
WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

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WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees

Dr R.A. Aron, Chair
Ms. K. Bradshaw
Ms. L.J. Gibson (resigned 14 September 2021)
Ms. S.F. Gooding
Mr S.R. Lindsay, Honorary Treasurer
Mr. P.W. Manns (resigned 10 September 2021)
Dr. S. Rathod
Mrs. J.A. Porter (appointed 7 September 2021)
Mr D.D. Telford
Mr A.C. Tilley
Mr R. Wilson

Company registered number

07799341

Charity registered number

1144965

Registered office

City Offices, Colebrook Street, Winchester, Hampshire, SO23 9LJ

Chief Officer

Dr. Sue Campbell

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the financial statements for the year ended 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

OBJECTIVES AND ACTIVITIES

a. Policies and objectives

The company'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 Winchester district and surrounding areas.

The company 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

This is achieved through highly trained volunteers from all walks of life giving free, confidential, impartial and independent advice to the local community. The volunteer team is managed by a small team of experienced staff.

b. Main activities undertaken to further the charity's purposes for public benefit

The Trustees have referred to the Charity Commission general guidance on public benefit when reviewing the company's objectives and planning future activities. Whilst there is an inherent geographical restriction in place encompassing the local government area covered by Winchester City Council, it is considered there are no restrictions to any individual within that community in either seeking or being provided with help by the company.

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

The objectives and aims are reviewed each year in the light of what has been achieved in the previous 12 months. The review looks at the success of each activity and the benefits they have provided to the people the company exists to help. The review assists the directors in maintaining focus on the company's stated purpose. The Trustees are satisfied with the achievements in the period under review. The company has to provide services within the financial limitations set by local government, and the Trustees are satisfied they have been utilised in an effective and efficient manner.

During the year the company delivered Help to Claim services as part of a project, funded by National Citizens Advice, relating to giving people advice about Universal Credit. Other funding from or through National Citizens

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2021

Advice supported debt advice, and expanded capacity and additional equipment related to Covid. The National Lottery Community Fund funded support for mental health.

FINANCIAL REVIEW

a. Review of the financial position

The financial statements cover the company's operations for the year ended 31 March 2021. The Trustees are satisfied that the company achieved its objectives during this period within the resources made available to it. It had been anticipated that the company would incur a deficit this year as it drew on its reserves built up in previous periods to fund a low-income year. However the Covid crisis resulted in additional funds being made available by government sources to provide additional services during this period. As a result, the financial statements show an unrestricted funds surplus for the year of £13,956 (deficit of £15,532 for 2019/20) with restricted funds showing a break-even position for the year (break-even for 2019/20), making an overall surplus of £13,956 (deficit of £15,532 for 2019/20). It should be noted that £12,500 has been transferred to a new Enhanced Capacity designated reserve to cover future costs of a project funded this year. Consequently, the overall general fund movement was close to break even.

At the start of the year the unrestricted funds (excluding designated funds) amounted to £113,484, which represented approximately four and a half months of core expenditure. This figure was in line with the company's stated policy of between four and six months and allowed for a deficit to be run this year. These funds totalled £114,940 as at 31 March 2021 and this represented approximately four and a half months of core expenditure, in the lower range of the policy.

b. Reserves policy

The cumulative unrestricted funds (excluding designated funds) were £114,940 as at 31 March 2021 (£113,484 as at 31 March 2020). The trustees have determined that the company should retain unrestricted reserves (excluding designated funds), which at a minimum cover:

- The previous 4-6 months of gross expenditure, plus the
- book value of fixed assets less any realisable value

This policy is principally to enable the service to:

- continue operations whilst awaiting the receipt of grants
- pay contractual liabilities in the event that grants were discontinued or significantly reduced, whilst services were realigned to new levels of income
- recover the potential loss on fixed investments in the event where continued funding was withdrawn
- identify any unrestricted surplus to reinvest in the service

c. Pension scheme

The company provides a defined contribution scheme which is available to full-time and part-time permanent employees.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

Winchester District Citizens Advice Bureau is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. It was incorporated on 6 October 2011 and took over the assets, liabilities and reserves of Winchester Citizens Advice Bureau and Bishop's Waltham and Meon Valley Citizens Advice Bureau on 1 February 2012. Whilst the registered name is Winchester District Citizens Advice Bureau, it operates as Citizens Advice Winchester District (CAWD). The principal object of the company is to provide services as described in the Policies and Objectives section on Page 2.

b. Method of appointment or election of trustees

All of the Trustees provide their time and skills voluntarily. When a vacancy arises a replacement Trustee is sought who can add to the Board's overall skill base. All Trustees are appointed via approval at the regular board meetings and formally appointed as directors at the Annual General Meeting.

c. Organisational structure and decision making

A Trustee Board manages the company, which is independent of both management and volunteers. The Chief Officer attends but is not a member of the Trustee Board. An Executive Committee, under the direction of the Chair, meets to provide management support and direction to the Chief Officer on a more frequent basis.

The Chief Officer and Advice Service Manager have responsibility for the day to day operational management of the company's offices, including individual supervision of the staff and volunteers and also ensuring they continue to develop their skills and working practices in line with good practice. The company is heavily reliant on the time and support provided by volunteers to be able to meet its aims and objectives.

d. Risk management

The Trustees have considered the major risks to which the charity could be exposed and have reviewed the systems established to mitigate them. They are not aware of any irregularities, fraud involving management, employees or volunteers, or of any instance of actual or possible non-compliance with laws, regulations, contracts or agreements that might result in the charity suffering significant penalties or other loss.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2021

PLANS FOR FUTURE PERIODS

a. Future developments

- As part of the rolling programme, the Business Plan is updated annually, setting out the key objectives for the coming three years. A more detailed strategic review takes place once every three years and was begun during 2020-21 (to be completed during 2021-22)

The focus of future plans is to:

- Proactively reach out to those most in need of the company's services (including the most disadvantaged in the community),
- Ensure the company's services are accessible to all, proactively seeking to understand and remove barriers to access, where these exist,
- Develop partnerships to support the company in achieving its aims
- Continually review and improve the efficiency and effectiveness of services, with a focus on value for money,
- Deliver a rolling programme of continual improvement across the organisation, including on back office functions such as fundraising, IT, and people management.

b. Covid-19 epidemic

The company continued to adapt flexibly to the impact of Covid-19, operating services continually throughout the year despite the unpredictable and changing context of the pandemic. During times of higher restrictions or lockdowns, all staff and volunteers were fully home-based, delivering services primarily via phone and e-mail. As restrictions allowed, staff and volunteers returned to the office, enabling a return to face-to-face services for clients most in need of this support. The pandemic led to an increase in demand for services, and the company helped over 7,300 people during the year, providing advice on:

- Over 3,000 employment issues (almost double the year before)
- More than 2,000 housing issues (over 800 more than the year before)
- 1,620 Universal Credit queries (double the number of the previous year)

TRUSTEES' RESPONSIBILITIES STATEMENT

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

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

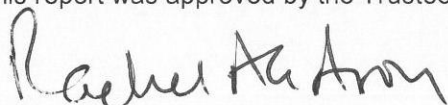
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

This report was approved by the Trustees, on **8/11/21** and signed on their behalf by:



.....
Dr. R. Aron

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WINCHESTER DISTRICT CITIZENS
ADVICE BUREAU (the 'company')**

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

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

RESPONSIBILITIES AND BASIS OF REPORT

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

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

INDEPENDENT EXAMINER'S STATEMENT

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants of England & Wales (ICAEW), which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act;
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2021

Signed:



Dated: 15th November 2021

Mr P.M. Ward ACA

J&S Accountants Limited
6 Northlands Road
Southampton
Hampshire
SO15 2LF

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
INCOME FROM:					
Core Grant	2	211,000	-	211,000	202,000
Other trading activities	3	84,164	87,962	172,126	140,471
Investments	4	465	-	465	778
TOTAL INCOME		295,629	87,962	383,591	343,249
EXPENDITURE ON:					
Costs of income generation		19,000	-	19,000	20,600
Charitable activities		262,673	87,962	350,635	338,181
TOTAL EXPENDITURE	7	281,673	87,962	369,635	358,781
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES		13,956	-	13,956	(15,532)
NET MOVEMENT IN FUNDS		13,956	-	13,956	(15,532)
RECONCILIATION OF FUNDS:					
Total funds brought forward		178,484	8,138	186,622	202,154
TOTAL FUNDS CARRIED FORWARD		192,440	8,138	200,578	186,622

The notes on pages 12 to 22 form part of these financial statements.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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REGISTERED NUMBER: 07799341

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	£	2021 £	£	2020 £
CURRENT ASSETS					
Debtors	11	18,072		10,218	
Cash at bank and in hand		222,568		207,815	
		<u>240,640</u>		<u>218,033</u>	
CREDITORS: amounts falling due within one year	12	(40,062)		(31,411)	
NET CURRENT ASSETS			<u>200,578</u>		<u>186,622</u>
NET ASSETS			<u>200,578</u>		<u>186,622</u>
CHARITY FUNDS					
Restricted funds	13		8,138		8,138
Unrestricted funds	13		192,440		178,484
TOTAL FUNDS			<u>200,578</u>		<u>186,622</u>

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


The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees on 8/11/21 and signed on their behalf, by:



 Dr R Aron



 Mr S Lindsay

The notes on pages 12 to 22 form part of these financial statements.

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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	Note	2021 £	2020 £
Cash flows from operating activities			
Net cash provided by/(used in) operating activities	15	14,753	(41,562)
Change in cash and cash equivalents in the year		14,753	(41,562)
Cash and cash equivalents brought forward		207,815	249,377
Cash and cash equivalents carried forward	16	222,568	207,815

The notes on pages 12 to 22 form part of these financial statements.

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

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Income

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

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; please refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

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

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES (continued)

1.4 Expenditure

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

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

1.5 Tangible fixed assets and depreciation

All assets individually costing more than £1,000 are capitalised. Assets costing less than £1,000 are normally either computer or office equipment and it is considered the value of such assets depreciates sufficiently quickly to regard them as expenditure rather than as an asset.

1.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

1.7 Debtors

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

1.8 Cash at Bank and in hand

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

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

1. ACCOUNTING POLICIES (continued)

1.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.10 Financial instruments

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

1.11 Fund accounting

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

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

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

2. INCOME FROM GRANTS AND DONATIONS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Core Grant- Winchester City Council	211,000	-	211,000	202,000
<i>Total 2020</i>	202,000	-	202,000	

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

3. OTHER TRADING ACTIVITIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Grants, donations and fundraising	84,164	87,962	172,126	140,471
	<u>84,164</u>	<u>87,962</u>	<u>172,126</u>	<u>140,471</u>
<i>Total 2020</i>	<u>89,973</u>	<u>50,498</u>	<u>140,471</u>	

4. INVESTMENT INCOME

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bank interest receivable	465	-	465	778
	<u>465</u>	<u>-</u>	<u>465</u>	<u>778</u>
<i>Total 2020</i>	<u>778</u>	<u>-</u>	<u>778</u>	

5. SUPPORT COSTS

	Charitable activities £	Total 2021 £	Total 2020 £
Charitable activities	80,548	80,548	116,911
Wages and salaries	269,268	269,268	219,606
	<u>349,816</u>	<u>349,816</u>	<u>336,517</u>
<i>Total 2020</i>	<u>336,517</u>	<u>336,517</u>	

During the year ended 31 March 2021, the company incurred the following Governance costs:

£NIL (2020 - £NIL) included within the table above in respect of Core Grant.

£NIL (2020 - £NIL) included within the table above in respect of Other activities.

£NIL (2020 - £NIL) included within the table above in respect of Charitable activities.

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

6. GOVERNANCE COSTS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Accountancy and legal fees	756	-	756	1,007
AGM expenses	63	-	63	657
	<u>819</u>	<u>-</u>	<u>819</u>	<u>1,664</u>

7. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs 2021 £	Other costs 2021 £	Total 2021 £	Total 2020 £
Expenditure on raising voluntary income	19,000	-	19,000	20,600
Costs of raising funds	<u>19,000</u>	<u>-</u>	<u>19,000</u>	<u>20,600</u>
Charitable activities	269,268	80,548	349,816	336,517
Governance	-	819	819	1,664
	<u>288,268</u>	<u>81,367</u>	<u>369,635</u>	<u>358,781</u>
<i>Total 2020</i>	<u>240,206</u>	<u>118,575</u>	<u>358,781</u>	

8. NET INCOME/(EXPENDITURE)

During the year, no Trustees received any remuneration (2020 - £NIL).
During the year, no Trustees received any benefits in kind (2020 - £NIL).

9. INDEPENDENT EXAMINERS' REMUNERATION

The Independent Examiner's remuneration amounts to an Independent Examination fee of £ 420 (2020 - £ 420), and other services of £ 300(2020 - £ 300).

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

10. STAFF COSTS

Staff costs were as follows:

	2021 £	2020 £
Wages and salaries	<u>288,268</u>	<u>240,206</u>

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

	2021 No.	2020 No.
	18	18

Average headcount expressed as a full time equivalent:

	2021 No.	2020 No.
	10	8

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

11. DEBTORS

	2021 £	2020 £
Other debtors	-	708
Prepayments and accrued income	18,072	9,510
	<u>18,072</u>	<u>10,218</u>

12. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	<u>40,062</u>	<u>31,411</u>

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

13. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds					
Premises Funds	10,000	-	-	-	10,000
Information Technology Fund	25,000	-	-	-	25,000
Redundancy Provision Fund	10,000	-	-	-	10,000
Succession Planning Fund	20,000	-	-	-	20,000
Enhanced Capacity Fund	-	-	-	12,500	12,500
	<u>65,000</u>	<u>-</u>	<u>-</u>	<u>12,500</u>	<u>77,500</u>
General funds					
General Funds - all funds	113,484	295,629	(281,673)	(12,500)	114,940
Total Unrestricted funds	<u>178,484</u>	<u>295,629</u>	<u>(281,673)</u>	<u>-</u>	<u>192,440</u>
Restricted funds					
Alresford Outreach	2,674	-	-	-	2,674
Client Emergency Fund	580	-	-	-	580
Denmead Outreach	2,482	-	-	-	2,482
Money and Pensions Service (MaPS)	-	17,258	(17,258)	-	-
Citizens Advice Hampshire in partnership with Macmillan Cancer Support	-	21,069	(21,069)	-	-
WCC Money Advice	-	30,000	(30,000)	-	-
Wickham Outreach	56	-	-	-	56
Capital Equipment	2,346	-	-	-	2,346
Capacity Expansion	-	19,635	(19,635)	-	-
	<u>8,138</u>	<u>87,962</u>	<u>(87,962)</u>	<u>-</u>	<u>8,138</u>
Total of funds	<u>186,622</u>	<u>383,591</u>	<u>(369,635)</u>	<u>-</u>	<u>200,578</u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

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

13. STATEMENT OF FUNDS (continued)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
Designated funds					
Premises Funds	35,000	-	(25,000)	-	10,000
Information Technology Fund	5,000	-	-	20,000	25,000
Redundancy Provision Fund	10,000	-	-	-	10,000
Succession Planning Fund	20,000	-	-	-	20,000
	<u>70,000</u>	<u>-</u>	<u>(25,000)</u>	<u>20,000</u>	<u>65,000</u>
General Funds - all funds	<u>124,016</u>	<u>292,751</u>	<u>(283,283)</u>	<u>(20,000)</u>	<u>113,484</u>
Restricted funds					
Alresford Outreach	2,674	-	-	-	2,674
Client Emergency Fund	580	-	-	-	580
Denmead Outreach	2,482	-	-	-	2,482
Citizens Advice Hampshire in partnership with Macmillan Cancer Support	-	20,498	(20,498)	-	-
WCC Money Advice	-	30,000	(30,000)	-	-
Wickham Outreach	56	-	-	-	56
Capital Equipment	2,346	-	-	-	2,346
	<u>8,138</u>	<u>50,498</u>	<u>(50,498)</u>	<u>-</u>	<u>8,138</u>
Total of funds	<u>202,154</u>	<u>343,249</u>	<u>(358,781)</u>	<u>-</u>	<u>186,622</u>

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
Designated funds	65,000	-	-	12,500	77,500
General funds	113,484	295,629	(281,673)	(12,500)	114,940
	<u>178,484</u>	<u>295,629</u>	<u>(281,673)</u>	<u>-</u>	<u>192,440</u>
Restricted funds	8,138	87,962	(87,962)	-	8,138
	<u>186,622</u>	<u>383,591</u>	<u>(369,635)</u>	<u>-</u>	<u>200,578</u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

13. STATEMENT OF FUNDS (continued)

SUMMARY OF FUNDS - PRIOR YEAR

	<i>Balance at 1 April 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2020 £</i>
Designated funds	70,000	-	(25,000)	20,000	65,000
General funds	124,016	292,751	(283,283)	(20,000)	113,484
	<u>194,016</u>	<u>292,751</u>	<u>(308,283)</u>	<u>-</u>	<u>178,484</u>
Restricted funds	8,138	50,498	(50,498)	-	8,138
	<u>202,154</u>	<u>343,249</u>	<u>(358,781)</u>	<u>-</u>	<u>186,622</u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Current assets	232,502	8,138	240,640
Creditors due within one year	(40,062)	-	(40,062)
	<u>192,440</u>	<u>8,138</u>	<u>200,578</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	<i>Unrestricted funds 2020 £</i>	<i>Restricted funds 2020 £</i>	<i>Total funds 2020 £</i>
Current assets	209,895	8,138	218,033
Creditors due within one year	(31,411)	-	(31,411)
	<u>178,484</u>	<u>8,138</u>	<u>186,622</u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

15. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net income/(expenditure) for the year (as per Statement of Financial Activities)	13,956	(15,532)
Adjustment for:		
(Increase)/decrease in debtors	(7,854)	3,413
Increase/(decrease) in creditors	8,651	(29,443)
Net cash provided by/(used in) operating activities	14,753	(41,562)

16. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2021 £	2020 £
Notice deposits (less than 3 months)	222,568	207,815
Total	222,568	207,815

17. OPERATING LEASE COMMITMENTS

At 31 March 2021 the company had no future lease commitments. The company was in the process of agreeing an operating lease over the new Colebrook Street premises with Winchester City Council, but that had not been finalised at year end.

18. RELATED PARTY TRANSACTIONS

The Trustees consider there were no related party transactions during the year that required disclosure within these accounts.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

19. DESIGNATED FUNDS

On inception the company inherited Premises Funds from Winchester CAB (£25,000) and Bishop's Waltham CAB (£10,000). These funds were set aside to cover costs involved in the relocation to new offices should this be necessary for any reason. The company moved to new premises in Winchester in June 2019 and the Winchester part of this fund was utilised to contribute towards those costs. The Trustees have reviewed the Bishops Waltham fund and are satisfied that there is still a need for it until long-term certainty is achieved.

The Information Technology Fund was set up to ensure there was money available to fund necessary information technology improvements. During the course of the Winchester move it became apparent that more extensive upgrades and/or replacements of IT equipment and systems than had previously envisaged would be needed over the next few years. The Trustees therefore, increased the size of this fund to £25,000 in 2019/20 to ensure that sufficient funds would be available for this purpose.

The company runs two projects which are always at risk of the funding being ended. They are staffed by long serving personnel and in the event of the projects ending the company would be liable for a considerable redundancy payment. The Trustees therefore consider it prudent to maintain the Redundancy Provision Fund of £10,000 to cover this contingency.

The Trustees have considered succession planning because recruiting sufficiently experienced and expert staff has proved very difficult and changes in staff could be possible at any time (career progression, retirement etc.) With this in mind they have set up a Succession Planning Fund of £20,000 which will be drawn upon in future years to invest in new and additional staff resource with a view to supporting the service longer term should an existing member of staff leave.

During the year external funding was made available to enhance the capacity of the service. Although the terms of the funding required the income be recognised in this financial year, the Trustees recognise that some of the related costs will actually fall in the next financial year. They have therefore thought it prudent to transfer £12,500 to a new Enhanced Capacity fund so that this fund can be used to offset these future costs.

The Trustees will keep these funds under regular review.

20. RESTRICTED FUNDS

Outreach services- funds are received from local parish councils and other organisations to support the provision of advice service in Alresford, Wickham and Denmead.

Citizens Advice Hampshire in partnership with Macmillan Cancer Support - funding is allocated to the service to enable it to provide advice to those with a terminal cancer diagnosis or to their carer.

Money and Benefits Advice and Debt Counselling Service for Winchester City Council (WCC) Tenants - this is a commissioned project and funds are provided from WCC to deal with referrals from the WCC Housing Department.