

**CITIZENS ADVICE THANET**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**FINANCIAL STATEMENTS AND TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**Charity Number 1086799**



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**TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2021**

The trustees have pleasure in presenting their report and the unaudited financial statements for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006 relating to small companies, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Charity Registration Number**  
1086799

**Company Registration Number**  
04176324

**Registered Office**

2nd Floor Wing  
Mill Lane House  
Mill Lane  
Margate  
Kent  
CT9 1LB

**Trustees/Directors**

Dr Geoff Lindley	Chairman
Mr Simon Farrer	Treasurer as from 20.7.20
Mrs Margaret Fairweather	
Mrs Rebecca Kirkpatrick	
Mrs Danielle Barnes	Vice Chair
Mr Gerald Dineley	
Mr John Quinlan	(resigned 29.4.21)
Mr Andrew Wallis	
Miss K Kundu	(appointed 3.12.20, resigned 5.8.21)

**Co-Opted Local Authority Representatives**

Cllr Heather Keen  
Cllr Aram Rawf

**Chief Officer and company secretary**

Mrs Jan Stewart	(resigned 31.8.21)
Mrs Angela Drew-Robinson	(appointed 1.11.21)

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**Independent Examiner**

Mr S J Wren FCCA  
Accountancy Matters (Kent) Limited  
31 Queen Street  
Ramsgate  
Kent  
CT11 9DZ

**TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2021**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT****Governing document**

Citizens Advice Thanet is a registered charity and a company limited by guarantee incorporated on 9 March 2001. It was established under a memorandum of association and is governed by its articles of association.

**Recruitment and appointment of trustee directors**

Trustees Board vacancies are advertised on the national Citizens Advice website and other appropriate media. Applicants for vacancies will be selected by a short listing and interview process which will be based on a published job description and person specification. This process will be carried out by a small group of Trustees especially appointed for this purpose. The Charity aims to have a balanced makeup which reflects the community the Service serves.

**Organisational structure**

Citizens Advice Thanet is governed by a Board of Trustees who meet at least quarterly. Day to day running of the Charity is supervised by the Chief Officer who reports to the Trustees on a quarterly basis. The Trustees and the Chief Executive are the Key Management Personnel as defined by the Charities SORP FRS102.

**Related parties**

Citizens Advice Thanet has membership of the national body now called Citizens Advice, which provides a framework for the standards of advice and casework managements as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board in order to fulfil its charitable objects and comply with the national membership requirements.

**Risk assessment**

The Charity has adopted a policy of regularly reviewing the risks to the operations of the Charity, to ensure that adequate steps are taken to mitigate such risks.

**OBJECTIVES AND ACTIVITIES****Objectives**

To deliver the Citizens Advice Service to the people of Thanet, ensuring as far as possible that we provide the advice people need for the problems they face and improve the policies and practices that effect peoples' lives. We will endeavour to provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities, whilst valuing diversity, promoting equality and challenging discrimination.

**Activities and achievements, performance and factors affecting achievement of objectives**

This year has been the most challenging year that Citizens Advice Thanet have had to face due to the Corona Virus pandemic. As a result of the pandemic, we had to close the office and stop doing face to face consultations. Our Chief Officer quickly established a phone and email service run from the homes of staff and volunteers so that we could continue to operate a service for the people of Thanet. Whilst some volunteers did not feel comfortable offering the service in this way, many continued to provide this essential service. It is only with the commitment of these staff and volunteers that we were able to meet our client's needs. Fortunately, our funding from Thanet District Council, the Money Advice Service, Ageless Thanet and Help to Claim continued throughout the year allowing us to keep Citizens Advice Thanet open. The ongoing problems of debt, benefits and employment were highlighted by the pandemic and presented many new challenges for our staff and volunteers to deal with.

National Citizens Advice once again carried out their annual Leadership Assessment of the Bureau and we were pleased that as a result of the high standards achieved, we will not be subjected to an external audit in the year 2021/22.

**TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2021**

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**FINANCIAL REVIEW****Financial position**

The total income for the year was £405,615, a slight reduction from the previous year's income of £411,264. Thanet District Council Continue to be a valued supporter of the work of Thanet Citizens Advice. Their funding agreement provides for the core services with additional funding provided for specific projects, Rough Sleeper Navigators and Winter Project during the last year. Other significant funders during the year were Ramsgate Town Council, Cit A (funding for several projects) and Social Enterprise Kent CIC (Ageless Thanet).

The year was disrupted due to the Covid -19 pandemic that required changes in the way the service operated and total resources expended were £344,683. Staffing costs represent 76% of total expenditure.

Total funds held at the end of the financial year, 31 March 2021, were £128,541. This is made up of restricted funds of £12,229, designated funds of £92,968 (fixed assets of £2,968, charity closure costs of £40,000 and relocation £50,000) and unrestricted funds of £23,344.

**Reserves Policy and going concern**

Citizens Advice Thanet operates on grant and project funding. Funding for core services is provided through grants by Thanet District Council. The Council traditionally has given a 3-year funding agreement. The current agreement commenced in April 2019.

The Directors consider that Citizens Advice Thanet is able to operate as a going concern over the next twelve months and to run its existing core services and projects that fit with the charitable objects.

The reserves policy has been prepared with reference to the Charity Commission's publication 'Charities and Reserves'. CC19, 2016.

The trustees believe that Citizens Advice Thanet should hold financial reserves in order to ensure that the charity can continue to operate and meet the needs of clients in the event of unforeseen and difficult financial circumstances.

In determining the level of reserves consideration will be given to:

- a) The risk of unforeseen emergency or other unexpected need for funds.
- b) Covering unforeseen day-to-day operational costs.
- c) Funds to provide time for trustees to take action if income falls below expectation.
- d) Planned commitments, or designations, that cannot be met by future income alone.
- e) The need to fund short-term deficits in a cash budget.

The trustees have three designated funds. One designated fund is in respect of the net book value of fixed assets which although form part of general funds, they cannot be utilised for future expenditure. The second designated fund is to cover the costs of closure of the charity were this to occur due to a lack of funding. This would enable the charity to meet its financial commitments on closure. The third fund is for the potential relocation from the current offices in Margate.

**TRUSTEES ANNUAL REPORT  
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**Investment policy and activities**

The current policy is to keep reserves in an interest-bearing account and for sufficient funds to be available should they be required in an emergency.

**PLANNING OUR FUTURE AND THE TASKS AHEAD**

The coming year will once again be governed by the progress of the pandemic. It will be our aim to continue with our support via email and phone but to start to return to an office-based service as soon as the pandemic allows.

Unfortunately, we will have lost a number of volunteers over the period of the pandemic and the challenge will be to attract and train new volunteers so that we can continue to grow the service that we offer

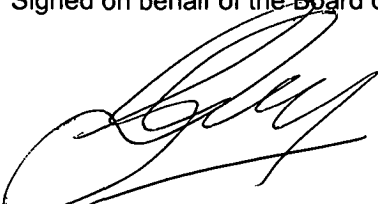
It has become clear that we cannot afford to remain in our current office space in Margate so a major challenge for the next year will be to find new offices that will allow us to continue a service in Margate. Fortunately, our Ramsgate office is still provided by the Ramsgate Council and for this we are very grateful. We are pleased that our funding from Thanet Council is secured for this year allowing us to maintain our core service.

We will continue to offer our Money Advice debt service based in Ramsgate for this year but the Ageless Thanet funding will come to an end in December having reached the end of this very successful project

**PUBLIC BENEFIT**

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act 2006 to have due regard to the Charity Commission public benefit guidance.

Signed on behalf of the Board of Trustees by :



Geoff Lindley - Chairman

Date :

19/11/21  
03

## CITIZENS ADVICE THANET

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 6 to 15.

**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 of the Association of Chartered Certified Accountants, 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:

- 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 386 of the 2006 Act other than any requirements 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 the 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.

S. J. Wren

**S J Wren FCCA**  
**Accountancy Matters (Kent) Limited**  
**Chartered Certified Accountants**  
**31 Queen Street**  
**Ramsgate**  
**Kent CT11 9DZ**

Date : 23/11/21

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(incorporating an Income and Expenditure Account)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
<b>INCOME</b>					
Donations and grants	2	27,075	3,270	30,345	1,748
Charitable activities	3	166,278	208,992	375,270	409,516
Investment income	4	-	-	-	-
Fundraising income		-	-	-	-
<b>TOTAL INCOME</b>		<b>193,353</b>	<b>212,262</b>	<b>405,615</b>	<b>411,264</b>
<b>EXPENDITURE</b>					
Cost of raising funds	5	5,671	-	5,671	8,187
Charitable activities	5	160,280	178,732	339,012	400,311
<b>TOTAL EXPENDITURE</b>		<b>165,951</b>	<b>178,732</b>	<b>344,683</b>	<b>408,498</b>
<b>NET (EXPENDITURE)/INCOME FOR THE YEAR BEFORE TRANSFERS</b>	<b>6</b>	<b>27,402</b>	<b>33,530</b>	<b>60,932</b>	<b>2,766</b>
Transfers between funds	12	34,604	(34,604)	-	-
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>62,006</b>	<b>(1,074)</b>	<b>60,932</b>	<b>2,766</b>
Balance as at 1 April 2020		54,306	13,303	67,609	64,843
<b>BALANCE AT 31 MARCH 2021</b>		<b>116,312</b>	<b>12,229</b>	<b>128,541</b>	<b>67,609</b>



**BALANCE SHEET  
AS AT 31 MARCH 2021**

	Notes	2021 £	2020 £
<b>FIXED ASSETS</b>			
Tangible assets	8	2,968	6,498
<b>CURRENT ASSETS</b>			
Debtors and prepayments	9	13,529	16,783
Cash at bank and in hand		<u>153,166</u>	<u>78,922</u>
		166,695	95,705
<b>CURRENT LIABILITIES</b>			
Creditors: amounts falling due within one year	10	<u>41,122</u>	<u>34,594</u>
		125,573	61,111
<b>NET ASSETS</b>	11	<u>128,541</u>	<u>67,609</u>
<b>FUNDS OF THE CHARITY</b>			
Unrestricted general fund	12	23,344	7,808
Designated funds	12	92,968	46,498
Restricted funds	12	<u>12,229</u>	<u>13,303</u>
<b>TOTAL FUNDS</b>		<u>128,541</u>	<u>67,609</u>

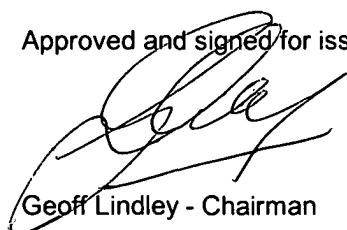
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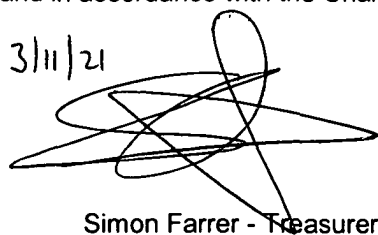
For the financial year ended 31 March 2021 the company was entitled to exemption from audit under s.477 Companies Act 2006 and no members have deposited a notice under s.476 requiring an audit.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s.386 of the Act for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the 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 accounts, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Charities SORP FRS 102.

Approved and signed for issue by the trustees on 31/11/21

  
Geoff Lindley - Chairman

  
Simon Farrer - Treasurer

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**1 ACCOUNTING POLICIES****a) Basis of accounting**

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 the Republic of Ireland FRS 102 (effective 1 January 2019) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102 and the Companies Act 2006.

Citizens Advice Thanet 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 note.

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

Citizens Advice Thanet operates on grant and project funding. Funding for core services is currently funded through grants by Thanet District Council. A 3-year funding agreement is in place from April 2019. The premises in Mill lane are leased. Funding for the lease was generously provided by Thanet District Council for the year 2020/21, but this funding will not continue into the year 2021/22.

The Directors consider that Citizens Advice Thanet is able to operate as a going concern for at least the twelve months from the date these accounts are formally approved. It is anticipated the funding agreement with Thanet District Council will be renewed and sufficient reserves are in place for the service to continue to operate. Without additional continued funding towards the rental costs for the Mill Lane premises alternative, less costly, premises will need to be secured from April 2022. It is expected that the current plans will enable the adopting of an affordable budget for the year 2022/23.

**c) Income**

Grants receivable - grants made to finance the activities of the Charity are credited to the statement of financial activities (SOFA) accounting in the period to which they relate.

Bank interest - bank interest is included in the income and expenditure account on receipt.

Other income - other income, including donations and gifts are included as they were received.

Gifts and intangible income - in addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements. However, its value to the charity has been estimated and disclosed in the trustees' report.

Deferred income - grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected within deferred income on the balance sheet.

**d) Expenditure**

All expenditure is accounted for on an accruals basis and includes VAT where applicable. All expenditure directly related to the provision of the advisory services is included within the charitable expenditure. Other costs incurred have been allocated between activities for generating funds and governance as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time spent.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**1 ACCOUNTING POLICIES**

**e) Depreciation of fixed assets**

Tangible fixed assets costing more than £1,000 are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows :

Leasehold improvements	Over the term of the lease
Computers, software and equipment	33% straight line
Furniture and equipment	25% straight line

**f) Fund accounting**

Unrestricted funds are grants, donations and other incoming resources receivable by the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds relates to income to be used for specific purposes as laid down by the donor.

**g) Leases**

Rental costs are charged to the Statement of Financial Activities as incurred.

**h) Significant judgements and estimates**

No significant judgements or estimates have had to be made by the Trustees in preparing these financial statements

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>2 DONATIONS AND GRANTS</b>				
Cit A - Broadband	500	-	500	-
Cit A - Computers	-	3,270	3,270	-
Cit A - Softphones	1,300	-	1,300	-
Broadstairs Town Council	1,000	-	1,000	-
Thanet District Council - Small Business Grant	10,000	-	10,000	-
Thanet District Council - Covid 19	9,000	-	9,000	-
Donations	5,275	-	5,275	1,748
	<u>27,075</u>	<u>3,270</u>	<u>30,345</u>	<u>1,748</u>
<b>3 INCOME FROM CHARITABLE ACTIVITIES</b>				
Thanet District Council	121,000	-	121,000	121,000
Ramsgate Town Council	20,000	-	20,000	12,000
We Are Digital Training Limited	(1,995)	-	(1,995)	19,388
Cit A - Money Advice Service	-	53,169	53,169	52,416
Cit A - DRO's	87	-	87	611
Cit A - Help to Claim	-	55,203	55,203	37,474
Cit A - HMPT	10,000	-	10,000	-
Thanet District Council - Rough Sleeper Navigators	-	26,752	26,752	64,734
Thanet District Council - Covid Winter Grant	11,800	-	11,800	-
Southern Water	386	-	386	-
Citizens Advice Maidstone - Room hire	5,000	-	5,000	5,000
Social Enterprise Kent CIC - Ageless Thanet	-	73,868	73,868	96,893
	<u>166,278</u>	<u>208,992</u>	<u>375,270</u>	<u>409,516</u>
<b>4 INVESTMENT INCOME</b>				
Bank interest receivable	-	-	-	-

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

<b>5 EXPENDITURE</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2021 Total funds</b>	<b>2020 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Costs of raising funds :</b>				
Wages and salaries	5,671	-	5,671	8,187
Fundraising costs	-	-	-	-
	<u>5,671</u>	<u>-</u>	<u>5,671</u>	<u>8,187</u>
<b>Charitable activities</b>				
Wages and salaries	56,938	155,860	212,798	246,392
Subcontract labour	-	2,123	2,123	-
Travel and other staff and volunteer costs	1,048	1,069	2,117	12,450
Consultancy	-	2,850	2,850	300
Rent and room hire	29,714	-	29,714	27,986
Light, heat and water	3,086	-	3,086	5,822
Property repairs and maintenance	3,730	-	3,730	4,252
Computer costs and IT support	714	-	714	3,413
Office equipment repairs	108	-	108	281
Insurance	6,669	-	6,669	7,026
Telephone	8,168	-	8,168	9,430
Publicity	-	-	-	1,168
Printing post and stationery	4,983	-	4,983	6,114
Training	265	-	265	2,717
CAB subscription costs	5,999	-	5,999	7,352
Books and publications	868	-	868	1,697
Sundries	79	-	79	60
Depreciation	6,617	-	6,617	8,401
Loss on disposal of fixed assets	-	-	-	-
<b>Support costs</b>				
Wages and salaries	21,963	16,830	38,793	44,493
Accountancy fees	1,464	-	1,464	1,728
Payroll costs	1,139	-	1,139	1,222
<b>Governance costs</b>				
Wages and salaries	5,193	-	5,193	6,217
Board and AGM meeting expenses	-	-	-	255
Legal and professional	35	-	35	35
Independent Examiner's fee	1,500	-	1,500	1,500
	<u>160,280</u>	<u>178,732</u>	<u>339,012</u>	<u>400,311</u>
<b>Total expenditure</b>	<u>165,951</u>	<u>178,732</u>	<u>344,683</u>	<u>408,498</u>

<b>6 NET INCOME</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation	6,617	8,401
Loss on disposal of fixed assets	-	-
Independent Examiner's remuneration : Management accounts	1,464	1,728
Payroll fees	984	-
Independent Examiners' fee	1,500	1,500

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**7 INFORMATION REGARDING EMPLOYEES**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	230,399	288,697
Social security costs	18,120	23,381
Pension contributions	3,677	4,540
Redundancy costs	14,259	1,308
DWP reimbursements	-	(9,637)
Employment Allowance	(4,000)	(3,000)
	<u>262,455</u>	<u>305,289</u>

The average monthly head count was 11 staff (2020 - 14 staff).

The average number of employees based on full time equivalents analysed by function was:

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
Advisory services	8	9
Management and administration	1	1
	<u>9</u>	<u>10</u>

No employee received remuneration of more than £60,000 during the year or the preceding year.

No trustees received remuneration or were reimbursed expenses. (2020 - £Nil).

The total employee benefits (including employers national insurance) of the key management personnel of the charity were £22,685 (2020 - £32,751)

**8 FIXED ASSETS**

	<b>Leasehold Imp'ments</b>	<b>Computer Equipment £</b>	<b>Fixtures &amp; fittings</b>	<b>Total £</b>
<b>Cost</b>				
As at 1 April 2020	56,494	54,956	13,070	124,520
Additions	-	3,086	-	3,086
Disposals	-	-	-	-
As at 31 March 2021	<u>56,494</u>	<u>58,042</u>	<u>13,070</u>	<u>127,606</u>
<b>Depreciation</b>				
As at 1 April 2020	56,494	48,593	12,935	118,022
Charge for the year	-	6,481	135	6,616
Disposals	-	-	-	-
As at 31 March 2021	<u>56,494</u>	<u>55,074</u>	<u>13,070</u>	<u>124,638</u>
<b>Net book value</b>				
As at 31 March 2021	<u>-</u>	<u>2,968</u>	<u>-</u>	<u>2,968</u>
As at 31 March 2020	<u>-</u>	<u>6,363</u>	<u>135</u>	<u>6,498</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

<b>9 DEBTORS</b>	<b>2021 £</b>	<b>2020 £</b>
Other debtors	-	2,000
Prepayments	9,374	8,633
Accrued income	4,155	6,150
	<u>13,529</u>	<u>16,783</u>

<b>10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2021 £</b>	<b>2020 £</b>
Trade creditors	1,300	2,207
Other creditors	15,938	3,231
Taxation and social security	7,811	5,219
Accruals	2,873	2,228
Deferred income	13,200	21,709
	<u>41,122</u>	<u>34,594</u>

**11 ANALYSIS OF NET ASSETS BETWEEN FUND**

	<b>General funds £</b>	<b>Designated funds £</b>	<b>Restricted funds £</b>	<b>Total £</b>
Fixed assets	2,968	-	-	2,968
Current assets	61,498	92,968	12,229	166,695
Current liabilities	<u>(41,122)</u>	<u>-</u>	<u>-</u>	<u>(41,122)</u>
<b>Net assets as at 31 March 2021</b>	<u>23,344</u>	<u>92,968</u>	<u>12,229</u>	<u>128,541</u>

**ANALYSIS OF NET ASSETS BETWEEN FUND - PREVIOUS YEAR**

	<b>General funds £</b>	<b>Designated funds £</b>	<b>Restricted funds £</b>	<b>Total £</b>
Fixed assets	-	6,498	-	6,498
Current assets	42,402	40,000	13,303	95,705
Current liabilities	<u>(34,594)</u>	<u>-</u>	<u>-</u>	<u>(34,594)</u>
<b>Net assets as at 31 March 2020</b>	<u>7,808</u>	<u>46,498</u>	<u>13,303</u>	<u>67,609</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

<b>12 MOVEMENT IN FUNDS</b>	<b>As at 1 04 2020 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>As at 31 03 2021 £</b>
<b>Restricted funds</b>					
Money Advice Service	-	53,169	(47,428)	(5,741)	-
Rough Sleeper Navigators	3,907	26,752	(24,681)	(5,978)	-
Cit A - Help to Claim	-	55,203	(47,463)	(7,701)	39
Ageless Thanet	9,396	73,868	(59,160)	(11,914)	12,190
Cit A - Computers	-	3,270	-	(3,270)	-
<b>Total restricted funds</b>	<b>13,303</b>	<b>212,262</b>	<b>(178,732)</b>	<b>(34,604)</b>	<b>12,229</b>
<b>Designated funds</b>					
Fixed assets	6,498	-	-	(3,530)	2,968
Relocation	-	-	-	50,000	50,000
Charity closure	40,000	-	-	-	40,000
<b>Total designated funds</b>	<b>46,498</b>	<b>-</b>	<b>-</b>	<b>46,470</b>	<b>92,968</b>
<b>Unrestricted general funds</b>	<b>7,808</b>	<b>193,353</b>	<b>(165,951)</b>	<b>(11,866)</b>	<b>23,344</b>
<b>Total funds</b>	<b>67,609</b>	<b>405,615</b>	<b>(344,683)</b>	<b>-</b>	<b>128,541</b>

**RESTRICTED FUNDS**

**Money Advice Service**

This contract is to provide second tier money advice support to the people of Thanet, which will assist in all debt casework, including Bankruptcy, Insolvency and Debt Relief Orders (DRO's). The end date of this contract is 31 March 2022. The transfer to unrestricted funds represents a contribution towards the charity's office costs.

**Rough Sleeper Navigators**

Funding has been received from Thanet District Council to provide support to homeless people who are being housed to help them with behavioural change to adapt to a new life. This project ended in November 2020. The transfer to unrestricted funds represents a contribution towards the charity's office costs.

**Cit A - Help to Claim**

Funding has been received from the DWP (via Cit A) to assist clients on their journey to claim Universal Credit, including technical support to complete their claim on line and assist them through the process until they receive their first full payment. The transfer to unrestricted funds represents a contribution towards the charity's office costs.

**Ageless Thanet**

Citizens Advice is leading on the Planning for Later Life stream of this 5 year Big Lottery funded project. Social Enterprise Kent CIC are the lead partners. It began in April 2015..and will conclude in December 2021 as we secured funding for an extra 9 months. The transfer to unrestricted funds represents a contribution towards the charity's office costs.

**Cit A - Computers**

This Grant was awarded by Citizens Advice to be used for computers for home working caused by the Covid Pandemic, all of the grant was spent on acquiring 8 Laptops that have been used by volunteers. The transfer to unrestricted funds represent the cost of the laptops which are shown as fixed assets on the balance sheet.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### DESIGNATED FUNDS

#### Fixed assets

A fund created by the Trustees and represents the net book value of the charity's fixed assets at the balance sheet date. The fund was created due to the increase in fixed assets and although they are within general funds the value of the assets cannot be utilised for future expenditure.

#### Relocation

The Trustees consider the current premises in Mill Lane to be unaffordable and are seeking to secure alternative premises at a greatly reduced rental. The fund has been created to fund dilapidations at Mill Lane required by the landlord, the adaption of alternative premises to meet the needs of Citizens Advice Thanet, the costs of removal from Mill Lane to new premises and to provide funds to the charity closure fund to cover rental liabilities.

#### Charity closure

A fund created by the Trustees and represents the estimated costs of the charity having to close due to a lack of funding.

### MOVEMENT IN FUNDS - PREVIOUS YEAR

	As at 1 04 2019 £	Income	Expenditure	Transfers	As at 31 03 2020 £
		£	£	£	
Restricted funds					
Money Advice Service	52	52,416	(53,657)	1,189	-
Rough Sleeper Navigators	924	64,734	(61,751)	-	3,907
Cit A - Help to Claim	-	37,474	(38,052)	578	-
Ageless Thanet	-	96,893	(87,497)	-	9,396
Total restricted funds	976	251,517	(240,957)	1,767	13,303
Designated funds					
Fixed assets	12,168	-	-	(5,670)	6,498
Charity closure	40,000	-	-	-	40,000
Total designated funds	52,168	-	-	(5,670)	46,498
Unrestricted general funds	11,699	159,747	(167,541)	3,903	7,808
Total funds	64,843	411,264	(408,498)	-	67,609

### RESTRICTED FUNDS - PREVIOUS YEAR

#### Money Advice Service

This contract is to provide second tier money advice support to the people of Thanet, which will assist in all debt casework, including Bankruptcy, Insolvency and Debt Relief Orders (DRO's). The end date of this contract is 31 March 2021. The transfer from unrestricted funds represents a small overspend on the service. funds represents a contribution towards rent and other accommodation costs.

#### Rough Sleeper Navigators

Funding has been received from Thanet District Council to provide support to homeless people who are being housed to help them with behavioural change to adapt to a new life. This project is now in its

#### Cit A - Help to Claim

Funding has been received from the DWP (via Cit A) to assist clients on their journey to claim Universal Credit, including technical support to complete their claim on line and assist them through the process until they receive their first full payment. The transfer from unrestricted funds represents a small



## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### RESTRICTED FUNDS - PREVIOUS YEAR

#### Ageless Thanet

Citizens Advice is leading on the Planning for Later Life stream of this 5 year Big Lottery funded project. Social Enterprise Kent CIC are the lead partners. It began in April 2015..

### DESIGNATED FUNDS - PREVIOUS YEAR

#### Fixed assets

A fund created by the Trustees and represents the net book value of the charity's fixed assets at the balance sheet date. The fund was created due to the increase in fixed assets and although they are within general funds the value of the assets cannot be utilised for future expenditure.

#### Charity closure

A fund created by the Trustees and represents the estimated costs of the charity having to close due to a lack of funding.

## 13 FINANCIAL COMMITMENTS

At 31 March 2021 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
within one year	23,436	23,436
within two to five years	703	1,406
after five years	-	-

## 14 MEMBERS LIABILITY

The company is a company limited by guarantee. Every member of the Charity undertakes to contribute such amount as may be required, not exceeding £1, to the Charity's assets if it should be wound up while they are a member or within one year after they ceased to be a member, for the costs of winding up and for the adjustment of the rights of persons who have contributed to the Charity's assets.

## 15 CORPORATION TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

## 16 RELATED PARTY TRANSACTIONS

The MAS debt advice project requires a specialist Technical Supervisor. This is a role that requires a few hours each month from a suitably qualified debt adviser, which is a role that is not easily filled. The Technical Supervision work for Citizens Advice Thanet is carried out by Kani Kandu. When appointed as a Trustee Kani Kandu continued as Technical Supervisor. The Trustees were in the process of seeking to amend the Articles to allow the payment of Trustees as a consultant, where this is appropriate. Kani Kandu resigned as a Trustee before the change in the Articles could be made. Payments totalling £2,250 were paid to Kani Kandu for the period from the date she was appointed as a Trustee until 31 March 2021.

Other than the above, the charity did not undertake any other transactions with related parties that require disclosure.