	600	2,386
	<u>30,307</u>	<u>4,889</u>	<u>4,923</u>	<u>157</u>	<u>40,276</u>	<u>59,034</u>

The basis of allocation of staff costs is hours worked.

8. 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.

Trustees' expenses

No trustee was remunerated for any services. During this year, and the previous year, no expenses were reimbursed to the trustees. The trustees had indemnity insurance in place during the year.

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

9. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	172,420	161,420
Social security costs	2,926	6,410
Other pension costs	-	7,216
	<u>175,346</u>	<u>175,046</u>

No staff received total employee benefits exceeding £60,000.

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

	2021	2020
Charitable purposes	8	8
Management and administration of charity	2	2
	<u>10</u>	<u>10</u>

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

Pension Costs - Pension arrangements for employees is operated on a defined contributions basis and are open to all employees at any time. The company contributes 6% of pensionable earnings. The assets of the scheme are held separately from those of the company in schemes managed by Aviva and Standard Life. The pension contributions shown in the year represent the contributions payable by the company.

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other debtors	1,595	2
Prepayments and accrued income	4,419	4,419
Grants receivable	8,500	10,500
	<u>14,514</u>	<u>14,921</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Bank loans and overdrafts (see note 12)	-	7
Social security and other taxes	2,487	2,072
Other creditors	-	1,712
Accruals and deferred income	520	633
	<u>3,007</u>	<u>4,424</u>

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

12. LOANS

An analysis of the maturity of loans is given below:

	2021 £	2020 £
Amounts falling due within one year on demand:		
Bank overdrafts	-	7

13. MOVEMENT IN FUNDS

	At 1/4/20 £	Net movement in funds £	At 31/3/21 £
Unrestricted funds			
General fund	113,719	60,301	174,020
Unrestricted designated funds	50,000	-	50,000
	163,719	60,301	224,020
Restricted funds			
Training & Development Fund	8,609	-	8,609
Universal Support	-	941	941
Debt Mitigation Service	-	7,850	7,850
BEIS/Covid	-	19,959	19,959
	8,609	28,750	37,359
TOTAL FUNDS	172,328	89,051	261,379

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	169,498	(109,197)	60,301
Restricted funds			
Universal Support	60,780	(59,839)	941
Debt Mitigation Service	52,500	(44,650)	7,850
BEIS/Covid	21,550	(1,591)	19,959
	134,830	(106,080)	28,750
TOTAL FUNDS	304,328	(215,277)	89,051

**EPHING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

13. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/20 £
Unrestricted funds				
General fund	72,629	88,417	(47,327)	113,719
Unrestricted designated funds	50,000	-	-	50,000
	<u>122,629</u>	<u>88,417</u>	<u>(47,327)</u>	<u>163,719</u>
Restricted funds				
Training & Development Fund	-	8,609	-	8,609
Universal Support	4,893	(26,462)	21,569	-
Debt Mitigation Service	-	(25,758)	25,758	-
	<u>4,893</u>	<u>(43,611)</u>	<u>47,327</u>	<u>8,609</u>
TOTAL FUNDS	<u>127,522</u>	<u>44,806</u>	<u>-</u>	<u>172,328</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	225,927	(137,510)	88,417
Restricted funds			
Training & Development Fund	10,000	(1,391)	8,609
Universal Support	28,358	(54,820)	(26,462)
Debt Mitigation Service	21,007	(46,765)	(25,758)
	<u>59,365</u>	<u>(102,976)</u>	<u>(43,611)</u>
TOTAL FUNDS	<u>285,292</u>	<u>(240,486)</u>	<u>44,806</u>

Purpose of restricted funds

Debt mitigation advice project - Funding provided by Epping Forest District Council helped to fund our debt advice and mitigation project.

The training and development project is funded by the Big Lottery to develop service delivery and quality of performance.

The universal support project is funded by Citizens Advice to deliver Help to Claim.

Designated funds

Designated funds held are divided into four headings, primarily to provide for the potential need to cover a reduction or withdrawal in funding resources where new sources of funding cannot be found. Amounts have been designated to provide for any salary and restructuring costs, against failure of vital IT or other equipment needing immediate repair or replacement and refurbishment or fitting out of existing or new premises and where the cost cannot be met from an in-year budget.

**EPPING FOREST DISTRICT CITIZENS ADVICE
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

13. MOVEMENT IN FUNDS - continued

	2021 £	2020 £
Redundancy reserve	20,000	20,000
Salary reserve	20,000	20,000
Lease and rates reserve	10,000	10,000
	<hr/> 50,000 <hr/>	<hr/> 50,000 <hr/>

14. RELATED PARTY DISCLOSURES

There have been no related party transactions identified in accordance with FRS 102. There were transactions between Citizens Advice in relation to insurance and information services.