

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

Annual Report and Financial Statements

For the Year Ended 31 March 2022

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

West Somerset Advice Bureau
Contents
For the Year Ended 31 March 2022

	<u>Page</u>
Contents	1
Reference and Administrative Details	2
Trustees' Annual Report	3 - 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10 - 11
Notes to the Financial Statements	12 - 24

West Somerset Advice Bureau
Reference and Administrative Details
For the Year Ended 31 March 2022

Trustees and Directors

I Aldridge
D Bates
R Clifford
B Lang
B Middleton
B O'Keefe
J Parbrook

Company Secretary

S L Clowes (Resigned/retired 31 October 2021)
B O'Keefe (Appointed 1 August 2022 &
resigned 17 October 2022)
J Head (Appointed 17 October 2022)

General Manager

S L Clowes (Resigned/retired 31 October 2021)
I Atkinson (From 1 November 2021)

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 2022. 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:

I Aldridge	(appointed 9 February 2022)
D Bates	
R Clifford	
B Lang	(appointed 23 September 2022)
B Maitland-Walker	(resigned 2 October 2021)
P Mason	(resigned 24 March 2022)
B Middleton	
B O'Keefe	(appointed 23 September 2022)
J Parbrook	

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. A small number of 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 been committed to provide outreach services which had been suspended 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 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. Since the pandemic, food boxes have continued to be delivered by a small team of dedicated volunteers.

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.

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.

We have worked with Wessex Water for some time now and we continue to do so. Wessex Water invite us to assess and review our clients to see who meets certain criteria and who might benefit from reduced bills. As part of our standard client assessment process, we take the opportunity to forward a selection of customers to Wessex Water, who in turn accept or reject our recommendations and either work with the client to supplement their water bills, or reject the client on the basis they do not meet the required benchmark.

We are currently in a partnership with Citizens Advice Taunton to deliver a Money and Debt Advice Service for Somerset West & Taunton. The Authority contracted this project to provide a personalised money management and advice service which helps people to acquire and/or maintain housing tenure, and which delivers support and practical solutions relating to their circumstances, especially debts. The overarching purpose of the initiative will be to help mitigate the negative impacts on the cost of privately rented housing from the influx of the Hinkley Point C (HPC) workforce. This will be achieved by helping make a tenancy more viable by equipping local people with money and debt solutions. This may make them more attractive to landlords, able to maintain tenure for a longer term, and less vulnerable to homelessness.

Advice is delivered across all channels (F2F, phone, email and virtual), including specific requirements for face to face delivery in areas including Minehead, Watchet, Williton and Stogursey.

Somerset County Council invited us to deliver an employment fund across Somerset. The Opportunity Boost Scheme relates to the Somerset Recovery Fund. The idea of the grant is assist clients to acquire travel costs, work equipment, workwear, childcare, or learning materials, for the purpose of improving their employment opportunities.

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.

Income Reserves

Free reserves at the year-end amounted to £56,155 (including £6,000 designated reserves) (2021: £49,264).

It is currently the objective to maintain free reserves of at least three months gross expenditure (£66,000) 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 £248,095 of which £6,000 was restricted (2021: £234,626 of which £52,880 was restricted). Expenditure of £264,092, of which £26,516 was restricted (2021: £204,223, of which £31,360 was restricted) was incurred, leading to a deficit of £15,997 (2021: surplus of £30,403).

The financial position of the charity remains sound with net current assets of £67,159 including restricted funds of £11,004 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 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.

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 23rd November 2022 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 2022.

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

Dated: 28th November 2022

West Somerset Advice Bureau

Statement of Financial Activities (including Income and Expenditure Account)

For the Year Ended 31 March 2022

	Notes	Unre- stricted Funds	Re- stricted Funds	2022 Total	Unre- stricted Funds	Re- stricted Funds	2021 Total
Income from:							
Donations (including grants)	2	130,601	6,000	136,601	107,294	16,020	123,314
Charitable activities	3	108,158	-	108,158	74,430	36,860	111,290
Other trading activities		3,325	-	3,325	-	-	-
Income from investments		11	-	11	22	-	22
Total		242,095	6,000	248,095	181,746	52,880	234,626
Expenditure on:							
Charitable activities	4	237,576	26,516	264,092	172,863	31,360	204,223
Total		237,576	26,516	264,092	172,863	31,360	204,223
Net income / (expenditure) for the year before transfers		4,519	(20,516)	(15,997)	8,883	21,520	30,403
Transfers	10	-	-	-	10,847	(10,847)	-
Net movements in funds		4,519	(20,516)	(15,997)	19,730	10,673	30,403
Reconciliation of funds:							
Fund balances brought forward		187,304	31,520	218,824	167,574	20,847	188,421
Fund balances carried forward		191,823	11,004	202,827	187,304	31,520	218,824

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.

West Somerset Advice Bureau – Company Registration Number: 06693841

Balance sheet

As at 31 March 2022

	Notes	2022 £	2021 £
Fixed assets			
Tangible fixed assets	7	135,668	138,040
Current assets			
Debtors	8	18,795	12,688
Cash at bank and in hand		59,043	77,125
		<u>77,838</u>	<u>89,813</u>
Creditors			
Amounts falling due within one year	9	(10,679)	(9,029)
		<u></u>	<u></u>
Net current assets		67,159	80,784
		<u></u>	<u></u>
Net assets		202,827	218,824
		<u></u>	<u></u>
Unrestricted funds			
General funds	10	83,323	78,804
Designated funds	10	6,000	6,000
Revaluation reserve	10	102,500	102,500
		<u>191,823</u>	<u>187,304</u>
Restricted funds	10	11,004	31,520
		<u>202,827</u>	<u>218,824</u>

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 23rd November 2022 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 3-7.

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 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. 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. 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 2022 £	Unre- stricted Funds £	Re- stricted Funds £	Total 2021 £
Donations and legacies:						
Individuals	2,420	-	2,420	2,985	-	2,985
Community groups	2,268	-	2,268	1,890	5,020	6,910
Legacy	-	-	-	5,000	-	5,000
Grants:						
Somerset County Council -						
Pubic Health Funding*	12,070	-	12,070	12,070	-	12,070
Operation Boost*	2,000	-	2,000	-	-	-
Household Support Fund*	29,160	-	29,160	-	-	-
The Fairfield Trust	16,500	-	16,500	-	-	-
Somerset West						
& Taunton Council*	41,600	-	41,600	62,037	5,000	67,037
South Somerset Citizens Advice Bureau						
- Mental Health	2,050	-	2,050	15,512	-	15,512
Citizens Advice Sedgemoor	5,800	-	5,800	5,800	-	5,800
Citizens Advice Mendip	7,553	-	7,553	-	-	-
Williton Town Council*	1,000	-	1,000	2,000	-	2,000
Watchet Town Council - Fuel Project*	-	6,000	6,000	-	-	-
Somerset County Council						
- Food Resilience*	-	-	-	-	2,000	2,000
Resettlement Fund	8,180	-	8,180	-	-	-
Citizens Advice - Webchat	-	-	-	-	4,000	4,000
	<u>130,601</u>	<u>6,000</u>	<u>136,601</u>	<u>107,294</u>	<u>16,020</u>	<u>123,314</u>

*denotes government grant

3 Income from charitable activities

	Unre- stricted Funds £	Re- stricted Funds £	Total 2022 £	Unre- stricted Funds £	Re- stricted Funds £	Total 2021 £
Somerset Community Foundation	-	-	-	-	36,860	36,860
Help to Claim	26,266	-	26,266	24,855	-	24,855
Wessex Water	6,600	-	6,600	5,400	-	5,400
Contribution to Team Leader Costs	8,987	-	8,987	-	-	-
SCC - Local Assistance Scheme*	12,980	-	12,980	14,480	-	14,480
Citizens Advice - Open Mental Health	15,376	-	15,376	-	-	-
Citizens Advice - BEIS	-	-	-	4,950	-	4,950
Citizens Advice - Maps Debt	37,885	-	37,885	20,956	-	20,956
Citizens Advice - Softphones	-	-	-	1,300	-	1,300
Other small grants	64	-	64	2,489	-	2,489
	108,158	-	108,158	74,430	36,860	111,290

*denotes government grant

4 Expenditure on charitable activities

	Unre- stricted Funds £	Re- stricted Funds £	Total 2022 £	Unre- stricted Funds £	Re- stricted Funds £	Total 2021 £
Premises costs						
Light & heat	1,742	2,500	4,242	4,734	-	4,734
Building repairs	119	2,500	2,619	3,220	-	3,220
Premises insurance	647	-	647	558	-	558
Water charges	534	-	534	520	-	520
Business rates	337	-	337	339	-	339
Premises - other	-	-	-	86	-	86
Office and administration costs						
IT equipment and support	2,725	1,000	3,725	8,717	-	8,717
Depreciation fixtures and equipment	2,372	-	2,372	2,093	-	2,093
Bookkeeping and payroll fees	1,950	-	1,950	1,860	-	1,860
Postages	1,626	-	1,626	1,217	-	1,217
Printing and stationery	2,013	-	2,013	1,052	-	1,052
Subscriptions						
& information systems	5,000	-	5,000	4,456	-	4,456
Telephone	7,036	1,000	8,036	6,540	-	6,540
Photocopier Lease Costs	619	-	619	340	-	340
Language Line	58	-	58	2	-	2
Office - Other	728	-	728	590	-	590
Secure destination	371	-	371	276	-	276
Subsistence & refreshments	210	-	210	12	-	12
Volunteer costs	915	-	915	217	-	217
Recruitment	301	-	301	712	-	712
Governance						
Accountancy fees	860	-	860	800	-	800
Independent examiner fees	1,100	-	1,100	1,000	-	1,000
Annual Return fee	-	-	-	13	-	13
Legal and professional fees	8,623	-	8,623	5,935	-	5,935
Trustee costs	931	-	931	872	-	872
Indemnity & trustee insurance	193	-	193	-	-	-
Other						
Bank charges	288	-	288	138	-	138
Disbursements	50	-	50	138	-	138
Miscellaneous	263	-	263	395	-	395
Friends of WSAB	-	-	-	353	-	353
Covid-19 costs	1,052	-	1,052	2,496	-	2,496
Resettlement costs	8,180	2,638	10,818	-	1,362	1,362
Watchet Town Council - Fuel Project	-	4,996	4,996	-	-	-
Carried forward	50,843	14,634	65,477	49,681	1,362	51,043

4 Expenditure on charitable activities (cont.)

Staff costs

	Unre- stricted Funds £	Re- stricted Funds £	Total 2022 £	Unre- stricted Funds £	Re- stricted Funds £	Total 2021 £
Brought forward	50,843	14,634	65,477	49,681	1,362	51,043
Direct wages and salaries	181,392	11,882	193,274	117,875	29,998	147,873
Redundancy/settlement	1,687	-	1,687	2,106	-	2,106
Employer pension contributions	3,068	-	3,068	2,246	-	2,246
Staff training	586	-	586	955	-	955
	186,733	11,882	198,615	123,182	29,998	153,180
Total	237,576	26,516	264,092	172,863	31,360	204,223

5 Trustees remuneration and expenses

£932 of expenses and mileage were reimbursed to one Trustee by the Bureau during the year (2021: £872 to one trustee).

6 Staff costs

The aggregate payroll costs were as follows:

	2022 £	2021 £
Staff costs during the year were:		
Wages and salaries	185,579	143,812
Social security costs	7,695	4,062
Pension costs	3,068	2,245
Settlement/redundancy costs	1,687	2,106
Other staff costs	586	955
	198,615	153,180

During the year, total costs of £1,687 were paid in relation to a redundancy of an employee. The amounts were full and final with no outstanding amounts at the balance sheet date (2021: one staff settlement £2,106).

No employee received emoluments of more than £60,000 during the year (2021 – none).

Staff costs (cont.)

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 £3,068 (2021 - £2,245).

Contributions totalling £630 (2021 - nil) were payable to the scheme at the end of the year and are included in creditors.

During the year, one trustee, B Middleton, was remunerated £1,402 for grant application services, outside of their role as a Trustee, as permitted by the charity articles (2021: none). At the balance sheet date the amount due to B Middleton was £nil (2021: £nil).

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 £25,527 (2021: £19,494).

The average monthly head count was 12 staff (2021: 10 staff).

7 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
Cost or valuation			
At 1 April 2021	128,549	48,675	177,224
Additions	-	-	-
Revaluation	-	-	-
At 31 March 2022	128,549	48,675	177,224
Depreciation			
At 1 April 2021	-	39,184	39,184
Charge for the year	-	2,372	2,372
At 31 March 2022	-	41,556	41,556
Net book value			
At 31 March 2022	128,549	7,119	135,668
At 31 March 2021	128,549	9,491	138,040

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

	2022	2021
	£	£
Prepayments	1,085	747
Other debtors	17,710	11,941
	18,795	12,688

9 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	773	712
Other taxation and social security	3,398	2,783
Accruals	6,164	5,534
Other creditors	344	-
	10,679	9,029

10 Funds

	Funds brought forward 01/04/21 £	Income £	Expenditure £	Transfers £	Funds carried forward 31/03/22 £
Unrestricted funds					
General					
Unrestricted Income Fund	78,804	242,095	(237,576)	-	83,323
Designated					
Revaluation Reserve	102,500	-	-	-	102,500
Funding Reserve	6,000	-	-	-	6,000
	108,500	-	-	-	108,500
Total Unrestricted funds	187,304	242,095	(237,576)	-	191,823
Restricted funds					
National Lottery Fund	10,000	-	-	-	10,000
Watchet Town Council					
Fuel Project	-	6,000	(4,996)	-	1,004
Carhampton PC	1,000	-	(1,000)	-	-
Emergency Fund - Covid 19	-	-	-	-	-
Somerset West and Taunton additional grant	5,000	-	(5,000)	-	-
Somerset Community Foundation					
Resettlement grant	2,638	-	(2,638)	-	-
WEBCHAT	2,667	-	(2,667)	-	-
Somerset Community Foundation					
Social Cohesion	9,215	-	(9,215)	-	-
Somerset County Council					
Food resilience	1,000	-	(1,000)	-	-
Total Restricted funds	31,520	6,000	(26,516)	-	11,004
Total funds	218,824	248,095	(264,092)	-	202,827

10 Funds – Prior year 2021

	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

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.

National Lottery Fund

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

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.

Watchet Town Council – Fuel project

A grant awarded for the alleviation of fuel poverty in Watchet.

11 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2022
	£	£	£	£
Tangible fixed assets	135,668	-	-	135,668
Current assets	60,834	6,000	11,004	77,838
Current liabilities	(10,679)	-	-	(10,679)
	<u>185,823</u>	<u>6,000</u>	<u>11,004</u>	<u>202,827</u>

Prior year 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>

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 £1,950 (2021: £1,860). At the balance sheet date the amount due to J Bates was £nil (2021: £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 2022 the company had five members and the total amount guaranteed is therefore £5.