
EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

CONTENTS

	Page
Reference and Administrative Details of the Company, its Trustees and Advisers	1
Trustees' Report	2 - 8
Trustees' Responsibilities Statement	9
Independent Examiner's Report	10 - 11
Statement of Financial Activities	12
Balance Sheet	13 - 14
Notes to the Financial Statements	15 - 26

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022

Trustees	Mr N Conway, Chair Ms J G Wells Ms A Happell, Treasurer (Resigned 21 October 2021) Ms C Hartley (Resigned 11 January 2022) Mr I Allsop, Deputy Chair Ms I J Bowen Dr M L Gilbert (Resigned 21 October 2021) Mr P W Gordon (Resigned 21 October 2021) Ms N Goswami Ms D Lowry Mr S W Murray Mr B Sarpal Mr R Bassett (appointed 14 April 2021) Mr S Snooks (appointed 21 October 2021)
Company registered number	05852220
Charity registered number	1118465
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

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their Annual Report together with the Financial Statements of the Company for the year 1 April 2021 to 31 March 2022. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and Financial Statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

The Charity also operates under the names Citizens Advice Epping Forest District.

Objectives and Activities

a. Policies and Objectives

The objectives of Citizens Advice Epping Forest District (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 people 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.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and Performance

a. Main Achievements of the Company

2021/22 was another year disrupted by Covid but thanks to our phone first advice service and the changes we had already introduced in 2020/21, we were able to maintain a high level of advice for clients. Overall, 1,752 clients were supported, a 30% increase on the previous year. We helped with 4,693 issues and have calculated a financial outcome for clients of £543,820.

Below are some of the objectives we set for the year and the actions taken to meet them.

We said we would improve our service accessibility for clients, prioritising those who live in areas of deprivation, with more outreaches in areas of need

What we did: Outreach

Waltham Abbey Outreach - a pilot project launched in September 2021. The project was specifically targeted to meet the needs of people living with poor financial and mental wellbeing and funded by a grant from West Essex One Health Partnership. Recognising these issues are often interlinked we set up a project delivered in a non-stigmatised location (the leisure centre) with a multi-agency approach to meet client needs holistically. This was a great success having supported 101 clients by the end of March 2022. Thanks to Eput mental health team, Waltham Abbey leisure centre, Epping Forest District Council (EFDC) Public Health and Community Champions teams and the Department for Work and Pensions (DWP) for their support.

The success of this project has enabled us to secure funding to maintain it for a further 12 months and expand the service to run every Tuesday and add in group workshops on a range of topics.

Epping Forest Civic Hub - the District Council, as part of its Civic building refurbishment, has created a multi-agency hub to support residents across the District. We have a presence there every Thursday and work alongside Council staff and other charities to provide a seamless service to visitors needing help with a range of issues.

Recruit more advisers

Despite continued Covid restrictions, we were able to recruit 10 new volunteers to support our advice services; however by the year's end, half of new advisers had left the service due to success in achieving paid roles or not being able to meet the requirements/time required for training.

Our adviser role is a professional volunteering role requiring significant commitment to a rigorous training programme. As with many other Local Citizens Advice (LCAs) we are finding it increasingly difficult to recruit people who can commit to the time that's needed to train to meet our advice standards and so we are reviewing how we can continue to support the growth in client demand with the change in volunteer behaviours. This includes making use of the Government's Kickstart Scheme to provide a 6-month employment opportunity for young people on Universal Credit.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and Performance (continued)

We said we would ensure representation on key community groups to raise awareness of the role CAEFD plays in supporting people in our community.

What we did:

We have worked closely with colleagues in the EFDC well-being team to ensure our advice service aligns with the EFDC wellbeing strategy. This has included representation on their Be Well Action Group.

We have also worked closely with West Essex One Health Partnership health inequalities team. As a result of this engagement, we have been able to demonstrate the positive impact Citizens Advice services in West Essex have on improving socio economic factors which is recognised as being a key factor in public health. Our Chief Executive has been invited to co-chair the One Health Partnership socio-economic Steering Committee.

We are members of the EFDC Community Hub Steering and Operational groups for the Epping Civic Hub and have been active supporters of the development of this service.

Our Chair is a board member for Essex Citizens Advice consortium which supports all the LCAs across Essex, especially with business development support.

We said we would commence a wide reaching programme to support a flexible infrastructure adaptable to change and fit for the future

What we did:

As a result of investment in IT systems, we now have a centralised system which enables all our staff and volunteers to work more efficiently and collaborate in their working practices. This cloud-based system supports a flexible and home working environment and also ensures our corporate memory is retained. We undertook a thorough review of our policies and procedures and ensured the charity is fit for purpose and has good working practices and culture that supports staff and volunteers to provide a quality advice service. This included an audit by our parent charity (CitA) which was passed and means we retain our Advice Quality Standard accreditation (AQS).

The Board undertook a thorough review of its premises strategy and, given that we had proven we could successfully operate a telephone first strategy during the Covid lockdown and had been unable to utilise two out of three of our offices, we took the decision to end the leases on our Waltham Abbey and Loughton offices.

The charity has been subcontracted by CitA to deliver the DWP's Help to Claim service supporting people making their first claim for Universal Credit. This contract was ending on 31st March 2022. CitA submitted a successful bid for the re-commissioning of this service but it did mean a much reduced footprint of sub-contractors. CAEFD was not successful in bidding for the new contract and so we prepared for an end of contract. TUPE applied to our staff working on the contract, who transferred to the incoming provider on 31st March 2022. Clients in our District will still have access to this support from Citizens Advice South Essex. However, we will need to replace the income this contract brought to support the costs of our general overheads.

The trustees undertook a review of the charity's strategic direction with two strategy sessions to consider the charity's strategic direction in light of the impact of Covid and the resulting change in client needs.

We said we would develop an Equality and Diversity Strategy that runs throughout the whole charity and becomes embedded in all that we do.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and Performance (continued)

What we did:

Appointed a trustee champion for Equality, Diversity and Inclusion (EDI) to ensure we have leadership at a strategic level for the charity.

Produce an EDI strategy to ensure EDI issues are a priority throughout the charity and that our services are representative for our communities and individual client needs.

Implemented an EDI benchmarking survey so that we are representative of our clients throughout our organisation.

Developed a training programme for staff, volunteers and trustees.

Signed up to the Disability Confident Standard.

Financial Review

a. 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 2022 will allow the charity to continue its activities. The primary source of income for the charity is grants from public authorities - including 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 50 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.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

b. Reserves Policy

The trustees reviewed and introduced a new reserves policy during the year 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 an 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.

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

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

c. Future Developments

Plans for future periods

The charity will continue to provide a full range of services to meet the needs of its clients and fulfill 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.

Building on the objectives met this year we plan to introduce the following initiatives and measures in 2022/23.

- Launch a new website that supports residents to access advice online giving people the tools they need to move forward with their issues where they are able. This frees up adviser time to support those that need a more personal approach
- Invest in paid adviser roles that enable us to expand our reach quickly and effectively while we further develop our volunteering model .
- Continue to develop our successful hyper-local outreach model and identify opportunities to further develop the existing service as well as identify opportunities to expand the model in the District.
- Support the review of the EFDC wellbeing strategy through involvement in their stakeholder engagement activities
- Support the EFDC response to the Homes for Ukrainian Refugees ensuring our advice services dovetail with the wider district response for refugee and host wellbeing .
- Develop the socio-economic response for health inequalities through continued co-chairing of the West Essex CCG steering group
- Continue our internal systems development to ensure we are fit for the future and providing an efficient and effective service with excellent governance processes and procedures.
- Develop a funding strategy that supports the diversity of income to provide greater security for our services
- Relaunch the charity's strategy and resulting business plan
- Ensure we meet the disability confident standard in our recruitment practices
- Undertake our annual benchmarking survey to ensure we are reflecting the diversity of our clients from our Board and throughout our charity
- Continue to develop our services to ensure we reach those client groups in our District that may not be able to or aware of our services.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Structure, Governance and Management

a. 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.

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 members of the board of Trustees on 18 October 2022 and signed on their behalf by:

Mr N Conway
(Chair of Trustees)

A handwritten signature in black ink, appearing to read 'N Conway', with a long horizontal flourish extending to the right.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2022

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

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

Approved by order of the members of the board of Trustees on 18 October 2022 and signed on its behalf by:

Mr N Conway
(Chair of Trustees)

A handwritten signature in black ink, appearing to read 'N Conway', with a long horizontal flourish underneath.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2022

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 2022.

Responsibilities and Basis of Report

As the Trustees of the Company (and 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 the Company's accounts 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.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Independent Examiner's Statement

Since the Company'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 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.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's 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 Company and the Company's Trustees as a body, for my work or for this report.

Signed: 

P Thain

Dated: 18 October 2022

FCCA

Haslers

Chartered Accountants
Old Station Road
Loughton
Essex
IG10 4PL

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and grants	3	152,661	165,311	317,972	301,795
Other trading activities	4	-	1,133	1,133	2,388
Investments	5	-	17	17	30
Other income	6	300	-	300	115
Total income		152,961	166,461	319,422	304,328
Expenditure on:					
Charitable activities	7	196,655	83,136	279,791	215,277
Total expenditure		196,655	83,136	279,791	215,277
Net (expenditure)/income		(43,694)	83,325	39,631	89,051
Transfers between funds	13	7,027	(7,027)	-	-
Net movement in funds		(36,667)	76,298	39,631	89,051
Reconciliation of funds:					
Total funds brought forward		37,359	224,020	261,379	172,328
Net movement in funds		(36,667)	76,298	39,631	89,051
Total funds carried forward		692	300,318	301,010	261,379

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 15 to 26 form part of these financial statements.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)
REGISTERED NUMBER: 05852220

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Current assets			
Debtors	11	5,452	14,514
Cash at bank and in hand		337,584	249,872
		<u>343,036</u>	<u>264,386</u>
Creditors: amounts falling due within one year	12	(42,026)	(3,007)
Net current assets		<u>301,010</u>	<u>261,379</u>
Total assets less current liabilities		<u>301,010</u>	<u>261,379</u>
Total net assets		<u><u>301,010</u></u>	<u><u>261,379</u></u>
Charity funds			
Restricted funds	13	692	37,359
Unrestricted funds	13	300,318	224,020
Total funds		<u><u>301,010</u></u>	<u><u>261,379</u></u>

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)
REGISTERED NUMBER: 05852220

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2022

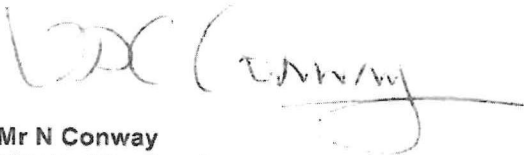
The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees on 18 October 2022 and signed on their behalf by:



Mr N Conway
(Chair of Trustees)

The notes on pages 15 to 26 form part of these financial statements.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. General information

Epping Forest District Citizens Advice Bureau is a charitable organisation, registered in England and Wales, with a registration number 05852220. The address of the registered office is Ernest Withers House, 50A Hemnall Street, Epping, Essex CM16 4LS. The principal objective of the charity is 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.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Epping Forest District Citizens Advice Bureau meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.3 Expenditure (continued)

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.5 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.6 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

2.7 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.8 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and grants

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Donations	285	1,553	1,838	7,469
Grants	152,376	163,758	316,134	294,326
	<u>152,661</u>	<u>165,311</u>	<u>317,972</u>	<u>301,795</u>
<i>Total 2021</i>	<u>134,830</u>	<u>166,965</u>	<u>301,795</u>	

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

4. Income from other trading activities

Income from non charitable trading activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Charity trading income	1,133	1,133	2,388
	<u>1,133</u>	<u>1,133</u>	<u>2,388</u>
<i>Total 2021</i>	<u>2,388</u>	<u>2,388</u>	

5. Investment income

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Investment income	17	17	30
	<u>17</u>	<u>17</u>	<u>30</u>
<i>Total 2021</i>	<u>30</u>	<u>30</u>	

6. Other incoming resources

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Other income	300	-	300	115
	<u>300</u>	<u>-</u>	<u>300</u>	<u>115</u>
<i>Total 2021</i>	<u>-</u>	<u>115</u>	<u>115</u>	

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

7. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total 2022 £	<i>Total 2021 £</i>
Expenditure	196,655	83,136	279,791	215,277
<i>Total 2021</i>	<i>106,080</i>	<i>109,197</i>	<i>215,277</i>	

8. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Expenditure	230,000	49,791	279,791	215,277
<i>Total 2021</i>	<i>175,346</i>	<i>39,931</i>	<i>215,277</i>	

Analysis of direct costs

	Total funds 2022 £	<i>Total funds 2021 £</i>
Staff costs	178,601	175,346
Other direct costs	51,399	-
	230,000	175,346

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

8. Analysis of expenditure by activities (continued)

Analysis of support costs

	Total funds 2022 £	<i>Total funds 2021 £</i>
Other Staff Costs	20,702	-
Repairs and Maintenance	1,672	6,449
Office Expenses	4,962	4,334
Telephone and Communications	614	6,267
Computuer Expenses	2,321	2,791
Insurance	2,407	15,416
Rent	9,052	2,606
Rates	1,336	1,091
Light and Heat	1,306	977
Legal and Professional	5,036	-
Other Expenses	383	-
	<u>49,791</u>	<u>39,931</u>

9. Staff costs

	2022 £	<i>2021 £</i>
Wages and salaries	199,303	175,346
	<u>199,303</u>	<u>175,346</u>

The average number of persons employed by the Company during the year was as follows:

	2022 No.	<i>2021 No.</i>
Charitable purposes	8	8
Management and administration of charity	2	2
	<u>10</u>	<u>10</u>

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

9. Staff costs (continued)

No employee received remuneration amounting to more than £60,000 in either year.

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. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

11. Debtors

	2022 £	2021 £
Due within one year		
Other debtors	1,101	10,095
Prepayments and accrued income	4,351	4,419
	<u>5,452</u>	<u>14,514</u>

12. Creditors: Amounts falling due within one year

	2022 £	2021 £
Trade creditors	840	-
Other taxation and social security	3,401	2,487
Accruals and deferred income	37,785	520
	<u>42,026</u>	<u>3,007</u>

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

13. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
Designated funds					
Lease/Rates	10,000	-	-	-	10,000
Redundancy	20,000	-	-	-	20,000
Salary	20,000	-	-	-	20,000
	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
General funds					
General Funds - all funds	<u>174,020</u>	<u>166,461</u>	<u>(83,136)</u>	<u>(7,027)</u>	<u>250,318</u>
Total Unrestricted funds	<u>224,020</u>	<u>166,461</u>	<u>(83,136)</u>	<u>(7,027)</u>	<u>300,318</u>
Restricted funds					
Debt Management	7,850	36,201	(44,051)	-	-
Universal support	941	44,476	(45,417)	-	-
Training & Development	8,609	-	(8,609)	-	-
COVID - Recovery	19,959	285	(26,968)	6,724	-
ECC COMF - Digital resilience	-	51,667	(50,975)	-	692
Waltham Abbey Outreach	-	15,832	(15,832)	-	-
Kickstart	-	4,500	(4,803)	303	-
	<u>37,359</u>	<u>152,961</u>	<u>(196,655)</u>	<u>7,027</u>	<u>692</u>
Total of funds	<u>261,379</u>	<u>319,422</u>	<u>(279,791)</u>	<u>-</u>	<u>301,010</u>

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

13. Statement of funds (continued)

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 three 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
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

13. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 31 March 2021 £</i>
Unrestricted funds				
Designated funds				
Lease/Rates	10,000	-	-	10,000
Redundancy	20,000	-	-	20,000
Salary	20,000	-	-	20,000
	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
General funds				
General Funds - all funds	113,719	169,498	(109,197)	174,020
	<u>113,719</u>	<u>169,498</u>	<u>(109,197)</u>	<u>174,020</u>
Total Unrestricted funds	<u>163,719</u>	<u>169,498</u>	<u>(109,197)</u>	<u>224,020</u>
Restricted funds				
Debt Management	-	52,500	(44,650)	7,850
Universal support	-	60,780	(59,839)	941
Training & Development	8,609	-	-	8,609
COVID - Recovery	-	21,550	(1,591)	19,959
	<u>8,609</u>	<u>134,830</u>	<u>(106,080)</u>	<u>37,359</u>
Total of funds	<u><u>172,328</u></u>	<u><u>304,328</u></u>	<u><u>(215,277)</u></u>	<u><u>261,379</u></u>

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Summary of funds

Summary of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Designated funds	50,000	-	-	-	50,000
General funds	174,020	166,461	(83,136)	(7,027)	250,318
Restricted funds	37,359	152,961	(196,655)	7,027	692
	<u>261,379</u>	<u>319,422</u>	<u>(279,791)</u>	<u>-</u>	<u>301,010</u>

Summary of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Designated funds	50,000	-	-	50,000
General funds	113,719	169,498	(109,197)	174,020
Restricted funds	8,609	134,830	(106,080)	37,359
	<u>172,328</u>	<u>304,328</u>	<u>(215,277)</u>	<u>261,379</u>

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Current assets	692	342,344	343,036
Creditors due within one year	-	(42,026)	(42,026)
Total	<u>692</u>	<u>300,318</u>	<u>301,010</u>

EPPING FOREST DISTRICT CITIZENS ADVICE BUREAU
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

15. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	<i>Restricted funds 2021 £</i>	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Current assets	37,359	227,027	264,386
Creditors due within one year	-	(3,007)	(3,007)
Total	<u>37,359</u>	<u>224,020</u>	<u>261,379</u>

16. Related party transactions

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 31 March 2022.