

Company registration number: 03507549

Charity registration number: 1068198

Peterborough Citizens Advice Bureau

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Community Accounting Plus
Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Peterborough Citizens Advice Bureau

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Peterborough Citizens Advice Bureau

Reference and Administrative Details

Trustees	Dr Lynne Caley Derek Risk Jeremy Roberts Kevin Gutteridge Christopher Ash Shu Yuan
Secretary	Keith Jones
Senior Management Team	Keith Jones, Chief Executive James Roberts, Operations Manager
Principal Office	16-17 St. Mark's Street Peterborough Cambridgeshire PE1 2TU
Company Registration Number	03507549
Charity Registration Number	1068198
Solicitors	Buckles Solicitors LLP 101 Bourges Boulevard Peterborough PE1 1NG
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Peterborough Citizens Advice Bureau

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

Trustees

Dr Lynne Caley

Derek Risk

Jeremy Roberts

Kevin Gutteridge

Christopher Ash

Shu Yuan (appointed 16 August 2021)

Gurpal Darar (resigned 4 April 2021)

Paul Hawkins (resigned 5 July 2021)

Cairene Gilbert (resigned 8 July 2021)

Patricia Hewitt (resigned 19 July 2021)

Jodie Wilson (resigned 16 August 2021)

Structure, governance and management

Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 10/02/98 and most recently amended 20/05/15. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Recruitment and appointment of trustees

Trustees, who are also Directors of the Company, are elected from the local community. An Elections Committee, made up of Trustees, the Company Secretary and chaired by the Trustee Board Chair is established to oversee the elections process for Board appointments. A separate process agreed by the Trustee Board is followed for the election of the Trustee Board Chair. The reference and administrative details above identifies the constituencies that elected each of the current trustees. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Induction and training of trustees

Newly appointed Trustees are provided with a comprehensive induction to Citizens Advice Peterborough through the provision of training courses and mentoring by established Trustees.

Arrangements for setting key management personnel remuneration

The Directors, who are the trustees of the charity, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All Trustees give their time freely and none received remuneration in the year.

The pay of all staff is reviewed, usually annually, and any increases are based on the current public sector pay policy subject to the availability of the financial resources within the charity. Senior staff are awarded the same percentage increases. The Trustees also periodically compare the pay of senior staff with equivalent posts in other charities within the Citizens Advice network to provide a benchmark to inform future pay increases.

Peterborough Citizens Advice Bureau

Trustees' Report

Organisational structure

Citizens Advice Peterborough is governed by its Trustee Board that is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Citizens Advice Peterborough and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public.

Major risks and management of those risks

Citizens Advice Peterborough has worked on a Corporate Risk Management exercise. A risk management strategy and risk register were agreed by the Trustee Board. The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks.

To that end Citizens Advice Peterborough is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks.

Loss or major reduction of funding

The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal financial risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Relationships with related parties

Citizens Advice

Citizens Advice Peterborough 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 of Citizens Advice Peterborough in order to fulfil its charitable objects and comply with the national membership requirements.

Other

The charity also co-operates and liaises with a number of other advisory services, local charities, and statutory services on behalf of clients. Where one of the Trustees holds the position of Trustee/Director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision making process.

Objectives and activities

Objects and aims

The objects of the charitable company are as set out in the Memorandum and Articles of Association. Its services are consistent with the twin aims of Citizens Advice namely: "to provide the advice people need for the problems they face" and "to improve the policies and practices that affect people's lives". Its services are also consistent with the four stated Principles of Citizens Advice namely: "Free, Independent, Impartial and Confidential".

Peterborough Citizens Advice Bureau

Trustees' Report

Vision, Mission, Values

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

Our service aims: -

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

Our Vision is to empower people to find a way forward and prevent issues escalating by providing free accessible advice.

Our Mission is to respond effectively to meet the need for free, confidential advice to help people resolve their problems and campaign on big issues when their voices need to be heard. We aim to deliver services of the highest quality and constantly seek to improve through listening, reflection, learning and action. Everything we do - and the way we work - benefits individuals and society. We are committed to ensuring organisational resources are responsibly invested.

Our Values:

- Responsible: We're accountable;
- Generous: We're empathetic and collaborative;
- Inventive: We're solutions focussed and progressive;
- Inclusive: We're all encompassing; proud of our ethos.

We value the contribution of everyone associated with CAP, funders and partner agencies whose support and effort sustain our work.

Activities for the year: -

- Support people & families impacted by the COVID pandemic both through advice interventions, but also by supplying welfare support in the way of food, white goods and furniture, plus utility top-ups funded by the COVID Winter Support Grant.
- Key focus on homelessness prevention strategies to keep people in their homes, providing casework and advice as required.
- Provide accessible information, advice and guidance that supports individuals to resolve their problems early on, before they escalate.
- Promotes personal independence and capacity building that enables individuals to take control of their lives and resolve issues more independently.
- Support people in food poverty utilising Foodbanks to maximise their income and deal with other advice issues identified.
- Provides information, advice and guidance on a range of key legal and financial issues to prevent individuals from financial hardship due. This includes help and support to apply for welfare benefits, debt advice and casework and income maximisation.
- Support clients to make their initial claim for Universal Credit and support them until their first payment is received.

Peterborough Citizens Advice Bureau

Trustees' Report

- Provides information, advice and guidance on a range of legal and financial issues to prevent individuals from becoming homeless or at risk of losing their home.
- Delivers a holistic service, using a joined up approach to working with local and national service providers, to achieve better and sustainable outcomes.
- Supports the vulnerable in the community especially with a key focus on children and families.

The aim of the service is to: -

- Prevent homelessness in Peterborough, reduce the need for statutory homelessness provision;
- Build service user capacity and confidence to independently deal with underlying issues that can lead to homelessness;
- Provide information, advice and guidance on broad range of financial and other issues to prevent crisis situations from developing.

The objectives of the service are to: -

- Equip service users with the information, tools and capacity to address individual issues and therefore reduce demand on public services;
- Enable service users to understand and identify their support needs, and where they can go to access help;
- Identify vulnerable people and ensure they receive the right services at the right time;
- Develop an effective and robust network that supports people and communities to manage their needs.

Citizens Advice Peterborough continues partnership working with Peterborough Foodbank, Carezone and the Peterborough & Cambridgeshire COVID Hub who cross refer to support people in need in the local community.

We provide support in relation to Help to Claim for Universal Credit, with our support focussed on assisting people to make an effective claim and help with how to manage their money both during the waiting period up to receipt of their first Universal Credit payment. We have been actively providing advice to claimants around managing their budget and how to access further support if needed.

We continue to proactively support people who are at risk of losing their home funded by the Community Justice Fund. We assist clients by explaining how important it is to prioritise expenditure such as housing costs, help people with budgeting advice and how to manage their finances. We can also assist with negotiations with landlords and provide assistance with court forms, plus help at court. We ensure that if people are facing actual homelessness that they take appropriate steps to seek alternate accommodation.

Pre-pandemic we had advice services embed in local communities, we were running a variety of different outreach services across Peterborough. This was a mix of drop-in and appointment based advice at Medical Centres, Libraries, Community Hubs and the Cavell Centre at the City Hospital. With lockdown and the move to home working, outreach sessions ended and were replaced by necessity with telephone, Webchat and email advice with staff and volunteers working remotely from home.

In addition to the holistic generalist advice service the following specialist advisory services were provided:

Specialist debt advice services funded by The Money and Pensions Service

Prevention of homelessness advice funded by the Community Justice Fund

Peterborough Foodbank Project funded by the Foodbank bid to the Trussell Trust

Peterborough Citizens Advice Bureau

Trustees' Report

The COVID Pandemic

Following the nationwide lockdown in response to the pandemic, we took the difficult decision to cease our face-to-face service and close the St. Mark's Street office to the public. The staff team redeployed to home working together with a number of volunteers. Aided by technology, we were able to respond to the challenges posed and maintain the delivery of the advice service via telephone, email and web-chat.

We have worked hard to remain both agile and innovative to meet the challenges the pandemic has brought to our local community in Peterborough and successfully adapted our service in response. Access to free, impartial and quality advice at that time was more important than ever.

Since the start of the pandemic we have seen an increase in the number of people seeking our help - particularly on the issues of debt, domestic violence, impact on employment security and the Furlough scheme, making claims for benefits and the challenges in making a claim for Universal Credit, threats of illegal eviction, together with requests for help with food, utilities, white goods, medication and referrals to Foodbanks.

We continue to work in a coordinated way with partner agencies to tackle shared challenges and to meet the needs of the community. So ensuring people can access vital services during, and beyond, the crisis; by working together, we played our part in helping people through this crisis.

Quality & Governance: Leadership self-assessment (LSA)

The leadership self-assessment (LSA) is a risk management tool which helps us to identify how effectively we are leading our local Citizens Advice in Peterborough, and where we can make improvements. It allows national Citizens Advice who moderate the assessment process to passport CAP to external quality marks, and also helps them plan and offer appropriate support.

The LSA has a 3-year cycle and operates on a risk based approach with 9 leadership quality areas to consider annually.

These are: -

- Governance;
- Strategic business planning;
- Risk management;
- Financial management;
- People management;
- Operational performance management;
- Partnership working;
- Research and campaigning;
- Equality leadership.

The last LSA assessment was conducted by teleconference on 18 November 2020; CAP scored "Green" in all areas of the assessment which demonstrated that the organisation has evidenced good or excellent leadership during the year.

Contribution of Volunteers

Volunteering obviously has a strong impact on the lives of the volunteers themselves, in a number of ways; especially as it develops skills, confidence and employability. This is particularly important for students, long-term unemployed and mothers returning to work.

Peterborough Citizens Advice Bureau

Trustees' Report

Volunteering: -

- builds confidence and self-esteem;
- brings personal satisfaction through 'making a difference';
- provides learning with new opportunities and challenges;
- improves health and wellbeing.

CAP receives help and support in the form of voluntary assistance in advising the public and administering the charity. The value of this help from our 85 current volunteers is calculated to be worth £249,928 in respect of the current year. This costing includes the time freely given by Trustees, Assessors, Advisers, Administrators, Marketing & Research & Campaigns volunteers.

Public benefit

The Trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. This narrative report details how the public benefit requirement has been met, by detailing the range of services run by the charity that benefit the public, the number of clients seen during the year and statistics such as clients assisted and the value of financial gains obtained for clients.

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

Achievements and performance

CAP provides a range of advice services from information and general advice to housing casework, and specialist debt casework. These services were delivered by the generalist team, the Prevention of Homelessness team and the MaPS debt casework team.

The generalist team is made up of volunteers and paid advisers who currently deliver advice in the main by homeworking, specialist project work, telephone, Webchat, letter and email. The scope of enquiries covers the full range of Citizens Advice subject areas including benefits, debt, housing, employment, consumer, family, legal, immigration, health and education.

The generalist service operates as a telephone, Webchat and email service which runs from 10am to 4pm each week day as the key delivery channel.

During 2020-21 CAP dealt with: -

- 13,827 issues - an average 1,152 per month;
- The unique client count totalled 5,971 for the year;
- Financial income gains for clients in the year totalled £4,397,475;
- £140,535 of client debt was rescheduled or negated during the year.

The disparity between unique clients and the number of client issues is a reflection of the way that Casebook (CMS) counts clients and issues. Unique Clients - clients are counted once only during the financial year. Client Issues - client enquiries may include more than one issue e.g. employment rights & tax credit entitlement, or they may return during the financial year with new enquiries.

Peterborough Citizens Advice Bureau

Trustees' Report

Ongoing issues with the pandemic, funding, restructuring our service as well as the Leadership Self-Assessment process have taken up much of the time of the management team in the year. Grant funding for core CAP advice services is now agreed on an annual basis which severely impacts our capacity to plan strategically for the future. In an ideal world funding cycles would last 3-5 years which would provide far greater opportunity for the management team to focus on organisational and service developments.

CAP is the only accredited independent general advice service within Peterborough which is able to offer quality assured advice across the full range of advice subject areas. The charity also contributes to the local economy by providing paid jobs to staff plus training opportunities for volunteers many of whom then move into paid employment in addition to providing a valuable service to their community.

CAP has a casework team which provides specialist level advice in debt and homelessness. CAP remains one of the busier local citizen's advice offices for the size of the population it serves and this is reflected in our key statistics and reflects the rates of deprivation and child poverty experienced in the city. Many clients regularly return for advice for a range of reasons including adverse mental health or wellbeing issues, communication problems often as a result of literacy or language. A significant proportion of our clients are amongst the most deprived in Peterborough.

As has been the case for many years' welfare benefit and tax credit enquiries at 5,695 (41%) remains the highest area of enquiry, with debt 1,762 (13%), in second place, with Housing issues of 1,544 (11 %); employment is growing due to the pandemic with 1,384 issues (10%). The biggest growth issue has been in benefits regarding Universal Credit, where we saw 2,956 issues (21%).

National Citizens Advice undertake surveys on behalf of CAP amongst client users, below are the statistics for 2020-21:

- 71.9% of respondents were positive or very positive about accessing our service;
- 84.1% of respondents were positive or very positive about the extent the service helped them move forward;
- 73.2% of respondents were positive or very positive about the extent of which their problem was now resolved;
- 90.4% of respondents were positive or very positive when asked about recommending the service.

Notwithstanding this, we do receive complaints from clients and during the period covered by this report we received one formal complaint which was investigated and upheld, learning was undertaken and changes to process implemented.

Peterborough Citizens Advice Bureau

Trustees' Report

Key Statistics

Summary

Clients	4,750
Quick client contacts	1,221
Issues	13,827
Activities	13,207
Cases	5,161

Outcomes

Income gain	£1,508,369
Re-imbursments, services, loans	£12,629
Debts written off	£122,598
Repayments rescheduled	£17,939
Other	£2,889,108

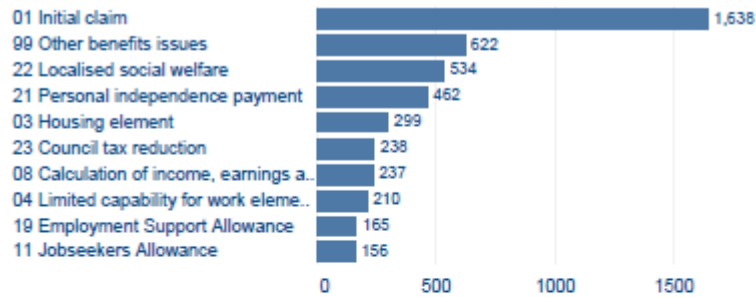
Issues

	Issues	Clients
Benefits & tax credits	2,739	1,635
Benefits Universal Credit	2,958	1,535
Consumer goods & services	398	179
Debt	1,782	548
Discrimination & Hate & GVA	184	130
Education	59	39
Employment	1,384	818
Financial services & capability	253	171
Health & community care	132	92
Housing	1,544	752
Immigration & asylum	249	153
Legal	393	228
Other	661	402
Relationships & family	757	434
Tax	97	77
Travel & transport	84	65
Utilities & communications	155	115
Grand Total	13,827	

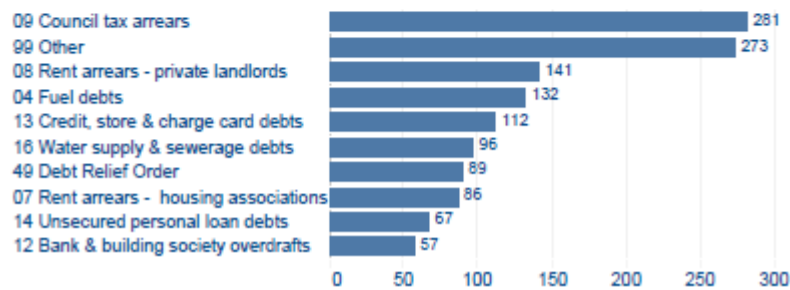
Peterborough Citizens Advice Bureau

Trustees' Report

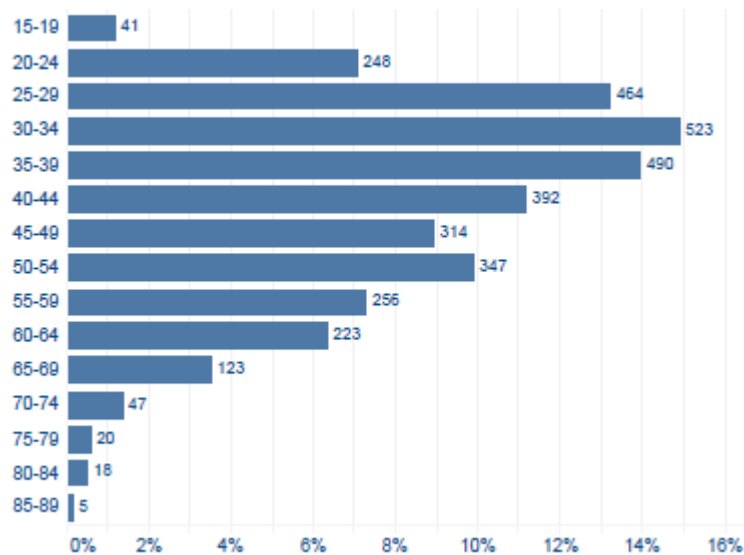
Top benefit issues



Top debt issues



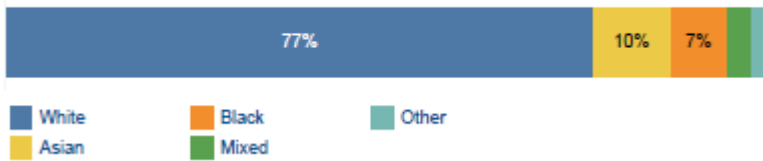
Age



Peterborough Citizens Advice Bureau

Trustees' Report

Ethnicity



Disability / Long-term health



Fundraising activities

Total income for the year was £688,531, a reduction of £44,591 on 2019/20 (as re-stated).

Factors affecting the achievement of objectives

Core grant funding from the local authority was reduced by 50% due to funding restraints on the local authority's budget, however this substantial cut was negated by additional COVID related funding that the charity was able to bid for and secure to maintain and grow services during the pandemic. We have experienced increased pressures of client demand due to COVID and the ongoing impact of the pandemic with a greater number of clients being first time users of the Citizens Advice service. Citizens Advice Peterborough continues to stress the effective role we as a quality assured charity can play in the community producing positive outcomes and making a real difference to people's lives.

Financial review

Incoming resources in the year were £688,531 (2019/20 - £733,122 as re-stated). The decrease in year on year reported income was mainly due to the change to the accounting treatment of grant income received in advance of when it would be consumed and also a reduction in local authority core grant only partially offset by additional COVID related funding. Of this £648,201 (2019/20 - £306,353 as re-stated) related to restricted project activities. [See SOFA]

There was a net income of £92,584 in the year (2019/20 - £64,104 as re-stated). At 31 March 2021 total reserves were £487,029 of which £307,869 represented unrestricted funds (2019/20 - £299,267 as re-stated).

Peterborough Citizens Advice Bureau

Trustees' Report

Policy on reserves

The Trustees regularly review the financial position of the Charity and believe that it should hold sufficient financial reserves in order to ensure that the service can continue to operate and meet the needs of clients in the event of unforeseen and potentially damaging financial circumstances arising.

The Trustees have determined that the aim should be to have total unrestricted reserves equivalent to three months normal operating expenditure. This is to reflect the Trustees view of the increasing uncertainty around future funding and the trend towards shorter term contracts. In setting the reserves target the Trustees have to balance out the demands of delivering much needed services to current clients against the requirements of maintaining adequate reserves to cover potential future funding uncertainty and the impact of demographic changes and government policy on social welfare. The charity is still dependent on maintaining a steady stream of funding to support the infrastructure costs.

This reserves target relates to a medium term timeframe and will not necessarily restrict the financial plan in any one year, although action will be taken to trend towards the target when variances occur.

The surplus this year increased the total reserves at 31 March 2021 to £307,869 which equates to just over six months operating expenditure and is above the target set by the Trustees. In 2021/22 the Trustees have budgeted to use some of the reserves, to retain experienced staff and meet client needs by maintaining valuable services.

Plans for future periods

Aims and key objectives for future periods

It goes without saying that the year has been tremendously busy and challenging, we have maintained advice services and specialist casework virtually whilst refreshing and building referral pathways for partner agencies to direct clients to us.

Our key theme going forwards is to further develop our virtual service and make our services accessible to all by commencing outreach services across the city once safe to do so. The strong relationship we hold with partner organisations in the city has held good to the benefit of clients and is key to accessibility going forwards with a digital advice service. Our profile is high with frequent local social media interest led by our marketing team. We are part of a national project 'Help to Claim' to smooth the path of Universal Credit claimants; we have maintained our prevention of homelessness team and strengthened our general advice offer through Adviceline which is now a Freephone number.

Due to funding constraints and the impact of COVID valued long service colleagues departed in the year due to rationalisation as roles became redundant; we lost knowledge, skills and commitment to clients. The pandemic continues and there are still many challenges facing us known and unknown and we are constantly on alert for new funding opportunities to maintain or develop advice services in the city.

We rely on the commitment of our valued volunteers and paid staff but still are recruiting for more volunteer support to make our services as accessible as possible. We need to further grow and improve our Adviceline service and plan for the further development of online advice services such as video conferencing as one of our key advice channels moving forwards.

At the time of writing this report we are still in what feels like the middle of the pandemic; the majority of our team are still working from home. We are supporting clients who are concerned about the ending of furlough process, risk of redundancy, indebtedness, or struggling with the benefits system and Universal Credit for the first time or are challenged by the EU Settlement Scheme. Citizens Advice started at a time of adversity and once again at times of crisis we are supporting people in our community providing them with the options to find a way forward and resolve their problems.

Peterborough Citizens Advice Bureau

Trustees' Report

We focus on continuous improvement in access to our advice and advocacy service together with the quality of what we provide and achieve. Our clients have always to be our top priority and in collaboration with other local & national suppliers we will continue to work effectively to ensure advice and support are delivered as efficiently as possible. We look to provide preventative work & early assistance to stop people moving into crisis and to ameliorate negative impact on their wellbeing together with the associated costs that crisis brings. The key issues we are looking to work on are child poverty, homelessness, employment and food poverty.

The work of our frontline team is key to the provision of services to clients; our volunteers are a valued asset and the backbone of our service. The huge contribution made by volunteers is a fine example of local people supporting others in their community to help make society fairer.

Statement of Trustees' Responsibilities

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

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

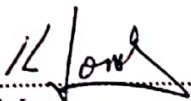
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 1st November 2021 and signed on its behalf by:


.....
Keith Jones
Company Secretary

Peterborough Citizens Advice Bureau

Independent Examiner's Report to the trustees of Peterborough Citizens Advice Bureau

Independent examiner's report to the trustees of Peterborough Citizens Advice Bureau ('the Company')
I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021.

Responsibilities and basis of report

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

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


Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

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

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

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



John O'Brien MSc, FCCA, FCIE, employee of Community Accounting Plus
Fellow of the Association of Charity Independent Examiners

Units 1 & 2 North West
41 Talbot Street
Nottingham
NG1 5GL

Date: 4/11/21

Peterborough Citizens Advice Bureau

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

		Unrestricted funds £	Restricted funds £	Total 2021 £	(As restated) Total 2020 £
Income and Endowments from:					
Donations and legacies	2	38,992	-	38,992	447
Charitable activities	3	-	648,201	648,201	717,610
Investment income	4	138	-	138	1,145
Other income	6	1,200	-	1,200	13,920
Total income		<u>40,330</u>	<u>648,201</u>	<u>688,531</u>	<u>733,122</u>
Expenditure on:					
Charitable activities	7	<u>(4,059)</u>	<u>(591,888)</u>	<u>(595,947)</u>	<u>(669,018)</u>
Total expenditure		<u>(4,059)</u>	<u>(591,888)</u>	<u>(595,947)</u>	<u>(669,018)</u>
Net income		36,271	56,313	92,584	64,104
Transfers between funds		<u>(27,669)</u>	<u>27,669</u>	-	-
Net movement in funds		8,602	83,982	92,584	64,104
Reconciliation of funds					
Total funds brought forward		<u>299,267</u>	<u>95,178</u>	<u>394,445</u>	<u>330,341</u>
Total funds carried forward	17	<u><u>307,869</u></u>	<u><u>179,160</u></u>	<u><u>487,029</u></u>	<u><u>394,445</u></u>

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for the period is shown in note 17.

Peterborough Citizens Advice Bureau

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

These are the figures for the previous accounting period and are included for comparative purposes

		Unrestricted funds £	Restricted funds £	(As restated) Total 2020 £
	Note			
Income and Endowments from:				
Donations and legacies	2	447	-	447
Charitable activities	3	416,703	300,907	717,610
Investment income	4	1,145	-	1,145
Other income	6	8,474	5,446	13,920
Total income		<u>426,769</u>	<u>306,353</u>	<u>733,122</u>
Expenditure on:				
Charitable activities	7	<u>(360,201)</u>	<u>(308,817)</u>	<u>(669,018)</u>
Total expenditure		<u>(360,201)</u>	<u>(308,817)</u>	<u>(669,018)</u>
Net income/(expenditure)		66,568	(2,464)	64,104
Transfers between funds		<u>(62,538)</u>	<u>62,538</u>	-
Net movement in funds		4,030	60,074	64,104
Reconciliation of funds				
Total funds brought forward		<u>295,237</u>	<u>35,104</u>	<u>330,341</u>
Total funds carried forward	17	<u><u>299,267</u></u>	<u><u>95,178</u></u>	<u><u>394,445</u></u>

Peterborough Citizens Advice Bureau

**(Registration number: 03507549)
Balance Sheet as at 31 March 2021**

	Note	2021 £	(As restated) 2020 £
Fixed assets			
Tangible assets	14	4,645	8,054
Current assets			
Debtors	15	16,778	11,935
Cash at bank and in hand		<u>509,872</u>	<u>417,715</u>
		526,650	429,650
Creditors: Amounts falling due within one year	16	<u>(44,266)</u>	<u>(43,259)</u>
Net current assets		<u>482,384</u>	<u>386,391</u>
Net assets		<u>487,029</u>	<u>394,445</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		179,160	95,178
Unrestricted income funds			
Unrestricted funds		<u>307,869</u>	<u>299,267</u>
Total funds	17	<u>487,029</u>	<u>394,445</u>

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

Directors' responsibilities:

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

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

The financial statements on pages 15 to 30 were approved by the trustees, and authorised for issue on 1st November 2021 and signed on their behalf by:



.....
Derek Risk
Trustee

Peterborough Citizens Advice Bureau

Statement of Cash Flows for the Year Ended 31 March 2021

	Note	2021 £	(As restated) 2020 £
Cash flows from operating activities			
Net cash income		92,584	64,104
Adjustments to cash flows from non-cash items			
Depreciation		10,376	15,061
Investment income	4	<u>(138)</u>	<u>(1,145)</u>
		102,822	78,020
Working capital adjustments			
(Increase)/decrease in debtors	15	(4,843)	4,260
Increase/(decrease) in creditors	16	<u>1,007</u>	<u>(114,004)</u>
Net cash flows from operating activities		<u>98,986</u>	<u>(31,724)</u>
Cash flows from investing activities			
Interest receivable and similar income	4	138	1,145
Purchase of tangible fixed assets	14	<u>(6,967)</u>	<u>(1,780)</u>
Net cash flows from investing activities		<u>(6,829)</u>	<u>(635)</u>
Net increase/(decrease) in cash and cash equivalents		92,157	(32,359)
Cash and cash equivalents at 1 April		<u>417,715</u>	<u>450,074</u>
Cash and cash equivalents at 31 March		<u><u>509,872</u></u>	<u><u>417,715</u></u>
Reconciliation of net cash flow to movement in net funds			
Increase/(decrease) in cash		92,157	(32,359)
Net funds at 1 April 2020		<u>417,715</u>	<u>450,074</u>
Net funds at 31 March 2021		<u><u>509,872</u></u>	<u><u>417,715</u></u>

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

Peterborough Citizens Advice Bureau

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

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

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

Going concern

The financial statements have been prepared on a going concern basis.

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 one year from the date of approval of the financial statements.

Prior period adjustment

Prior period restated, deferred income creditor removed.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

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

Peterborough Citizens Advice Bureau

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

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

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

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £500.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

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

Asset class	Depreciation method and rate
Computer equipment	3 years straight line
Building improvements	5 years straight line

Peterborough Citizens Advice Bureau

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

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity during the year.

Peterborough Citizens Advice Bureau

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

2 Income from donations and legacies

	Unrestricted funds	Total 2021	Total 2020
	General		
	£	£	£
Donations and legacies;			
Donations from individuals	189	189	447
Grants, including capital grants;			
Government grants	31,456	31,456	-
Grants from other charities	5,500	5,500	-
Grants from companies	1,847	1,847	-
	<u>38,992</u>	<u>38,992</u>	<u>447</u>

3 Income from charitable activities

	Restricted funds	Total 2021	(As restated) Total 2020
	£	£	£
Grants & donations	648,201	648,201	234,298
Contracts	-	-	483,312
	<u>648,201</u>	<u>648,201</u>	<u>717,610</u>

4 Investment income

	Unrestricted funds	Total 2021	Total 2020
	General		
	£	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	138	138	1,145
	<u>138</u>	<u>138</u>	<u>1,145</u>

Peterborough Citizens Advice Bureau

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

5 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Peterborough City Council	27,700	382,880	410,580
Citizens Advice	-	117,265	117,265
National Lottery Community Fund	-	53,500	53,500
The Access to Justice Foundation	-	46,000	46,000
Kingsgate Community Church	-	29,927	29,927
The Evelyn Trust	-	7,500	7,500
BGL Group	-	5,000	5,000
Cambridgeshire Community Foundation	-	3,400	3,400
Peterborough CVS	-	2,169	2,169
Co-operative	1,847	560	2,407
The Clothworkers' Foundation	5,000	-	5,000
HMRC JRS	3,756	-	3,756
Groundwork UK	500	-	500
Sundry grants & donations	189	-	189
	<u>38,992</u>	<u>648,201</u>	<u>687,193</u>

6 Other income

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Other income	<u>1,200</u>	<u>1,200</u>	<u>13,920</u>

Peterborough Citizens Advice Bureau

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

7 Expenditure on charitable activities

	Unrestricted General funds	Restricted funds	Total 2021	Total 2020
	£	£	£	£
Governance costs	13,315	-	13,315	2,400
Office costs	45,726	31,997	77,723	8,141
Other costs	4,621	28,996	33,617	59,960
Premises costs	45,009	18,025	63,034	880
Staff costs	4,158	3,596	7,754	10,316
Wages, NI & pension	94,290	306,214	400,504	463,428
Internal recharges: Staff costs	(46,126)	46,126	-	-
Internal recharges: Governance	(4,189)	4,189	-	-
Internal recharges: Office	(13,315)	13,315	-	-
Internal recharges: Other	(40,054)	40,054	-	-
Internal recharges: Premises	(4,621)	4,621	-	-
Internal recharges: Salaries	(94,755)	94,755	-	-
Support costs	-	-	-	123,893
	<u>4,059</u>	<u>591,888</u>	<u>595,947</u>	<u>669,018</u>

8 Net incoming/outgoing resources

Net incoming resources for the year include:

	2021 £	2020 £
Depreciation of fixed assets	<u>10,376</u>	<u>15,061</u>

9 Trustees remuneration and expenses

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

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

10 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2021 £	2020 £
Independent examination	<u>1,450</u>	<u>3,825</u>

Peterborough Citizens Advice Bureau

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

11 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
Staff costs during the year were:		
Wages and salaries	367,600	425,548
Social security costs	26,182	29,833
Pension costs	6,722	8,047
	<u>400,504</u>	<u>463,428</u>

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

	2021 No	2020 No
Average number of employees	<u>17</u>	<u>21</u>

14 (2020 -) of the above employees participated in the Defined Contribution Pension Schemes.

Information on the number of employees that participated in the Defined Contribution Pension Scheme in the previous year is unavailable.

Contributions to the employee pension schemes for the year totalled £6,722 (2020 - £8,047).

During the year, the charity made redundancy and/or termination payments which totalled £2,000 (2020 - £14,652).

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

The total employee benefits of the key management personnel of the charity were £90,953 (2020 - £89,764).

12 Taxation

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

13 Related party transactions

There were no related party transactions in the year.

Peterborough Citizens Advice Bureau

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

14 Tangible fixed assets

	Building improvements £	Computer equipment £	Total £
Cost			
At 1 April 2020	35,074	40,711	75,785
Additions	-	6,967	6,967
At 31 March 2021	35,074	47,678	82,752
Depreciation			
At 1 April 2020	35,074	32,657	67,731
Charge for the year	-	10,376	10,376
At 31 March 2021	35,074	43,033	78,107
Net book value			
At 31 March 2021	-	4,645	4,645
At 31 March 2020	-	8,054	8,054

15 Debtors

	2021 £	2020 £
Trade debtors	-	383
Prepayments	11,825	10,863
Accrued income	4,833	-
Other debtors	120	689
	16,778	11,935

16 Creditors: amounts falling due within one year

	2021 £	(As restated) 2020 £
Trade creditors	3,321	3,563
Other taxation and social security	1,277	8,773
Other creditors	37,056	25,000
Accruals	2,612	5,923
	44,266	43,259

Peterborough Citizens Advice Bureau

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

17 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
<i>General</i>					
General fund	269,067	40,330	(4,059)	(27,669)	277,669
<i>Designated</i>					
Potential redundancy	30,200	-	-	-	30,200
Total Unrestricted funds	299,267	40,330	(4,059)	(27,669)	307,869
Restricted funds					
Stay Well this Winter	874	-	45	-	919
Cavell Centre	6,074	8,061	(5,944)	-	8,191
Cummings Global Giving	12,001	-	(10,499)	-	1,502
Surviving Winter Appeal	550	32,522	(25,429)	-	7,643
Big Energy Savings Week	4,331	-	-	-	4,331
Prevention of Homelessness project	37,956	-	(34,997)	-	2,959
Foodbank	-	29,927	(15,759)	-	14,168
Advice Support Worker post	9,969	-	(15,218)	5,249	-
Coronavirus Support	-	60,900	(60,899)	(1)	-
Help to Claim	-	51,800	(51,077)	-	723
IT	3,500	-	(3,900)	400	-
Debt Advice project	-	128,203	(126,496)	(532)	1,175
Community Justice Fund	-	46,000	(47,043)	1,043	-
PCAS & General Advice	-	150,000	(103,433)	-	46,567
Remote working equipment	-	18,620	(11,061)	(1,320)	6,239
Mental Health Benefits Caseworker	-	2,168	(4,706)	2,538	-
COVID Social Welfare	-	120,000	(35,257)	-	84,743
Shared Vision	19,923	-	(40,215)	20,292	-
Total restricted funds	95,178	648,201	(591,888)	27,669	179,160
Total funds	394,445	688,531	(595,947)	-	487,029

Peterborough Citizens Advice Bureau

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

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	(As restated) Balance at 31 March 2020 £
Unrestricted funds					
<i>General</i>					
General fund	252,556	426,769	(360,201)	(50,057)	269,067
<i>Designated</i>					
Potential redundancy	42,681	-	-	(12,481)	30,200
Total unrestricted funds	<u>295,237</u>	<u>426,769</u>	<u>(360,201)</u>	<u>(62,538)</u>	<u>299,267</u>
Restricted funds					
Stay Well this Winter	30,773	1	(29,900)	-	874
Cavell Centre	-	11,499	(5,425)	-	6,074
Cummings Global Giving	-	19,234	(7,233)	-	12,001
Surviving Winter Appeal	-	1,000	(450)	-	550
Big Energy Savings Week	4,331	-	-	-	4,331
Prevention of Homelessness project	-	82,899	(75,609)	30,666	37,956
Advice Support Worker post	-	14,954	(8,825)	3,840	9,969
Help to Claim	-	49,265	(54,016)	4,751	-
IT	-	3,500	-	-	3,500
Shared Vision	-	19,923	-	-	19,923
MAS	-	104,078	(127,359)	23,281	-
Total restricted funds	<u>35,104</u>	<u>306,353</u>	<u>(308,817)</u>	<u>62,538</u>	<u>95,178</u>
Total funds	<u><u>330,341</u></u>	<u><u>733,122</u></u>	<u><u>(669,018)</u></u>	<u><u>-</u></u>	<u><u>394,445</u></u>

Peterborough Citizens Advice Bureau

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

The specific purposes for which the funds are to be applied are as follows:

Stay Well this Winter - A project funded by Peterborough City Council to distribute funds to clients' energy providers to help them prepare for winter and ward off common winter illnesses.

Cavell Centre - An outreach centre supported by Evelyn Trust, CCF and Strangward Charitable Trust.

Cummings Global Giving - A 12 month project funded by Cummings Global Giving for Community Development by enhancing the marketing strategy.

Surviving Winter Appeal - A project funded by CCF to assist clients with energy bills.

Big Energy Savings Week - A project by National Citizens Advice to provide energy advice for clients, to reduce their energy consumption and make sure they are on the correct tariff.

Prevention of Homelessness Project - A three year project funded by Henry Smith to provide funds for a Prevention of Homelessness Worker.

Foodbank - Funding from Peterborough Foodbank to provide information and advice to Foodbank clients to help them to deal with their problems and maximise income through benefit take up to avoid food poverty.

Advice Support Worker post - A grant to fund the salary of an Advice support worker.

Coronavirus Support - Support from the National Lottery Community Fund, BGL Group and Cambridgeshire Community Foundation for increased costs during the pandemic. The National Lottery Community Fund specifically funded costs in relation to the prevention of homelessness.

Help to Claim - A new service to provide people with advice on how to apply for Universal Credit and support them through the application process until first payment is received.

IT - Funding from National Citizens Advice to provide laptops and softphones to staff and volunteers to enable them to work remotely from home during the pandemic.

Debt Advice Project - A rolling one year project funded by MAS for the provision of debt advice.

Community Justice Fund - Funding from The Access to Justice Foundation to provide specialist casework for housing and homelessness.

PCAS & General Advice - Historic funding from Peterborough City Council to fund the Peterborough Community assistance Scheme and general advice provision.

Remote working equipment - Funding from Clothworkers Foundation, BGL, Cambridgeshire Community Foundation, Tesco & The Co-op to assist with advice provision remotely during the pandemic.

Mental Health Benefits Caseworker - Short term 3 months funding from Peterborough City Council via PCVS to provide specialist advice to people wishing to claim disability benefits due to poor mental health.

COVID Social Welfare - Grant funding from Peterborough City Council for advice and information plus additional funding to support people impacted negatively by the pandemic.

Shared Vision - Funding from DCLG via Peterborough City Council to provide advice at outreach locations to build capacity to help with the rapid rise in migration to the city.

Peterborough Citizens Advice Bureau

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

The transfer from the Coronavirus Support fund to the General fund relates to activities which have ceased, and the release of any restrictions on the use of these funds.

The transfer from the Debt Advice Project and Remote working equipment fund to the General fund represents the net book value of fixed assets, the use of which is not subject to any restriction.

The transfers from the General fund to the following funds are to cover the deficit on these activities:

Advice Support Worker post, IT, Community Justice Fund, Mental Health Benefits Caseworker and Shared Vision

18 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	2021 Total funds
	General £	Designated £	£	£
Tangible fixed assets	2,793	-	1,852	4,645
Current assets	317,151	30,200	179,299	526,650
Current liabilities	<u>(42,275)</u>	-	<u>(1,991)</u>	<u>(44,266)</u>
Total net assets	<u>277,669</u>	<u>30,200</u>	<u>179,160</u>	<u>487,029</u>

	Unrestricted funds			(As restated) 2020 Total funds
	General £	Designated £	Restricted funds £	£
Tangible fixed assets	8,054	-	-	8,054
Current assets	322,300	30,200	77,150	429,650
Current liabilities	<u>(61,287)</u>	-	<u>18,028</u>	<u>(43,259)</u>
Total net assets	<u>269,067</u>	<u>30,200</u>	<u>95,178</u>	<u>394,445</u>

19 Obligations under leases and hire purchase contracts

The total value of future minimum lease payments was as follows:

	2021 £	2020 £
Within one year	19,500	-
In two to five years	<u>78,000</u>	<u>149,338</u>
	<u>97,500</u>	<u>149,338</u>

20 Charity status

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