

Company registration number: 07975636

Charity registration number: 1148060

# CAB Devon

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Thompson Jenner LLP  
1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

## **CAB Devon**

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## **CAB Devon**

### **Reference and Administrative Details**

**Principal Office**                      Citizens Advice Bureau  
Dix's Field  
Exeter  
Devon  
EX1 1QA

**Company Registration Number** 07975636

**Charity Registration Number** 1148060

**Bankers**                                  CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Independent Examiner**              Thompson Jenner LLP  
1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

## **CAB Devon**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021 which comply with current statutory requirements, the charity's governing documents and 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 (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Charity was incorporated on 5 March 2012 and is a company limited by guarantee, having no share capital.

#### **Trustees**

W O Adams (resigned 1 September 2020)

E S Bradshaw

B J Foster (resigned 18 August 2021)

R J Foxwell (resigned 18 August 2021)

D J Incoll (resigned 18 August 2021)

D J Margetts (resigned 12 August 2020)

C E Mottram

R Randall

P D Stafford (resigned 18 August 2021)

M D Byrne (Treasurer) (appointed 8 March 2021)

S E Carruthers (appointed 12 August 2020 and resigned 18 August 2021)

J Hardcastle (appointed 1 September 2020 and resigned 8 March 2021)

M Holmes (Chair) (appointed 18 August 2021)

G Buck (appointed 18 August 2021)

K Routledge (appointed 18 August 2021)

J Collins (appointed 18 August 2021)

D Mardon (appointed 18 August 2021)

#### **Objectives and activities**

##### ***Objects and aims***

The objects of the charity 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 Devon and surrounding areas.

The aims of the charity are to establish and provide and assist in the provision of Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.

## **CAB Devon**

### **Trustees' Report**

Overall, we use the National Leadership Self-Assessment as an annual external test of how well we are doing in meeting our aims and objectives. The Report by CA nationally gives us an objective view of how we are performing and progressing, whilst measuring our standards of governance, financial and risk management.

To continue to provide our highly valued Service in Devon we need to be funded, which necessitates us demonstrating that we are relevant and our services meet users' needs. To that end our Strategy is to create relevant Countywide visibility, which is partly achieved by working successfully with partners and by being represented at relevant Events. We are an active member of the Devon Strategic Partnership, a body of local authority, public and private bodies.

We also maintain strong relationships with key players such as NHS, Local Government, the Police Commissioner with a view to entering into new projects and programmes.

#### ***Objectives, strategies and activities***

The creation of CAB Devon as a legal entity in 2012, was an important and necessary strategy for the individual Citizens Advice office throughout Devon, who collectively comprise of over 30 office locations, 210 employees and a valuable volunteer force of over 580 people.

As an organisation we do not deliver the client services directly however we form the essential collaborative elements that are beneficial to the funders, partners and individual Citizens Advice consortium members in Devon, which ultimately creates the ability to offer a wider, more efficient, cohesive, client access.

The benefits of the consortia are:-

1. We contract directly with large grant funders and contractually distribute these grants on agreed formulae to the various applicable consortia members.
2. We contract with major project funders, where a full, or part Devon, delivery of services is required by the funders and then sub contract the delivery and management services to consortia members.
3. We measure, monitor and report to funders and conduct regular service delivery meetings with the relevant sub contracted consortia members.
4. We seek new funding streams where more than one consortium members are required to work together to perform the contract.
5. We meet to promote best practice, sharing of knowledge and resources throughout the consortia.
6. We invest any free unrestricted reserves to support new initiatives with the prime aim to meet our collective aims of wider and more efficient client access.
7. We act as the voice of Devon for the Citizens Advice offices where Devon wide press, and promotion is necessary, plus the voice and conduit for promoting the collective strength of the consortia's members to present and future project funders.
8. We add value and additive services to what our consortia members do at the least cost, ensuring maximum distribution of the grants and project funding, to maximise our collective charitable focus and aims towards clients.

#### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## **CAB Devon**

### **Trustees' Report**

#### ***Grant making policies***

The core grant from Devon County Council is split between the various local offices which make up the consortium on the basis of an index combining the Index of Multiple Deprivation and their respective populations. The English Indices of Deprivation are based on 37 separate indicators, organised across seven distinct domains of deprivation which are combined, using appropriate weights, to calculate the Index of Multiple Deprivation 2019 (IMD 2019) as published by the Department for Communities and Local Government. These domains are Income Deprivation; Employment Deprivation; Health Deprivation and Disability; Education, Skills and Training Deprivation; Crime; Barriers to Housing and Services; and Living Environment Deprivation. The IMD is revised every 5 years. The population statistics are supplied by the Office of National Statistics and the most current figures are used at the time of creating the budget.

The specific project grants are allocated between the various offices based on the relative time and effort spent by each office on the particular project. One office is identified as the lead office for any particular project and they receive an additional share of the funding to recognise the additional workload associated with that responsibility.

#### **Achievements and performance**

CAB Devon secured the renewal of our Core Grant of £400,000 from Devon County Council to help fund the generalist services our Local Offices provide; despite the significant financial pressures the Council is facing. This in turn gives confidence to other potential partners.

In addition, CAB Devon secured project funding of a value of £534,668.

This funding was achieved following successful bidding for the following projects-

1. An advice service for carers plus a Covid extension for carers in need of benefits support.
2. An advice service for families with a disabled child.
3. Support for families who attend children's centres, in partnership with Action for Children.
4. Support for victims of crime.
5. An information and advice service on health and social care issues (as part of Healthwatch Devon).
6. Supporting Devon C.C. with financial assessments for social care.
7. A new specialist legal advice project.
8. An extension project working with people carrying out a social prescribing role to make sure the people they help receive the support with financial and other practical issues.

#### **Financial review**

Our income in this year reported on was £934,668 compared with £840,999 in the 2019/20 fiscal year. Our expenditure also increased proportionally, however we were able to retain a surplus and restore our reserves to normal levels at £50,292 as at the 31st March 2021, whereas the previous year we planned a reduction in reserves of £17,550 to extend client access resources within the CA Devon offices. This level of reserves we feel will assist us in the necessary investments required for Covid recovery.

## **CAB Devon**

### **Trustees' Report**

#### **Risk and uncertainty**

Below are the identified principal risks and uncertainties affecting the charity and the strategies for managing those risks:

Finance: Maintain sufficient reserves and oversee a commitment for Local Offices to help each other if funding lost.

Effective decision making: Ensuring the Board have the right mix of skills, experience and commitment.

Project Management: Ensure effective performance management and control of costs.

Management: Regular monitoring of outcomes.

Project failure or cessation: Identifying risks before Contract signing & effective monitoring.

#### **Policy on reserves**

The trustees (directors) believe it is necessary to maintain a level of reserves to manage uncertainty, support new initiatives for new extended service delivery initiatives through the members we represent, the local citizens offices throughout Devon; and provide in the unlikely event for the cost of planned closure of this consortium member charity.

Whilst the latter closure costs are foreseen as circa £15,000 we believe the remaining £35,292 of unrestricted funds is correct and minimal in supporting the objectives of the charity, particularly as we look forward to the higher demands for our services as clients feel the ceasing of furlough support, and mortgage holidays plus suspended bailiff activity returning. Our unrestricted reserves for this reported period as at the 31st March 2021 are £50,292. We review this reserve level annually to ensure the maximum funds are deployed to provide the services through our members.

#### **Plans for future periods**

##### **Going concern**

The trustees have given due consideration to the impact of the ongoing crisis in relation to Covid-19 and the effect this may have on the charity and financial statements. At present, the trustees do not consider it to have a material impact on the balances included within the financial statements and do not consider it to cast any significant doubt upon the charity's ability to continue to operate as a going concern.

The trustees have identified Covid-19 as a health warning and it appears that this will have a significant impact on our work and clients. We are therefore continually monitoring the situation as it evolves, to see how we can best respond to the potentially changing needs of our clients.

#### **Structure, governance and management**

##### **Nature of governing document**

The charity is governed by its Memorandum and Articles of Association.

## **CAB Devon**

### **Trustees' Report**

#### ***Recruitment and appointment of trustees***

Trustees are appointed in line with the terms and conditions of the Memorandum and Articles of Association of the charity. A term of office is 3 years and trustees may be elected at the general meeting, nominated by members or co-opted by the trustee board.

A Trustee is appointed from each of our Local Offices (2 in the case of Torridge North, West & Mid Devon) together with two Independent Trustees who currently serve as Chair and Treasurer.

#### ***Organisational structure***

The day to day management is conducted by the Chair, Molly Holmes (Governance issues, overall strategy) and the Business Development Manager, Katie Carter who oversees Contract discussions and bidding processes as well as representing the Charity at key meetings and in key relations. The Treasurer Matthew Byrne is responsible for financial management.

#### **Financial instruments**

##### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk and liquidity risk.

##### ***Cash flow risk***

Due to the nature of the charitable activities and assets held, risk in relation to cash flow is considered to be minimal, with funds being held in instant access UK bank accounts and our unrestricted reserves being held in free cash not tied up in fixed assets.

##### ***Credit risk***

The charity's principal financial assets are bank balances.

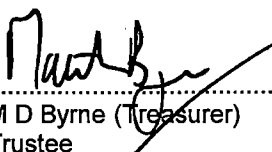
The credit risk on liquid funds is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk.

##### ***Liquidity risk***

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity holds surplus funds in instant access bank accounts.

The annual report was approved by the trustees of the charity on 17/11/21 and signed on its behalf by:

  
.....  
M D Byrne (Treasurer)  
Trustee



## CAB Devon

### Statement of Trustees' Responsibilities

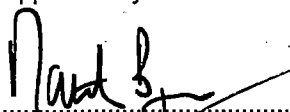
The trustees (who are also the directors of CAB Devon for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

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 its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements 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 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.

Approved by the trustees of the charity on 17/11/21... and signed on its behalf by:



M D Byrne (Treasurer)  
Trustee

## **CAB Devon**

### **Independent Examiner's Report to the trustees of CAB Devon**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 9 to 24.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees of CAB Devon (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 CAB Devon 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.

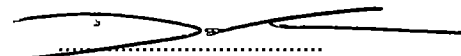
#### **Independent examiner's statement**

Since CAB Devon'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 The Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of CAB Devon 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.



David Tucker FCCA  
The Association of Chartered Certified Accountants

1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

Date: 17 December 2021

# CAB Devon

## Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Charitable activities	3	7,528	927,140	934,668
Total income		7,528	927,140	934,668
<b>Expenditure on:</b>				
Charitable activities	4	(3,728)	(922,095)	(925,823)
Total expenditure		(3,728)	(922,095)	(925,823)
Net income		3,800	5,045	8,845
Transfers between funds		15,135	(15,135)	-
Net movement in funds		18,935	(10,090)	8,845
<b>Reconciliation of funds</b>				
Total funds brought forward		31,357	10,090	41,447
Total funds carried forward	16	50,292	-	50,292

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Charitable activities	3	-	840,999	840,999
Total income		-	840,999	840,999
<b>Expenditure on:</b>				
Charitable activities	4	(27,104)	(824,889)	(851,993)
Total expenditure		(27,104)	(824,889)	(851,993)
Net (expenditure)/income		(27,104)	16,110	(10,994)
Transfers between funds		9,554	(9,554)	-
Net movement in funds		(17,550)	6,556	(10,994)
<b>Reconciliation of funds</b>				
Total funds brought forward		48,907	3,534	52,441
Total funds carried forward	16	31,357	10,090	41,447

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2020 is shown in note 16.

The notes on pages 12 to 24 form an integral part of these financial statements.

# CAB Devon

(Registration number: 07975636)  
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	11	239	406
<b>Current assets</b>			
Debtors	12	4,982	6,027
Cash at bank and in hand	13	<u>46,521</u>	<u>70,781</u>
		51,503	76,808
<b>Creditors: Amounts falling due within one year</b>	14	<u>(1,450)</u>	<u>(35,767)</u>
<b>Net current assets</b>		<u>50,053</u>	<u>41,041</u>
<b>Net assets</b>		<u>50,292</u>	<u>41,447</u>
<b>Funds of the charity:</b>			
<b>Restricted</b>		-	10,090
<b>Unrestricted income funds</b>			
Unrestricted		<u>50,292</u>	<u>31,357</u>
<b>Total funds</b>	16	<u>50,292</u>	<u>41,447</u>

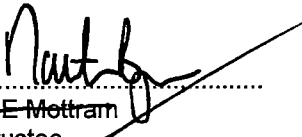
For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 9 to 24 were approved by the trustees, and authorised for issue on ...17/11/21... and signed on their behalf by:

  
G E Mottram  
Trustee  
M D BYRNE  
TRUSTEE

The notes on pages 12 to 24 form an integral part of these financial statements.

# CAB Devon

## Statement of Cash Flows for the Year Ended 31 March 2021

	Note	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Net cash income/(expenditure)		8,845	(10,994)
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		167	94
		<u>9,012</u>	<u>(10,900)</u>
<b>Working capital adjustments</b>			
Decrease in debtors	12	1,045	11,248
Decrease in creditors	14	(593)	(14,806)
(Decrease)/increase in deferred income		<u>(33,724)</u>	<u>33,724</u>
Net cash flows from operating activities		(24,260)	19,266
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets	11	<u>-</u>	<u>(500)</u>
Net (decrease)/increase in cash and cash equivalents		(24,260)	18,766
Cash and cash equivalents at 1 April		<u>70,781</u>	<u>52,015</u>
Cash and cash equivalents at 31 March		<u><u>46,521</u></u>	<u><u>70,781</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

## **CAB Devon**

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

#### **1 Charity status**

The charity is incorporated in UK and is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Citizens Advice Bureau  
Dix's Field  
Exeter  
Devon  
EX1 1QA

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

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). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

CAB Devon 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 notes.

The financial statements are prepared in sterling, which is the functional currency of the charity.

## **CAB Devon**

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

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

The trustees have considered the impact of COVID-19 and do not consider it to have a material impact on the balances included within the financial statements.

In addition, the trustees do not consider it to cast any significant doubt upon the charity's ability to continue as a going concern.

The trustees have taken both reactive and proactive measures in order to mitigate any risks associated with COVID-19 including managing cash flow to ensure that debts can be paid when they fall due, managing staffing levels and monitoring key customer and supplier activity.

The trustees have implemented a robust system of procedures and controls in order to deal with any associated risks.

#### **Income and endowments**

##### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

##### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### **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.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## **CAB Devon**

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

#### **Grant provisions**

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **Governance costs**

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

#### **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 potentially 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.

#### **Tangible fixed assets**

Individual fixed assets costing £450.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Computer equipment	33.33% on straight line basis

#### **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.

#### **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.



## **CAB Devon**

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

#### **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.

#### **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.

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.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### **Financial instruments**

##### ***Classification, recognition and measurement***

The Charity 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.

## CAB Devon

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total funds £
Devon County Council Core Grant	-	400,000	400,000
Victim Care Network	-	25,000	25,000
Fairer Charging	-	40,958	40,958
Quids4Kids	-	80,000	80,000
Awards For All	-	9,924	9,924
Healthwatch	-	103,597	103,597
Action for Children	-	50,000	50,000
DASWAC/ABC	-	45,506	45,506
Training	7,528	-	7,528
Access to Justice	-	86,996	86,996
Social Prescribing	-	14,910	14,910
Carers Project	-	24,299	24,299
Covid Carers Support	-	20,750	20,750
OPCC DVSA	-	25,200	25,200
<b>Total for 2021</b>	<u>7,528</u>	<u>927,140</u>	<u>934,668</u>
<b>Total for 2020</b>	<u>-</u>	<u>840,999</u>	<u>840,999</u>

## CAB Devon

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 4 Expenditure on charitable activities

	Note	Unrestricted		Total 2021 £	Total 2020 £
		General £	Restricted £		
Devon County Council Core Grant		-	404,322	404,322	397,000
Victim Support		-	23,752	23,752	23,749
Advice Line		-	-	-	15,283
Healthwatch		-	101,995	101,995	79,717
Fairer Charging		-	40,658	40,658	41,341
Quids4Kids		-	66,784	66,784	66,784
Working Age Carers		-	-	-	41,445
Awards For All		-	7,424	7,424	430
Action For Children		-	49,200	49,200	48,400
Training		3,728	-	3,728	6,800
Access To Justice		-	80,696	80,696	44,051
Social Prescribing		-	15,486	15,486	35,000
Carers Project		-	23,784	23,784	24,889
Covid Carers Support		-	18,850	18,850	-
OPCC DVSA		-	17,410	17,410	-
DASWAC/ABC		-	41,446	41,446	-
Allocated support costs	5	-	30,288	30,288	27,104
		<u>3,728</u>	<u>922,095</u>	<u>925,823</u>	<u>851,993</u>
		Activity undertaken directly £	Grant funding of activity £	Activity support costs £	Total expenditure £
Grant funding local CAB branches		-	891,807	30,288	922,095
Training		<u>3,728</u>	<u>-</u>	<u>-</u>	<u>3,728</u>
<b>Total for 2021</b>		<u>3,728</u>	<u>891,807</u>	<u>30,288</u>	<u>925,823</u>
<b>Total for 2020</b>		<u>6,800</u>	<u>818,089</u>	<u>27,104</u>	<u>851,993</u>

In addition to the expenditure analysed above, there are also governance costs of £1,749 (2020 - £1,740) which relate directly to charitable activities. See note 5 for further details.

## CAB Devon

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 5 Analysis of governance and support costs

##### Support costs allocated to charitable activities

	Basis of allocation	Governance costs £	Information technology £	Staff costs £	Administration costs £	Total funds £
Grant making to local Citizens						
Advice branches	Direct	<u>1,749</u>	<u>499</u>	<u>25,729</u>	<u>2,311</u>	<u>30,288</u>
<b>Total for 2020</b>		<u><u>1,740</u></u>	<u><u>3,136</u></u>	<u><u>21,096</u></u>	<u><u>1,132</u></u>	<u><u>27,104</u></u>

##### Governance costs

	Unrestricted funds General £	Total funds £
Independent examiner fees		
Examination of the financial statements	1,225	1,225
Trustees remuneration and expenses	57	57
Legal fees	300	300
Depreciation, amortisation and other similar costs	<u>167</u>	<u>167</u>
<b>Total for 2021</b>	<u><u>1,749</u></u>	<u><u>1,749</u></u>
<b>Total for 2020</b>	<u><u>1,740</u></u>	<u><u>1,740</u></u>

#### 6 Grant-making

##### Analysis of grants

	Grants to institutions 2021 £	2020 £
<b>Analysis</b>		
Local Citizens Advice Branches in Devon	<u><u>891,807</u></u>	<u><u>818,089</u></u>

## CAB Devon

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 7 Trustees remuneration and expenses

£57 (2020: £596) of expenses were reimbursed to one Trustee during the year in respect of travel and subsistence.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

#### 8 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	24,705	20,630
Social security costs	(80)	-
Pension costs	1,104	466
	<u>25,729</u>	<u>21,096</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2021 No	2020 No
Charitable activities	<u>1</u>	<u>1</u>

1 (2020 - 1) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £1,104 (2020 - £466).

No employee received emoluments of more than £60,000 during the year.

The total employee compensation of the key management personnel of the charity was £20,614 (2020 - £16,482).

#### 9 Independent examiner's remuneration

	2021 £	2020 £
Examination of the financial statements	<u>1,225</u>	<u>1,050</u>

## CAB Devon

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 11 Tangible fixed assets

	Computer equipment £	Total £
<b>Cost</b>		
At 1 April 2020	500	500
At 31 March 2021	500	500
<b>Depreciation</b>		
At 1 April 2020	94	94
Charge for the year	167	167
At 31 March 2021	261	261
<b>Net book value</b>		
At 31 March 2021	239	239
At 31 March 2020	406	406

#### 12 Debtors

	2021 £	2020 £
Other debtors	4,982	6,027

#### 13 Cash and cash equivalents

	2021 £	2020 £
Cash at bank	46,521	70,781

#### 14 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	300	43
Accruals	1,150	2,000
Deferred income	-	33,724
	1,450	35,767

## CAB Devon

### Notes to the Financial Statements for the Year Ended 31 March 2021

	2021 £	2020 £
Deferred income at 1 April 2020	33,724	-
Resources deferred in the period	-	33,724
Amounts released from previous periods	<u>(33,724)</u>	<u>-</u>
Deferred income at year end	<u>-</u>	<u>33,724</u>

#### 15 Pension and other schemes

##### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £1,104 (2020 - £466).

#### 16 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
<b>General</b>					
General unrestricted	31,357	7,528	(3,728)	15,135	50,292
<b>Restricted funds</b>					
Devon County Council					
Core Grant	-	400,000	(400,000)	-	-
Victim Care Network	-	25,000	(25,000)	-	-
Fairer Charging	-	40,958	(40,958)	-	-
Quids4Kids	-	80,000	(80,000)	-	-
Awards For All	2,000	9,924	(9,924)	(2,000)	-
Healthwatch	-	103,597	(103,597)	-	-
Action For Children	-	50,000	(50,000)	-	-
Carers Project	514	24,299	(24,299)	(514)	-
Access For Justice	2,000	86,996	(86,996)	(2,000)	-
Social Prescribing	5,576	14,910	(9,865)	(10,621)	-
DASWAC/ABC	-	45,506	(45,506)	-	-
OPCC/DVSA	-	25,200	(25,200)	-	-
Covid Carers Support	-	20,750	(20,750)	-	-
<b>Total restricted funds</b>	<u>10,090</u>	<u>927,140</u>	<u>(922,095)</u>	<u>(15,135)</u>	<u>-</u>
<b>Total funds</b>	<u>41,447</u>	<u>934,668</u>	<u>(925,823)</u>	<u>-</u>	<u>50,292</u>

# CAB Devon

## Notes to the Financial Statements for the Year Ended 31 March 2021

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
<b>General</b>					
General unrestricted	48,907	-	(27,104)	9,554	31,357
<b>Restricted</b>					
Devon County Council					
Core Grant	-	400,000	(397,000)	(3,000)	-
Victim Care Network	-	25,000	(23,749)	(1,251)	-
Fairer Charging	-	41,350	(41,341)	(9)	-
Quids4Kids	-	80,000	(66,784)	(13,216)	-
Working Age Carers	-	45,506	(41,445)	(4,061)	-
Awards For All	2,430	-	(430)	-	2,000
Healthwatch	-	81,317	(79,717)	(1,600)	-
Advice Line	-	-	(15,283)	15,283	-
Training	-	6,375	(6,800)	425	-
Action For Children	-	50,000	(48,400)	(1,600)	-
Carers Project	1,104	24,299	(24,889)	-	514
Staying Warm And Well	-	525	-	(525)	-
Access For Justice	-	46,051	(44,051)	-	2,000
Social Prescribing	-	40,576	(35,000)	-	5,576
<b>Total restricted funds</b>	<u>3,534</u>	<u>840,999</u>	<u>(824,889)</u>	<u>(9,554)</u>	<u>10,090</u>
<b>Total funds</b>	<u>52,441</u>	<u>840,999</u>	<u>(851,993)</u>	<u>-</u>	<u>41,447</u>

During the year restricted funds were transferred to unrestricted reserves. The transfer is on the basis that conditions relating to certain grants have been satisfied and the transfer represents a contribution towards the support costs of the charity.



## **CAB Devon**

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

#### **Restricted Funds**

**Devon County Council Core Grant** - funding received to provide generalist advice work in line with the aims and objectives of the charity.

**Victim Care Network** - a grant received to provide emotional and practical support services for victims of crime.

**Fairer charging** - a grant received to provide benefits advice.

**Quids 4 Kids** - a contractual arrangement with Devon County Council through Citizens Advice Devon to provide an income maximisation service for families with disabled children.

**Devon Advice Services for Workings Age Carers (DASWAC)** - provided by Devon County Council through Citizens Advice Devon to provide an advice service for working age carers.

**Awards for All** - a grant received to improve access to on-line, and other, services for our clients and to improve our advice infrastructure resources.

**Healthwatch Devon** - a grant from Citizens Advice Devon to employ a Healthwatch Champion to assist clients in need.

**Advice line** - a element of the Devon County Council Core Grant is used to provide a telephone advice line.

**Training** - we will deliver training for external organisations on benefits and other advice topics, some in partnership with Devon Communities Together.

**Action for Children** - a grant received to provide advice for users of Children's Centres in Devon. The service can provide a free benefit check, help with claiming benefits and give guidance on financial management. It can also help parents understand how getting a job or changing the hours they work would affect their income and benefits.

**Carers Project** - funding provided by Devon Carers through Citizens Advice Devon to provide an income maximisation service for Devon's carers.

**Access to Justice** - a project to increase access to specialist legal advice and provide support to people who don't qualify for legal aid and can't afford to pay for advice from a solicitor.

**Social Prescribing** - the purpose of the Social Prescribing project is to build up stronger connections between advice services and social prescribing schemes in the Devon County Council area to ensure people in financial hardship or with issues related to benefits, debt, housing or employment get the advice and support they need.

**OPCC/DVSA** - this fund is additional to the activities of the Victim Care Network fund and are specifically granted due to the Covid pandemic and the extra resources needed to support victims through serious hardship and relationship issues.

**Carers Support** - this is an extension of the DASWAC contract particularly during the Covid pandemic to meet an Advice on Benefits challenge project to support Carers and through them the clients they care for.

## CAB Devon

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 17 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2021 £
Tangible fixed assets	239	239
Current assets	51,503	51,503
Current liabilities	<u>(1,450)</u>	<u>(1,450)</u>
Total net assets	<u>50,292</u>	<u>50,292</u>

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2020 £
Tangible fixed assets	406	-	406
Current assets	32,994	43,814	76,808
Current liabilities	<u>(2,043)</u>	<u>(33,724)</u>	<u>(35,767)</u>
Total net assets	<u>31,357</u>	<u>10,090</u>	<u>41,447</u>

#### 18 Related party transactions

There were no related party transactions in the year.