

CITIZENS ADVICE BUCKINGHAMSHIRE LTD

(formerly CITIZENS ADVICE AYLESBURY VALE)

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

COMPANY NO: 06693405

CHARITY NO: 1126825

CITIZENS ADVICE BUCKINGHAMSHIRE LTD

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CITIZENS ADVICE BUCKINGHAMSHIRE LTD

Legal and Administrative Information

Year Ended 31 March 2021

DIRECTORS/TRUSTEES:	Mrs J Mordue - Chair Mr J Whiteley - Treasurer Mr T Bull Mr R Carpenter Mrs D S Davis Mr J Ingram Ms N Khatun Ms K Satterford Mr F Siddiqi Ms S Webster Ms L P Wilkin
COMPANY SECRETARY:	Mr R Carpenter
CHIEF OFFICER:	Ms T Jervis
REGISTERED OFFICE:	2 Pebble Lane Aylesbury Buckinghamshire HP20 2JH
COMPANY NUMBER:	06693405 (England and Wales)
CHARITY NUMBER:	1126825
INDEPENDENT EXAMINER:	M L Clark FCA ECL Howard Watson Smith LLP Chartered Accountants ECL House Lake Street Leighton Buzzard Bedfordshire LU7 1RT
BANK:	CAF Bank Limited West Malling, Kent
WEBSITE:	https://citizensadvicebucks.org.uk/

REPORT OF THE DIRECTORS/TRUSTEES for the year ended 31 March 2021

The Trustees present their report and accounts for the year ended 31 March 2021 which also 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, the Memorandum of Association, 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) (issued in October 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Aylesbury and District Citizens Advice Bureau was incorporated on 10 September 2008 as a private company limited by guarantee, and commenced operations on 1 April 2009, when it took over the operations of the previous unincorporated charity. On 8 March 2017 by extraordinary resolution the name was changed to Citizens Advice Aylesbury Vale following the merger with Buckingham, Winslow and District Citizens Advice Bureau on 1 April 2017. On 1 April 2021 the charity merged with Chiltern Citizens Advice Bureau Ltd and High Wycombe and District Citizens Advice Bureau. It was renamed Citizens Advice Buckinghamshire Ltd to reflect its wider geographical coverage.

Its company number is 06693405 and its registered charity number is 1126825.

The charitable company was established under a Memorandum of Association which set out the objects and powers, and is governed under its Articles of Association. The Articles were updated on 20 April 2021 to reflect the merger. It is a member of the national association of Citizens Advice Bureaux and is subject to regular quality audits as part of its membership requirements.

The membership of the Board changed significantly in October 2020 because of the merger although several trustees were recruited from the merging organisations. The Trustees who were members of the Board during the period covered by these accounts were recruited by advertising vacancies through a specialist website and through personal contact, and all were interviewed by existing members of the trustee board. New trustees were informed about their role and were given detailed information about the organisation and induction training.

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review, which was before the merger, was the operation of a Citizens Advice Bureau with offices in Aylesbury and Buckingham. Citizens advice bureaux give free, independent and confidential advice to members of the public and are in a unique position to be able to campaign for change when social injustices arise.

The Trustees have had regard to the guidance published by the Charity Commissioners on public benefit and believe that the activities of the charity as outlined in the report are for the public benefit.

DIRECTORS AND TRUSTEES

The following served as directors and trustees of the company during the year and up to the date of this report:

Mr G Hawking - Chair (Resigned 21 October 2020)
Mr J Beckerleg - Treasurer (Resigned 21 October 2020)
Mr N A E Coulson (Resigned 21 October 2020)
Mrs P Chadwick (Resigned 21 October 2020)
Ms P Gupta (Resigned 21 October 2020)
Mr L C Renshell (Resigned 21 October 2020)
Ms L A Walton (Resigned 21 October 2020)
Mrs D S Davis
Mrs J Mordue - Chair (Appointed 21 October 2020)
Mr J Whiteley - Treasurer (Appointed 21 October 2020)
Mr T Bull (Appointed 21 October 2020)
Ms N Khatun (Appointed 21 October 2020)
Ms L P Wilkin (Appointed 21 October 2020)
Ms C Grant (Appointed 21 October 2020; resigned 23 August 2021)
Ms S Webster (Appointed 14 April 2021)
Mr F Siddiqi (Appointed 14 April 2021)
Mr J Ingram (Appointed 12 May 2021)
Ms K Satterford (Appointed 12 May 2021)
Mr R Carpenter (Appointed 11 August 2021)

OBJECTIVES AND ACTIVITIES

The charity's objectives during the year were to promote any charitable purpose for the benefit of the community in Aylesbury Vale (the area of benefit) by the advancement of education and preservation of health and the relief of poverty, sickness and distress. Specifically in this charity's case these objects were promoted by the provision of advice and information and (where feasible) action to address social injustices.

SIGNIFICANT ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

The activities of the Charity, as in previous years, were based on the provision of generalist advice and information, including limited casework and specialist services.

The activities in 2020/21 were significantly affected by the Covid-19 pandemic. This resulted in the offices being closed and the temporary suspension of face-to-face meetings with clients. Staff and volunteers were progressively equipped and supported to work from home including providing telephone advice.

There was significant activity to facilitate the merger of the three bureaux including the establishment of a shadow board and specific working groups. The merger was formally agreed on 21 October 2020 and took effect on 1 April 2021.

A key element of sustaining the service was a service level agreement with Buckinghamshire Council (formerly with Aylesbury Vale District Council). This agreement was extended to cover up to 31 March 2022. For some time, the Board had recognised the importance of reducing the charity's reliance on grant funding and increasing its long-term sustainability. In partnership with two other advice bureaux in Buckinghamshire, the charity was successful in obtaining funding from the Lottery Fund for a three-year advice project. It also received money to help people claim benefits and over the past 12 months was helped by specific grants from supporting organisations during the pandemic including the National Lottery, the Rothschild Foundation and the Clare Foundation.

Funders for the organisation included Buckingham Area Community Advice Bureau, which is a friends group that donated £18,750 towards a home visiting service in the north of the district for 2020/21. The Board was also extremely grateful for grants and donations from Buckingham Town Council, Winslow Parish Council, Buckingham University and local charities. More detail is given in the financial statements.

In 2021/22 there is further work to be completed relating to the merger including staffing appointment and integrating the IT systems. We will also look to put in place arrangements to support clients in a variety of ways as the pandemic restrictions ease. We will be looking to continue to develop our approach to fundraising including working with Buckinghamshire Council to obtain further financial support beyond our current funding agreement which ends in March 2022.

In the year to 31 March 2021, the Bureau employed 10.6 (2020: 12.8) full and part-time staff and engaged 45 volunteers (2020: 52). Over 3,910 (2020: 3,824) individual clients have been advised, or given information on, in excess of 5,855 (2020: 15,148) individual issues.

FINANCIAL REVIEW

In the year ended 31 March 2021 there was a surplus of income over expenditure of £71,125 (2020: £21,892). This was mainly the result of salary vacancies which it was difficult to fill, and increased grant income during the pandemic.

Historically, the Trustees have had a strategy to maintain unrestricted reserves (being unrestricted funds not committed or invested in tangible fixed assets) of between 3 and 6 months of forecast expenditure. Following the merger on 1 April 2021, the Trustees agreed to maintain unrestricted reserves which reflected the cash needs of the 3-year business plan. In setting the level of reserves Trustees have regard to known future expenditure such as equipment replacement, merger costs and the funding of pilot projects. Unrestricted reserves are likely to be between 6 and 10 months of forecast expenditure. Following the merger, unrestricted reserves at 1 April 2021 of £722,248 were within this range, which the Trustees consider prudent given the uncertainties around future funding. The reserves are needed to meet the working capital requirements of the charity and the Trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding.

The balance of all funds at 31 March 2021 was £318,443 (2020: £247,318), and immediately following the merger was £861,738.

Whilst the company has adequate reserves in the short term there is a need to plan and secure ongoing funding. Local government in Buckinghamshire changed on 1 April 2020 with the creation of a new Buckinghamshire Council (replacing the previous local authorities). The three citizens advice organisations in Buckinghamshire have worked together to develop new relationships with elected councillors and officers and will work to secure future funding once after the current service level agreements expire.

The Board has monitored risks during the year and maintained appropriate risk registers. However, the scale of the impact of the coronavirus pandemic was not anticipated. The service has adapted to the changed requirements and concentrated on providing a telephone advice line. It is currently planning how to re-establish service delivery as Government restrictions are changed and seeking additional support for an anticipated increase in demand for advice in areas such as debt advice.

The Board has considered the impact of the virus on the future of the organisation. It has also assessed the financial position after the merger on 1 April 2021. Given the current level of reserves, the continuing service level agreements and the expectation that the main sources of funding will continue without any significant reduction, the Board is confident that the organisation, will continue to be a going concern for the 12 months after these accounts are approved.

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

John Whiteley
Honorary Treasurer
10 November 2021

Citizens Advice Buckinghamshire Ltd
Statement of Financial Activities
for the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL £	2020 £
INCOME AND EXPENDITURE					
Incoming Resources					
Incoming resources from generated funds:					
		158,901	283,898	442,799	347,976
		1,591	6,330	7,921	12,688
Voluntary income total	6	160,492	290,228	450,720	360,664
Investment income		1,006	-	1,006	1,357
Incoming resources from charitable activities	6	27,386	-	27,386	12,116
Total Incoming Resources		188,884	290,228	479,112	374,137
Resources Expended					
Charitable activities					
	7	98,330	135,430	233,760	244,769
	7	56,826	115,131	171,957	105,556
Charitable activities total		155,156	250,561	405,717	350,325
Governance costs	8	927	1,343	2,270	1,920
Total Resources Expended		156,083	251,904	407,987	352,245
Net Income/Expenditure		32,801	38,324	71,125	21,892
Transfers between Funds		(2,571)	2,571	-	-
Net Movements in Funds		30,230	40,895	71,125	21,892
Total Funds brought forward	16	223,451	23,867	247,318	225,426
Total Funds carried forward		253,681	64,762	318,443	247,318

Citizens Advice Buckinghamshire Ltd
Company Number 06693405
Balance Sheet
at 31 March 2021

	Notes	2021 £	2021 £	2020 £	2020 £
FIXED ASSETS					
Tangible assets	9		-		-
CURRENT ASSETS					
Debtors	10	54,230		20,364	
Cash at bank and in hand		<u>423,117</u>		<u>308,921</u>	
		477,347		329,285	
CREDITORS					
Amounts falling due within one year	11	<u>158,904</u>		<u>81,966</u>	
NET CURRENT ASSETS			318,443		247,318
TOTAL ASSETS LESS CURRENT LIABILITIES			318,443		247,318
THE FUNDS OF THE CHARITY					
Unrestricted funds:	16				
- designated			-		14,000
- general reserve		<u>253,681</u>		<u>209,451</u>	
		253,681		223,451	
Restricted funds	16	<u>64,762</u>		<u>23,867</u>	
		318,443		247,318	

The 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 required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the 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 company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, and were approved by the Board of Directors on 10 November 2021 and were signed on its behalf by:

John Whiteley
Honorary Treasurer

Notes to the Financial Statements

1. COMPANY STATUS

Citizens Advice Buckinghamshire Ltd (formerly Citizens Advice Aylesbury Vale) is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office can be found on the company information page. The presentation currency of the financial statements is Pound Sterling (£).

2. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation and uncertainty in the preparation of the financial statements are as follows:

Accounting convention

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with: the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019), Charities SORP (FRS 102), the Charities Act 2011, and the Companies Act 2006.

Preparation of the accounts on a going concern basis

The Board has considered the impact of the virus on the future of the organisation. It has also assessed the financial position after the merger on 1 April 2021. Given the current level of reserves, the continuing service level agreement for 2021/22 and the expectation that the main sources of funding will continued without any significant reduction, the Board is confident that the organisation will continue to be a going concern for the 12 months after these accounts are approved.

Recognition of income and expenditure

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy and all performance criteria have been met. Expenditure is recognised on an accrual basis as a liability is incurred. Irrecoverable VAT is charged against the activity for which the expenditure was incurred.

Allocation of Support Costs

Support costs are those functions which support the charity in carrying out its main activities. Accordingly each funded activity has to bear a proportion of these support costs to reflect the full cost of undertaking the work.

Pension contributions

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

Tangible fixed assets

Fixed assets are stated at cost and written down in full in the year of acquisition.

Cash at bank and in hand

Cash at bank and in hand refers to amounts which are held by the business in the form of notes and coins (e.g. petty cash) or which are held at a bank in the form of on-demand deposits such as current accounts and savings accounts.

Debtors

Debtors and prepayments are recognised at the settlement amount due or paid.

Creditors

Creditors and provisions are recognised where the charity has an obligation which will result in the transfer of funds to a third party and the amount can be measured or estimated with reasonable accuracy. Deferred income is income received in advance of the associated work being performed.

2. ACCOUNTING POLICIES (continued)

Redundancy and termination payments

Redundancy and termination payments are recognised when formal notice has been given to the employee(s) concerned.

Operating Leases

Rentals payable under operating leases are charged on a straight line basis over the term of the lease.

Government grants

Government grants are recognised in the income statement so as to match them with the expenditure towards which they are intended to contribute.

Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments and as such are recognised in accordance with the debtor and creditor notes above.

Restricted Funds

Funding received for a particular project is kept in a restricted fund and spent on salaries and associated costs relating to that project. In addition support costs are allocated as noted above.

3. FUNDS

Buckinghamshire Council

Buckinghamshire Council, as the successor to AVDC, provides the core funding for the advice service under a three year service level agreement. This was renewed in 2018/19 and will now apply from 2019/20 to 2021/22. This continues to be treated as unrestricted this year.

Reaching Communities - Money Matters

This project to provide advice to clients started in September 2019 and runs for three years. It is a partnership with High Wycombe Citizens Advice and Chiltern Citizens Advice Bureaux.

Universal Credit

CAAV received funding to help clients access benefits.

Buckingham Area Community Advice Bureau

BACAB generously provided continuing support for the charity's Home Visiting scheme.

Support of local councils

A number of local councils (town and parish) have also provided funds which in turn has enabled outreach services to be established in various locations.

Virus Crisis

Income for Buckinghamshire Council's Crisis Fund was directed to helping with the extra demand as a result of the pandemic.

Helping More People Together

Funding from the national Citizens Advice organisation to help with telephone, chat and email services to increase our capacity to help clients.

Covid-19 Remote Working Equipment

Funding from the national Citizens Advice organisation to facilitate home/remote working.

Emergency Support

The company received a donation of £2,000 in 2019/20 to fund emergency support if a particular need arises.

Unrestricted Funds

Other material grants and funds received are unrestricted as to purpose and have been used to provide the Core Services as well as to help build reserve levels.

4. OPERATING SURPLUS

	2021 £	2020 £
The net incoming resources is stated after charging:		
Depreciation - owned assets	2,364	1,509
Accountants - independent examination	2,270	1,920
Accountants - payroll services	960	960
Operating lease rentals	28,535	21,615
Directors'/trustees' emoluments and other benefits etc	-	-

No travelling expenses were paid to trustees during the year (2020: £nil). No trustee received any emoluments, benefits or expenses during the year (2020: £nil).

5. TAXATION

The company is a registered charity and is exempt from corporation tax.

6. INCOME

	2021 £	2020 £
Grants and donations		
<u>Unrestricted</u>		
Aylesbury Vale District Council - Core Advice Service	142,500	142,540
Other including fund raising activities	16,401	11,977
	<u>158,901</u>	<u>154,517</u>
 Donations and fund raising	 <u>1,591</u>	 <u>7,457</u>
<u>Restricted</u>		
Winslow Town Council	2,270	2,270
William Harding	-	12,500
National Energy Foundation	-	3,300
Thomas Hickman Charity	12,500	-
Buckingham University - outreach	750	4,500
Specific private donations	6,330	1,000
Reaching Communities Project	125,382	81,900
Home visiting	18,750	27,231
Local Area Forum GP surgeries advice	-	8,514
Emergency accommodation	-	2,000
Universal Support	55,691	55,475
Virus Crisis	4,000	-
Covid-19 Response	2,700	-
Helping More People Together	10,000	-
Rothschild	16,667	-
National Lottery advice line	28,521	-
The Clare Foundation	6,667	-
	<u>290,228</u>	<u>198,690</u>
 Total voluntary income	 <u>450,720</u>	 <u>360,664</u>
Charitable Activities (unrestricted)		
Sublet of office space on 5 year lease	9,096	10,000
Income from room hire	-	2,116
Other income	18,290	-
	<u>27,386</u>	<u>12,116</u>

7. CHARITABLE ACTIVITIES

	2021	2020
	£	£
(A) STAFF COSTS		
Salaries	211,658	221,649
Social security costs	11,126	12,490
Other pension costs	10,976	10,630
	<u>233,760</u>	<u>244,769</u>

The average monthly number of employees during the period was 10.6 (2020: 12.8). No employee was paid in excess of £60,000 during the year (2020: none). Key management personnel received a total employment benefits of £45,257 (2020: £43,758). There were no redundancy payments during 2021 (2020: £1,333, which was fully charged to the Statement of Financial Activities for the year).

	2021	2020
	£	£
(B) SUPPORT COSTS		
Rent, rates and water	26,240	20,208
Insurance, heat, light and storage	6,967	7,290
Cleaning, repairs and maintenance	7,539	9,705
Recruitment, travel and training	25,775	13,938
Telephone and information	10,764	11,490
Stationery, equipment and office expenses	6,972	9,925
Legal and professional fees	960	960
Bank charges	71	60
Web based services	-	-
Sundry expenses	140	7,371
Partnership payments	37,045	23,100
Merger collaboration costs	47,119	-
Depreciation	2,364	1,509
	<u>171,957</u>	<u>105,556</u>

8. GOVERNANCE COSTS

	2021	2020
	£	£
Independent examination	2,270	1,920
Trustee Expenses	-	-
Other	-	-
	<u>2,270</u>	<u>1,920</u>

9. TANGIBLE FIXED ASSETS

	Office equipment £	Computer equipment £	Totals £
COST			
At 1 April 2020	16,576	14,784	31,360
Additions	-	2,364	2,364
Written Off	(9,134)	-	(9,134)
At 31 March 2021	<u>7,442</u>	<u>17,148</u>	<u>24,590</u>
DEPRECIATION			
At 1 April 2020	16,576	14,784	31,360
Charge for year	-	2,364	2,364
Written Off	(9,134)	-	(9,134)
At 31 March 2021	<u>7,442</u>	<u>17,148</u>	<u>24,590</u>
NET BOOK VALUE			
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>

10. DEBTORS

	2021 £	2020 £
Prepayments and accrued income	<u>54,230</u>	<u>20,364</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Deferred income	109,506	58,500
Taxation and social security	4,814	4,094
Pension contributions	1,544	1,109
Staff pay	552	-
Staff holiday pay	8,725	4,014
Other creditors and accruals	33,763	14,249
	<u>158,904</u>	<u>81,966</u>

12. DEFERRED INCOME

	2021 £	2020 £
Balance at 1 April 2020	58,500	-
Additions during the year	109,506	58,500
Amounts released to income	(58,500)	-
Balance at 31 March 2021	<u>109,506</u>	<u>58,500</u>

Income was deferred in respect of funding received where the work on the underlying activities was not completed in the financial year and the income was potentially returnable.

13. PENSION COSTS

Employees of the charity are entitled to join a defined contribution money purchase scheme. The charity's contribution is restricted to the contributions disclosed in note 6 as "Other pension costs". The outstanding contributions at the year end are disclosed in note 10.

14. OPERATING LEASES

Annual minimum lease payments under operating leases fall due as follows:

	2021	2020
	£	£
Within one year	22,785	22,785
Within one and five years	7,279	10,514
In more than five years	-	-

These relate to the lease of the company's offices in Aylesbury and Buckingham. In Aylesbury, there is a lease expiring on 18 May 2036 currently costing £11,500 pa. The rent payable is reviewed every 5 years, with the next review due on 18 May 2021. The lease is subject to a 6 month break clause which the company can exercise at any time. In Buckingham, the rent is £13,800 pa and could be terminated within 12 months.

In addition, there is a six year operating lease from 1 July 2018 payable at £809 per quarter.

15. RELATED PARTY TRANSACTIONS

During the year the charity received donations without conditions of £18,750 (2020: £25,300) from other related parties and a total of £5,000 (2020: £nil) from Trustees. £9,145 (2020: £nil) was received from each of Chiltern Citizens Advice and High Wycombe & District CAB to reimburse salary costs for pre-merger work carried out. During the year two joint funding applications were made by High Wycombe & District CAB on behalf of Citizens Advice Buckinghamshire and a third bureau. These were successful and total income of £35,188 and expenses of £17,322 were allocated to Citizens Advice Buckinghamshire and included within the accounts. There were no other related party transactions to disclose.

16. MOVEMENT OF FUNDS

	Balance b/fwd	Income	Expenditure	General subsidy	Balance c/fwd
	£	£	£	£	£
Restricted funds					
Reaching Communities	8,802	125,382	(106,487)	-	27,697
Home visiting	1,221	25,080	(22,006)	-	4,295
Winslow Town Council	1,034	2,270	(1,997)	-	1,307
Universal Support	6,220	55,691	(56,779)	-	5,132
Buckingham University	-	750	(1,136)	386	-
William Harding	4,390	-	-	-	4,390
Emergency Accommodation	2,000	-	-	-	2,000
Thomas Hckman	-	12,500	(11,085)	-	1,415
Virus Crisis	-	4,000	(4,075)	75	-
Covid-19 Response	-	2,700	(2,240)	-	460
Helping More People Together	-	10,000	(12,110)	2,110	-
Rothschild	-	16,667	(16,667)	-	-
National Lottery advice line	-	28,521	(10,655)	-	17,866
The Clare Foundation	-	6,667	(6,667)	-	-
Specific private donations	200	-	-	-	200
	23,867	290,228	(251,904)	2,571	64,762
Unrestricted funds					
- Designated	14,000	-	-	(14,000)	-
- General					
General Reserves	209,451	46,384	(15,388)	13,234	253,681
AVDC - Core Advice Service	-	142,500	(140,695)	(1,805)	-
	223,451	188,884	(156,083)	(2,571)	253,681
	247,318	479,112	(407,987)	-	318,443

The core service was funded by the Buckinghamshire Council service level agreement. The income also contributed to specific services and balances by £1,805 in 2021 (2020: £10,899). There were subsidies from General Reserves for a number of other projects.

16. MOVEMENT OF FUNDS (continued)

A government grant of £3,055 was received during the year relating to an employee engaged in Home Visiting (2020: £nil).

The Trustees had previously agreed to hold £14,000 in a designated reserve in case there was an extra rent payment due in respect of offices in Buckingham. This is no longer required and the funds have been transferred to the General Reserve.

17. ANALYSIS OF FUNDS

	Bank and cash £	Net debtors /(creditors) £	Inter-fund balances £	Total £
Restricted funds	158,239	(93,477)	-	64,762
Unrestricted funds				
- designated	-	-	-	-
- general reserves	264,878	(11,197)	-	253,681
At 31 March 2021	423,117	(104,674)	-	318,443
At 31 March 2020	308,921	(61,603)	-	247,318

18. EVENT AFTER THE BALANCE SHEET DATE

Changes in the structure of local government in Buckinghamshire led to the creation of a unitary Buckinghamshire Council on 1 April 2020. In conjunction with the two other main Citizens Advice Bureaux in Buckinghamshire (Chiltern and High Wycombe), the Board concluded that a single, countywide service aligned to the new Council's boundaries, would be the most effective way to meet the needs of clients. Acquisition of the net assets and reserves of the other two bureaux to form a merged organisation for Buckinghamshire took effect on 1 April 2021. Citizens Advice Aylesbury Vale changed its name to Citizens Advice Buckinghamshire Ltd and altered its articles to extend its remit to cover the whole of Buckinghamshire excluding Milton Keynes.

19. PRO FORMA DETAILS OF MERGED ORGANISATION

The merger of the three Citizens Advice Bureaux on 1 April 2021 happened after the balance sheet date but before the accounts were agreed by the board. To give an indication of the size of the merged organisation, the tables below, which are provided for information, show the combined Statement of Financial Activities of the merged organisation had the merger been in effect for the year ended 31 March 2021, and the related financial position at 31 March 2021.

19. PRO FORMA DETAILS OF MERGED ORGANISATION (continued)**PRO FORMA STATEMENT OF FINANCIAL ACTIVITIES OF MERGED ORGANISATION**

For the year ended 31 March 2021

	Unrestricted Funds £	Restricted Funds £	TOTAL £
INCOME AND EXPENDITURE			
Incoming Resources			
Incoming resources from generated funds:			
Grants	365,847	504,245	870,092
Donations and fund raising	10,283	6,330	16,613
Voluntary income total	376,130	510,575	886,705
Investment income	5,888	-	5,888
Incoming resources from charitable activities	204,766	374,645	579,411
Total Incoming Resources	586,784	885,220	1,472,004
Resources Expended			
Charitable activities	487,541	824,277	1,311,818
Governance costs	49,878	2,275	52,153
Raising funds	29,092	-	29,092
Total Resources Expended	566,511	826,552	1,393,063
Net Income/Expenditure	20,273	58,668	78,941
Transfers between Funds	(11,415)	11,415	-
Net Movements in Funds	8,858	70,083	78,941
Total Funds brought forward	749,122	33,675	782,797
Total Funds carried forward	757,980	103,758	861,738

PRO FORMA BALANCE SHEET OF MERGED ORGANISATION

At 31 March 2021

	2021 £	2021 £
FIXED ASSETS		
Tangible assets		-
CURRENT ASSETS		
Debtors	43,952	
Short term deposits	341,044	
Cash at bank and in hand	684,171	
	<u>1,069,167</u>	
CREDITORS		
Amounts falling due within one year	184,701	
Receipts in advance	22,728	
	<u>207,429</u>	
NET CURRENT ASSETS		<u>861,738</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>861,738</u>
THE FUNDS OF THE CHARITY		
Unrestricted funds:		
- designated		503,340
- general reserve		254,640
Total unrestricted reserves		<u>757,980</u>
Restricted funds		<u>103,758</u>
		<u>861,738</u>

Independent Examiner's Report to the Trustees of Citizens Advice Buckinghamshire Ltd

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 six to fifteen.

Responsibilities and basis of report

As the charity 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 company'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

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.

Signed:

M L Clark FCA
for and on behalf of:
ECL Howard Watson Smith LLP
Chartered Accountants
ECL House
Lake Street
Leighton Buzzard
Bedfordshire
LU7 1RT
16 November 2021