

**FYLDE CITIZENS ADVICE BUREAU LTD**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**Company Registration No. 07450392 (England and Wales)**

**Charity Registration No. 1140175**



# FYLDE CITIZENS ADVICE BUREAU LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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**Management Committee**

Mr I R Driver  
Mr R Nulty  
Mr A Curphey  
Ms T Highland  
Mrs L J Nulty

(Appointed 17 December  
2020)

**Charity number**

1140175

**Company number**

07450392

**Registered office**

Council Offices Moor Street  
Kirkham  
Preston  
Lancashire  
PR4 2AU

**Independent examiner**

Champion Accountants LLP  
Unit 2 Olympic Court  
Whitehills Business Park  
Blackpool  
Lancashire  
FY4 5GU

**Bankers**

HSBC plc  
1 Newhouse Road  
Oxford Square  
Blackpool  
Lancashire  
FY4 4YH

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# **FYLDE CITIZENS ADVICE BUREAU LTD**

## **CONTENTS**

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	<b>Page</b>
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the financial statements	7 - 16

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# FYLDE CITIZENS ADVICE BUREAU LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2021

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The management committee present their report and accounts for the year ended 31 March 2021. The charitable company was incorporated on 24 November 2010 and commenced activity on the 24 March 2011, when the former unincorporated charity Fylde Citizens Advice Bureau, (formed in 1967) was wound up and its assets and liabilities transferred into the new entity.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum & Articles of Association, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2016)

#### Objectives and activities

The charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the Borough of Fylde and surrounding areas. The policies adopted in furtherance of these objects are to establish and provide and assist in the provision of Citizens Advice services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel to the public, and there has been no change in these during the year.

The management committee have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The charity's core funding comes from Fylde Borough Council (FBC) under a Service Level Agreement (SLA).

This funding enables the charity to provide its services, each weekday, from the Kirkham office, which is leased from FBC.

Under the direction of the Trustee Board the charity is managed by a Chief Executive Officer, assisted by an Advice Service Manager. An Advice Session Supervisor, Administration Officer and Cleaner complete the core service team. With the exception of any other workers employed under specific projects all other staff are volunteers. All staff undertake a comprehensive training programme before being certified to give advice, and receive regular refresher training as appropriate.

Due to the COVID pandemic, all advice is offered through email or telephone.

The charity also provides project services on a funded basis. Projects undertaken during the 2020/21 financial year include the following:

**Rosemary Project** - Funded from reserves, advice and support is provided to those experiencing or at risk of Domestic Abuse.

**At Home Project** - Funded from reserves, this project facilitates a form filling service. We are hoping to re-establish the home visiting service when deemed safe following the COVID pandemic for those who cannot visit either the Kirkham or St Annes office.

**Fylde Energy** A project funded by Energy Industry Voluntary Redress Scheme, provides help and support with Energy related projects such as tariff checks, energy efficiency, debt and consumer issues.

# FYLDE CITIZENS ADVICE BUREAU LTD

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### Achievements and performance

During the financial year 2020/21 we assisted 998 clients. Often a client presented with more than one issue and some clients sought advice on several separate occasions. Accordingly during the year advice was provided on 4,266 individual issues. The need for advice most frequently arose in connection with Benefits, including Universal Credit (49%) Debt (10%) Employment (10%) and Housing and Relationships (7% each).

We participate in the Customer Service Initiative operated nationally by Citizens Advice. That survey reveals that 86% of our clients rated the experience of using our service as positive or very positive and 92% said that they would be likely or very likely to recommend our service to family or friends.

A report on performance under our SLA is provided to FBC on a regular basis.

The national Performance Quality Framework is employed to ensure quality of advice, customer satisfaction and effective leadership. Citizens Advice Fylde holds the AQS (Advice Quality Standard) mark and is therefore subject to a Management, Finance and Compliance Audit every 3 years. A leadership Self Assessment Process undertaken in January 2021 confirmed that Citizens Advice Fylde exceeded the required standard in all aspects of governance, management and planning.

### Financial review

The results for the year are as set out in the attached Statement of Financial Activities. There was a net operational surplus for the year amounting to £33,224 (2020 : £17,270). At the Balance Sheet date, total reserves amounted to £117,210 (2020 : £83,966), being unrestricted funds of £113,327 (2020 : £83,966) and restricted funds of £3,883 (2020 : £Nil).

It is the policy of the charity that unrestricted funds should be maintained at a level equivalent to three months operational expenditure to ensure a rundown of the charity's current activities in the event of a significant drop in funding. This will also allow time for consideration to be given to ways in which additional funds may be raised. These funds are ring fenced for that purpose and have been maintained throughout the year. In addition we hold a sum in respect of potential redundancy costs within our reserves and this amounted to £7,500.

The management committee has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### Structure, governance and management

The charity is a company limited by guarantee and does not have a share capital.

The management committee, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr I R Driver

Mr R Nulty

Mr A Curphey

Ms T Highland

Mr B Mills

(Resigned 13 October 2020)

Mrs Mary Finn

(Resigned 17 December 2020)

Mrs L J Nulty

(Appointed 17 December 2020)

New trustees are appointed by way of formal application and interview process. Their appointment is confirmed at the next Annual General Meeting.

None of the management committee has any beneficial interest in the company. All of the management committee are members of the company and guarantee to contribute £1 in the event of a winding up.

# **FYLDE CITIZENS ADVICE BUREAU LTD**


## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

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The charity is managed by a Management Committee which consists of all the trustees, and others nominated by interested parties. The committee is responsible for establishing and maintaining the policies and procedures of the organisation and best operating practices, including recruitment of volunteers and staff, in compliance with all statutory regulations and fiscal requirements of a Limited Company and Registered Charity.

The Management Committee ensures the charity's compliance with the membership agreement with Citizens Advice, with whom it is affiliated and under whose authority the Citizens Advice local office operates. There were no related party transactions during the year.

The trustees' report was approved by the Board of Management Committee.



**Mr A Curphey**

Trustee

Dated: 20 December 2021

# FYLDE CITIZENS ADVICE BUREAU LTD

## INDEPENDENT EXAMINER'S REPORT

### TO THE MANAGEMENT COMMITTEE OF FYLDE CITIZENS ADVICE BUREAU LTD

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I report to the management committee on my examination of the financial statements of Fylde Citizens Advice Bureau Ltd (the charity) for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the management committee of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

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

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

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

Champion Accountants LLP

Champion Accountants LLP

Unit 2 Olympic Court  
Whitehills Business Park  
Blackpool  
Lancashire  
FY4 5GU

Dated: 20 December 2021

# FYLDE CITIZENS ADVICE BUREAU LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
<b><u>Income and endowments from:</u></b>							
Donations and legacies	3	725	-	725	2,778	-	2,778
Charitable activities	4	98,826	78,027	176,853	90,746	62,657	153,403
Sundry income	5	551	-	551	1,691	-	1,691
<b>Total income</b>		<b>100,102</b>	<b>78,027</b>	<b>178,129</b>	<b>95,215</b>	<b>62,657</b>	<b>157,872</b>
<b><u>Expenditure on:</u></b>							
Charitable activities	6	70,741	74,144	144,885	77,402	63,200	140,602
<b>Net income for the year/ Net movement in funds</b>		<b>29,361</b>	<b>3,883</b>	<b>33,244</b>	<b>17,813</b>	<b>(543)</b>	<b>17,270</b>
Fund balances at 1 April 2020		83,966	-	83,966	66,153	543	66,696
<b>Fund balances at 31 March 2021</b>		<b>113,327</b>	<b>3,883</b>	<b>117,210</b>	<b>83,966</b>	<b>-</b>	<b>83,966</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# FYLDE CITIZENS ADVICE BUREAU LTD

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		4,224		2,162
<b>Current assets</b>					
Debtors	11	4,270		4,690	
Cash at bank and in hand		114,033		82,496	
		<u>118,303</u>		<u>87,186</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(5,317)</u>		<u>(5,382)</u>	
Net current assets			112,986		81,804
<b>Total assets less current liabilities</b>			<u>117,210</u>		<u>83,966</u>
<b>Income funds</b>					
Restricted funds	14		3,883		-
<u>Unrestricted funds</u>					
Designated funds	13	7,500		-	
General unrestricted funds		<u>105,827</u>		<u>83,966</u>	
			113,327		83,966
			<u>117,210</u>		<u>83,966</u>


The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Management Committee on 20 December 2021

  
Mr A Curphey  
Trustee

Company Registration No. 07450392

# **FYLDE CITIZENS ADVICE BUREAU LTD**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

#### **Charity information**

Fylde Citizens Advice Bureau Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Council Offices Moor Street, Kirkham, Preston, Lancashire, PR4 2AU.

#### **1.1 Accounting convention**

The accounts have been prepared in accordance with the charity's Memorandum & Articles of Association, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the management committee have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the management committee continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the management committee in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### **1.5 Expenditure**

# FYLDE CITIZENS ADVICE BUREAU LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

Restricted funds are to be used for the specific purposes as laid down by the donor. Expenditure which meets this criteria is identified to the fund, together with a fair allocation of management and support costs.

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

Governance costs include those costs associated with meeting the statutory requirements of the charity and include the independent accountant's fees.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25%/100% on cost
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# FYLDE CITIZENS ADVICE BUREAU LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the management committee are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	725	2,778

# FYLDE CITIZENS ADVICE BUREAU LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 4 Charitable activities

	Grants Receivable 2021 £	Grants Receivable 2020 £
Performance related grants	176,853	153,403
Analysis by fund		
Unrestricted funds	98,826	90,746
Restricted funds	78,027	62,657
	176,853	153,403

### 5 Sundry income

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Other income	551	1,691

# FYLDE CITIZENS ADVICE BUREAU LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 6 Charitable activities

	Direct charitable expenditure 2021 £	Direct charitable expenditure 2020 £
Staff costs	109,619	98,328
Insurance	399	399
Light & heat	3,931	5,474
Repairs & maintenance	796	857
Printing, stationery & computer	1,071	2,378
Telephone	3,369	2,680
Travel & training	4,070	7,874
Sundry expenses	673	566
Subscriptions	4,810	4,539
Legal & professional	648	3,264
Rent	12,250	12,850
Covid fuel grants	917	-
	<u>142,553</u>	<u>139,209</u>
Share of support costs (see note 7)	1,648	721
Share of governance costs (see note 7)	684	672
	<u>144,885</u>	<u>140,602</u>
<b>Analysis by fund</b>		
Unrestricted funds	70,741	77,402
Restricted funds	74,144	63,200
	<u>144,885</u>	<u>140,602</u>

# FYLDE CITIZENS ADVICE BUREAU LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 7 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Depreciation	1,648	-	1,648	721	-	721
Legal and professional	-	684	684	-	672	672
	<u>1,648</u>	<u>684</u>	<u>2,332</u>	<u>721</u>	<u>672</u>	<u>1,393</u>
Analysed between Charitable activities	<u>1,648</u>	<u>684</u>	<u>2,332</u>	<u>721</u>	<u>672</u>	<u>1,393</u>

Governance costs includes payments to the independent examiners of £684 (2020- £672) for accountancy fees. The charitable company is exempt from audit and therefore no auditors have been appointed.

### 8 Management Committee

None of the management committee (or any persons connected with them) received any remuneration during the year.

### 9 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	<u>10</u>	<u>9</u>
<b>Employment costs</b>	<b>2021 £</b>	<b>2020 £</b>
Wages and salaries	106,606	95,586
Other pension costs	<u>3,013</u>	<u>2,742</u>
	<u>109,619</u>	<u>98,328</u>

# FYLDE CITIZENS ADVICE BUREAU LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 10 Tangible fixed assets

Fixtures, fittings & equipment  
£

#### Cost

At 1 April 2020 22,712

Additions 3,710

At 31 March 2021 26,422

#### Depreciation and impairment

At 1 April 2020 20,550

Depreciation charged in the year 1,648

At 31 March 2021 22,198

#### Carrying amount

At 31 March 2021 4,224

At 31 March 2020 2,162

### 11 Debtors

2021 2020

Amounts falling due within one year: £ £

Other debtors 3,976 4,242

Prepayments and accrued income 294 448

4,270 4,690

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

2021 2020

£ £

Other taxation and social security 1,431 1,663

Accruals and deferred income 3,886 3,719

5,317 5,382



# FYLDE CITIZENS ADVICE BUREAU LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### 13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	<b>Movement in funds</b>		<b>Transfers</b>	<b>Balance at 31 March 2021</b>
	<b>Incoming resources</b>	<b>Balance at 1 April 2020</b>		
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Redundancy costs	-	-	7,500	7,500
	<u>-</u>	<u>-</u>	<u>7,500</u>	<u>7,500</u>
	-	-	7,500	7,500
	<u>-</u>	<u>-</u>	<u>7,500</u>	<u>7,500</u>

This sum is held as designated within unrestricted reserves to cover potential redundancy costs.

# FYLDE CITIZENS ADVICE BUREAU LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Incoming resources	Resources expended	Balance at 31 March 2021
	£	£	£	£	£	£	£
Rosemary Project	-	6,667	(6,667)	-	-	-	-
At Home Project	542	5,828	(6,370)	-	-	-	-
Lancashire County Council	-	1,000	(1,000)	-	-	-	-
WEA (IT) Project	-	3,327	(3,327)	-	-	-	-
Fylde Borough Council Debt project	-	-	-	-	2,500	(2,500)	-
Help2Claim project	-	41,506	(41,506)	-	44,003	(44,003)	-
Fylde Energy	-	4,242	(4,242)	-	29,151	(25,268)	3,883
	-	87	(87)	-	-	-	-
National CAB remote working	-	-	-	-	2,460	(2,460)	-
	542	62,657	(63,199)	-	78,114	(74,231)	3,883

**Fylde Energy** - Administration and performance of Fylde Energy Project.

**Help2Claim** - Helping claimants of Universal Credit to complete the initial claim process.

**FBC Covid Fuel** - to administer grants to clients for COVID related energy poverty issues.

**National CAB remote working** - to enable home working during COVID

**Debt project** - for distribution to clients in need.

# FYLDE CITIZENS ADVICE BUREAU LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 15 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	4,224	-	4,224	2,162	-	2,162
Current assets/ (liabilities)	109,103	3,883	112,986	81,804	-	81,804
	<u>113,327</u>	<u>3,883</u>	<u>117,210</u>	<u>83,966</u>	<u>-</u>	<u>83,966</u>

The charity is obliged to ensure that the unrestricted reserves are sufficient to cover three months operating costs in order that an orderly run down of the company could take place in the event of core funding being lost. The amount of reserves required to cover this obligation amounts to £36,220. The free unrestricted reserves therefore amount to £69,607.

### 16 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).