

REGISTERED COMPANY NUMBER: 04276910 (England and Wales)  
REGISTERED CHARITY NUMBER: 1089261

**Rotherham and District Citizens**  
**Advice Bureau**

**Financial Statements For The Year Ended 31 March 2021**

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A10 24/11/2021 #221  
COMPANIES HOUSE

Allotts Business Services Ltd, Statutory Auditor  
Chartered Accountants  
The Old Grammar School  
13 Moorgate Road  
Rotherham  
South Yorkshire  
S60 2EN

**Rotherham and District Citizens  
Advice Bureau**

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For The Year Ended 31 March 2021**

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**Rotherham and District Citizens  
Advice Bureau (Registered number: 04276910)**

**Report of the Trustees  
For The Year Ended 31 March 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

In setting out the charity's objectives and planning its significant activities, the trustees have given careful consideration to the Charity Commission's guidance on public benefit. The broad objectives and the detailed activities set out below highlight some of the key benefits open to a wide cross section of society.

The principal objective, as set out in the Articles of Association, is to promote any charitable purposes 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 communities in Rotherham Borough and the wider Yorkshire area.

**Review of activities for the year ended 31 March 2021**

The charity enables people of the Rotherham Metropolitan Borough area to gain access to free, impartial, independent and confidential advice and any assistance they need to help them fully participate within the community. To this end it strives to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available to them, through being unable to express their needs effectively. It also uses its best endeavours to exercise a responsible influence on the development of social policies both locally and nationally.

This year has been an extraordinary year, with the Covid-19 pandemic forcing everyone to review how they work and in particular pushing local Citizens Advice to the front of the local response. Citizens Advice Rotherham was able to smoothly shift to a home working service a week before the lockdown began and we continued to deliver digital advice via phone, web chat and video throughout the year. In fact, so successful was the changeover that we were able to increase the total number of clients seen, we reached hard to support client groups seeing an increase in client numbers from older people, disabled people and younger people. Appointments were no longer needed, as we advised most clients on the day they were contacted, a considerable improvement on the 4 weeks wait prior to the lockdown.

We also had another hugely successful year fundraising for new projects. We were able to focus on the most vulnerable parts of our community, developing new services around scam awareness, supporting flood victims, energy services and developing a new partnership with Rotherham Federation, helping local communities make their money go further. We were also fortunate to receive a lot of covid support funding and this enabled us to recruit more trainee advisers and therefore help more local people access advice when they needed it.

As a consequence of our switch to a digital service we saw some fluctuations in demand. For example the lockdown, and some changes in debt recovery rules, led to a massive drop off in the number of debt clients we were seeing and the team ended the year on about 40% of their target. The DWP funded Help to Claim service also saw a drop off of demand, but this picked up by the end of the summer. By the end of the year Citizens Advice Rotherham had helped 8491 new clients and we dealt with 43011 issues, this was not as many as last year, the drop due to reduction in debt enquiries. Once again the highest number of second tier social policy issues recorded for the year for benefit advice was for Personal Independence Payments. The highest number of second tier issues recorded for the year for debt advice was for Council tax arrears followed by unsecured personal loans.

One of our major new services this year has been the Healthwatch contract. CARD bid via a public tender and were awarded a three year contract to raise awareness of health and social welfare issues across the borough. We TUPE'd the Healthwatch manager from the previous organisation and supported her to recruit a Community Engagement Officer and Research & Campaigns Officer. The Healthwatch manager also recruited a Steering Group of independent volunteers, who set the direction and workload of the service. Together the team has been able to have a major impact on the work of Healthwatch in the community, providing good evidence and research and supporting local people to have a voice. From a CARD perspective we have also benefited from the increased awareness of health related issues and the integration of the two services has been mutually beneficial.

The Money Advice project continued to be funded through the Money Advice and Pensions Service. They are allocated funding from the central Government via a levy on the financial services industry. The funding for Local Citizens Advice is via Citizens Advice nationally and this contract was renewed to March 2022 by MAPS, but a review of this funding is planned and out to tender in July 2021. There is a risk that we will lose all or part of the funding, but we have the reserves now to cope with any unexpected changes in our funder base.

**Rotherham and District Citizens  
Advice Bureau (Registered number: 04276910)**

**Report of the Trustees  
For The Year Ended 31 March 2021**

We continue to be a sub-contract partner of the Rotherham Social Prescribing Service (SPS) which is a project funded by Rotherham Clinical Commissioning Group and the contract holder is Voluntary Action Rotherham (VAR). We have been recommissioned to deliver this service to 31st March 2022 with an uplift in our funding to £15,000 for a 2 day service. We provide advice to clients, who have a long term health condition and are referred to us from their GP, by way of a home visit.

Energy Advice Project funding was received through Citizens Advice, this is funded through levies on energy companies and is delivered to support the training of frontline workers and to help raise awareness for customers as to the best energy deals available and on their rights. Once again we built on the previous year's successful delivery around energy advice, we were awarded 140 client switching appointments and by the end of the 8 months programme we delivered 185.

Our Cancer Advocacy Service continues to beat all expectations of demand. This is a project supporting patients newly diagnosed with cancer and funded by Macmillan to July 2021. Feedback from patients using the service has been incredible, with a number of really moving case studies showcasing how the service has impacted on their lives. The Clinical Commissioning Group has agreed to fund the service from August 2021 with £30k per year.

Overall CARD has met all the service level agreement targets last year, except the Debt and Help to Claim service, but both those two funders understood the reasons for the underperformance. This has only been possible with the excellent work of our paid staff and the very generous support of our volunteers. We are grateful for all their hard work and dedication to supporting clients.

**Public benefit**

Citizens Advice Rotherham and District provides legal advice in any area of social law to the community of Rotherham to ensure its citizens do not suffer through a lack of knowledge of their rights and responsibilities. We actively work in support of raising issues of social injustice to enable improvements in social justice for all.

The local citizens advice's purpose is for the benefit of the community in Rotherham Metropolitan Borough Council via the advancement of education, the protection of health and the relief of poverty, sickness and distress, through the provision of a free, confidential and impartial service of advice, information and counsel for the public and to assist the implementation of such advice, information and counsel.

The public benefit that flows from the purpose by the advancement of education is increased knowledge and transferable vocational skills of those employees and volunteers who participate in Citizens Advice training and the creation of training and work experience opportunities leading to professional and personal development and to a better quality of life. The public benefit that flows from the protection of health is improvement in overall health and well-being, improving the quality of life of clients and their resourcefulness for living. The public benefit that flows from the relief of poverty is a reduction in poverty and hardship via the maximisation of client's income and a reduction in social isolation. These public benefits are provided through the provision of advice, information and advocacy on a number of different areas of Welfare Law such as social security benefits, debt advice and counselling, consumer, pension guidance, education, employment, health, housing, immigration, legal, relationships plus the training and volunteering opportunities we offer. This is evidenced through regular internal and external qualitative assessment and case studies, including regular collation of client data.

**ACHIEVEMENT AND PERFORMANCE**

**Achievement and Performance**

Achievement of the charity's objectives is attained through the activities described above and is monitored by the trustees, staff and volunteers.

**Fundraising**

The charity does not carry out any significant public fundraising activities.

**FINANCIAL REVIEW**

**Reserves policy**

Total reserves amounted to £598,787, consisting of unrestricted reserves of £411,636 and restricted reserves of £187,151. The trustees have established the level of reserves that the charity ought to have (that is those funds that are freely available). Reserves are needed to bridge the gap between expenditure on services and receiving income from grants. The Board of Trustees consider it prudent to cover the equivalent of 3 months expenditure on their related activities. The actual free reserves at 31 March 2021 are £411,636 which is in surplus of our target figure of £219,379, based on the 2020/21 expenditure minus partner payments of £106,912. However, the above doesn't take into account the designated funds of £50,000. If this is taken into account then the reserves are in surplus of our target figure by £142,257.

**Rotherham and District Citizens  
Advice Bureau (Registered number: 04276910)**

**Report of the Trustees  
For The Year Ended 31 March 2021**

**FINANCIAL REVIEW**

**Designated Funds.**

These funds comprise unrestricted funds that have been set aside by the Board of Trustees for a particular purpose. Our main designated fund is to cover the cost of an expected office relocation in 2022/23.

**FUTURE PLANS**

The major financial concern for the charity in the company year relates to a number of significant funders having contracts up for review before March 2022. There are still the potential implications of MAPS reviewing the funding of debt advice and possible impact that might have on CARD as well as the possible continuation of the Help to Claim project funded by the DWP. Both these projects are being managed by Citizens Advice nationally and we are continuing to ensure we support them in their efforts to make the case to continue the funding by ensuring we hit our targets and provide quality advice. We have been successful in bringing in two new projects in 2020/21, the largest being a three year contract to deliver Healthwatch Rotherham from April 2020. This contract is worth £90,000 per year over three years and will enable CARD to help empower local residents to drive through improvements in the delivery and design of local health and social care services. A second new project has been funded by the Big Lottery and is in partnership with RotherFed. This project will generate an additional £50,000 per year over three years delivering a new service called Making Your Money Go Further and the start was delayed due to Covid to January 2021. The Clinical Commissioning Group has agreed to fund the cancer advocacy service from August 2021 with £30k per year indefinitely, which was previously funded by Macmillan but came to an end in July 2021.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

**Trustees**

The company is governed by a Board of Trustees, which is responsible for setting the strategic direction of the company and for establishing policy. Our Chief Executive has now been in post for three years, his role is to oversee the day to day operations of the company. Trustees are appointed by the board following consideration of the skills and experience required. Up to a maximum of one third of the trustees can either be nominated by member organisations or co-opted members, and these can be appointed at an ordinary meeting of the trustees. All other trustees are appointed at the annual general meeting. All trustees shall retire from office at the third annual general meeting after appointment but may be re-elected. We have appointed four new trustees in the past twelve months, bringing our trustee number to nine.

On initial appointment all trustees are briefed by the Chair and the Chief Executive Officer on the Local Citizens Advice's status, current Local Citizens Advice issues, the financial situation and plans for the future. An induction pack is given to all new trustees which includes the following documents:

- a copy of the last two management committee minutes
- financial committee minutes
- annual report and statement of accounts
- the 'Essential Trustee - What You Need To Know', a publication by the Charities Commission

As soon as possible after induction, trustees are offered the opportunity to attend external training on governance. Additionally, they are given access to Citizens Advice Trustee Board training information, a comprehensive package of information on the roles and responsibilities of trustees.

**Arrangements for setting remuneration of key management personnel**

Rotherham and District Citizens Advice Bureau does, from time to time, review staff pay scales in response to recruitment challenges. When such a need arises we undertake a review of similar advertised posts in the area and present a business case for the salary change to the finance sub-committee, who will consider the recommendation and make a decision. In the event a change is agreed this will be formally reported to the full trustee board at their next meeting.

**Rotherham and District Citizens**  
**Advice Bureau (Registered number: 04276910)**

**Report of the Trustees**  
**For The Year Ended 31 March 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Charity Structure**

The Board of Trustees (Management Committee) decides on the strategic policies to pursue based on the information disseminated from the sub committees. Meetings are held once each quarter. The Board of Trustees have the final say on all appointments of staff and will sit on interview panels. Any Local Citizens Advice involvement in projects must be ratified by the Board; however, the Chief Executive is responsible for identifying potential projects and partnerships. Day to day staffing issues are dealt with by the Chief Executive and discussed at the Board meeting; any disciplinary or grievance procedures are dealt with through the Board. Day to day expenditure is authorised by the Chief Executive up to £500, anything over £500 requires two authorised signatories.

Below the main board is the Finance Committee. The Finance Committee consists of The Chair, Treasurer and one other trustees plus the Chief Executive and the Finance Officer. Meetings are held once every two months in between the Board of Trustee meetings.

The role of the Finance Committee is as follows:

To oversee financial control of the Bureau.

To receive reports from the CEO and Finance Officer including monthly and cumulative financial management reports.

To approve and establish appropriate financial procedures.

To review financial procedures at appropriate intervals and at least annually.

To receive and review the Annual Accounts and recommend as appropriate to the full Board of Trustees.

To ensure all financial policies, procedures and reporting structures meet and comply with the requirements of the Citizens Advice Membership Scheme, the Companies Act and the Charities Commission.

A Staffing Sub Committee made up of three trustees, one of whom is the Chair, also sits below the main board and meets once every two months.

Its purpose is:

To oversee all staff related processes and policies. To receive regular reports from the CEO including:

- an annual staffing plan and to recommend as appropriate to the Board (and once agreed progress against this)
- progress against the training and development plan
- feedback from any staff attitude survey and the action plan arising from this.
- to support the Chair in recruiting the Bureau CEO and to oversee all recruitment policies and procedures within the Bureau.
- to discharge, in the first instance, board responsibilities in relation to grievance and disciplinary procedures.

**Risk management**

The trustees have identified and reviewed the risks to which the charity is exposed to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

04276910 (England and Wales)

**Registered Charity number**

1089261

**Registered office**

The RAIN Building  
Eastwood Lane  
Rotherham  
S65 1EQ

**Rotherham and District Citizens  
Advice Bureau (Registered number: 04276910)**

**Report of the Trustees  
For The Year Ended 31 March 2021**

**Trustees**

Mr Roger Newman (resigned 11.3.2021)  
Ms Jean Rhind  
Ms Lynsie Whyke (resigned 21.10.2020)  
Mr Nicholas Kitchen  
Ms Eleanor Dearle  
Ms Julie Hollingworth  
Mr Mike Taylor  
Ms Ruby Smith (resigned 7.12.2020)  
Mr William Osamuyi Osunde (appointed 21.12.2020)  
Mr Russell Paul Hancock (appointed 4.3.2021)  
Ms Celia Cashman (appointed 8.9.2021)  
Mr Jason Dickinson (appointed 8.9.2021)

**Chief Executive Officer**

Mr Nick Bussey

**Company Secretary**

Mrs Melanie Jane Mitchell

**Auditors**

Allotts Business Services Ltd, Statutory Auditor  
Chartered Accountants  
The Old Grammar School  
13 Moorgate Road  
Rotherham  
South Yorkshire  
S60 2EN

**Bankers**

Unity Trust bank Plc  
Nine Brindleyplace  
4 Oozells Square  
Birmingham  
B1 2HB

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Rotherham and District Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

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

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

In so far as the trustees are aware:

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

**Rotherham and District Citizens  
Advice Bureau (Registered number: 04276910)**

**Report of the Trustees  
For The Year Ended 31 March 2021**

**AUDITORS**

The auditors, Allotts Business Services Ltd, Statutory Auditor, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 25 October 2021 and signed on its behalf by:



.....  
Mr Nicholas Kitchen - Trustee

**Report of the Independent Auditors to the Trustees of**  
**Rotherham and District Citizens**  
**Advice Bureau**

**Opinion**

We have audited the financial statements of Rotherham and District Citizens Advice Bureau (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

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

**Conclusions relating to going concern**

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

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

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

**Other information**

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

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

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

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

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

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

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

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

**Report of the Independent Auditors to the Trustees of**  
**Rotherham and District Citizens**  
**Advice Bureau**

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

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

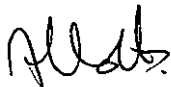
- Enquiry of management around actual and potential litigation and claims and fraud;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing financial statement disclosures and to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including review of nominal ledger transactions and other adjustments for appropriateness and evaluating the business rationale of any significant transactions outside the normal course of business;
- Evaluate the underlying assumptions and review the future budgets to support the going concern assessment.

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

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

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



for and on behalf of Allotts Business Services Ltd, Statutory Auditor  
Chartered Accountants  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
The Old Grammar School  
13 Moorgate Road  
Rotherham  
South Yorkshire  
S60 2EN

Date: 26 October 2021

**Rotherham and District Citizens  
Advice Bureau**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
For The Year Ended 31 March 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	17,489	16,687	34,176	23,497
<b>Charitable activities</b>					
Citizens advice	5	366,296	990,234	1,356,530	774,110
Other trading activities	4	-	-	-	6,338
<b>Total</b>		<b>383,785</b>	<b>1,006,921</b>	<b>1,390,706</b>	<b>803,945</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Citizens advice	6	223,835	760,592	984,427	731,036
<b>NET INCOME</b>		<b>159,950</b>	<b>246,329</b>	<b>406,279</b>	<b>72,909</b>
Transfers between funds	19	60,834	(60,834)	-	-
Net movement in funds		220,784	185,495	406,279	72,909
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		190,852	1,656	192,508	119,599
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>411,636</b>	<b>187,151</b>	<b>598,787</b>	<b>192,508</b>

The notes form part of these financial statements

**Rotherham and District Citizens  
Advice Bureau (Registered number: 04276910)**

		<u>Balance Sheet</u> <u>31 March 2021</u>	
	Notes	2021 £	2020 £
<b>CURRENT ASSETS</b>			
Debtors	14	32,029	17,151
Cash at bank and in hand		<u>668,715</u>	<u>189,376</u>
		700,744	206,527
<b>CREDITORS</b>			
Amounts falling due within one year	15	(66,972)	(14,019)
		<u>633,772</u>	<u>192,508</u>
<b>NET CURRENT ASSETS</b>			
		633,772	192,508
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		633,772	192,508
<b>CREDITORS</b>			
Amounts falling due after more than one year	16	(34,985)	-
		<u>598,787</u>	<u>192,508</u>
<b>NET ASSETS</b>			
		598,787	192,508
<b>FUNDS</b>			
Unrestricted funds	19	411,636	190,852
Restricted funds		<u>187,151</u>	<u>1,656</u>
		598,787	192,508
<b>TOTAL FUNDS</b>			
		<u>598,787</u>	<u>192,508</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 25 October 2021 and were signed on its behalf by:

.....  
Mr Nicholas Kitchen - Trustee

The notes form part of these financial statements

**Rotherham and District Citizens**  
**Advice Bureau**

**Cash Flow Statement**  
**For The Year Ended 31 March 2021**

	Notes	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>479,339</u>	<u>31,670</u>
Net cash provided by operating activities		<u>479,339</u>	<u>31,670</u>
<b>Change in cash and cash equivalents in the reporting period</b>		479,339	31,670
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>189,376</u>	<u>157,706</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>668,715</u></u>	<u><u>189,376</u></u>

The notes form part of these financial statements

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Cash Flow Statement  
For The Year Ended 31 March 2021**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	2021	2020	
	£	£	
Net income for the reporting period (as per the Statement of Financial Activities)	406,279	72,909	
Adjustments for:			
(Increase)/decrease in debtors	(14,878)	13,421	
Increase/(decrease) in creditors	<u>87,938</u>	<u>(54,660)</u>	
<b>Net cash provided by operations</b>	<u><b>479,339</b></u>	<u><b>31,670</b></u>	
2. ANALYSIS OF CHANGES IN NET FUNDS			
	At 1.4.20	Cash flow	At 31.3.21
	£	£	£
Net cash			
Cash at bank and in hand	<u>189,376</u>	<u>479,339</u>	<u>668,715</u>
	<u>189,376</u>	<u>479,339</u>	<u>668,715</u>
<b>Total</b>	<u><b>189,376</b></u>	<u><b>479,339</b></u>	<u><b>668,715</b></u>

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements  
For The Year Ended 31 March 2021**

**1. STATUTORY INFORMATION**

Rotherham and District Citizens Advice Bureau is a charitable company, limited by guarantee, registered in England and Wales. The company's registered number and registered office can be found in the Report of the Trustees.

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

The charity constitutes a public benefit entity as defined by FRS 102.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

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

**Preparation of the accounts on a going concern basis**

The charitable company's main sources of income are grants for the provision of services from Citizens Advice and RMBC. Both contracts expired on 31 March 2021. Since the year end, a three year contract with RMBC has been renewed until 31 March 2024 and a one year contract with Money Advice Service has been renewed until 31 March 2022. Based on this the trustees believe that the company is a going concern.

**Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied:

Donations - income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Charitable activities - income from service contracts is accounted for when earned. Where grants are considered to be performance related, income is recognised to the extent that the services outlined had been performed by the year end. Where income has been received but the related service had not been performed by the year end, the balance is carried forward as deferred income.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs**

Central costs are apportioned between funds based on staff time spent on projects.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2021**

**2. ACCOUNTING POLICIES - continued**

**Fund accounting**

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of designated funds is set out in the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**3. DONATIONS AND LEGACIES**

	2021 £	2020 £
Donations	5,000	5,068
Grants	26,687	-
Other income	<u>2,489</u>	<u>18,429</u>
	<u>34,176</u>	<u>23,497</u>

Grants received, included in the above, are as follows:

	2021 £	2020 £
The Big Lottery	9,550	-
BEIS Remote	7,137	-
Covid grants	<u>10,000</u>	<u>-</u>
	<u>26,687</u>	<u>-</u>

**4. OTHER TRADING ACTIVITIES**

	2021 £	2020 £
Room rental income	<u>-</u>	<u>6,338</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	2021 £	2020 £
Healthwatch SLA	91,200	-
Grants	<u>1,265,330</u>	<u>774,110</u>
	<u>1,356,530</u>	<u>774,110</u>

Grants received, included in the above, are as follows:

	2021 £	2020 £
Core Grant	200,000	200,000
Immigration	40,000	40,000
SYCF	5,000	-
Money Advice Service	325,274	312,483
Social Prescribing	14,000	14,000
Universal Credit	103,506	105,833
BESW	<u>2,500</u>	<u>2,000</u>
Carried forward	690,280	674,316

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2021**

**5. INCOME FROM CHARITABLE ACTIVITIES - continued**

	2021	2020
	£	£
Brought forward	690,280	674,316
BESN	10,306	3,500
Macmillan	33,761	46,265
RMBC immigration	24,572	6,143
Energy Advice Project	17,550	24,265
BESN Regional	6,488	12,975
Coalfields CIT	20,000	6,646
Refugee Action	30,000	-
RMBC Grants	70,000	-
Flood Relief	14,405	-
Barrow Cadbury Trust	20,000	-
Rotherfed	20,422	-
Energy Saving Trust	232,450	-
Innovation	36,000	-
Adviceline	34,000	-
Healthwatch	5,096	-
	<u>1,265,330</u>	<u>774,110</u>

**6. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 7)	Support costs (see note 8)	Totals
	£	£	£
Citizens advice	<u>881,522</u>	<u>102,905</u>	<u>984,427</u>

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2021	2020
	£	£
Staff costs	726,576	563,092
Premises costs	32,200	44,535
Staff and volunteer expenses	15,834	31,693
Kiveton Park Immigration Support	<u>106,912</u>	<u>27,000</u>
	<u>881,522</u>	<u>666,320</u>

**8. SUPPORT COSTS**

	Management	Governance costs	Totals
	£	£	£
Citizens advice	<u>99,029</u>	<u>3,876</u>	<u>102,905</u>

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2021**

**8. SUPPORT COSTS - continued**

Support costs, included in the above, are as follows:

	2021 Citizens advice £	2020 Total activities £
Telephone	18,660	11,268
Postage and stationery	528	83
Advertising	2,586	2,435
Miscellaneous expenses	24	-
Subscriptions	5,397	4,319
Bank Charges	790	551
IT equipment	36,351	3,043
Apportioned central costs	30,700	33,772
Legal and professional costs	1,437	3,329
Office equipment	2,556	2,214
Auditors' remuneration	<u>3,876</u>	<u>3,702</u>
	<u>102,905</u>	<u>64,716</u>

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2021 £	2020 £
Auditors' remuneration	<u>3,876</u>	<u>3,702</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

No other trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

**Trustees' expenses**

There were no trustee expenses in the year (2020: None).

**11. STAFF COSTS**

	2021 £	2020 £
Wages and salaries	662,411	517,026
Social security costs	47,435	34,826
Other pension costs	<u>16,730</u>	<u>11,240</u>
	<u>726,576</u>	<u>563,092</u>

There are no termination payments included in wages and salaries (2020: £2,013).

The average monthly number of employees during the year was as follows:

	2021	2020
Average number of employees	<u>33</u>	<u>28</u>

No employees received emoluments in excess of £60,000.

The total amount of employee benefits received by key management personnel was £40,002 (2020: £33,994).

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2021**

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	23,497	-	23,497
<b>Charitable activities</b>			
Citizens advice	200,000	574,110	774,110
Other trading activities	<u>6,338</u>	<u>-</u>	<u>6,338</u>
<b>Total</b>	229,835	574,110	803,945
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Citizens advice	165,583	565,453	731,036
<b>NET INCOME</b>	64,252	8,657	72,909
<b>Transfers between funds</b>	<u>14,221</u>	<u>(14,221)</u>	<u>-</u>
<b>Net movement in funds</b>	78,473	(5,564)	72,909
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>112,379</u>	<u>7,220</u>	<u>119,599</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>190,852</u>	<u>1,656</u>	<u>192,508</u>
<b>13. TANGIBLE FIXED ASSETS</b>			
	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2020 and 31 March 2021	<u>23,410</u>	<u>14,688</u>	<u>38,098</u>
<b>DEPRECIATION</b>			
At 1 April 2020 and 31 March 2021	<u>23,410</u>	<u>14,688</u>	<u>38,098</u>
<b>NET BOOK VALUE</b>			
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2021**

<b>14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	2021	2020
	£	£
Other debtors	-	1,030
Prepayments and accrued income	<u>32,029</u>	<u>16,121</u>
	<u>32,029</u>	<u>17,151</u>
 <b>15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	 2021	 2020
	£	£
Social security and other taxes	14,428	9,517
Other creditors	1,547	-
Deferred income	24,695	-
Accrued expenses	<u>26,302</u>	<u>4,502</u>
	<u>66,972</u>	<u>14,019</u>
	2021	2020
	£	£
<b>Deferred income &lt; 1year</b>		
Deferred income at 1 April 2020	-	7,500
Resources deferred in the year	24,695	-
Amounts released from previous years	<u>-</u>	<u>(7,500)</u>
Deferred income at 31 March 2021	<u>24,695</u>	<u>-</u>
Deferred income represents grants received in advance.		
 <b>16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>	 2021	 2020
	£	£
Accruals and deferred income	<u>34,985</u>	<u>-</u>
	2021	2020
	£	£
<b>Deferred income &gt; 1year</b>		
Deferred income at 1 April 2020	-	-
Resources deferred in the year	34,985	-
Amounts released from previous years	<u>-</u>	<u>-</u>
Deferred income at 31 March 2021	<u>34,985</u>	<u>-</u>
Deferred income represents grants received in advance.		
 <b>17. LEASING AGREEMENTS</b>		
Minimum lease payments under non-cancellable operating leases fall due as follows:		
	2021	2020
	£	£
Within one year	10,619	10,399
Between one and five years	<u>1,346</u>	<u>9,651</u>
	<u>11,965</u>	<u>20,050</u>

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2021**

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Current assets	513,593	187,151	700,744	206,527
Current liabilities	(66,972)	-	(66,972)	(14,019)
Long term liabilities	<u>(34,985)</u>	<u>-</u>	<u>(34,985)</u>	<u>-</u>
	<u>411,636</u>	<u>187,151</u>	<u>598,787</u>	<u>192,508</u>

**19. MOVEMENT IN FUNDS**

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	78,575	7,089	53,813	139,477
Designated	50,000	-	-	50,000
RMBC Central Contract	62,277	51,074	7,021	120,372
Covid grants	-	10,000	-	10,000
Healthwatch	-	25,401	-	25,401
Adviceline	-	33,558	-	33,558
Innovation	<u>-</u>	<u>32,828</u>	<u>-</u>	<u>32,828</u>
	190,852	159,950	60,834	411,636
<b>Restricted funds</b>				
Immigration MIF	-	7,021	(7,021)	-
MAPS	-	32,162	(32,162)	-
BESW	-	2,500	(2,500)	-
BESN	-	9,473	(9,473)	-
RMBC Immigration	1,656	(1,656)	-	-
Energy Advice Project	-	4,164	(4,164)	-
BESN Regional	-	5,514	(5,514)	-
Energy Saving Trust	-	159,538	-	159,538
Rotherfed	-	14,172	-	14,172
Flood Relief	-	2,412	-	2,412
Refugee Action	<u>-</u>	<u>11,029</u>	<u>-</u>	<u>11,029</u>
	1,656	246,329	(60,834)	187,151
<b>TOTAL FUNDS</b>	<u>192,508</u>	<u>406,279</u>	<u>-</u>	<u>598,787</u>

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2021**

**19. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	7,489	(400)	7,089
RMBC Central Contract	200,000	(148,926)	51,074
Covid grants	10,000	-	10,000
Healthwatch	96,296	(70,895)	25,401
Adviceline	34,000	(442)	33,558
Innovation	<u>36,000</u>	<u>(3,172)</u>	<u>32,828</u>
	383,785	(223,835)	159,950
<b>Restricted funds</b>			
Immigration MIF	40,000	(32,979)	7,021
SYCF	5,000	(5,000)	-
MAPS	325,274	(293,112)	32,162
Social Prescribing	14,000	(14,000)	-
Big Lottery	9,550	(9,550)	-
Universal Credit	103,506	(103,506)	-
BESW	2,500	-	2,500
BESN	10,306	(833)	9,473
MacMillan	33,761	(33,761)	-
Coalfield CIT	20,000	(20,000)	-
RMBC Immigration	24,572	(26,228)	(1,656)
Energy Advice Project	17,550	(13,386)	4,164
BESN Regional	6,488	(974)	5,514
Energy Saving Trust	232,450	(72,912)	159,538
Rotherfed	20,422	(6,250)	14,172
Barrow Cadbury Trust	20,000	(20,000)	-
Flood Relief	14,405	(11,993)	2,412
RMBC Grants	70,000	(70,000)	-
BEIS Remote	7,137	(7,137)	-
Refugee Action	<u>30,000</u>	<u>(18,971)</u>	<u>11,029</u>
	<u>1,006,921</u>	<u>(760,592)</u>	<u>246,329</u>
<b>TOTAL FUNDS</b>	<u><u>1,390,706</u></u>	<u><u>(984,427)</u></u>	<u><u>406,279</u></u>

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2021**

**19. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
<b>Unrestricted funds</b>				
General fund	59,244	29,745	(10,414)	78,575
Designated	25,365	-	24,635	50,000
RMBC Central Contract	<u>27,770</u>	<u>34,507</u>	-	<u>62,277</u>
	112,379	64,252	14,221	190,852
<b>Restricted funds</b>				
MAPS	-	1,177	(1,177)	-
Big Lottery	7,220	(7,220)	-	-
RMBC Immigration	-	1,656	-	1,656
Energy Advice Project	-	7,903	(7,903)	-
BESN Regional	<u>-</u>	<u>5,141</u>	<u>(5,141)</u>	<u>-</u>
	<u>7,220</u>	<u>8,657</u>	<u>(14,221)</u>	<u>1,656</u>
<b>TOTAL FUNDS</b>	<u><u>119,599</u></u>	<u><u>72,909</u></u>	<u><u>-</u></u>	<u><u>192,508</u></u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	29,835	(90)	29,745
RMBC Central Contract	<u>200,000</u>	<u>(165,493)</u>	<u>34,507</u>
	229,835	(165,583)	64,252
<b>Restricted funds</b>			
Immigration MIF	40,000	(40,000)	-
MAPS	312,482	(311,305)	1,177
Social Prescribing	14,000	(14,000)	-
Big Lottery	-	(7,220)	(7,220)
Universal Credit	105,833	(105,833)	-
BESW	2,000	(2,000)	-
BESN	3,500	(3,500)	-
MacMillan	46,266	(46,266)	-
Coalfield CIT	6,646	(6,646)	-
RMBC Immigration	6,143	(4,487)	1,656
Energy Advice Project	24,265	(16,362)	7,903
BESN Regional	<u>12,975</u>	<u>(7,834)</u>	<u>5,141</u>
	<u>574,110</u>	<u>(565,453)</u>	<u>8,657</u>
<b>TOTAL FUNDS</b>	<u><u>803,945</u></u>	<u><u>(731,036)</u></u>	<u><u>72,909</u></u>

**Unrestricted Funds**

General Fund: The £200,000 is from the Local Authority (RMBC) in the form of a Commissioned Service Level Agreement to support the Bureau's core costs. This agreement is in place for £200,000 per annum and expired on the 31 March 2021.

A new three year agreement has been signed and expires on 31 March 2024.

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2021**

**19. MOVEMENT IN FUNDS - continued**

**Covid-19 funding:**

The charity received grants from Adviceline and Innovation to enable local offices to increase their capacity to deliver, with demand for advice increasing as a result of Covid-19.

The charity also received a £10k grant from RMBC to assist with the financial impact of Covid-19.

Unrestricted income includes the Healthwatch project which has the purpose of providing information, advice and support about local health and social care services.

**Restricted Funds**

**Energy Advice Project**

The Project advises consumers on energy related matters with the aim of reducing fuel poverty amongst vulnerable clients.

**Social Prescribing**

Funding through Voluntary Action Rotherham to provide a range of non-clinical advice for patients referred from primary health care.

**Money Advice & Pensions Service (MAPS)**

Funding through Citizens Advice for the provision of face to face debt advice and financial guidance. This was renewed in June 2021 and runs until April 22.

**Big Lottery**

Funding for investment in web and network development and improvement.

**BESW/BESN/BESN Regional**

The Project advises consumers on energy related matters with the aim of reducing fuel poverty amongst vulnerable clients.

**Universal Credit**

Funding to help support vulnerable clients during the transition to the new universal credit benefit system.

**Immigration**

£40,000 is received per annum in order to provide an immigration service both in the Rotherham Bureau and in Kiveton Park.

**Macmillan**

Funds are received in order to employ Macmillan staff in the bureau to provide support to those who have recently been diagnosed with cancer.

**Coalfields**

The scheme provides an outreach centre in the town of Maltby to provide more accessible support the local vulnerable clients.

**RMBC Immigration**

A collaborative project that seeks to support EEA and Swiss nationals and their families in Rotherham to secure the appropriate status under the EU Settlement Scheme.

**Energy Saving Trust**

Funding received to support vulnerable energy customers.

**Rotherfed**

Funding to deliver one to one advice, group support, volunteer recruitment and marketing & development of the service to the residents of Rotherham & District.

**Barrow Cadbury Trust**

Funding for immigration advice and support.

**Flood Relief**

Funding received to provide advice for flood victims.

**Rotherham and District Citizens  
Advice Bureau**

**Notes to the Financial Statements - continued  
For The Year Ended 31 March 2021**

**19. MOVEMENT IN FUNDS - continued**

**RMBC Grants**

Funding received primarily to help those who are struggling to afford essentials due to the impact of Covid-19.

**Refugee Action**

Funding for immigration advice and support.

**SYCF**

Funding for a scam awareness project.

**BEIS Remote**

Funding received to support remote working.

**Designated Funds**

These funds are set aside to cover the proposed office relocation in 2022.

**Transfers between funds**

Transfers consist of any remaining funds that Rotherham and District CAB can keep, for projects that have ended. Any restricted projects continuing are carried forward in a separate fund balance.

**20. EMPLOYEE BENEFIT OBLIGATIONS**

There were outstanding contributions to the company defined contribution pension scheme at the year end of £5,748 (2020: £nil).

**21. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2021.