

**ST ANNS ADVICE GROUP  
(A CHARITABLE INCORPORATED ORGANISATION)**

**CHARITY NUMBER 1163512**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**ST ANNS ADVICE GROUP  
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FOR THE YEAR ENDED 31 MARCH 2021**

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**ST ANNS ADVICE GROUP  
CONTENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

<b>Trustees</b>	Mr Robert Bird (appointed 4 February 2021) - Chair Mr Grant Everitt Ms Monica Lindsay Rev Anthony Giles Mr Trevor Farmer Ms Jenny Drury Ms Shelia Jones (appointed 4 February 2021)
<b>Management Committee</b>	Ms Coleen Francis
<b>Principal Address</b>	Chase Neighbourhood Centre Robin Hood Chase St Anns Nottingham NG3 4EZ
<b>Key Management Team</b>	Ms D Webster - Manager Ms S Marshall - Supervisor
<b>Charity Registration Number</b>	1163512
<b>Statutory Auditor</b>	Cobb Burgin Chartered Accountants and Statutory Auditor Butt Dyke House 33 Park Row Nottingham NG1 6EE
<b>Professional Advisors</b>	Unity Trust Bank plc 4 Brindley Place Birmingham B1 2JB  Lloyds Bank plc 12-16 Lower Parliament Street Nottingham NG1 3DA

**ST ANNS ADVICE GROUP  
REPORT OF THE TRUSTEES  
YEAR ENDED 31 MARCH 2021**

The Trustees present their report and the audited financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity. The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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.

**Trustees and members of the management committee**

Trustees and members of the management committee who served during the period and up to the date of this report are set out on Page 1.

**Objectives, activities and public benefit**

The centre's objectives and principal activities are to promote any charitable purpose for the benefit of the inhabitants of St Ann's, Nottingham city and surrounding areas, in particular through the provision of an advice and information service for persons who are in need of such services. The aim is to provide a high quality, easily accessible service in the areas of welfare benefits, debt, housing, employment and generalist advice. We also offer representation at DWP appeals and employment tribunals and more generally support and help service users to understand complex forms and regulations.

We review our aims, objectives and activities each year. The review looks at the success of each key activity and the benefits they have brought. The review also helps us ensure our objectives and activities remain focused on our stated purposes.

We confirm that St Anns Advice Group meets the definition of a public benefit entity. We have referred to the guidance contained within the Charity Commission's guidance on public benefit when reviewing our aims and objectives and in planning our future activities, in particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**Achievements and performance**

This period the advice group continued to provide advice on debt and benefits resulting in 1551 opened full cases, 2847 people supported, managed just under 2 million pounds worth of debts and made total gains for local people of nearly £2.5 million pounds.

These figures are a real tribute to the dedicated staff who quickly adapted to a new way of working once the centre closed in March 2020.

Although our base is in St Ann's many of our projects now operate city wide and 2 projects cover the county and 1 across the D2N2 area. Our reputation has spread and generated work in all areas across the conurbation.

Referrals to the centre are regularly received from the Nottingham City Homes, Nottingham City Council, housing associations, health workers, local councillors and children's centres.

As in previous years, most enquiries received in 2020/21 were about Department of Work and Pensions welfare benefits, HMRC tax credits, Universal Credit and priority and non-priority debts. Other areas in which people were assisted include housing, homelessness, multiple debt advice, bailiffs, health, employment, water, and fuel. An ever-increasing number of clients who come to the advice centre have priority debt problems and face crisis.



**ST ANNS ADVICE GROUP  
REPORT OF THE TRUSTEES (CONTINUED)  
YEAR ENDED 31 MARCH 2021**

The pandemic saw a huge demand for food and additional support from the local community. We were feeding nearly 1000 people a month at the highest point of the lockdown. Our centre remained staffed by 8 workers who managed donations and volunteers and ensured 3 weekly deliveries of food parcels to those most in need. The advice staff collected and distributed the paperwork necessary for the advisors working from home to operate effectively. Advice was given on the outside decking respecting social distancing and through open windows.

**Debt advice service and the Money Advice Service**

Nottingham City Homes and the Money Advice Service continue to fund our debt work. The projects reduce the level of rent and council tax arrears and other priority and non-priority debts within the city. We suspended all outreach sessions but continued to take referrals to the debt service developing a and issuing a 'debt pack' initially to clients. Cases are taking longer and for some clients phone advice is not appropriate.

We have assisted clients with budget plans and income maximisation including applications for housing benefit, discretionary housing payments, tax credits, and personal independent payments. We also give information on Credit Union and NCH house insurance. The team apply to various trust funds and small charities for funds to assist clients with essential furniture and white goods.

**Appeals**

In 2020/21 the centre represented 85 people at various appeal tribunals for personal Independent Payments, disability living allowance, housing benefit appeals, employment support allowance and industrial injuries benefit. All of these were carried out by phone. However, most cases are those regarding employment support allowance. We were successful in over 95% of these appeals which resulted in clients receiving back payments of benefit or compensation. In addition, many of these clients also gained increases in their weekly benefit entitlement.

**Sneinton and general advice work**

Most of this work is funded through the Nottingham City Council contract that was awarded to the Advice Nottingham consortium. Sessions on outreach were suspended for the whole of this period. We have helped to prevent evictions and assisted with re-housing.

**Home visits**

We suspended the home visiting service at the beginning of lockdown

**Employment Rights**

We continue to offer employment rights advice to those who are seeking support and who are not in a Trade union. We no longer hold the AQS for employment advice.

**St Ann's and Sneinton food and furniture store**

In December 2012 we launched our food store that is based in the old laundrette on the Robin Hood Chase. The numbers of clients presenting at reception and appointments, lacking basic needs increased dramatically throughout 2011 and 2012. We agreed there was a real need for us to open our own food store to support these people who were facing real crisis whether short or long term. The food store only provides parcels to people who have no income. This is mainly those who have been sanctioned, awaiting mandatory reconsiderations, started work but awaiting their first pay day and refugees and migrants with no recourse to public funds. We are now feeding those clients that have applied for Universal Credit but due to the 'in built' delayed payment they have no income for the first 5 weeks. We give out between 30 – 40 parcels per week. We have purchased a second-hand van to collect and then sell old clothes to pay for its maintenance and running costs. The small furniture project recycles local unwanted goods and re-distributes to those in need within the city. We continue to get support from local schools and several corporate companies across the city.

**ST ANNS ADVICE GROUP  
REPORT OF THE TRUSTEES (CONTINUED)  
YEAR ENDED 31 MARCH 2021**

We are responding to the pandemic by providing food for those in need across the area and became the key organization for the city council's 'golden line' emergency number in the area.

**Building better opportunities (BBO)**

Money sorted in D2N2 is funded as part of the Building Better Opportunities programme in D2N2. The project is funded by the European Social Fund and The National Lottery Community Fund. We are part of a '@peoples First Alliance' with Framework (delivers on Opportunity and Change) and Groundwork (delivers on Towards Work). We have secured an extension to September 2022.

Money sorted in Derby city, Derbyshire, Nottingham city and Nottinghamshire (D2N2), is about excluded people. It offers a six months programme of person-centred support and a range of bespoke interventions designed to enable people experiencing financial crisis and financial hardship to take control, build confidence, tackle their problems and move out of poverty and exclusion.

Personal financial resilience plans developed between participants and our personal navigators put people in control. They identify and tackle obstacles and challenges to engagement and achievement. They focus on goals, aspirations, and ambitions, enabling participants to progress along a pathway to financial inclusion and paid employment.

The partnership brings together large and small local providers with a wide range of expertise and experience of working with diverse and vulnerable communities across D2N2. It reaches individuals, families and communities stretching across these two major city centres, larger towns, rural towns, and villages with the D2N2 area. The money sorted partnership in D2N2 also includes the four leading local authorities as key strategic delivery partners.

**Fuel efficiency and debt project**

We were successful in our application to British Gas for continuation funding to run this project. Advisors can provide a holistic service to clients providing advice on maximising incomes and reducing debts as well managing or writing off energy debt and support them with energy efficiency savings in the home. We sub-contract three part time posts to Bestwood Advice Centre, Meadows Advice Centre and Nottingham Law Centre in order to cover both north, centre and south of the city.

**Financial review**

With limited reserves and medium to long term funding always a challenge to obtain, it continues to be difficult to plan and develop services. Total income for the year was £1,660,178 (2020 £1,685,405) and total expenditure was £1,586,516 (2020 £1,726,868) resulting in a surplus for the year of £73,662. This is compared to a deficit of £41,463 in the previous year. At the year end, the funds of the charity were £220,887 which is represented by £49,765 of restricted funds and £171,122 of unrestricted funds.

**Reserves policy**

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be two months of the total resources expended (£264,419 based on these financial statements). At this level, the board feel that they would be able to continue the current activities of the charity in the event of a significant drop in income. At present there are free reserves of £142,510. The trustees plan to increase the level of the free reserves of the charity in the future to achieve the level outlined in the policy.

**ST ANNS ADVICE GROUP  
REPORT OF THE TRUSTEES (CONTINUED)  
YEAR ENDED 31 MARCH 2021**

**Trustees' responsibilities in relation to the financial statements**

The trustees are responsible for preparing the trustee's report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales 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 charity and the incoming resources and application of resources of the charity for that period in preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable United Kingdom 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 charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and irregularities.

Signed on behalf of the members of the board of trustees



Mr Grant Everitt - Trustee

Date: 18/3/22

**ST ANNS ADVICE GROUP**  
**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF ST ANNS ADVICE GROUP**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Opinion**

We have audited the financial statements of St Anns Advice Group (the charitable incorporated organisation – 'charity') for the year ended 31 March 2021 which comprise Statement of Financial Activities (including income and expenditure account), the Balance Sheet, Statement of Cash Flows and the related notes, 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, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity'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 Charities Act 2011.

**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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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 charity'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 other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report 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.

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.

**ST ANNS ADVICE GROUP**  
**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF ST ANNS ADVICE GROUP**  
**FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)**

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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is consistent in any material respect with the trustees' report; or
- the charity has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 5, the trustees 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

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 an auditor's report 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. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

We considered the nature of the charity's business and its control environment. We also enquired of management about their identification and assessment of the risks of irregularities.

We obtained an understanding of the legal and regulatory framework in which the charity operates and identified key laws and regulations that:

- had a direct effect on the determination of material amounts and disclosures in the financial statements, which included the Charities Act 2011, tax legislation and payroll legislation; and
- did not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate.

We discussed among the audit engagement team the opportunities and incentives that may exist within the organisation for fraud and how / where fraud might occur in the financial statements.



**ST ANNS ADVICE GROUP**  
**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF ST ANNS ADVICE GROUP**  
**FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)**

In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override. In addressing the risk of fraud through management override of controls, we tested the appropriateness of accounting adjustments and journal entries, assessed whether accounting estimates were reasonable and accurate and reviewed the accounting records for any significant and unusual transactions.

In addition, our procedures to respond to the risks identified included:

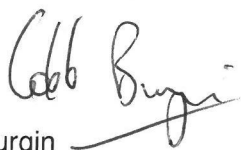
- reviewing financial statement disclosures by testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- performing analytical procedures to identify any unusual or unexpected variances that may indicate risks of material misstatement due to fraud;
- enquiring of management about any instances of non-compliance with laws and regulations and any instances of known or suspected fraud.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

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 auditor's report.

**Use of our report**

This report is made solely to the charity's trustees as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Cobb Burgin  
Chartered Accountants  
and Statutory Auditor  
Butt Dyke House  
33 Park Row  
Nottingham  
NG1 6EE

Date: 22<sup>nd</sup> MARCH 2022

**ST ANNS ADVICE GROUP**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	General Fund £	Restricted Fund £	31 March 2021 Total £	31 March 2020 Total £
<b>Income and endowments from</b>					
Funded charitable activities	2	352,113	1,306,974	1,659,087	1,684,016
Investments		107	-	107	144
Other	4	984	-	984	1,245
<b>Total income and endowments</b>		<u>353,204</u>	<u>1,306,974</u>	<u>1,660,178</u>	<u>1,685,405</u>
<b>Expenditure on:</b>					
Charitable activities	3	<u>348,143</u>	<u>1,238,373</u>	<u>1,586,516</u>	<u>1,726,868</u>
<b>Total expenditure</b>		<u>348,143</u>	<u>1,238,373</u>	<u>1,586,516</u>	<u>1,726,868</u>
<b>Net income/(expenditure)</b>		5,061	68,601	73,662	(41,463)
Transfer between funds	13	<u>93,731</u>	<u>(93,731)</u>	-	-
<b>Net movement in funds</b>		98,792	(25,130)	73,662	(41,463)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>72,330</u>	<u>74,895</u>	<u>147,225</u>	<u>188,688</u>
<b>Total funds carried forward</b>	13	<u><u>171,122</u></u>	<u><u>49,765</u></u>	<u><u>220,887</u></u>	<u><u>147,225</u></u>

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 12 - 19 form part of these financial statements

**ST ANNS ADVICE GROUP  
BALANCE SHEET  
YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	9	28,612	14,988
<b>Current assets</b>			
Debtors	10	33,159	88,165
Cash at bank and in hand		<u>185,143</u>	<u>129,205</u>
		218,302	217,370
Creditors: amounts falling due within one year	11	<u>26,027</u>	<u>85,133</u>
<b>Net current assets</b>		<u>192,275</u>	<u>132,237</u>
<b>Net assets</b>	12	<u>220,887</u>	<u>147,225</u>
<b>Charity funds</b>			
Unrestricted funds	13	171,122	72,330
Restricted funds	13	<u>49,765</u>	<u>74,895</u>
<b>Total charity funds</b>		<u>220,887</u>	<u>147,225</u>

These financial statements were approved and authorised for issue by the Board on 18/3/22 and are signed on behalf of the Board by:



Mr Grant Everitt - Trustee



Mr Robert Bird - Trustee

The notes on pages 12 - 19 form part of these financial statements



**ST ANNS ADVICE GROUP  
STATEMENT OF CASH FLOWS  
YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	2020 £
<b>Cash flow from operating activities</b>	<b>16</b>	<b><u>88,418</u></b>	<b><u>(53,633)</u></b>
<b>Cash flows from investing activities</b>			
Investment income		107	144
Purchase of tangible fixed assets		<u>(32,587)</u>	<u>(8,582)</u>
<b>Net cash flow from investing activities</b>		<b><u>(32,480)</u></b>	<b><u>(8,438)</u></b>
<b>Cash flows from financing activities</b>			
Repayment of borrowing		<u>-</u>	<u>-</u>
<b>Net cash flow from financing activities</b>		<b><u>-</u></b>	<b><u>-</u></b>
Net increase/(decrease) in cash and cash equivalents	17	55,938	(62,071)
Cash and cash equivalents at the beginning of the year		<u>129,205</u>	<u>191,276</u>
<b>Cash and cash equivalents at the end of the year</b>		<b><u>185,143</u></b>	<b><u>129,205</u></b>

The notes on pages 12 - 19 form part of these financial statements

**ST ANNS ADVICE GROUP  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**1. Accounting policies**

**General information**

St Anns Advice group is a public benefit entity and charitable incorporated organisation registered with the Charity Commission in England and Wales. The principal address can be found on the reference and administration details (page 1).

**Statement of compliance**

The financial statements have been prepared 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), (Charities SORP FRS 102) and the Charities Act 2011.

**Basis of preparation**

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. Assets and liabilities are initially recognised at historical cost.

**Going concern**

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and, based on the financial forecasts and the resources and systems in place relating to Covid 19, have concluded that the charity has adequate resources and systems in place to continue in operational existence for the foreseeable future and there are no material uncertainties about the charity's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

**Income recognition**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received. Receipts received during the year which are not to be expended until after the balance sheet date are not recognised as income for the year and are included in income deferred (note 11). No amount is included in the financial statements for volunteer time in line with the SORP.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Grants payable to third parties are within the charitable objectives. Creditors and provisions are recognised where the charity had 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.

**ST ANNS ADVICE GROUP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 MARCH 2021**

**Tangible fixed assets**

Furnishings are written off as the expenditure is incurred. Expenditure on equipment and fixtures above £500 is capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The rates used were as follows:

Leasehold Improvements	20%	SL
Motor vehicles	25%	RB
Office Equipment	25%	SL

**Financial instruments**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the Statement of Financial Activities.

Cash at bank and in hand is held to meet short-term cash commitments as they fall due rather than for investment purposes and includes all cash equivalents held in the form of short-term highly liquid investments. Cash equivalents are short-term highly liquid investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value. A cash equivalent will normally have a short maturity of, say, three months or less from the date of acquisition.

**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 charity and which have not been designated for other 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 charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**2. Income from charitable activities**

	General Fund	Restricted Fund	2021 Total	2020 Total
	£	£	£	£
Nottingham City Council	203,341	-	203,341	318,162
Framework Housing Association	40,288	-	40,288	40,000
British Gas Energy Trust Fund	-	105,385	105,385	105,385
Garfield Weston Foundation	-	-	-	50,000
Henry Smith Charity	-	-	-	17,150
Big Lottery Fund and European Structural Investment Fund	-	953,726	953,726	1,055,952
Money Advice Service	-	104,588	104,588	50,375
CCLORS	-	71,446	71,446	-
Others	108,483	71,830	180,313	46,992
	<u>352,112</u>	<u>1,306,975</u>	<u>1,659,087</u>	<u>1,684,016</u>

**ST ANNS ADVICE GROUP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 MARCH 2021**

**3. Expenditure on charitable activities**

	General Fund £	Restricted Fund £	2021 Total £	2020 Total £
Staff costs (Note 7)	210,289	458,813	669,102	703,811
Premises costs	19,818	2,092	21,910	18,261
Postage and stationery	14,749	865	15,614	23,315
Telephone and fax	7,914	-	7,914	14,979
Legal and Professional fees	7,929	-	7,929	132,189
Insurance and subscriptions	4,223	1,620	5,843	9,446
Training and conferences	1,393	-	1,393	1,111
Travelling	207	56	263	10,754
Depreciation	18,963	-	18,963	13,910
Bank charges	85	289	374	562
Governance costs (note 5)	25,057	-	25,057	24,696
Publicity and advertising	30	5,643	5,673	2,212
Client costs	1,967	18,163	20,130	13,043
Motor expenses	-	1,060	1,060	2,443
Donations	-	-	-	1,000
Local community member grants	4,736	55,856	60,592	81,818
IT and software	16,395	4,070	20,465	28,394
Charity partner grants	-	652,070	652,070	628,450
Other costs	14,941	37,223	52,164	16,474
	<u>348,696</u>	<u>1,237,820</u>	<u>1,586,516</u>	<u>1,726,868</u>

**4. Other income**

	General Fund £	Restricted Fund £	2021 Total £	2020 Total £
Sundry income	<u>984</u>	<u>-</u>	<u>984</u>	<u>1,245</u>

**5. Governance costs**

	2021 £	2020 £
Auditors remuneration	6,300	6,000
Staff costs (Note 7)	<u>18,757</u>	<u>18,696</u>
	<u>25,057</u>	<u>24,696</u>

**6. Net income/(expenditure)**

This is stated after charging	2021 £	2020 £
Depreciation	18,963	13,910
Auditors remuneration	<u>6,300</u>	<u>6,000</u>

**ST ANNS ADVICE GROUP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 MARCH 2021**

**7. Staff costs**

	2021 £	2020 £
Salaries and wages	624,461	656,664
Social security costs	50,971	52,424
Pension contributions	12,426	13,409
	<u>687,858</u>	<u>722,497</u>

No employee received emoluments of more than £60,000

The average number of employees during the year was 32 (2020: 31)

The charity operates a defined contribution pension scheme. This is recognised in the SOFA as incurred.

**Key management personnel**

Total payments made by the Charity to key management personnel including benefits for the year amounted to £68,290 (2020: £68,005).

**8. Trustee remuneration, expenses and related party transaction**

No trustees received any remuneration or were reimbursed for any expenses during the period.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into the charity during the period.

Throughout the year the following trustees of St Anns Advice Group have also been directors of Chase NC Limited, a company limited by guarantee (company number 06934839) and registered charity (charity number 1137591), which operates The Neighbourhood Community Centre, Robin Hood Chase, St Anns, Nottingham.

Mr Grant Everitt  
Ms Monica Lindsay  
Rev Anthony Giles  
Mr Trevor Farmer  
Mr Robert Bird  
Ms Sheila Jones

The charity pays an arm's length rental of £11,856 (2020 £11,856) per annum and service charges of £4,876 (2020 £4,876) per annum to Chase NC Limited. At 31 March 2021 £4,183 (2020: Nil) was owed to Chase NC Limited.

The charity provided a loan to Chase NC Limited to refurbish the kitchen, wages and other expenses. The amount outstanding as at the year-end was £17,583. The loan is interest free and is repayable on demand.

**ST ANNS ADVICE GROUP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 MARCH 2021**

**9. Tangible fixed assets**

	Leasehold Improvements £	Motor Vehicles £	Office Equipment £	Total £
<b>Cost</b>				
At 1 April 2020	1,500	1,275	72,594	75,369
Additions	20,399	-	12,188	32,587
<b>At 31 March 2021</b>	<u>21,899</u>	<u>1,275</u>	<u>84,782</u>	<u>107,956</u>
<b>Accumulated Depreciation</b>				
At 1 April 2020	1,200	928	58,254	60,382
Charge for the period	4,380	87	14,496	18,963
<b>At 31 March 2021</b>	<u>5,580</u>	<u>1,015</u>	<u>72,750</u>	<u>79,345</u>
<b>Net Book Value</b>				
At 31 March 2020	<u>300</u>	<u>347</u>	<u>14,341</u>	<u>14,988</u>
<b>At 31 March 2021</b>	<u>16,319</u>	<u>260</u>	<u>12,033</u>	<u>28,612</u>

**10. Debtors**

	2021 £	2020 £
Trade debtors	-	61,002
Other debtors	17,586	6,056
Prepayments and accrued income	15,573	21,107
	<u>33,159</u>	<u>88,165</u>

**11. Creditors: amounts falling due within one year**

	2021 £	2020 £
Trade creditors	-	1,412
Income deferred	-	65,210
Accruals	12,487	6,214
Charity credit card	461	341
Social security and other taxes	13,079	11,956
	<u>26,027</u>	<u>85,133</u>

Income deferred is explained in the accounting policies under incoming resources

**12. Analysis of net assets between funds**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	28,612	-	28,612
Net current assets	142,510	49,765	192,275
	<u>171,122</u>	<u>49,765</u>	<u>220,887</u>

**.ST ANNS ADVICE GROUP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 MARCH 2021**

**Analysis of net assets between funds – previous year**

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	14,988	-	14,988
Net current assets	57,342	74,895	132,237
	<u>72,330</u>	<u>74,895</u>	<u>147,225</u>

**13. Movements in funds**

	01 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	31 March 2021 £
Restricted funds:					
Fuel Poverty Project	36,780	105,385	(128,145)	(14,020)	-
Food and furniture store	2,118	28,233	(21,489)	-	8,862
Money Advice Outreach Program	3,476	104,588	(81,106)	(24,168)	2,790
Building Better Opportunities	32,146	953,726	(921,357)	(35,401)	29,114
Financial Resilience Project	375	8,210	(8,585)	-	-
CCLORS	-	71,446	(55,058)	(10,388)	6,000
National Lottery	-	31,701	(18,946)	(9,755)	3,000
Other restricted funds	-	3,685	(3,687)	1	(1)
	<u>74,895</u>	<u>1,306,974</u>	<u>(1,238,373)</u>	<u>(93,731)</u>	<u>49,765</u>
Unrestricted funds	72,330	353,204	(348,143)	93,731	171,122
	<u>147,225</u>	<u>1,660,178</u>	<u>(1,586,516)</u>	<u>-</u>	<u>220,887</u>

**Transfers:**

Fuel property project	£14,020 transferred to unrestricted funds to cover over payment.
Money Advice Outreach payment	£24,168 transferred to unrestricted funds to cover over payment.
Building Better Opportunities	£35,401 transferred to unrestricted funds to bring in line with bank balance.
Other restricted funds	£20,142 transferred to unrestricted funds to cover facilities, management, and administrative support costs.

**ST ANNS ADVICE GROUP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 MARCH 2021**

**14. Movement in funds - previous year**

	01 April 2019 £	Incoming Resources £	Outgoing Resources £	Transfers £	31 March 2020 £
Restricted funds:					
Capital grants	938		(938)	-	-
Fuel Poverty Project	35,123	105,385	(103,728)	-	36,780
Food and furniture store	2,883	20,142	(20,907)	-	2,118
Money Advice Outreach Program	32	43,690	(43,690)	3,444	3,476
Building Better Opportunities	36,588	1,019,048	(1,036,870)	13,380	32,146
Financial Resilience Project	9,450	-	(9,800)	725	375
Other restricted funds	9,271	4,481	(5,479)	(8,273)	-
	<u>94,285</u>	<u>1,192,746</u>	<u>(1,221,412)</u>	<u>9,276</u>	<u>74,895</u>
Unrestricted funds	94,403	492,659	(505,456)	(9,276)	72,330
	<u>188,688</u>	<u>1,685,405</u>	<u>(1,726,868)</u>	<u>-</u>	<u>147,225</u>

**15. Restricted funds**

Purposes of Restricted Funds:

Fuel Poverty Project	Funding from British Gas Energy Trust to tackle fuel debt and provide energy efficiency advice.
Food and furniture store	Funding from numerous donors to provide food parcels for people in crisis and essential furniture.
Small Steps Big Changes	Funding from Framework Mentoring Service to support community development in St Anns.
Money Advice Outreach Program	Funding from Money Advice Service to provide debt advice.
Building Better Opportunities	Funding from Big Lottery Fund and European Structural Investment Fund to provide a financial inclusion project across the D2N2 area.



**ST ANNS ADVICE GROUP**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 MARCH 2021**

**16. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Net movement in funds	<b>73,662</b>	(41,463)
Add back depreciation	<b>18,963</b>	13,910
Deduct interest income shown in investing activities	<b>(107)</b>	(144)
Decrease (increase) in debtors	<b>55,006</b>	(70,212)
Increase (decrease) in creditors	<b>(59,106)</b>	44,276
<b>Net cash used in operating activities</b>	<b><u>88,418</u></b>	<b><u>(53,633)</u></b>

**17. Analysis of changes in net debt**

	<b>At 1 Apr 2020 £</b>	<b>Cash flows £</b>	<b>At 31 Mar 2021 £</b>
<b>Net cash used in operating activities</b>	<b><u>129,205</u></b>	<b><u>55,938</u></b>	<b><u>185,143</u></b>