

**The North Tyneside Citizens Advice Bureau**  
(a company limited by guarantee)

**ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2021**

# **THE NORTH TYNESIDE CITIZENS ADVICE BUREAU**

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# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## TRUSTEES' AND DIRECTORS' REPORT

### For the year ended 31 March 2021

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The Trustees (who are also directors of the charity for the purposes of the Companies Act 2020) present their report and audited financial statements for the year ended 31 March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: 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 2019).

#### REFERENCE AND ADMINISTRATIVE INFORMATION

**Charity number:** 1154666  
**Company number:** 07949964  
**Authorised & regulated by  
the Financial Conduct  
Authority FRN:** 617687

**Registered office:** Camden House  
Camden Street  
North Shields  
Tyne and Wear  
NE30 1ND

<b>Trustee Directors:</b>	Dr Margaret Stewart (Chair)	Appointed Chair for 3-year term 10.12.19
	Mr Tony Best (Vice Chair)	
	Mr Robert Hurren	Hon. Treasurer
	Mr David Peel	
	Mr Peter Elliott OBE	
	Mrs Elaine Nylander	
	Miss Jessica Callaghan	
	Mrs Jennifer Ford	Appointed as Trustee Director 20.07.21
	Mr Michael Vine	Resigned as Trustee Director 08.12.20

<b>Senior management team:</b>	Mr Mark Almond	Director and Company Secretary
	Mr Stuart Gibb	Deputy Director
	Mrs Jacqui Ramsay	Operations Manager

**Auditors:** Read, Milburn & Co  
71 Howard Street  
North Shields  
NE30 1AF

**Bankers:** Barclays Bank  
3 Northumberland Square  
North Shields  
NE30 1QX

**Solicitors:** Muckles LLP  
32 Gallowgate  
Newcastle upon Tyne  
NE1 4BF

# **THE NORTH TYNESIDE CITIZENS ADVICE BUREAU**

## **TRUSTEES' AND DIRECTORS' REPORT**

### **For the year ended 31 March 2021**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity was formed as a company limited by guarantee on 1 January 2014 (Company Number: 07949964). The full name of the charity is The North Tyneside Citizens Advice Bureau and was registered with the Charity Commission on 20 November 2013 (Charity Number: 1154666). It is governed by its Memorandum and Articles of Association.

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

The charity is governed through a trustee board. Trustees who have held office during the year are listed on page 1. The Articles of Association provide for a minimum of six and a maximum of twelve trustees. The trustee meet 6 times per year including a strategic planning day with additional quarterly meetings for the sub-committees listed below.

Trustees are elected to the Board for a three-year period and are appointed by a resolution of its members at a full trustee's meeting and announced at an AGM. The board has powers to co-opt members who shall retire at the following AGM and may offer themselves for re-election.

Citizens Advice appoints a representative who attends the Board as a non-voting member.

The Trustee Board is supported by an Executive Sub-Committee and an Investment Working Group.

The trustees who have served during the year can be seen on page 1. None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The organisation is co-ordinated from its office in North Shields.

##### **Trustee induction and training**

New trustees are briefed on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. They also meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the understanding of their role.

##### **Organisation Structure**

North Tyneside Citizens Advice is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the trustee board in order to fulfil its charitable objects and comply with the national membership requirements.

The Chief Executive of the organisation has been appointed by the trustees to manage the day-to-day operations of the charity. In addition, there is an experienced team of paid staff and volunteers who are key to the service offered by the charity. Decisions are made by the trustee board in line with the Business Development Plan and are reviewed at least annually.

The Senior Management Team meet to review progress against targets and the Charity's financial position and to discuss issues referred to them by the trustee board. Reports and recommendations are then taken to the full board for approval, and their implementation is organised by the Chief Executive and the staff team. There are regular staff, volunteer meetings and Senior Management Team meetings which ensure that progress is being made against targets. There is an Annual General Meeting, which involves the staff team, trustee board, members, and other stakeholders.

# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## TRUSTEES' AND DIRECTORS' REPORT

For the year ended 31 March 2021

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### STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

#### Pay and Remuneration of Key Management Personnel

The trustees consider that the board of trustees and the Senior Management Team (SMT) comprise the key management personnel of the charity. The charity's Senior Management Team are all paid in accordance with a published scale of grades used in the voluntary sector. Any increases to these published grades are approved by the trustee board. The chief executive's salary is reviewed and approved by the trustee board separately but in line with the policy set out above.

#### Key risks and Uncertainties

The trustees having had consideration to and mindful of the risk factors for the charity identify the following:

- A. Securing funding remains a serious challenge to maintain and to expand our service. We understand that the next few years are critical for us in terms of our sustainability and ultimately our long-term survival; the Trustees are taking this risk very seriously and are responding accordingly
- B. The funding climate is not getting any easier, nor do we expect it to improve any time soon - coupled with this demand for our service is increasing, meaning that we risk being unable to carry on meeting our clients' needs and experience reputational risk as a result.
- C. In order that we can continue to deliver it is essential that we maintain our volunteer base. We, along with many other Local Citizens Advice, are finding it harder to attract suitable volunteers.

Trustees plans and strategies for managing these risks.

- A. A fundraising strategy has been developed for the next financial year that broadens our approach to income generation; we are working towards building our unrestricted income to allow us to create a cushion should we face further reductions in our funding levels.
- B. We will seek to work with partners to develop debt advice funding, particularly for deficit budget clients.
- C. A partnership approach has been developed with Newcastle University and we are working with students who wish to volunteer with us.

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Factors that are likely to affect the financial performance or position in 2021/22 and further years:

- As the service is reliant on core funding from Local Authorities it is subject to volatile and uncertain economic conditions.
- Core funding is currently received from the Local Authority in the form of a contract. Contracts generally provide a longer-term offer than grants (generally 3-5 years), and contracts will go out to open tender and there is therefore a risk.
- The political environment remains uncertain, the impact of key national developments is still very much an 'unknown quantity' but has the potential to impact on our position.
- A possible increased competition in an ever-changing voluntary sector marketplace - we know that the voluntary sector is becoming a much more competitive sector, particularly as funding becomes ever harder to access, as a result we are seeing organisations diversifying their service offer and moving further towards our 'core market'.

# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## TRUSTEES' AND DIRECTORS' REPORT

For the year ended 31 March 2021

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### OBJECTIVES AND ACTIVITIES

#### Objects

The charity's purposes, as set out in the objects contained in the Company's Memorandum of Association, are to promote any charitable purpose for the benefit of the whole community of North Tyneside ("the area of benefit") by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

The charity's objects are defined as above. Our aims are:

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

Our service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. We value diversity, promote equality and challenge discrimination.

Though the area of benefit refers to the whole community of North Tyneside, the local offices focus its activities on the town centres of North Shields and Wallsend and surrounds.

The charity has developed its own Mission Statement to reflect more accurately its purpose and role:

*North Tyneside Citizens Advice will use all the resources available to it, its experience, knowledge and influence, to ensure that every citizen who seeks advice or assistance, receives, free, confidential, impartial, appropriate and effective help for the benefit of the individual and the wider community.*

#### Ensuring our work delivers our aims

We review our aims, objectives and activities each year. The annual review seeks to examine our achievements and outcome together with the success of individual key projects and the benefits that have been realised. In carrying out the review we are ensuring that our aims, objectives and activities are in line with our stated purpose.

Our main objectives for the year have been developing our service so that it really meets the needs of the clients we are trying to support. Key activities have included:

- Making sure our service delivery is cost effective and yet person centred.
- Continually reviewing, and improving where necessary, the quality of the advice we deliver to all our clients.
- Diversifying our approach to funding to minimise the risks associated with holding reduced funding streams
- Continued partnership working with other organisations to help develop initiatives to improve access to quality advice, information and support services.

#### HOW OUR ACTIVITIES DELIVER PUBLIC BENEFIT

Our main activities and who we try to help are described below. All our charitable activities focus on providing the advice people need for the problems they face and are undertaken specifically to provide public benefit. The board of trustees have had due regard to the Charity Commission guidance on public benefit and have complied with the duty in section 17.5 of the Charities Act 2011.

# **THE NORTH TYNESIDE CITIZENS ADVICE BUREAU**

## **TRUSTEES' AND DIRECTORS' REPORT**

**For the year ended 31 March 2021**

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### **ACHIEVEMENTS AND PERFORMANCE**

#### **Advice and Information Services**

The main areas of charitable activity are:

- the provision of general advice and information services
- the provision of specialist advice and casework services in the debt and welfare benefits categories of social welfare law, and
- Guidance on the pension regulations.

Throughout the year we have continued to offer Advice and Information in the following ways:

- Face to face drop in and Outreach have both been suspended due to the COVID-19 pandemic. Adviser services have transitioned to telephone, email and webchat with no loss of client numbers.
- Advice Line – participation is continuing as part of a national telephone pilot scheme. The line is covered on a rota basis between the hours of 9.00am and 5.00pm from Monday to Friday. Outside of these times there is an automated advice service 24 hours a day.
- Full advice – General and specialist telephone advice through our team of trained advisers and paid staff.
- Information and Self Help.
- Webchat and Email – provided through a national queue available between the hours of 9.00am and 5.00pm from Monday to Friday, extending to both general advice and the Universal Credit Help to Claim service.

In addition to general advice, the following specialist services are provided:

- Specialist debt advice funded by the Money Advice & Pensions Service.
- Specialist welfare benefits and debt advice, funded by the National Lottery, to reduce Loneliness.
- The provision of specialist guidance on Pension Regulations through the Pension Wise service.
- Universal Credit Help to Claim, funded by DWP, supporting the claims process and money management for Universal Credit claimants.

#### **Contribution of Volunteers and Paid Staff**

The charity's success could not have been achieved without the hard work and dedication of volunteers and staff. The trustee board and Senior Management Team recognise the tremendous contribution made by the charity's volunteers in advising the public and administering the service without which the service could not operate. Throughout 2020/21 the service employed 41 paid workers (38.7 FTEs) (2019/20 42 paid workers, 37.4 FTEs), and 57 volunteers (2019/20: 55 volunteers) together delivering some 6 (2019/20: 6) projects, including the core service.

Volunteers represent the indispensable core of the service for without them there would not be a Citizens Advice service. The volunteers contribute, on average, 240 hours per week (2019/20: 240). This may be expressed as an annualised value of £289,098 (2019/20: £170,284). However, their value is inadequately expressed in monetary terms. Indeed, volunteers bring many skills to the service and very often the experience gained helps individuals return to full employment. During 2020/21 5 volunteers left to take up external work (2019/20: 8 volunteers).

North Tyneside Citizens Advice are working hard to review our approach to attracting and keeping volunteers, through our partnership with Newcastle University. It is our intention to consistently monitor our approach to training, to provide an accessible and welcoming place to volunteer.

# **THE NORTH TYNESIDE CITIZENS ADVICE BUREAU**

## **TRUSTEES' AND DIRECTORS' REPORT**

**For the year ended 31 March 2021**

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### **ACHIEVEMENTS AND PERFORMANCE (continued)**

#### **Who used and benefited from our services?**

During the reporting year 18,301 clients (2019/20: 18,227) benefited from the services of North Tyneside Citizens Advice, generating 64,783 contacts (2019/20: 77,560). We support people on any issue that they may face; however, our most common enquiry area is welfare benefits and universal credit, which makes up a total of 31% of the issues we have supported on.

In total the service negotiated on £2,386,774 worth of debt (2019/20: £3,871,872), rescheduling or reducing the debts to make people's lives more sustainable. The service generated a total of £7,599,058 (2019/20: £8,649,700) in additional income for its clients.

Clients continue to present with multiple problems and on average clients are presenting with 3 issues each. On average clients are presenting 3 times each before their issues are resolved.

#### **Factors Affecting the Achievement of Objectives**

Maintaining sufficient funding to continue delivering the service remains a continual challenge. We are making sure that we invest in fundraising and continue to diversify our approach to ensure we are delivering the most cost-effective service we possibly can. This isn't about simply cutting costs, it is about delivering a service that genuinely meets clients' needs to make us as cost effective as possible.

The complexity of the issues that clients are facing, and the additional challenges that clients are experiencing, places additional demands on the service. The support networks that were previously in place for people are changing and we are asked to offer support that falls outside the remit of direct advice. Where people are vulnerable, it is essential that we offer support in a person-centred way and whilst necessary this can be resource intensive.

### **FINANCIAL REVIEW**

The availability of funding in the charity sector remains difficult in a period of austerity. The charity is focused on providing added value to its funders from a base of sound financial management and ensuring that our services remain relevant to the strategic objectives of stakeholders at local and national level.

The charity is working hard to deliver a cost-effective service that genuinely meets the needs of our clients. It remains a challenging prospect to meet the ever-increasing demand with reduced availability of funding resources.

In the reporting period, the charity had a surplus of £343,324 (2019/20: £45,905) from a total income of £1,397,600 (2019/20: £1,271,630) and expenditure of £1,054,276 (2019/20: £1,225,725). At the year end the charity's total funds stand at £802,342 (2019/20: £459,018) of which £725,072 (2019/20: £458,535) is unrestricted and £77,270 (2019/20: £483) is restricted.

#### **Principal Funding Sources**

The total income for the year of £1,397,600 represents a net increase of £125,970 compared to 2019/20. The trustees extend their sincere gratitude to North Tyneside Council who continue to support the key (core) operating capacity of the charity.

Project specific funding was gratefully received from North Tyneside Council to provide outreach support and poverty intervention; the Money Advice & Pensions Service in support of money advice, the DWP towards the Help to Claim Service; and the provision of financial education from National Government in respect of the Pension Wise Service. Big Lottery provided funding for Covid-19 remote working. We are also a partner in the Lottery-funded North Tyneside End Loneliness Project.



# **THE NORTH TYNESIDE CITIZENS ADVICE BUREAU**

## **TRUSTEES' AND DIRECTORS' REPORT**

**For the year ended 31 March 2021**

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### **FINANCIAL REVIEW (continued)**

#### **Investment Policy**

As required in its Articles of Association, paragraph 3.19, in furtherance of its objects, and for no other purposes, the Company has the power to invest or deposit funds in any lawful manner (but to invest only after obtaining professional advice and having regard to the suitability of investments and the need for diversification).

#### **Reserves Policy**

North Tyneside Citizens Advice is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The trustees consider that it would be prudent to set aside an amount equivalent to three months' operating expenditure. The value of this will be calculated using an average of 6 months' running costs based on the current annual budget. This is reviewed on an annual basis. At the end of 2020/21 the actual level of reserves (i.e., unrestricted funds less designated and fixed assets) totalled £712,973 (2019/20: £446,436).

#### **Going Concern**

After making further appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

### **FUTURE PLANS**

Developing a sustainable service that meets the needs of our clients remains a priority of the trustee board for 2021/22. The charity will build on the work completed in the previous financial year to develop diversified funding streams to increase our sustainability and enable us to build a diverse service that is responsive to client needs.

The charity will continue to work to ensure that it delivers a cost-effective service, meaning that we are not only offering value for money to our existing funders but that we have a viable offer, whilst never compromising on the high-quality service that our clients expect and deserve.

Having reviewed the risks the charity are facing the trustees have invested resource in funding a bid writer to enable us to increase the number of funding bids submitted and to build our capacity in this area.

During the year 2021/22 we will improve our internal monitoring mechanisms ensuring that we have a clear understanding of each element of the service, the benefits of that are many - we can ensure that we are achieving as much as we can possibly achieve and delivering an excellent service to our clients and our funders, and we can also understand our business offer and can market our service accordingly.

### **AUDITORS**

The auditors, Read, Milburn & Co, will be proposed for re-appointment at the forthcoming Annual General Meeting.

The annual report was approved by the trustees of the charity on 26 October 2021 and signed on its behalf by



Margaret Stewart  
Chair of Trustees

# **THE NORTH TYNESIDE CITIZENS ADVICE BUREAU**

## **TRUSTEES' AND DIRECTORS' REPORT**

**For the year ended 31 March 2021**

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### **STATEMENT OF TRUSTEES' AND DIRECTORS' RESPONSIBILITIES**

The trustees (who are also the directors of The North Tyneside Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Report of the Trustees 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 which 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 those financial statements, the trustees are required to:

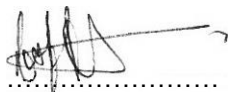
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by the trustees of the charity on 26 October 2021 and signed on its behalf by:



Rob Hurren  
Trustee

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

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## Opinion

We have audited the financial statements of The North Tyneside Citizens Advice Bureau (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

## Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

# **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE NORTH TYNESIDE CITIZENS ADVICE BUREAU**

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## **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

## **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

## **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

# REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

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## **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. In this regard, our procedures include the following:

- Enquiry of management around actual and potential litigation and claims;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the business rationale of significant transactions outside the normal course of business.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

## **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Nicholas Liley FCA (Senior Statutory Auditor)  
for and on behalf of Read, Milburn & Co  
71 Howard Street  
North Shields  
Tyne and Wear  
NE30 1AF

8 November 2021

**THE NORTH TYNESIDE CITIZENS ADVICE BUREAU**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**Including an income and expenditure account**  
**For the year ended 31 March 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Total 2020 £
<b>Income from:</b>							
Donations and legacies	2	-	-	-	500	6,200	6,700
Charitable activities	3	302,096	1,095,407	1,397,503	302,246	962,033	1,264,279
Investments	4	97	-	97	151	-	151
Other		-	-	-	500	-	500
<b>Total income</b>		<b>302,193</b>	<b>1,095,407</b>	<b>1,397,600</b>	<b>303,397</b>	<b>968,233</b>	<b>1,271,630</b>
<b>Expenditure on:</b>							
Charitable activities	5	158,648	1,021,963	1,180,611	251,661	974,064	1,225,725
Other		(126,335)	-	(126,335)	-	-	-
<b>Total expenditure</b>		<b>32,313</b>	<b>1,021,963</b>	<b>1,054,276</b>	<b>251,661</b>	<b>974,064</b>	<b>1,225,725</b>
<b>Net income/(expenditure) before transfers</b>		<b>269,880</b>	<b>73,444</b>	<b>343,324</b>	<b>51,736</b>	<b>(5,831)</b>	<b>45,905</b>
<b>Transfers between funds</b>		<b>(3,343)</b>	<b>3,343</b>	<b>-</b>	<b>122,345</b>	<b>(122,345)</b>	<b>-</b>
<b>Net movement in funds</b>		<b>266,537</b>	<b>76,787</b>	<b>343,324</b>	<b>174,081</b>	<b>(128,176)</b>	<b>45,905</b>
<b>Reconciliation of funds:</b>							
Total funds b/f 1 April 2020	14	458,535	483	459,018	284,454	128,659	413,113
<b>Total funds c/f 31 March 2021</b>	<b>14</b>	<b>725,072</b>	<b>77,270</b>	<b>802,342</b>	<b>458,535</b>	<b>483</b>	<b>459,018</b>

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

The notes on pages 15 to 24 form part of these financial statements.

# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

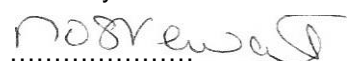
## BALANCE SHEET

As at 31 March 2021

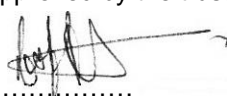
	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	11		-		114,987
<b>Current assets</b>					
Debtors	12	4,052		2,884	
Cash at bank and in hand	17	872,001		395,299	
		-----		-----	
		876,053		398,183	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	13	73,711		54,152	
		-----		-----	
<b>Net current assets</b>			802,342		344,031
<b>Total net assets</b>			----- 802,342 -----		----- 344,031 -----
<b>Funds of the charity</b>					
Unrestricted & designated funds	14		725,072		458,535
Restricted funds	14		77,270		483
			-----		-----
<b>Total charity funds</b>			802,342		459,018
			-----		-----

These financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006.

The financial statements on pages 12 to 24 were approved by the trustees on 26 October 2021, and signed on their behalf by:



M Stewart  
Trustee



R Hurren  
Trustee

Company Number: 07949964

The notes on pages 15 to 24 form part of these financial statements.

# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## CASH FLOW STATEMENT

For the year ended 31 March 2021

	Notes	2021 £	2020 £
<b>Cash flows from operating activities:</b>			
<b>Net cash provided by operating activities</b>	16	235,283	82,714
<b>Cash flows from investing activities:</b>			
Interest income	4	97	151
Sale of tangible fixed assets		241,322	-
<b>Net cash provided by investing activities</b>		241,419	151
Increase in cash and cash equivalents in the reporting period		476,702	82,865
Cash and cash equivalents at the beginning of the reporting period	17	395,299	312,434
<b>Cash and cash equivalents at the end of the reporting period</b>	17	872,001	395,299

The notes on pages 15 to 24 form part of these financial statements.



# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

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### **1 Accounting Policies**

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

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements of the have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the Pound Sterling (£).

At the date of approval of these financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue for the foreseeable future and as such the financial statements are prepared on the going concern basis

#### **1.2 Financial Instruments**

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 the present value of future cash flows (amortised cost). Financial assets held at amortised cost comprise cash at bank and in hand and debtors excluding prepayments.

Financial liabilities held at amortised cost comprise creditors excluding deferred income and taxation payable. Financial liabilities that are provisions are held at fair value. No discounting has been applied on the basis that the periods over which amounts will be settled are such that any discounting would be immaterial.

#### **1.3 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 are unrestricted funds earmarked by the trustees for particular purposes.

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.

#### **1.4 Income**

All income is included in the statement of financial activities when the charity is entitled to the funds and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Voluntary income is received by way of grants, donations and gifts, including gift aid income where applicable, and is included in full in the statement of financial activities when receivable. Income from grants, where related to performance and specific deliverables, are accounted for when it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Donated services and facilities are included at the value to the charity where this can be quantified and is material. The value of services provided by volunteers has not been included in these accounts.

# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS

### For the year ended 31 March 2021

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#### **1 Accounting Policies (continued)**

##### **1.5 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.

##### **1.6 Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Expenditure on raising funds comprises the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. The primary functional activity of the charity is the giving of free and confidential advice to the public. It includes both costs that can be allocated directly to this activity and those costs of an indirect nature necessary to support them.

Support costs include all those overhead costs of office and bureau accommodation, utility services, and other services and costs, which are in support of the activity. They also include those costs not associated with the other two headings and includes costs of meeting the constitutional and statutory requirements of the charity, the audit fees and costs linked to the strategic management of the charity. They have been allocated to activity cost categories on a basis consistent with the use of resources.

##### **1.7 Operating leases and hire purchase agreements**

The charity classifies the lease of property and printing and telecommunications equipment as operating leases; the title to the property and equipment remains with the lessor. Rental charges are charged on a straight-line basis over the term of the lease.

##### **1.8 Taxation**

The company, being a registered charity with minimal trading income, has been granted exemption from tax under Section 505 of the Income and Corporation Taxes Act 1988. No provision for taxation has therefore been made in these accounts.

##### **1.9 Tangible fixed assets and depreciation**

All assets costing more than £1,000 are capitalised.

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold property	2% on cost
Fixtures and fittings	25% on cost
Computer equipment	25% on cost

##### **1.10 Debtors**

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

##### **1.11 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.

# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### 1 Accounting Policies (continued)

#### 1.12 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### 1.13 Pensions and retirement benefits

The charity operates a defined contribution scheme. The amount charged to the statement of financial activities in respect of pension costs and other post-retirement benefits is the contributions payable in the year. Differences between contributions payable in the year and contributions paid are shown as either accruals or prepayments in the balance sheet.

### 2 Donations and legacies

	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
Donations and gifts	-	-	-	500	6,200	6,700

### 3 Income from charitable activities

Grant and contract income receivable for charitable activities	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
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#### General Advice:

North Tyneside Council (NTC)	300,000	-	300,000	300,000	-	300,000
NTC: Outreach	-	24,000	24,000	-	24,000	24,000
Citizens Advice (CA): BEIS	-	50,296	50,296	-	-	-
Wise Steps: Building Better Opportunities	-	41,813	41,813	-	35,853	35,853
Big Lottery Fund (BLF): Ending Loneliness	-	20,000	20,000	-	10,000	10,000
BLF: Covid-19 Remote Working	-	56,243	56,243	-	-	-
Other grants	2,096	6,066	8,162	2,246	-	2,246
	302,096	198,418	500,514	302,246	69,853	372,099

#### Debt Advice:

CA: Debt Management Unit	-	5,000	5,000	-	122,896	122,896
CA: Money Advice Service	-	300,110	300,110	-	234,277	234,277
NTC: Poverty Intervention Fund	-	45,000	45,000	-	-	-
	-	350,110	350,110	-	357,173	357,173

#### Benefits Advice:

CA: Help to Claim	-	152,447	152,447	-	138,619	138,619
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#### Pensions\_Guidance\_& Financial Capability:

CA: Pensionwise	-	394,432	394,432	-	396,388	396,388
-----------------	---	---------	---------	---	---------	---------

#### Total income from charitable activities

	302,096	1,095,407	1,397,503	302,246	962,033	1,264,279
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# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### 4 Investment income

	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
Interest received	97	-	97	151	-	151

### 5 Expenditure on charitable activities by fund

Charitable Activity	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
General Advice	158,648	212,150	370,798	251,661	95,079	346,740
Debt Advice	-	303,012	303,012	-	328,873	328,873
Benefits Advice	-	152,197	152,197	-	154,207	154,207
Pensions Guidance & Financial Capability	-	354,604	354,604	-	395,905	395,905
	-----	-----	-----	-----	-----	-----
	158,648	1,021,963	1,180,611	251,661	974,064	1,225,725
	-----	-----	-----	-----	-----	-----

### 6a Analysis of expenditure on charitable activities – current year

	Allocation basis* Apportionment basis**	General Advice	Debt Advice	Benefits Advice	Pension Guidance & Financial Capability	Total 2021 £
		£	£	£	£	£
<b>Direct costs:</b>						
Salaries	Direct*	193,590	310,900	152,197	261,593	918,280
Staff & volunteers	Direct*	4,074	-	-	241	4,315
Other costs	Direct*	-	-	-	85,984	85,984
		-----	-----	-----	-----	-----
		197,664	310,900	152,197	347,818	1,008,579
<b>Support Costs:</b>						
Office costs	Staff & volunteer hours**	75,089	3,760	-	1,879	80,728
Premises costs	Staff & volunteer hours**	69,334	-	-	4,907	74,241
Governance costs	Staff & volunteer hours**	9,833	-	-	-	9,833
Other costs	Staff & volunteer hours**	7,150	80	-	-	7,230
		-----	-----	-----	-----	-----
<b>Total Expenditure on charitable activities</b>		359,070	314,740	152,197	354,604	1,180,611
		-----	-----	-----	-----	-----

**THE NORTH TYNESIDE CITIZENS ADVICE BUREAU**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 March 2021

**6b Analysis of expenditure on charitable activities – prior year**

	Allocation basis* Apportionment basis**	General Advice	Debt Advice	Benefits Advice	Pension Guidance & Financial Capability	Total 2020
		£	£	£	£	£
<b>Direct costs:</b>						
Salaries	Direct**	148,491	324,879	152,929	283,279	909,578
Staff & volunteers	Direct**	13,501	1,343	733	29,959	45,576
Other costs	Direct**	-	-	-	61,697	61,697
		-----	-----	-----	-----	-----
		161,992	326,222	153,702	374,935	1,016,851
<b>Support Costs:</b>						
Office costs	Staff & volunteer hours**	72,505	2,651	435	12,632	88,223
Premises costs	Staff & volunteer hours**	87,683	-	-	8,338	96,021
Governance costs	Staff & volunteer hours**	11,046	-	-	-	11,046
Other costs	Staff & volunteer hours**	13,514	-	70	-	13,584
		-----	-----	-----	-----	-----
<b>Total Expenditure on charitable activities</b>		346,740	328,873	154,207	395,905	1,225,725
		-----	-----	-----	-----	-----

**7 Net incoming resources for the year**

	2021 £	2020 £
<b>This is stated after charging:</b>		
Audit fee	1,530	1,530
Accountancy services	1,770	1,530
Depreciation – owned assets	-	10,632
Surplus on disposal of fixed assets	(126,335)	-
Operating leases – land and buildings	48,310	42,154

**8 Trustees**

During the year no remuneration or benefits for services as a director/trustee have been paid or were payable, directly or indirectly, out of the funds of the charity to any trustee or to any person known to be connected with them.

No trustees' expenses were paid during the current or preceding year.

# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### 9 Employees

	2021 Full Time Equivalent	2021 Head Count	2020 Full Time Equivalent	2020 Head Count
<b>The average number of employees analysed by function:</b>				
Advice workers and support staff	35.7	38	34.4	39
Key management personnel	3.0	3	3.0	3
	-----	-----	-----	-----
Total	38.7	41	37.4	42

	2021 £	2020 £
<b>Employment costs</b>		
Wages and salaries	834,202	826,707
Social security costs	63,189	63,208
Other pension costs	20,889	19,663
	-----	-----
	918,280	909,578
	-----	-----

No employee received remuneration amounting to more than £60,000 in the period (2019/20: None)

The key management personnel of the charity comprise the Chief Officer (Director), Deputy Director and the Operations Manager. The total employee benefits of the key management personnel of the charity were £136,342 (2019/20: £131,693).

### 10 Pensions

The assets of the scheme are held separately from those of the company in an independently administered fund managed by Royal London. The pension cost charge for the year represents contributions payable by the charitable company to the fund and amounted to £20,889 (2019/20: £19,663).

# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

11	Fixed Assets	Freehold Property £	Fixtures and Fittings £	Computer Equipment £	Total £
	<b>Cost</b>				
	At 1 April 2020	131,411	21,817	40,365	193,593
	Disposals	(131,411)	-	-	(131,411)
		-----	-----	-----	-----
	At 31 March 2021	-	21,817	40,365	62,182
		-----	-----	-----	-----
	<b>Depreciation</b>				
	At 1 April 2020	16,424	21,817	40,365	78,606
	Eliminated on disposal	(16,424)	-	-	(16,424)
		-----	-----	-----	-----
	At 31 March 2021	-	21,817	40,365	62,182
		-----	-----	-----	-----
	<b>Net book value</b>				
	At 31 March 2021	-	-	-	-
		-----	-----	-----	-----
	At 31 March 2020	114,987	-	-	114,987
		-----	-----	-----	-----
12	<b>Debtors</b>			<b>2021</b>	<b>2020</b>
				£	£
	Prepayments			2,796	2,884
	Accrued income			1,256	-
				-----	-----
				4,052	2,884
				-----	-----
13	<b>Creditors:</b> amounts falling due within one year			<b>2021</b>	<b>2020</b>
				£	£
	Trade creditors			11,438	5,307
	Social Security and other taxes			18,027	15,743
	Other creditors			8,511	3,910
	Accruals			35,735	29,192
				-----	-----
				73,711	54,152
				-----	-----

# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

<b>14a Movement in funds – current year</b>					
	<b>Balance at 1 April 2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers between funds</b>	<b>Balance at 31 March 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>					
General funds	446,436	302,193	(32,313)	(3,343)	712,973
<b>Designated funds</b>					
Miscellaneous projects	12,099	-	-	-	12,099
<b>Restricted funds</b>					
Pension Wise	483	394,432	(354,604)	-	40,311
North Tyneside Council: Outreach	-	24,000	(25,370)	1,370	-
BBO: Wise Steps	-	41,813	(42,624)	811	-
Debt Management Unit	-	5,000	(14,475)	9,475	-
Universal Credit Support: Help to Claim	-	152,447	(152,197)	-	250
Money and Pensions Service	-	300,110	(288,537)	(9,201)	2,372
Big Lottery Fund: Ending Loneliness	-	20,000	(18,935)	-	1,065
North Tyneside Council: Poverty Intervention Fund	-	45,000	(11,728)	-	33,272
Big Lottery: COVID: 19 Remote Working Equipment	-	56,243	(56,243)	-	-
BEIS: Advice Line	-	34,000	(33,840)	(160)	-
BEIS: Webchat	-	5,200	(5,498)	298	-
BEIS: Remote Working	-	11,096	(11,846)	750	-
Law Centre Project	-	6,066	(6,066)	-	-
<b>Total Restricted funds</b>	<b>483</b>	<b>1,095,407</b>	<b>(1,021,963)</b>	<b>3,343</b>	<b>77,270</b>
<b>Total funds</b>	<b>459,018</b>	<b>1,397,600</b>	<b>(1,054,276)</b>	<b>-</b>	<b>802,342</b>



# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### 14b Movement in funds – prior year

	Balance at 1 April 2019	Income	Expenditure	Transfers between funds	Balance at 31 March 2020
	£	£	£	£	£
<b>Unrestricted funds</b>					
General funds	264,350	303,397	(243,656)	122,345	446,436
<b>Designated funds</b>					
Miscellaneous projects	12,099	-	-	-	12,099
Capital assets	8,005	-	(8,005)	-	-
<b>Total designated funds</b>	20,104	-	(8,005)	-	12,099
<b>Restricted funds</b>					
Capital fund	117,614	-	(2,627)	(114,987)	-
Pension Wise	-	396,388	(395,905)	-	483
North Tyneside Council: Outreach	-	24,000	(28,241)	4,241	-
BBO: Wise Steps	1,515	35,853	(41,573)	4,205	-
Debt Management Unit	-	122,896	(128,647)	5,751	-
Universal Credit Support: Help to Claim	9,530	138,619	(154,207)	6,058	-
Money and Pensions Service	-	234,277	(200,226)	(34,051)	-
Sir James Knott Trust	-	6,200	(9,348)	3,148	-
Big Lottery Fund: Ending Loneliness	-	10,000	(13,290)	3,290	-
<b>Total Restricted funds</b>	128,659	968,233	(974,064)	(122,345)	483
<b>Total Funds</b>	413,113	1,271,630	(1,225,725)	-	459,018

### Fund Descriptions

#### General Funds

These are the accumulated unrestricted funds of the charity.

#### Money Advice Service

The Government Money Advice and Pensions Service (MAPS) provide funding for our specialist Money Advice caseworkers.

#### Universal Credit Help to Claim

The DWP provide funding for our Universal Credit Help to Claim service.

#### Big Lottery Covid 19 Remote Working Fund

Big Lottery provided funding for Covid-19 remote working. We are also a partner in the Lottery-funded North Tyneside End Loneliness Project.

#### Pension Wise

Pension Wise is a free and impartial service set up by Government offering guidance for people as a result of the pension freedoms introduced in 2014. Funding for this service is from national Citizens Advice. During the financial year we worked in partnership with other local offices to deliver the Pension Wise service. We continue to cover the same geographical areas as before and are equal partners in the delivery.

# THE NORTH TYNESIDE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### 15 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total 2021 £	Unrestricted £	Restricted £	Total 2020 £
Tangible fixed assets	-	-	-	114,987	-	114,987
Net current assets	725,072	77,270	802,342	343,548	483	344,031
	-----	-----	-----	-----	-----	-----
Total	725,072	77,270	802,342	458,535	483	459,018
	-----	-----	-----	-----	-----	-----

### 16 Reconciliation of cash flows from operating activities

	2021 £	2020 £
Net income for the reporting period	343,324	45,905
Surplus on disposal of tangible fixed assets	(126,335)	-
Interest received	(97)	(151)
(Increase)/decrease in debtors	(1,168)	12,061
Increase in creditors	19,559	14,267
	-----	-----
<b>Net cash provided by operating activities</b>	<b>235,283</b>	<b>82,714</b>
	-----	-----

### 17 Analysis of cash and cash equivalents

	2021 £	2020 £
Cash at bank and in hand	872,001	395,299
	-----	-----
<b>Total cash and cash equivalents</b>	<b>872,001</b>	<b>395,299</b>
	-----	-----

### 18 Related Parties

There were no related party transactions during the year (2019/20: none)