

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 2022

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

# Peterborough Citizens Advice Bureau

## Contents

Reference and Administrative Details	1
Trustees' Report	2 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9 to 10
Balance Sheet	11
Statement of Cash Flows	12
Notes to the Financial Statements	13 to 23

## **Peterborough Citizens Advice Bureau**

### **Reference and Administrative Details**

<b>Trustees</b>	Dr Lynne Caley, Chair Anna Lee, Vice Chair Shu Yuan, Treasurer Derek Risk Kevin Gutteridge Christopher Ash Ratilal Joshi
<b>Secretary</b>	Keith Jones
<b>Senior Management Team</b>	Keith Jones, Chief Executive James Roberts, Operations Manager Helen Jones, Volunteer & Development Manager
<b>Charity Registration Number</b>	1068198
<b>Company Registration Number</b>	03507549
<b>Registered Office</b>	First Floor, Central Library Broadway Peterborough Cambridgeshire PE1 1RX
<b>Independent Examiner</b>	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL
<b>Solicitors:</b>	Buckles Solicitors LLP 101 Bourges Boulevard Peterborough PE1 1NG
<b>Bankers</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ  Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB

# 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 2022.

### Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Dr Lynne Caley, Chair Anna Lee, Vice Chair (appointed 28 February 2022) Shu Yuan, Treasurer (appointed 16 August 2021) Derek Risk Kevin Gutteridge Christopher Ash Ratilal Joshi (appointed 23 May 2022)  Jeremy Roberts, until 07/02/2022
Secretary:	Keith Jones

### 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 25/07/2022. It has no share capital and the liability of each member in the event of winding-up is limited to £10.

#### *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.

## **Peterborough Citizens Advice Bureau**

### **Trustees' Report**

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

##### **Recruitment**

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, Vice Chair & Treasurer. We promote vacancies on our website, via our social media, on the website of National Citizens Advice and on REACH.

##### **Applications**

Should an individual possess the key skills the charity needs and would enjoy the opportunity of supporting the community of Peterborough, making the commitment of time and participation, then we would really like to hear from that individual. Information and an application pack can be obtained from the Chief Executive, Keith Jones: [ceo@peterboroughcab.org.uk](mailto:ceo@peterboroughcab.org.uk) or visit the Citizens Advice Peterborough website [www.citapeterborough.org.uk](http://www.citapeterborough.org.uk)

##### **Selection process**

Initial screening - On receipt of a completed application form, we will review the information provided and decide whether we will be taking forward the initial application. We aim to respond with a decision within 2 weeks.

Interview stage - Following the initial check of the application, we invite candidates to attend an informal interview with the CEO and a panel of trustees within 3 weeks. This is also an opportunity to visit the CAP office and meet members of the team.

Reference checks – Suitable references will only be sought for successful candidates following an interview with the CEO and panel of trustees.

ID: Candidates will need to provide documentary evidence to verify their identity.

Trustee board approval – Final approval for successful applicants will be sought at the next available board meeting.

#### ***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

### Objectives and activities

#### *Objects and aims*

The Charity's objectives are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Peterborough and surrounding areas

The aim of the service is to: -

- Support people & families impacted by external pressures such as the COVID pandemic both through advice interventions, but also by continuing to supply welfare support in the way of food, white goods and furniture, plus utility top-ups funded by the COVID Winter Support Grant.
- 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.
- Promote both capability and personal independence to enable individuals to take control of their circumstances 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.
- Assist and support people to apply for welfare benefits, provide debt advice and casework together with income maximisation.
- Support clients to make their initial claim for Universal Credit and support them until their first payment is received.

#### *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 on activities details how the public benefit requirement has been met, by detailing the services run by the charity that benefit the public.

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.

# Peterborough Citizens Advice Bureau

## Trustees' Report

### Achievements and performance

CAP provides a range of advice services from information and general advice to housing casework, and specialist debt casework. These services are 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 2021-22 CAP dealt with: -

- 8,039 issues - an average 670 per month;
- The unique client count totalled 2,532 for the year;
- Financial income gains for clients in the year totalled £3,246,098;
- £224,406 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.

Continuing issues with the pandemic, funding cuts, restructuring our service as well as the Leadership Self Assessment process have again taken up much of the time of the management team during 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 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, employment and homelessness. 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 the past few years the largest growth area for advice has been Universal Credit where we dealt with 2,474 issues (31%). This was followed by welfare benefits and tax credit enquiries at 1,173 (15%), with housing of 1,106 (14 %); debt 714 (9%), followed by employment growing due to the pandemic with 413 issues (5%).

# Peterborough Citizens Advice Bureau

## Trustees' Report

### Financial review

#### *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 balance of unrestricted reserves at 31 March 2022 was £327,372 which is well in excess of the target set by the Trustees. In 2022/23 the Trustees have budgeted to use some of the reserves to maintain the existing infrastructure and this will allow the office to be ready for future opportunities.

#### *Major risks and management of those risks*

##### *Funding*

The major risk that the charity is recently facing is Funding Risk - defined as the risk that we do not have enough funds to meet obligations such as salaries and/or office costs. To manage this risk, Management and Board closely monitor income and expenditures, as well as the reserve balances. We have had a deficit in the financial year 2021-22 and we have forecast another deficit in the upcoming financial year 2022-23.

The Board has taken a hard decision to complete an organisational restructuring - reducing staffing numbers by almost half - during the last quarter of the financial year 2021-22, resulting in savings in operational expenditure.

On the income side, the Charity has developed a plan (in May-22) to explore additional potential fundings sources.

#### **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. The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

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;

## Peterborough Citizens Advice Bureau

### Trustees' Report

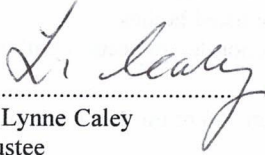
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue 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 22nd August 2022 and signed on its behalf by:



.....  
Dr Lynne Caley  
Trustee

## 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 2022.

#### 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: 25/8/22

## Peterborough Citizens Advice Bureau

### Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	158,323	-	158,323	38,992
Charitable activities	4	-	141,808	141,808	648,201
Investment income	5	99	-	99	138
Other income	6	60,660	-	60,660	1,200
<b>Total income</b>		<u>219,082</u>	<u>141,808</u>	<u>360,890</u>	<u>688,531</u>
<b>Expenditure on:</b>					
Charitable activities	7	<u>(163,068)</u>	<u>(340,110)</u>	<u>(503,178)</u>	<u>(595,947)</u>
<b>Total expenditure</b>		<u>(163,068)</u>	<u>(340,110)</u>	<u>(503,178)</u>	<u>(595,947)</u>
Net income/(expenditure)		56,014	(198,302)	(142,288)	92,584
Transfers between funds		<u>(36,511)</u>	<u>36,511</u>	-	-
Net movement in funds		19,503	(161,791)	(142,288)	92,584
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>307,869</u>	<u>179,160</u>	<u>487,029</u>	<u>394,445</u>
Total funds carried forward	14	<u><u>327,372</u></u>	<u><u>17,369</u></u>	<u><u>344,741</u></u>	<u><u>487,029</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 14.

The notes on pages 13 to 23 form an integral part of these financial statements.

**Peterborough Citizens Advice Bureau**

**Statement of Financial Activities for the Year Ended 31 March 2022  
(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

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	38,992	-	38,992
Charitable activities	4	-	648,201	648,201
Investment income	5	138	-	138
Other income	6	1,200	-	1,200
Total income		<u>40,330</u>	<u>648,201</u>	<u>688,531</u>
<b>Expenditure on:</b>				
Charitable activities	7	<u>(4,059)</u>	<u>(591,888)</u>	<u>(595,947)</u>
Total expenditure		<u>(4,059)</u>	<u>(591,888)</u>	<u>(595,947)</u>
Net income		36,271	56,313	92,584
Transfers between funds		<u>(27,669)</u>	<u>27,669</u>	-
Net movement in funds		8,602	83,982	92,584
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>299,267</u>	<u>95,178</u>	<u>394,445</u>
Total funds carried forward	14	<u><u>307,869</u></u>	<u><u>179,160</u></u>	<u><u>487,029</u></u>

The notes on pages 13 to 23 form an integral part of these financial statements.

**Peterborough Citizens Advice Bureau**

**(Registration number: 03507549)**  
**Balance Sheet as at 31 March 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	11	2,323	4,645
<b>Current assets</b>			
Debtors	12	3,041	16,778
Cash at bank and in hand		<u>350,710</u>	<u>509,872</u>
		353,751	526,650
<b>Creditors: Amounts falling due within one year</b>	13	<u>(11,333)</u>	<u>(44,266)</u>
<b>Net current assets</b>		<u>342,418</u>	<u>482,384</u>
<b>Net assets</b>		<u>344,741</u>	<u>487,029</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	14	17,369	179,160
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>327,372</u>	<u>307,869</u>
<b>Total funds</b>	14	<u>344,741</u>	<u>487,029</u>

For the financial year ending 31 March 2022 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 financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 9 to 23 were approved by the trustees, and authorised for issue on 22nd August 2022 and signed on their behalf by:



.....  
Shu Yuan  
Trustee

The notes on pages 13 to 23 form an integral part of these financial statements.

## Peterborough Citizens Advice Bureau

### Statement of Cash Flows for the Year Ended 31 March 2022

	Note	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Net cash (expenditure)/income		(142,288)	92,584
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		2,322	10,376
Investment income	5	<u>(99)</u>	<u>(138)</u>
		(140,065)	102,822
<b>Working capital adjustments</b>			
Decrease/(increase) in debtors	12	13,737	(4,843)
(Decrease)/increase in creditors	13	<u>(32,933)</u>	<u>1,007</u>
Net cash flows from operating activities		<u>(159,261)</u>	<u>98,986</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	5	99	138
Purchase of tangible fixed assets	11	<u>-</u>	<u>(6,967)</u>
Net cash flows from investing activities		<u>99</u>	<u>(6,829)</u>
Net (decrease)/increase in cash and cash equivalents		(159,162)	92,157
Cash and cash equivalents at 1 April		<u>509,872</u>	<u>417,715</u>
Cash and cash equivalents at 31 March		<u><u>350,710</u></u>	<u><u>509,872</u></u>
<b>Reconciliation of net cash flow to movement in net funds</b>			
(Decrease)/increase in cash		(159,162)	92,157
Net funds at 1 April 2021		<u>509,872</u>	<u>417,715</u>
Net funds at 31 March 2022		<u><u>350,710</u></u>	<u><u>509,872</u></u>

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

The notes on pages 13 to 23 form an integral part of these financial statements.

## Peterborough Citizens Advice Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 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)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **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.

##### **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.

##### ***Investment income***

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

## Peterborough Citizens Advice Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 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.

#### 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

#### 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.

## **Peterborough Citizens Advice Bureau**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

#### **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 2022

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Donations and legacies;			
Donations from individuals	196	196	189
Grants, including capital grants;			
Government grants	152,500	152,500	31,456
Grants from other charities	5,627	5,627	5,500
Grants from companies	-	-	1,847
	158,323	158,323	38,992

#### 3 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Peterborough City Council	150,000	1,538	151,538
Citizens Advice	-	108,794	108,794
National Lottery Community Fund	-	9,856	9,856
Kingsgate Community Church	-	19,620	19,620
Cambridgeshire Community Foundation	-	1,000	1,000
Peterborough CVS	5,227	-	5,227
Arnold Clark	-	1,000	1,000
Birmingham City Council	2,500	-	2,500
Peterborough Round Table	400	-	400
Sundry grants & donations	196	-	196
	158,323	141,808	300,131

#### 4 Income from charitable activities

	Restricted funds £	Total 2022 £	Total 2021 £
Grants & donations	141,808	141,808	648,201

#### 5 Investment income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Interest receivable and similar income;			
Interest receivable on bank deposits	99	99	138

## Peterborough Citizens Advice Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 6 Other income

	<b>Unrestricted</b>	<b>Total</b>	<b>Total</b>
	<b>General</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Other income	60,660	60,660	1,200

Other income includes £25,000 received as compensation for early termination of the premises lease, plus £35,000 previously set aside as a provision for dilapidations, no longer a contractual obligation.

#### 7 Expenditure on charitable activities

	<b>Unrestricted</b>	<b>Restricted funds</b>	<b>Total</b>	<b>Total</b>
	<b>General funds</b>		<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Governance costs	16,824	-	16,824	13,315
Office costs	37,088	2,183	39,271	77,723
Other costs	5,657	4,080	9,737	33,617
Premises costs	35,436	-	35,436	63,034
Staff costs	1,044	528	1,572	7,754
Wages, NI & pension	195,884	204,454	400,338	400,504
Internal recharges: Staff costs	(255)	255	-	-
Internal recharges: Governance	(10,425)	10,425	-	-
Internal recharges: Office	(20,250)	20,250	-	-
Internal recharges: Other	346	(346)	-	-
Internal recharges: Premises	(22,474)	22,474	-	-
Internal recharges: Salaries	(75,807)	75,807	-	-
	163,068	340,110	503,178	595,947

## Peterborough Citizens Advice Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 8 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2022	2021
	£	£
Depreciation of fixed assets	<u>2,322</u>	<u>10,376</u>

#### 9 Staff costs

The aggregate payroll costs were as follows:

	2022	2021
	£	£
<b>Staff costs during the year were:</b>		
Wages and salaries	368,132	367,600
Social security costs	25,295	26,182
Pension costs	<u>6,911</u>	<u>6,722</u>
	<u>400,338</u>	<u>400,504</u>

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

	2022	2021
	No	No
Average number of employees	<u>14</u>	<u>17</u>

9 (2021 - 14) 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 £6,911 (2021 - £6,722).

During the year, the charity made redundancy and/or termination payments which totalled £18,277 (2021 - £2,000).

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 £121,779 (2021 - £90,953).

#### 10 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 2022

#### 11 Tangible fixed assets

	Building improvements £	Computer equipment £	Total £
<b>Cost</b>			
At 1 April 2021	35,074	47,678	82,752
Disposals	(35,074)	(38,960)	(74,034)
At 31 March 2022	-	8,718	8,718
<b>Depreciation</b>			
At 1 April 2021	35,074	43,033	78,107
Charge for the year	-	2,322	2,322
Eliminated on disposals	(35,074)	(38,960)	(74,034)
At 31 March 2022	-	6,395	6,395
<b>Net book value</b>			
At 31 March 2022	-	2,323	2,323
At 31 March 2021	-	4,645	4,645

#### 12 Debtors

	2022 £	2021 £
Prepayments	2,387	11,825
Accrued income	-	4,833
Other debtors	654	120
	<u>3,041</u>	<u>16,778</u>

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

	2022 £	2021 £
Trade creditors	1,071	3,321
Other taxation and social security	5,842	1,277
Other creditors	1,178	37,056
Accruals	3,242	2,612
	<u>11,333</u>	<u>44,266</u>

## Peterborough Citizens Advice Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 14 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	277,669	184,082	(163,068)	(36,511)	262,172
<i>Designated</i>					
Potential redundancy	30,200	-	-	-	30,200
Premises fund	-	35,000	-	-	35,000
	<u>30,200</u>	<u>35,000</u>	<u>-</u>	<u>-</u>	<u>65,200</u>
<b>Total unrestricted funds</b>	<u>307,869</u>	<u>219,082</u>	<u>(163,068)</u>	<u>(36,511)</u>	<u>327,372</u>
<b>Restricted funds</b>					
Advice Line (NLCF)	-	9,856	(9,634)	-	222
Stay Well this Winter	919	-	-	(919)	-
Cavell Centre	8,191	-	-	4,331	12,522
Cummings Global Giving	1,502	-	(1,526)	24	-
Surviving Winter Appeal	7,643	1,538	(838)	(7,642)	701
Big Energy Savings Week	4,331	-	-	(4,331)	-
Prevention of Homelessness project	2,959	1,000	(7,529)	3,570	-
Foodbank	14,168	19,620	(47,359)	16,207	2,636
Help to Claim	723	48,370	(57,842)	8,749	-
Debt Advice project	1,175	60,424	(67,080)	5,481	-
PCAS & General Advice	46,567	-	(46,567)	-	-
Remote working equipment	6,239	-	-	(6,239)	-
COVID Social Welfare	84,743	-	(87,223)	2,480	-
Fuel Poverty	-	1,000	(14,512)	14,800	1,288
	<u>179,160</u>	<u>141,808</u>	<u>(340,110)</u>	<u>36,511</u>	<u>17,369</u>
<b>Total restricted funds</b>	<u>179,160</u>	<u>141,808</u>	<u>(340,110)</u>	<u>36,511</u>	<u>17,369</u>
<b>Total funds</b>	<u>487,029</u>	<u>360,890</u>	<u>(503,178)</u>	<u>-</u>	<u>344,741</u>

## Peterborough Citizens Advice Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2022

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
<i>General</i>					
General fund	269,067	40,330	(4,059)	(27,669)	277,669
<i>Designated</i>					
Potential redundancy	30,200	-	-	-	30,200
<b>Total unrestricted funds</b>	<b>299,267</b>	<b>40,330</b>	<b>(4,059)</b>	<b>(27,669)</b>	<b>307,869</b>
<b>Restricted</b>					
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
Help to Claim	-	51,800	(51,077)	-	723
Debt Advice project	-	128,203	(126,496)	(532)	1,175
PCAS & General Advice	-	150,000	(103,433)	-	46,567
Remote working equipment	-	18,620	(11,061)	(1,320)	6,239
COVID Social Welfare	-	120,000	(35,257)	-	84,743
Mental Health Benefits Caseworker	-	2,168	(4,706)	2,538	-
IT	3,500	-	(3,900)	400	-
Community Justice Fund	-	46,000	(47,043)	1,043	-
Advice Support Worker post	9,969	-	(15,218)	5,249	-
Coronavirus Support	-	60,900	(60,899)	(1)	-
Shared Vision	19,923	-	(40,215)	20,292	-
<b>Total restricted funds</b>	<b>95,178</b>	<b>648,201</b>	<b>(591,888)</b>	<b>27,669</b>	<b>179,160</b>
<b>Total funds</b>	<b>394,445</b>	<b>688,531</b>	<b>(595,947)</b>	<b>-</b>	<b>487,029</b>

## Peterborough Citizens Advice Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2022

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.

Advice Line - a project funded by the National Lottery to fund a salary of an Advice support worker.

Fuel Poverty - a project funded from the Charity restricted reserves - remote advice to assist the clients with their energy bills.

The transfers from the General fund are required to fund the deficits on a number of the restricted fund activities.

Other transfers reflect the amalgamation of a number of funds to ease administration.

## Peterborough Citizens Advice Bureau

### Notes to the Financial Statements for the Year Ended 31 March 2022

#### 15 Analysis of net assets between funds

	Unrestricted			2022
	General £	Designated £	Restricted £	Total funds £
Tangible fixed assets	2,323	-	-	2,323
Current assets	271,182	65,200	17,369	353,751
Current liabilities	<u>(11,333)</u>	<u>-</u>	<u>-</u>	<u>(11,333)</u>
Total net assets	<u>262,172</u>	<u>65,200</u>	<u>17,369</u>	<u>344,741</u>

	Unrestricted			(As restated) 2021
	General £	Designated £	Restricted £	Total funds £
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>-</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>

#### 16 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:

	2022 £	2021 £
Independent examination	<u>1,495</u>	<u>1,450</u>

#### 17 Taxation

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

#### 18 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.

#### 19 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 £10 towards the assets of the charity in the event of liquidation.

