

REGISTERED COMPANY NUMBER: 06754766 (England and Wales)

REGISTERED CHARITY NUMBER: 1128180



**Report of the Trustees and
Financial Statements For The Year Ended 31 March 2021
Runnymede and Spelthorne CAB**

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Runnymede and Spelthorne CAB

Legal and Administrative Information for the Year Ended 31 March 2021

Registered Company Number

06754766 (England and Wales)

Registered Charity Number

1128180

Registered Office

The Old Library
Church Road
Addlestone
KT15 1RW

Trustees

Andrew Fraser – Chair (resigned 25/6/21)
Wendy Brierley–Treasurer
Michael Creane
Alison Dalton – Vice Chair
Richard Harvey (appointed 1/2/21)
Jonathan Pressey (appointed 24/9/20)
Bernard Shelly (resigned 20/7/20)
Paul Thompson

Company Secretary

Loreen Ash (appointed 24/9/20)

Independent Examiner

Thomas Ojo
PPS Accountants
11 Farnes Court
Worksop, Nottinghamshire
S81 0LZ

Bankers

CAF Bank Ltd
25 Kings Hill Avenue, Kings Hill
West Malling, Kent, ME19 4TA

Runnymede and Spelthorne CAB

Report of the Trustees (incorporating the director's report) for the Year Ended 31 March 2021

The trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual reports and the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the 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).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a limited company, limited by guarantee, as defined by the Companies Act 2006 and is controlled by its Memorandum and Articles of Association.

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.

OBJECTIVES AND ACTIVITIES

The Charity's objectives are to 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 the boroughs of Runnymede and Spelthorne.

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The service aims:

- To provide the advice people need for the problems they face
- To improve the policies and practices that affect people's lives.

In addition to generalist advice the following specialist advisory services are provided:

- Specialist Welfare Benefit and Debt provision for Secondary Mental Healthcare Users
- Housing Advice at Staines County Court
- Support clients through Universal Credit claims process

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity. The unpaid time worked by volunteers during the year exceeded 11,000 hours.

PUBLIC BENEFIT

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the bureau during the year. All the charity's services are offered free of charge and available to all the citizens on a basis which is impartial, non-judgemental and confidential. The charity offers general advice to all citizens in Runnymede and Spelthorne. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

ACHIEVEMENTS AND PERFORMANCE

Core Services

Our core services are funded by a grant from Runnymede Borough Council of £103,731 (2020 - £78,731) and a grant from Spelthorne Borough Council of £75,000 (2020 - £75,000). The premises at Addlestone are provided rent free by Runnymede Borough Council and the premises at Sunbury are provided rent free by Spelthorne Borough Council. These are recognised in the accounts as donations and expended in accordance with accepted practice.

Runnymede and Spelthorne CAB

Report of the Trustees (incorporating the directors report) - continued for the Year Ended 31 March 2021

Abraham Cowley Unit

The charity has an arrangement with the NHS via the Mental Health and Learning Disabilities Surrey CCG Collaborative for £47,416 (2020 - £47,416) to cover advice services provided by the charity at the Abraham Cowley Unit and to clients with severe mental health problems throughout North West Surrey.

Home Visits

In previous years Runnymede Borough Council have provided a grant (2020 - £25,000) to cover the cost of home visits for clients requiring support and unable to attend the property in Addlestone. This programme ceased on 31st March 2020 and from this year the Runnymede Borough Council Core Services grant was increased by £25,000 thus allowing all Runnymede residents to benefit from the additional funding.

Court Desk

The charity offers advice in repossession cases at Staines County Court. This service is funded by Runnymede Borough Council, Spelthorne Borough Council and the London Borough of Hounslow with a grant of £11,400 (2020 - £11,400)

Healthwatch

Healthwatch Surrey exists to improve health and social care services by being an independent consumer champion and making sure that the voices of people in Surrey reach the ears of the decision makers. We received £9,294 (2020 - £9,294) through Citizens Advice Surrey to cover the cost of this project.

Universal Credit – Help to Claim

This local Citizens Advice service is funded by the government to support clients through the complexities of completing a Universal Credit claim. We received a grant of £51,212 (2020 - £50,091).

Money and Pension Service

A grant of £18,067 was secured for the provision of debt advice during the year. The contract ended on 31st March 2021.

Coronavirus Emergency Funding

Several sources of funding were secured during the year to help provide support during the pandemic. £25,000 from the Coronavirus Response Fund II to provide an additional caseworker (to be spent over a two year period), £5,147 from Surrey County Council Members' Community Allocations to cover volunteer training costs. £4,650 from the Coronavirus Response Fund I to upgrade the phone system to support the move from face to face consultations to phone and £9,420 from BEIS to support remote working. We received a grant of £15,000 from Spelthorne Borough Council to provide advice to vulnerable clients on-site at Foodbanks. Unfortunately on-site support was not possible during this period and the service was deferred until the next financial year.

FINANCIAL REVIEW

Total income for the year was **£399,816** while total expenditure was **£367,715** resulting in a net surplus of **£32,101** (2020 - £12,850)

RESERVES POLICY

At 31 March 2021 the general reserves balance was £250,483 (2020 - £221,231).

In accordance with the Charity Commission's guidelines, the Charity's policy is to maintain, wherever possible, sufficient reserves to provide a level of protection against unforeseen circumstances.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the Trustees have determined that 'free' reserves should be sufficient to cover a minimum of between 3 and 6 months normal operating expenditure.

PLANS FOR FUTURE PERIODS

Key priorities for the future include continuing to optimise the service in order to help more people, maintaining our high quality of advice while diversifying our funding to build in greater resilience. The financial year 2021-22 will see a strong focus on recruiting and training more volunteer advisors.

SMALL COMPANY PROVISION

This report has been prepared in accordance with the special provisions for small companies S419(2) of the Companies Act 2006.

THANKS

Thanks go to all the charity's funders, donors, staff and volunteers without whom the work of the charity would be unable to continue.

Signed on behalf of the board:



.....
Alison Dalton
Vice Chair
12/10/2021

**Independent Examiner's Report to the Trustees of
Runnymede and Spelthorne CAB**

I report on the accounts for the year ended 31 March 2021 set out on pages eight to eighteen.

Respective responsibilities of trustees and examiner

As the charity's trustees (and also 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 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.

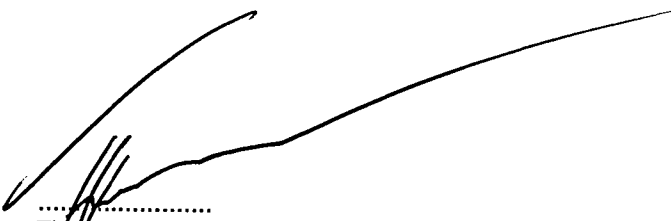
Basis of the independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Certified Public Accountants Association, which is one of the listed bodies.

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

1. Accounting records were not kept in respect of the Company as required by section 386 of the Companies Act 2006; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 386 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 (Charities Smp 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 to be reached.



.....
Thomas Ojo (BA, BSc, FCPA)
PFS Accountants
11 Farnes Court
Worksop
Nottinghamshire
S81 0LZ

12/10/2021

The notes form part of these financial statements

Runnymede and Spelthorne CAB

**Statement of Financial Activities (Incorporating the Income and Expenditure Account)
for the Year Ended 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total Funds £	2020 Total funds £
Income and Endowments From:					
Donations and Legacies		-	50,659	50,659	40,601
Charitable activities		-	348,882	348,882	304,774
Investments		-	275	275	755
Total		-	399,816	399,816	346,130
Expenditure on:					
Charitable activities		-	(367,715)	(367,715)	(333,280)
Total		-	(367,715)	(367,715)	(333,280)
Net income / (expenditure)		-	32,101	32,101	12,850
Transfers between funds		29,252	(29,252)		
Net Movement in funds	9	29,252	2,849	32,101	12,850
RECONCILIATION OF FUNDS					
Total funds brought forward		246,231	153,725	399,956	387,106
TOTAL FUNDS CARRIED FORWARD		<u>275,483</u>	<u>156,574</u>	<u>432,057</u>	<u>399,956</u>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All the above amounts relate to continuing activities, with the exception of the Money and Pension Service programme, which ceased On 31st March 2021 and the Corona virus Emergency funding which is expected to be one-off funding.

The notes form part of these financial statements

Runnymede and Spelthorne CAB

Balance Sheet At 31 March 2021

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total funds £
FIXED ASSETS					
Tangible Assets	3		47,250	47,250	45,662
CURRENT ASSETS					
Cash at bank		275,483	154,415	429,898	324,812
Debtors	6	-	2,551	2,551	35,000
CREDITORS					
Amounts falling due within one year	7	-	(47,642)	(47,642)	(5,518)
NET CURRENT ASSETS		<u>275,483</u>	<u>109,324</u>	<u>384,807</u>	<u>354,294</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>275,483</u>	<u>156,574</u>	<u>432,057</u>	<u>399,956</u>
NET ASSETS		<u>275,483</u>	<u>156,574</u>	<u>432,057</u>	<u>399,956</u>
FUNDS					
Unrestricted funds				275,483	246,231
Restricted funds				<u>156,574</u>	<u>153,725</u>
TOTAL FUNDS				<u>432,057</u>	<u>399,956</u>

The notes form part of these financial statements

Runnymede and Spelthorne CAB

**Balance Sheet - continued
At 31 March 2021**

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

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

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standards.

The financial statements were approved by the Board of Trustees on 12/10/2021 and were signed on its behalf by:



.....
Alison Dalton
Vice Chair



.....
Wendy Brierley
Treasurer

The notes form part of these financial statements

Runnymede and Spelthorne CAB**Statement of Cash Flows
for the Year Ended 31 March 2021**

	2021	2020
	£	£
Net incoming resources for the year	32,101	12,850
Depreciation and impairment	17,340	14,108
Decrease/(Increase) in debtors	32,449	(26,575)
Increase/(Decrease) in creditors	42,123	(73)
Net Cash inflow from operating activities	<u>124,013</u>	<u>310</u>
Capital expenditure	18,928	(0)
Increase/(Decrease) in cash in the year	105,085	310
Reconciliation of net cash flow to movement in net funds		
Increase/(Decrease) in cash in the year	105,085	310
Total Cash as at 1 April 2020	324,812	324,502
Total Cash as at 31 March 2021	<u>429,897</u>	<u>324,812</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards applicable in the UK: FRS 102, the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the Report of the Trustees.

Fixed Assets

All assets that cost at least £1,000 and can be used for more than one year are capitalised. They are initially recorded at cost or, if gifted, at the value to the charity on receipt.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:-

Improvements to Leasehold Buildings	- 20% straight line (5yrs is minimum period of secure tenure under the lease)
Fixtures & Fittings	- 20% straight line
Computer Equipment	- 25% straight line (previously this has been 20% but updated by the trustees due to the life expectancy of the assets)

Operating leases

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease

Pension Arrangements

The charity operates a defined contribution pension scheme operated by Scottish Widows.

Runnymede and Spelthorne CAB

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

2. INVESTMENT INCOME

	2021 £	2020 £
Bank account interest	275	755

3. TANGIBLE FIXED ASSETS

	Computer Equipment	Fixtures & Fittings	Land & Buildings	Total
COST				
At 1 April 2020	8,333	19,650	61,166	89,149
Additions	16,580	-	2,348	18,928
Disposals	-	-	-	-
At 31 March 2021	24,913	19,650	63,514	108,077
DEPRECIATION				
At 1 April 2020	3,329	19,028	21,130	43,487
Charge for the year	4,430	208	12,702	17,340
Depreciation on disposals	-	-	-	-
At 31 March 2021	7,759	19,236	33,832	60,827
NET BOOK VALUE				
At 31 March 2020	5,004	622	40,036	45,662
At 31 March 2021	17,154	414	29,682	47,250

4. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' Expenses

Trustees' expenses paid during the year ended 31 March 2021 were £0 (2020 - £71).

5. PAID STAFF

During the year the charity employed an average of 13 full and part time staff (2020 - 10). The average number of hours worked was equivalent to 8.9 full time employees (2020 - 6.5).

Staff costs

	2021 £	2020 £
Salaries	236,321	195,498
Employer National Insurance	17,146	11,960
Employer pension contributions	11,669	9,220
Total	265,136	216,678

Runnymede and Spelthorne CAB**Notes to the Financial Statements - continued
for the Year Ended 31 March 2021**

6. DEBTORS

	2021	2020
	£	£
Prepayments and accrued income	2,551	35,000
Other Debtors (Pension)		
Total	<u>2,551</u>	<u>35,000</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
PAYE	5,478	3,777
Accrued expenses	12,580	1,741
Income received in advance	29,584	
Total	<u>47,642</u>	<u>5,518</u>

8. GOING CONCERN

There is no reason to suggest the company will not continue as a going concern over the next twelve months even though the funding climate remains tough.

Runnymede and Spelthorne CAB

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

9. MOVEMENT IN FUNDS

	Balance at 31.3.20	Net movement in funds £	Transfers £	Balance at 31.3.21 £
Unrestricted funds				
General reserve	221,231	-	29,252	250,483
Premises reserve	25,000	-	-	25,000
Restricted funds				
Runnymede General Advice	70,625	14,769	-	85,394
Spelthorne General Advice	928	2,622	-	3,550
Surrey PCT Mental Health Grant (ACU)	52,926	(4,685)	-	48,241
Court Desk	12,640	(1,009)	(8,000)	3,631
Healthwatch	12,549	108	(2,500)	10,157
UniversalCredit – Help to Claim	4,057	1,544	-	5,601
Money and Pension Service		71	(71)	
Other		18,681	(18,681)	
TOTAL FUNDS	399,956	32,101	-	432,057

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

	Incoming resources £	Resources expended £	Movement in funds £
Restricted funds			
Runnymede General Advice	103,731	(88,962)	14,769
Spelthorne General Advice	90,564	(87,942)	2,622
Surrey PCT Mental Health Grant (ACU)	47,416	(52,101)	(4,685)
Court Desk	11,400	(12,409)	(1,009)
Healthwatch	9,294	(9,186)	108
Universal Credit – Help to Claim	51,212	(49,668)	1,544
Money and Pension Service	18,067	(17,996)	71
Other	68,132	(49,451)	18,681
TOTAL FUNDS	399,816	(367,715)	32,101

Runnymede and Spelthorne CAB

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

10. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

	2020	2019
	£	£
Income and endowments from:		
Grants	304,774	285,548
Donation (rent)	34,250	26,000
Donations	<u>6,351</u>	<u>30,551</u>
	345,375	342,099
Investment and other income		
Bank account interest	<u>755</u>	<u>525</u>
Total	346,130	342,624
Expenditure on:		
Charitable activities		
Staff costs	216,678,	205,566
Other costs	<u>114,620</u>	<u>83,245</u>
	331,298	288,811
Governance costs		
Independent Examination	1,650	1,650
Other costs	<u>332</u>	<u>420</u>
	1,982	2,070
Exceptional items	-	-
	<u>-</u>	<u>-</u>
Cost of generating funds	-	-
	<u>-</u>	<u>-</u>
Total resources expended	333,280	290,881
	<u>-</u>	<u>-</u>
Net income / (expenditure) for the year	<u><u>12,850</u></u>	<u><u>51,743</u></u>

Runnymede and Spelthorne CAB

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

11. COMPARATIVE MOVEMENT IN FUNDS

	Balance at 31.3.19	Net movement in funds £	Transfers £	Balance at 31.3.20 £
Unrestricted funds				
General reserve	177,663	-	43,568	221,231
Premises reserve	25,000	-	-	25,000
Restricted funds				
Runnymede General Advice	20,948	1,897	47,780	70,625
Spelthorne General Advice	-	928	-	928
Surrey PCT Mental Health Grant (ACU)	52,680	246	-	52,926
Court Desk	13,428	(788)	-	12,640
Runnymede Rent Start	3,328	(1,680)	(1,648)	-
Bonds and Rent in Advance	11,850	(2,652)	(9,198)	-
Healthwatch	9,507	3,042	-	12,549
Runnymede Home Visits	36,222	9,910	(46,132)	-
Universal Credit - Help to Claim	3,184	873	-	4,057
Other	33,296	1,074	(34,370)	-
TOTAL FUNDS	387,106	12,850	-	399,956

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

	Incoming resources £	Resources expended £	Movement in funds £
Restricted funds			
Runnymede General Advice	78,731	(76,834)	1,897
Spelthorne General Advice	75,000	(74,072)	928
Surrey PCT Mental Health Grant (ACU)	47,416	(47,170)	246
Court Desk	11,400	(12,188)	(788)
Runnymede Rent Start	7,072	(8,752)	(1,680)
Bonds and Rent in Advance	(1,052)	(1,600)	(2,652)
Runnymede Home Visits	25,000	(15,090)	9,910
Healthwatch	9,294	(6,252)	3,042
Universal Credit - Help to Claim	50,091	(49,218)	873
Other	43,178	(42,104)	1,074
TOTAL FUNDS	346,130	(333,280)	12,850

Runnymede and Spelthorne CAB**Detailed Statement of Financial Activities
for the Year Ended 31 March 2021**

	2021 £	2020 £
Income and endowments from:		
Grants	348,882	304,774
Donation (rent)	34,250	34,250
Donations (other)	<u>16,409</u>	<u>6,351</u>
	399,541	345,375
Investment and other income		
Bank account interest	<u>275</u>	<u>755</u>
Total	399,816	346,130
Expenditure on:		
Charitable activities		
Staff costs	265,136	216,678
Other costs	<u>100,881</u>	<u>114,620</u>
	366,017	331,298
Governance costs		
Independent Examination	1,650	1,650
Other costs	<u>48</u>	<u>332</u>
	1,698	1,982
Exceptional items		
	-	-
	<u>-</u>	<u>-</u>
Cost of generating funds		
	<u>-</u>	<u>-</u>
Total resources expended	367,715	333,280
	<u></u>	<u></u>
Net income / (expenditure) for the year	<u>32,101</u>	<u>12,850</u>