

West Somerset Advice Bureau
(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the Year Ended 31 March 2021

Company Number: 06693841
Charity Registered in England and Wales Number: 1126930

West Somerset Advice Bureau
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For the Year Ended 31 March 2021

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Trustees and Directors

D Bates
R Clifford
P Mason
B Middleton
J Parbrook

Company Secretary

S L Clowes

General Manager

S L Clowes

Principal Office and Registered Office

The Lane Centre
Market House Lane
Minehead
Somerset
TA24 5NW

Company Registration Number

06693841

Charity Registration Number

1126930

Independent Examiner

Michelle Ferris BSc (Hons) FCA DChA
Albert Goodman LLP
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the unaudited financial statements for the year ended 31 March 2021. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS 102- implemented 1 January 2019) have been adopted in preparing the annual report and financial statements of the charity.

Public Benefit

The company has provided an invaluable generic service advising residents of West Somerset on such matters as Debts, Welfare Benefit, Taxation, Housing and Financial Capability, Employment and Consumer issues at no cost to the client.

The trustees also confirm that they have complied with section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Structure, governance and management

West Somerset Advice Bureau is an independent charity, registered number 1126930 and a company limited by guarantee, registered number 6693841, registered address; The Lane Centre, Market House Lane, Minehead, Somerset, TA24 5NW.

The governing document is the memorandum and articles of association dated 10 September 2008 (amended October 2015).

The following trustees who are also directors for the purposes of company law, served during the year:

D Bates
R Clifford
B Maitland-Walker (resigned 2 July 2021)
P Mason
B Middleton
J Parbrook (appointed 28 November 2020)

The liability of members to contribute upon the winding up or dissolution of the company is limited to £1.00 per member. The trustees meet regularly throughout the year, at least quarterly, in order to manage the operations of the organisation. Anyone may become a member subject to approval by the Trustees who are also directors for the purpose of company law.

Objectives and activities

The Charity's objects are to provide or assist in the provision of a confidential advice and information service, and promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in West Somerset and surrounding areas.

West Somerset Advice Bureau Mission Statement

West Somerset Advice works to inform individuals to understand social welfare law and how it applies in their circumstances, supporting them to make and take decisions which help to achieve their objectives and improve the quality of life, health and wellbeing for themselves and their family. Our role within the community is to provide a voice which reflects to decision makers the impact of legislation on everyday lives to help to shape both local and national policies and practice.

Life can be complicated. We can help you simplify it.

Achievements and performances

West Somerset Advice received core funding from Somerset West and Taunton. Parish and Town Councils again supported the work of the charity in their parish. The core grants provide a generic advice service to all people who live and work in the West Somerset area. We have not been able to provide the normal outreach services during lockdown and are grateful for the continued support of each of the Parish Councils, who provide what they are able to afford. We are particularly grateful to Williton Town council who agreed a Service Level Agreement to support local delivery. Other parishes are now considering the same allocation of monies for this vital local service.

The charity receives project funding which is restricted to the development of specified services. The Trustees are working to raise funds for core services which provide the flexibility to develop responsive services to meet local needs during the pandemic. The Friends of West Somerset Advice support raising funds through personal giving. The trustees have worked in partnership with the other 4 local Citizens advice services to rationalise provision of service to prepare for political change and respond to the national emergency. The development of joint services and exploring cost savings has caused the development of shared services, principally joint training facility, Advice Academy, and Somerset wide Adviceline with specialist services.

Personal giving is important to the charity and we wish to thank the general public for the donations received. We thank the people who are able to gift aid as this enhances their donation and value to the charity. The donations that are made with the grateful thanks of our clients are important for the charity to recognise as we know that the money has been given by people who have the least money to spare.

Project work

West Somerset residents face the challenges of both a rural economy with problems of low pay and a coastal community with seasonal work. This charity with its aims of the relief of poverty, continues to strive to maximise income and assist in the management of personal debt with its initiatives to assist in-work poverty. An essential element of our anti-poverty work has been the distribution of funding to people in crisis – The 'Local Assistance Scheme', funded by Somerset County Council. This localised social welfare is a crisis scheme to assist those in need of the basics in life and together with our partnership with the food cupboards has helped people to move home, put food on the table and maintain heat and light. West Somerset Advice wishes to thank the West Somerset Food Cupboard for the continuing partnership which assist many of the most vulnerable in the area. During the pandemic the food boxes have been delivered by a dedicated volunteers. We are grateful to Somerset County Council for additional monies from the food resilience fund to help pay for travel costs of food deliver. Our special thanks to Argos who provided resources for the fresh food included in the food boxes. Argos selected West Somerset Advice as their charity to support due to COVID.

West Somerset has the highest percentage of the population over 65 years old in Somerset. This demographic is represented in our client profile. Our work particularly seeks to assist and support pensioners in poverty and people who are disabled or infirm to gain access to disability benefits to continue to live independently in their own home and remain mobile. People with long term disability frequently need to appeal decisions to gain access to the benefits available. We were able to continue the Tribunal representation project funded last year by Trusthouse. The demand for this service has been high. Attendance at a Tribunal hearing can be a daunting experience and the first full year of the project has proved the value of specialist representation.

EDF reserved a sum to mitigate any impact of the development on the local population. This money has been made available to services within the area. The Somerset Community Foundation distributes the HPC Fund to support community cohesion. The first tranche of funding recognised that there would be an impact on housing in the area as workers move in to work on the project and within the supply chain. West Somerset identified a need for housing advice and support to sustain tenancies and defend possession action. This project is in its final year and continues to meet all targets, provide housing advice to sustain tenancies and avert homelessness. This housing advice service was essential to prevent unlawful evictions during lockdown. The government introduced a ban on evictions and some landlords tried to find a way around the new legislation.

Some people who approach our service require more support and extensive casework to resolve issues. The complex case work was jointly funded by Open Mental Health & the local authority working in a new partnership between voluntary and statutory services to improve and maintain good mental health. People who use the service regularly report that the advice has improved their health and Wellbeing, assisting them to sleep and gain relief from anxiety. For many debt and other worries impacts negatively on their mental health. Intensive casework and representation which resolves issues provides a start to a route to recovery for many.

Community Impact Mitigation fund (West Somerset Council allocation of HPC monies) supported the delivery of debt advice to people in rent arrears. This intervention is a partnership project with the Somerset West and Taunton council to assist tenants to sustain private sector tenancies. This work forms part of the strategic initiative to reduce homelessness. This intervention is particularly needed as the HPC development has placed pressure on the limited supply of housing in the area, markets rents have risen above inflation. The work also encompasses supporting people who have problems paying their council tax. The housing advice and rent debt projects work together to support the most vulnerable tenants to keep their homes.

A major feature of our work is to assist people to maximise income. This work put an additional £1 million into the pockets of local residents to assist the local economy. We undertake benefit checks and assist people to claim. This year we received money from both the Department of Work and Pensions [DWP] and from the Money and Pensions Service [MaPs] to deliver services to assist financial capability. MaPs recognised the need to increase access to debt advice as people had suffered financial losses during lockdown. We received funding for a trainee debt adviser. The DWP continued to fund support eligible people to make successful Universal Credit claims and to manage the transition onto this benefit. The grant provided by Somerset West and Taunton together with HPC provided access to advice to assess needs, in addition to the money, housing and employment advice the greatest demand for service was from the vulnerable and disabled sections of our community. Independent living is important for people who have a long term health problem or a disability. The advice service assists carers and the cared for to apply for benefits in recognition of the increased costs that they incur. Attendance allowance is intended to help people to remain in their homes and to purchase services such as shopping, gardening when maintaining a home has become difficult. Our representation service was part funded by Somerset County Council Public Health and enabled our specialist welfare benefit adviser to challenge decisions at Tribunal, this service overturned 97% of negative decisions. We are also grateful to Wessex water who continue to support us to enable their customers on a low income or to access social tariff schemes, including pensioner discount and access to priority services.

The charity delivers money advice work within a framework accredited through the 'Good Debt Advice Standard' and it holds the Advice Quality Standard for debt casework. The debt supervisor maintained membership of the Institute of Money Advisers.

The service is approached by people in crisis. The local assistance scheme jointly funded by Somerset County Council and Somerset West and Taunton council helped people to move to more secure accommodation and provided food and fuel security. This service was also supported by funding from a small grant making trust which prefers to remain anonymous.

Throughout the financial year a national pandemic impacted our community. We were able to access funding to help us to continue to deliver socially distanced services. A grant from Department for Business Energy and Industrial Strategy [BEIS] assisted us to renew very old IT hardware to enable advisers to work at better speeds and use improved software.

Income Reserves

Free reserves at the year-end amounted to £49,264 (including £6,000 designated reserves) (2020: £33,954).

It is currently the objective to maintain free reserves of at least three months gross expenditure (£51,000) in order that unexpected revenue requirements, renewals and minor repairs may be met. In addition, there is a further provision for redundancy payments of £6,000.

The charity owns the freehold of an elderly building which requires expenditure to ensure that it is fit for purpose. The trustees are presently discussing the future of the building.

Financial Review

During the year, the charity generated income of £234,626 of which £52,880 was restricted (2020: £159,317 of which £92,543 was restricted). Expenditure of £204,223, of which £31,360 was restricted (2020: £174,070, of which £96,460 was restricted) lead to a surplus of £30,403 (2020: deficit £14,753).

The financial position of the charity remains sound with net-current assets of £80,784 including restricted funds of £31,520 and a designated fund of £6,000.

The principle financial management policies of the charity are as follows:-

- a) Act in the interests of the charity and its beneficiaries and its charitable aims.
- b) To manage the charity's resources responsibly.
- c) Act with reasonable care and skill.
- d) Ensure the charity is accountable.
- e) Agree and regularly review financial plans to achieve the charity's aims.
- f) Identify and account for the restricted funds.
- g) Monitor financial performance by preparation of budgets and management accounts.
- h) Identify financial risks and deal with accordingly.

Risk Management

The trustees have considered the major risks to which the charity is exposed. They have reviewed those risks and established systems and procedures to manage them appropriately. The risk to finances and from the operation of the service are now under regular review to ensure that all COVID-19 regulations and advice is understood and implemented in the best interests of the community and all staff. A RAID log is maintained and all individuals working from the office have completed individual risk assessments, including details of vaccination status.

During social distancing the service has been maintained using remote working tools, staff have completed individual risk assessments compliant with government regulations. Those staff who were able to work from home were established with IT, policies and procedures to enable them to continue to offer a confidential service. When the law allows the service offers safe face to face appointments for vulnerable people who cannot access the service online or by phone. The office has a one way system and established a safe working environment within the office with appropriate equipment, screens and PPE.

Statement of Trustees' Responsibilities

The trustees (who are directors of West Somerset Advice Bureau for the purposes of company law) are responsible for preparing the Trustees' Annual Report (incorporating the Directors' Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board on 3rd November 2021 and signed on their behalf by:

D Bates
Trustee

Independent examiners report to the Trustees of West Somerset Advice Bureau

I report to the charity trustees on my examination of the accounts of West Somerset Advice Bureau ("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

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:

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 comply with these 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.

Michelle Ferris FCA
Albert Goodman LLP
Goodwood House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

Dated: 15th November 2021

West Somerset Advice Bureau

Statement of Financial Activities (including Income and Expenditure Account)

For the Year Ended 31 March 2021

	Notes	Unre- stricted Funds	Re- stricted Funds	2021 Total	Unre- stricted Funds	Re- stricted Funds	2020 Total
Income from:							
Donations (including grants)	2	107,294	16,020	123,314	58,038	37,370	95,408
Charitable activities	3	74,430	36,860	111,290	8,663	55,173	63,836
Income from investments		22	-	22	73	-	73
Total		181,746	52,880	234,626	66,774	92,543	159,317
Expenditure on:							
Charitable activities	4	172,863	31,360	204,223	77,610	96,460	174,070
Total		172,863	31,360	204,223	77,610	96,460	174,070
Net income / (expenditure) for the year before transfers & other recognised gains							
		8,883	21,520	30,403	(10,836)	(3,917)	(14,753)
Transfers	10	10,847	(10,847)	-	(248)	248	-
Other recognised gains:							
Land and buildings revaluation		-	-	-	65,000	-	65,000
Net movements in funds		19,730	10,673	30,403	53,916	(3,669)	50,247
Reconciliation of funds:							
Fund balances brought forward		167,574	20,847	188,421	113,658	24,516	138,174
Fund balances carried forward		187,304	31,520	218,824	167,574	20,847	188,421

The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

The statement of financial activities incorporates the income and expenditure account.

	Notes	2021 £	2020 £
Fixed assets			
Tangible fixed assets	7	138,040	133,620
Current assets			
Debtors	8	12,688	22,668
Cash at bank and in hand		77,125	38,768
		<u>89,813</u>	<u>61,436</u>
Creditors			
Amounts falling due within one year	9	(9,029)	(6,635)
		<u></u>	<u></u>
Net current assets		80,784	54,801
		<u></u>	<u></u>
Net assets		218,824	188,421
		<u></u>	<u></u>
Unrestricted funds			
General funds	10	78,804	53,074
Designated funds	10	6,000	12,000
Revaluation reserve	10	102,500	102,500
		<u>187,304</u>	<u>167,574</u>
Restricted funds	10	31,520	20,847
		<u>218,824</u>	<u>188,421</u>
		<u></u>	<u></u>

West Somerset Advice Bureau – Company Registration Number: 06693841

Balance sheet

As at 31 March 2021

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

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

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the Board for issue on 3rd November 2021 and signed on its behalf by:

D Bates
Trustee

1 Accounting policies

1.1 General information and basis of preparation

West Somerset Advice Bureau is a company limited by guarantee incorporated in the United Kingdom under the Companies Act. The address of the registered office is given on page 2. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 3-8.

The financial statements have been prepared under the historic cost convention. 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 2019)-(Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity meets the definition of public benefit under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Income

All income is included in the statement of financial activities when the charity is entitled to the income, it is probable that the income will be received and the amount can be quantified with reasonable accuracy. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate.

1.3 Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

1.4 Government grants

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

1.5 Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examiners fee, strategic management and trustees' meetings and reimbursed expenses.

1.6 Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

The charity is not VAT registered and therefore all costs are inclusive of VAT.

1.7 Tangible fixed assets

Individual fixed assets costing £200 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The charity's freehold premises in Market House Lane is included at valuation. The property value is reviewed every five years by the trustees, and due to the asset's long useful economic life and its regular maintenance and repair program, the trustees consider depreciation to be immaterial.

1.8 Depreciation and amortisation

Depreciation is provided on tangible fixed assets, except property that is not depreciated, so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Fixtures and fittings	25% reducing balance basis
Office equipment	25% reducing balance basis

1.9 Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

1.10 Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

1.11 Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Where grants are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate.

1.12 Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

1.13 Covid-19

The Trustees have considered the implication of the Covid-19 pandemic on the operations of the charity. The charity has been able to continue to deliver the majority of its services remotely and has attracted additional funding to enable a response to an increase in demand. Taking into account all reasonable circumstances, the Trustees believe that the charity remains a going concern and no adjustments to the accounts are necessary

1.14 Financial instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 14. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in note 14. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

2 Income from donations and legacies

	Unre- stricted Funds £	Re- stricted Funds £	Total 2021 £	Unre- stricted Funds £	Re- stricted Funds £	Total 2020 £
Donations and legacies:						
Individuals	2,948	-	2,948	4,910	-	4,910
Community groups	1,927	5,020	6,947	2,955	-	2,955
Legacy	5,000	-	5,000	-	-	-
Grants:						
Somerset County Council - Public						
Health Funding*	12,070	-	12,070	-	12,070	12,070
National Lottery*	-	-	-	-	10,000	10,000
Somerset West						
& Taunton Council*	62,037	5,000	67,037	50,173	15,300	65,473
South Somerset Citizens Advice Bureau						
- Mental Health	15,512	-	15,512	-	-	-
Citizens Advice Sedgemoor	5,800	-	5,800	-	-	-
Williton Town Council*	2,000	-	2,000	-	-	-
Somerset County Council						
- Food Resilience*	-	2,000	2,000	-	-	-
Citizens Advice - Webchat	-	4,000	4,000	-	-	-
	<u>107,294</u>	<u>16,020</u>	<u>123,314</u>	<u>58,038</u>	<u>37,370</u>	<u>95,408</u>

Donations from community groups include £1,120 (2020-£1,220) received from Town and Parish councils as follows:

Winsford Parish Council* - £20
Cutcombe Parish Council* - £50
Exford Parish Council* - £50
Carhampton Parish Council* - £1,000

*denotes government grant

3 Income from charitable activities

	Unre- stricted Funds £	Re- stricted Funds £	Total 2021 £	Unre- stricted Funds £	Re- stricted Funds £	Total 2020 £
Somerset Community Foundation	-	36,860	36,860	-	36,527	36,527
Help to Claim	24,855	-	24,855	383	14,446	14,829
Wessex Water	5,400	-	5,400	1,800	1,200	3,000
National Emergency Fund - Covid 19	-	-	-	-	3,000	3,000
SCC - Local Assistance Scheme*	14,480	-	14,480	6,480	-	6,480
Citizens Advice - BEIS	4,950	-	4,950	-	-	-
Citizens Advice -Maps Debt	20,956	-	20,956	-	-	-
Citizens Advice - Softphones	1,300	-	1,300	-	-	-
Other small grants	2,489	-	2,489	-	-	-
	<u>74,430</u>	<u>36,860</u>	<u>111,290</u>	<u>8,663</u>	<u>55,173</u>	<u>63,836</u>

*denotes government grant

4 Expenditure on charitable activities

	Unre- stricted Funds £	Re- stricted Funds £	Total 2021 £	Unre- stricted Funds £	Re- stricted Funds £	Total 2020 £
Premises costs						
Light & heat	4,734	-	4,734	1,658	-	1,658
Building repairs	3,220	-	3,220	2,851	-	2,851
Premises insurance	558	-	558	554	-	554
Water charges	520	-	520	559	-	559
Business rates	339	-	339	414	-	414
Premises - other	86	-	86	-	-	-
Office and administration costs						
IT equipment and support	8,717	-	8,717	2,322	263	2,585
Depreciation fixtures and equipment	2,093	-	2,093	1,692	-	1,692
Bookkeeping and payroll fees	1,860	-	1,860	1,860	-	1,860
Postages	1,217	-	1,217	1,341	-	1,341
Printing and stationery	1,052	-	1,052	2,796	-	2,796
Subscriptions						
& information systems	4,456	-	4,456	5,765	-	5,765
Telephone	6,540	-	6,540	5,970	-	5,970
Photocopier Lease Costs	340	-	340	-	-	-
Language Line	2	-	2	-	-	-
Office - Other	590	-	590	-	-	-
Secure destination	276	-	276	398	-	398
Subsistence & refreshments	12	-	12	2,018	-	2,018
Volunteer costs	217	-	217	1,098	-	1,098
Recruitment	712	-	712	344	-	344
Governance						
Accountancy fees	800	-	800	800	-	800
Independent examiner fees	1,000	-	1,000	1,000	-	1,000
Annual Return fee	13	-	13	13	-	13
Legal and professional fees	5,935	-	5,935	4,498	-	4,498
Trustee costs	872	-	872	-	-	-
Indemnity & trustee insurance	-	-	-	569	-	569
Other						
Bank charges	138	-	138	120	-	120
Disbursements	138	-	138	-	-	-
Miscellaneous	395	-	395	1,291	-	1,291
Friends of WSAB	353	-	353	241	-	241
Covid-19 costs	2,496	-	2,496	-	422	422
Resettlement costs	-	1,362	1,362	-	-	-
	49,681	1,362	51,043	40,172	685	40,857

4 Expenditure on charitable activities (cont.)

Staff costs

	Unre- stricted Funds £	Re- stricted Funds £	Total 2021 £	Unre- stricted Funds £	Re- stricted Funds £	Total 2020 £
Direct wages and salaries	117,875	29,998	147,873	36,898	94,200	131,098
Settlement	2,106	-	2,106	-	-	-
Employer pension contributions	2,246	-	2,246	350	1,575	1,925
Staff training	955	-	955	190	-	190
	123,182	29,998	153,180	37,438	95,775	133,213
Total	172,863	31,360	204,223	77,610	96,460	174,070

5 Trustees remuneration and expenses

£872 of expenses and mileage were reimbursed to one Trustee by the Bureau during the year (2020: £896 to one trustee).

6 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	143,811	126,660
Social security costs	4,062	4,438
Pension costs	2,246	1,925
Settlement costs	2,106	-
Other staff costs	955	190
	153,180	133,213

During the year, total costs of £2,106 were paid in relation to a settlement to an employee. The amounts were full and final with no outstanding amounts at the balance sheet date.

No employee received emoluments of more than £60,000 during the year (2020 – none).

Defined contribution pension scheme

The company operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the company to the scheme and amounted to £2,246 (2020 - £1,925).

Contributions totalling nil (2020 - £4) were payable to the scheme at the end of the year and are included in creditors.

Staff costs (cont.)

No remuneration was paid to any Trustees during the year (2020: none).

The key management personnel of the charity are considered to be the general manager. The total costs to the charity of employee benefits for the key management personnel were £19,494 (2020: £18,441).

The average monthly head count was 10 staff (2020: 8 staff).

7 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost or valuation			
At 1 April 2020	128,549	42,162	170,711
Additions	-	6,513	6,513
Revaluation	-	-	-
At 31 March 2021	128,549	48,675	177,224
Depreciation			
At 1 April 2020	-	37,091	37,091
Charge for the year	-	2,093	2,093
At 31 March 2021	-	39,184	39,184
Net book value			
At 31 March 2021	128,549	9,491	138,040
At 31 March 2020	128,549	5,071	133,620

The fair value of the charity's freehold land and buildings was ascertained on 10 January 2020 by an independent valuer, on a basis of open market value, by Chartered Surveyors, Greenslade Taylor Hunt, who valued the property at £125,000. The original carrying amount at historical cost is £22,500.

8 Debtors

	2021	2020
	£	£
Prepayments	747	699
Other debtors	11,941	21,969
	<u>12,688</u>	<u>22,668</u>
	<u><u>12,688</u></u>	<u><u>22,668</u></u>

9 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	712	1,511
Other taxation and social security	2,783	2,009
Accruals	5,534	3,115
	<u>9,029</u>	<u>6,635</u>
	<u><u>9,029</u></u>	<u><u>6,635</u></u>

10 Funds

	Funds brought forward 01/04/20 £	Income £	Expenditure £	Transfers £	Funds carried forward 31/03/21 £
Unrestricted funds					
General					
Unrestricted Income Fund	53,074	181,746	(172,863)	16,847	78,804
Designated					
Revaluation Reserve	102,500	-	-	-	102,500
Funding Reserve	12,000	-	-	(6,000)	6,000
	114,500	-	-	(6,000)	108,500
Total Unrestricted funds	167,574	181,746	(172,863)	10,847	187,304
Restricted funds					
National Lottery Fund	10,000	-	-	-	10,000
Carhampton PC	-	1,000	-	-	1,000
Emergency Fund - Covid 19	1,715	-	-	(1,715)	-
Somerset West and Taunton additional grant	-	5,000	-	-	5,000
Somerset Community Foundation Resettlement grant	-	4,020	(1,382)	-	2,638
WEBCHAT	-	4,000	(1,333)	-	2,667
Somerset Community Foundation Social Cohesion	9,132	36,860	(27,645)	(9,132)	9,215
Somerset County Council Food resilience	-	2,000	(1,000)	-	1,000
Total Restricted funds	20,847	52,880	(31,360)	(10,847)	31,520
Total funds	188,421	234,626	(204,223)	-	218,824

10 Funds- Prior year 2020

	Funds brought forward 01/04/19 £	Income £	Expenditure £	Transfers £	Funds carried forward 31/03/20 £
Unrestricted funds					
General					
Unrestricted Income Fund	64,158	66,774	(77,610)	(248)	53,074
Designated					
Revaluation Reserve	37,500	-	-	65,000	102,500
Funding Reserve	12,000	-	-	-	12,000
	49,500	-	-	65,000	114,500
Total Unrestricted funds	113,658	66,774	(77,610)	64,752	167,574
Restricted funds					
National Lottery Fund	-	10,000	-	-	10,000
Help to Claim	-	14,446	(14,446)	-	-
Emergency Fund - Covid 19	-	3,000	(1,285)	-	1,715
SCC - Health & Wellbeing	-	12,070	(12,070)	-	-
West Somerset District Council	-	15,300	(15,300)	-	-
Somerset Community Foundation	8,884	36,527	(36,527)	248	9,132
BWBSW	-	-	-	-	-
Other small grants	500	-	(500)	-	-
Wessex Water	-	1,200	(1,200)	-	-
Trusthouse	6,860	-	(6,860)	-	-
Complex Needs	2,100	-	(2,100)	-	-
West Somerset Council CIM fund	6,172	-	(6,172)	-	-
Total Restricted funds	24,516	92,543	(96,460)	248	20,847
Total funds	138,174	159,317	(174,070)	65,000	188,421

The specific purposes for which the material funds are to be applied are as follows:

Revaluation Reserve

The fund represents the value of the property which was transferred to the charitable company in March 2009 from the previous unincorporated charity. The original amount transferred of £90k consisted of a cost value of £22.5k and a revaluation addition of £67.5k agreed at 31 March 2009. This was revalued in April 2015 to £60,000 and has been subsequently revalued in the year ended 31 March 2020 to £125,000.

Funding reserve

A reserve designated by the trustees to cover staff contractual liabilities.

Somerset Community Foundation- Social Cohesion

To mitigate the impact on local residents as a result of the development of HPC with housing and housing related issues.

West Somerset Council CIM fund

To help private tenants with priority debts and other monies worries to help them to keep their home.

Somerset County Council - Health and Wellbeing

To provide advice services which focus on improving the health and welfare of the community with specific emphasis on the inter-relationship of care needs and disability benefits. Partner funding for the Trusthouse project.

National Lottery Fund

Small grant award for the provision of furniture and resources to create a new reception area with self help facilities.

Help to Claim

An award from the DWP to undertake a benefit check to advise people on eligibility to claim Universal Credit and to make a successful online claim and manage the transition period until the first payment of benefit.

Emergency Fund – COVID19

Financial assistance to provide a food security service to vulnerable people in West Somerset who were isolating, in crisis or otherwise did not have access to food from another source during social distancing. Resources to assist the advice service to transition to homeworking and maintain the service during the pandemic. PPE & cleaning materials to provide a safe space for staff and the public.

WEBCHAT

Money from BEIS for Citizens Advice to develop digital services across the country. Local contribution to national webchat facility to deliver general advice to meet increasing demand for services across multiple platforms. We are also grateful to BEIS for capital monies to upgrade IT to deliver digital services.

Somerset West and Taunton – additional grant

A grant for the delivery of core services, general advice by phone, email and face to face.

Somerset Community Foundation – resettlement grant

To assist people moving into a new home to furnish the home, this grant provides for basic needs not covered by the Local Assistance Scheme.

11 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2021
	£	£	£	£
Tangible fixed assets	35,540	102,500	-	138,040
Current assets	52,293	6,000	31,520	89,813
Current liabilities	(9,029)	-	-	(9,029)
	<u>78,804</u>	<u>108,500</u>	<u>31,520</u>	<u>218,824</u>

Prior year net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2020
	£	£	£	£
Tangible fixed assets	31,120	102,500	-	133,620
Current assets	28,589	12,000	20,847	61,436
Current liabilities	(6,635)	-	-	(6,635)
	<u>53,074</u>	<u>114,500</u>	<u>20,847</u>	<u>188,421</u>

12 Related party transactions

During the year the charity had the following related party transactions:

J Bates

(Wife of D Bates, Director)

During the year, J Bates provided book-keeping services to the company totalling £1,860 (2020: £1,860). At the balance sheet date the amount due to J Bates was £nil (2020 - £nil).

13 Company limited by guarantee

The company was incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £1 per member on the winding up of the company. At 31 March 2021 the company had six members and the total amount guaranteed is therefore £6.

14 Financial instruments

	2021	2020
	£	£
Financial assets that are debt instruments measured at amortised cost	89,066	60,737
	<u>89,066</u>	<u>60,737</u>
Financial liabilities measured at amortised cost	6,246	4,626
	<u>6,246</u>	<u>4,626</u>

There were no items of income, expense, gains or losses to report (2020: none).