

REGISTERED COMPANY NUMBER: 03877564 (England and Wales)
REGISTERED CHARITY NUMBER: 1078687

Report of the Trustees and
Unaudited Financial Statements
For The Year Ended 31 March 2020
for
Citizens Advice Daventry & District
(A Company Limited by Guarantee)

Citizens Advice Daventry & District

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For The Year Ended 31 March 2020

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Citizens Advice Daventry & District (Registered number: 03877564)

Report of the Trustees
For The Year Ended 31 March 2020

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31st March 2020 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, the Memorandum and Articles of Association, the 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 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Principal Activity: The Company is a registered charity, established for the promotion of any charitable purposes for the benefit of the community in the area of Daventry District Council and adjacent areas by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

Citizens Advice Daventry & District's aims are:

- To provide the advice people need for the problems they face.
- To improve the policies and practices that affect people's lives.

Citizens Advice Daventry & District's main objectives are:

- To seek ways to increase accessibility to the service; meeting the needs of the local community through an all-inclusive approach.
- To continue providing the infrastructure required to support a high quality information, advice and disability support service.
- To broaden the funding base to improve financial sustainability, taking into account the advice needs of the local community.
- To enhance the profile of Citizens Advice Daventry & District, incorporating active partnership working.
- To continue to develop the social policy and equality and diversity which are integral to our activities.

The aims and objectives of Citizens Advice Daventry & District are upheld and considered within the three year Business Plan which is reviewed annually

PUBLIC BENEFIT

The Trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by Citizens Advice Daventry & District during the year and in planning future activities. The Trustees are satisfied that the information provided in this report and accounts meets the public benefit reporting requirements.

Report of the Trustees
For The Year Ended 31 March 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The principal charitable activity undertaken by Citizens Advice Daventry & District is to provide the residents of Daventry and the surrounding local area with the advice they need for the problems they face and to improve the policies and practices that affect their lives.

The success and viability of Citizens Advice Daventry & District depends on funding from local and national statutory and public bodies, grants from Trusts and donations.

A performance review is undertaken annually by the Trustee Board with information provided by the Chief Officer.

During the year ended 31st March 2020, Citizens Advice Daventry & District dealt with 3,755 clients with new enquiries who presented 5,062 new enquiry issues. Citizens Advice Daventry & District measures and records client financial outcomes such as levels of welfare benefits advised and amounts of debts which are reduced or written off.

In November 2017 Citizens Advice Daventry & District secured a contract with Daventry District Council to provide Welfare advice for three years from April 2018.

In addition in July 2019 three years funding was secured from The Henry Smith Charity to provide debt and benefit advice in Daventry.

Report of the Trustees
For The Year Ended 31 March 2020

FINANCIAL REVIEW

Financial position

The Financial Statements are prepared annually by the Treasurer and are independently examined by Cottons Accountants LLP. The Financial Statements are presented to the Annual General Meeting for consideration by those present. A report on the current financial position is given and considered at each Trustee Board meeting.

The principal funding sources in 2019/20 were:

Daventry District Council
Daventry Town Council
Big Lottery
The Henry Smith Charity
Constance Travis Trust
Citizens Advice
Daventry Consolidated Charity
Friends of Citizens Advice Daventry & District
Parish Council Donations
Individual Donations

During the year income amounted to £238,200 (2019: £156,800) an increase of approximately £81,000. Expenditure amounted to £225,714 (2019: £163,700) an increase of just over £62,000. There was an overall surplus for the year of £12,486 compared to a deficit in 2019 of £6,900. At 31st March 2020 total funds amounted to £98,778 (2019: £86,292).

The strength of our organisation lies in the staff and volunteers who carry out this work which helps to improve the lives of so many.

CADD experienced an increase in total income and expenditure with the first full year of the National Lottery grant and the Henry Smith Charity grant and recorded a surplus for the year in excess of the amount budgeted. We are also grateful for the support we receive from Daventry Town Council and indeed from all our funders who are listed on Page 12.

The change in the local government structure in the county will mean the abolition of the District Council and the County Council and its replacement with a Unitary authority for West Northamptonshire from April 2021. This will mean a change in the authority that is our primary funder so the Board and the management are actively monitoring the changes and establishing contacts in the new authority. It is hoped that the voluntary sector funding will be favourably viewed by the new authority and that its value will be recognised. The Board continue to explore all opportunities to secure further funding.

We continue to be committed to working with local voluntary and statutory sector partners and with other CA offices in the county and elsewhere to develop new and improved services within the tight budget constraints that we experience.

Going concern

The Charity is dependent upon receiving core funding each year. The funding is expected to be received in future years though uncertainty exists. The Trustees are aware that the economic consequences of the COVID 19 pandemic may create conditions where future funding is difficult to secure. However, based on the information currently available, the Trustees believe that the Charity is a going concern and will remain so for period of at least twelve months from authorising these financial statements.

RESERVES POLICY

The Trustee Board has examined the charity's requirements for reserves in light of the main risks to the organisation. The Board aims to maintain sufficient financial reserves to ensure Citizens Advice Daventry & District can run for at least a further 3 to 6 months to include estimated closure costs in the event of a funding crisis.

FUTURE PLANS

The aims and objectives as set out above and as defined in the Citizens Advice Daventry & District's Business Plan relate to the period up to 31/03/2020.

Report of the Trustees
For The Year Ended 31 March 2020

COVID – IMPACT

CADD closed its doors to face to face advice and home visits on Friday 20th March due to the Covid 19 pandemic, the decision was made to protect clients, volunteers and staff. The government announced the national lockdown on Monday 23rd March 2020 just before the end of this financial year.

By the morning of March 30th CADD had an increased number of volunteer advisers providing advice and information on the county wide phone service called Adviceline. The number of volunteers who were able and prepared to work in this way increased as we focused on telephone and email advice. Our Benefits and Debt specialist also worked online, by email or phone. All of this advice was supported with our advice session supervision being provided via the phone, not face to face.

Our service funders were advised of these changes, Daventry District Council Daventry Town Council, the National Lottery, and the Henry Smiths charity. All of whom supported the actions we took.

The costs incurred in these changes were incurred in the following financial year and will be recorded in that way.

Even though it falls out of the remit of this annual report it is interesting to note that CADD recommenced face to face appointments in June 2020 following extensive consultations with paid staff and volunteers, and with support from Daventry District Council in terms of an additional room space that is being used for interviews with clients. Risk assessments were conducted on an organisational and individual basis, and the operation complied with the government's Covid 19 guidance.

CADD was the first advice organisation in Northamptonshire to reopen face to face advice.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Organisation is a Charitable Company limited by guarantee, incorporated on 15th November 1999 and registered as a charity on 21st December 1999. The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Articles of Association.

The Company was formerly known as Daventry & District Citizens Advice Bureau, until the name was changed to Advice Daventry on 3rd February 2009, following the merger on 1st October 2008 of the company with Daventry Welfare Rights Group and Daventry DIAL. The name was changed again on 26th July 2011 to Citizens Advice Daventry & District to reflect membership of the Citizens Advice service.

Recruitment and appointment of new trustees

At each Annual General Meeting, up to fifteen people are nominated and elected to serve for one year on the Trustee Board as elected members. Additional Trustee Board members are nominated and elected as representatives of local organisations (no more than half of the total membership). The Company's Memorandum and Articles allows for the Manager, one paid staff member and one volunteer to attend the Trustee Board meetings. However these staff are not Trustees and as such do not have a vote. The Trustee Board may also from time to time co-opt persons having special knowledge or experience of the work of Citizens Advice Daventry & District to serve on the committee. The number of co-opted persons shall not exceed one quarter of the total membership of the Board.

Organisational structure

The Trustee Board meets a minimum of four times per year after the Annual General Meeting. Minutes are taken at each meeting. From time to time, the Board may delegate particular functions to a sub-committee e.g. fundraising, recruitment, premises. The Board delegates day to day management to the Manager who makes a report to the Board at each meeting. The Treasurer has day to day responsibility for managing the charity's financial resources.

The charity is managed on a day-to-day basis by the Chief Officer, Dave Berry.

Citizens Advice Daventry & District (Registered number: 03877564)

Report of the Trustees
For The Year Ended 31 March 2020

Induction and training of new trustees

Every new Trustee receives a formal induction to the work of Citizens Advice Daventry & District. The induction process is initiated by an introductory meeting with the Chair of the Trustee Board. The new Trustee will be given an induction pack which includes a briefing on their legal obligations under charity and company law; the content of the Memorandum and Articles; decision making processes, the business plan; recent financial performance; safeguarding; and general information about Citizens Advice Daventry & District. The induction pack is followed up by a further meeting with the Chair and the opportunity for any relevant training is given.

Related parties

In the event of a Trustee having a personal interest in any contract or transaction, this is reported to and considered by the Board.

Risk management

The Trustee Board has an annual review of processes which includes a review of risk management including health and safety issues. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. In the event of a funding crisis, the Board aims to maintain financial reserves to ensure Citizens Advice Daventry & District can run for at least a further 3 to 6 months to include estimated closure costs.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03877564 (England and Wales)

Registered Charity number

1078687

Registered office

The Abbey
Market Square
Daventry
Northamptonshire
NN11 4XG

Trustees

Mr C A Brown	Vice Chair
Mr I J Clarke	Health and Safety Director
Mr J E Donovan	Chair
Mrs G C Edwards-Davidson	
Mr S J Hupfield	Treasurer
E A Crussell	Research & Campaigns Director (resigned 25/7/2019)
Cllr A E Chantler	
Mrs C Hawkey	
Cllr P N Matten	
Ms R Breakwell	
Dr V Hayden	Appointed April 2020

Company Secretary

Mr S J Hupfield

Independent Examiner

Lisa Malone FCCA CTA
Cottons Accountants LLP
The Stables
Church Walk
Daventry
Northamptonshire
NN11 4BL

Report of the Trustees
For The Year Ended 31 March 2020

Solicitors

Rollasons Solicitors, 9 New Street, Daventry, Northamptonshire, NN11 4BT

Bankers

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

CCLA Fund Managers Limited, Senator House, 85 Queen Victoria Street, London, EC4V 4ET

Julian Hodge Bank, 1 Central Square, Cardiff, CF10 3BZ

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Citizens Advice Daventry & District for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).


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

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

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

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

Approved by order of the board of trustees on October 27th 2020 and signed on its behalf by:


.....
Mr J E Donovan – Trustee/Chair

**Independent Examiner's Report to the Trustees of
Citizens Advice Daventry & District (Registered number: 03877564)**

Independent examiner's report to the trustees of Citizens Advice Daventry & District ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020.

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

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 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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



Lisa Malone
FCCA CTA
Cottons Accountants LLP
The Stables
Church Walk
Daventry
Northamptonshire
NN11 4BL

Date: 02/11/2020

Citizens Advice Daventry & District

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
For The Year Ended 31 March 2020

	Notes	Unrestricted fund £	Restricted funds £	31/3/20 Total funds £	31/3/19 Total funds £
INCOME					
Charitable activities	2	93,991	139,011	233,002	152,813
Investment income	3	1,005	-	1,005	954
Other income		<u>4,121</u>	<u>72</u>	<u>4,193</u>	<u>3,033</u>
Total		99,117	139,083	238,200	156,800
 EXPENDITURE ON					
Charitable activities	4				
Charitable		<u>90,521</u>	<u>135,193</u>	<u>225,714</u>	<u>163,700</u>
 NET INCOME/(EXPENDITURE)		8,596	3,890	12,486	(6,900)
 RECONCILIATION OF FUNDS					
Total funds brought forward		<u>86,252</u>	<u>40</u>	<u>86,292</u>	<u>93,192</u>
 TOTAL FUNDS CARRIED FORWARD		<u><u>94,848</u></u>	<u><u>3,930</u></u>	<u><u>98,778</u></u>	<u><u>86,292</u></u>

CONTINUING OPERATIONS

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure has arisen from Continuing Activities.

The notes form part of these financial statements

Citizens Advice Daventry & District (Registered number: 03877564)

Balance Sheet
31 March 2020

	Notes	Unrestricted fund £	Restricted funds £	31/3/20 Total funds £	31/3/19 Total funds £
FIXED ASSETS					
Tangible assets	9	373	-	373	1,263
CURRENT ASSETS					
Debtors	10	540	-	540	535
Cash at bank and in hand		<u>115,830</u>	<u>63,071</u>	<u>178,901</u>	<u>132,388</u>
		116,370	63,071	179,441	132,923
CREDITORS					
Amounts falling due within one year	11	(21,895)	(59,141)	(81,036)	(47,894)
NET CURRENT ASSETS		<u>94,475</u>	<u>3,930</u>	<u>98,405</u>	<u>85,029</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>94,848</u>	<u>3,930</u>	<u>98,778</u>	<u>86,292</u>
NET ASSETS		<u>94,848</u>	<u>3,930</u>	<u>98,778</u>	<u>86,292</u>
FUNDS	13				
Unrestricted funds				94,848	86,252
Restricted funds				<u>3,930</u>	<u>40</u>
TOTAL FUNDS				<u>98,778</u>	<u>86,292</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

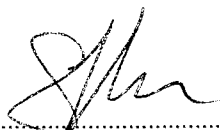
The notes form part of these financial statements

Balance Sheet - continued

31 March 2020

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

The financial statements were approved by the Board of Trustees and authorised for issue on 27/10/2020 and were signed on its behalf by:



.....
Mr S J Hupfield - Trustee

The notes form part of these financial statements

Notes to the Financial Statements
For The Year Ended 31 March 2020

Basis of preparing the financial statements

The financial statements are presented in Sterling which is the functional currency of the Charity.

- the requirements of Section 7 Statement of Cash Flows.

Income received by way of donations is included in full in the Statement of Financial Activities when receivable.

Such income is only deferred when:

- The donor specifies that the income must only be used in future accounting periods.
- The donor has imposed conditions which must be met before the charity has an unconditional entitlement.
- Capital Grants are received and released to income over the expected useful life of the asset acquired.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Central expenditure for charitable support and administration are partly met through core funding and partly through attributions to restricted funds for centrally-borne costs the amounts of which are normally negotiated with the respective funders

Resources expended include attributable VAT which cannot be recovered.

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

Computers & office equipment - 33.3% on cost

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

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor.

Citizens Advice Daventry & District

Notes to the Financial Statements - continued
For The Year Ended 31 March 2020

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

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

2. INCOME FROM CHARITABLE ACTIVITIES

Donations, contractual income and grants

	31/3/20	31/3/19
	£	£
Donations	8,122	5,011
Contractual income and grants	<u>224,880</u>	<u>147,802</u>
	<u>233,002</u>	<u>152,813</u>

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

	31/3/20	31/3/19
	£	£
Daventry District Council	85,000	85,000
Daventry District Council – Benefit advice	-	10,000
South Northamptonshire Council	-	3,000
Big Lottery - Empowered for Life	78,884	7,418
Daventry Town Council	10,000	13,099
CITA - Training Grants	3,000	-
Ford Motor Company	645	645
Northampton Community Foundation	-	10,000
Citizens Advice - Unrestricted Grant	-	250
CITA Universal Credit	975	1,915
Constance Travis Trust (£5,000 received in year – deferred income)	-	5,000
Commsortia	-	10,808
Citizens Advice - Help to Claim	23,443	-
The Henry Smith Charity	22,933	-
Other funders	<u>-</u>	<u>667</u>
	<u>224,880</u>	<u>147,802</u>

3. INVESTMENT INCOME

	31/3/20	31/3/19
	£	£
Deposit account interest	<u>1,005</u>	<u>954</u>

Citizens Advice Daventry & District

Notes to the Financial Statements - continued
For The Year Ended 31 March 2020

4. EXPENDITURE ON CHARITABLE ACTIVITIES

Charitable Activities Advice and Information:	Staff Costs	Direct Costs	Support Costs	Total 2020	Total 2019
Fund:	£	£	£	£	£
General	60,873	90	29,558	90,521	107,841
Daventry Town Council	2,844	1,800	5,365	10,009	13,099
Commsortia/Daventry District Council -Benefit Advice	-	-	-	-	23,427
Northampton Community Foundation	-	-	-	-	10,000
The Henry Smith	18,543	2,193	1,950	22,686	-
Benefit Advice	2,808	-	192	3,000	-
CITA - Universal Credit/HTC	21,158	2,624	2,740	26,522	1,915
Big Lottery - Empowered For Life	48,252	6,422	18,302	72,976	7,418
	<u>154,478</u>	<u>13,129</u>	<u>58,107</u>	<u>225,714</u>	<u>163,700</u>

5. NET INCOME/(EXPENDITURE)

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

	31/3/20	31/3/19
	£	£
Depreciation - owned assets	<u>890</u>	<u>1,647</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

Trustees' expenses

No reimbursed trustees' expenses were paid in the year ended 31st March 2020 (nil- 2019).

7. STAFF COSTS

	31/3/20	31/3/19
	£	£
Wages and salaries	150,932	92,780
Other pension costs	<u>3,546</u>	<u>2,440</u>
	<u>154,478</u>	<u>95,220</u>

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

	31/3/20	31/3/19
Chief Officer, Caseworkers and Admin	<u>6</u>	<u>4</u>

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

Citizens Advice Daventry & District

Notes to the Financial Statements - continued
For The Year Ended 31 March 2020

7. STAFF COSTS - continued

The average number of employees disclosed above is based on 'full time equivalent' employees. The actual average number of part-time employees were 11 (2019: 7).

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME			
Charitable activities	99,573	53,240	152,813
Investment income	954	-	954
Other income	<u>3,033</u>	<u>-</u>	<u>3,033</u>
Total	103,560	53,240	156,800
 EXPENDITURE ON			
Charitable activities			
Charitable	107,841	55,859	163,700
	<u> </u>	<u> </u>	<u> </u>
NET INCOME/(EXPENDITURE)	(4,281)	(2,619)	(6,900)
BEFORE TRANSFERS			
Transfers between funds	<u>(2,619)</u>	<u>2,619</u>	<u>-</u>
Net movement in funds	(6,900)	-	(6,900)
 RECONCILIATION OF FUNDS			
Total funds brought forward	93,152	40	93,192
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD	<u>86,252</u>	<u>40</u>	<u>86,292</u>

Citizens Advice Daventry & District

Notes to the Financial Statements - continued
For The Year Ended 31 March 2020

9. TANGIBLE FIXED ASSETS

	Computers & office equipment £
COST	
At 1 April 2019 and 31 March 2020	<u>28,701</u>
DEPRECIATION	
At 1 April 2019	27,438
Charge for year	<u>890</u>
At 31 March 2020	<u>28,328</u>
NET BOOK VALUE	
At 31 March 2020	<u>373</u>
At 31 March 2019	<u>1,263</u>

It is normally the accounting policy of the charity to capitalise equipment and depreciate over a period of 3 years; matching grant funding against the depreciation charge. Certain items of capital expenditure incurred during the year have been charged to revenue in accordance with the terms of the grant.

Items costing less than £1,000 are not capitalised.

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/20	31/3/19
	£	£
Prepayments	<u>540</u>	<u>535</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/20	31/3/19
	£	£
Creditors and accruals	18,024	6,690
Social security and other taxes	2,352	1,345
Deferred income	<u>60,660</u>	<u>39,859</u>
	<u>81,036</u>	<u>47,894</u>

Deferred income relates to funds and grants received in the financial period in relation to projects to be delivered and expenditure incurred in future accounting periods.

Citizens Advice Daventry & District

Notes to the Financial Statements - continued
For The Year Ended 31 March 2020

12. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31/3/20	31/3/19
	£	£
Within one year	30,745	30,704
Between one and five years	<u>817</u>	<u>807</u>
	<u><u>31,562</u></u>	<u><u>31,511</u></u>

13. MOVEMENT IN FUNDS

	At 1/4/19	Net movement in funds	At 31/3/20
	£	£	£
Unrestricted funds			
General fund	86,252	8,596	94,848
Restricted funds			
Daventry Town Council	40	(9)	31
Donation - Benefit advice	-	-	-
CITA Universal Credit/Help To Claim	-	(2,256)	(2,256)
Big Lottery - Empowered for Life	-	5,908	5,908
Henry Smith Charity	<u>-</u>	<u>247</u>	<u>247</u>
	<u>40</u>	<u>3,890</u>	<u>3,930</u>
TOTAL FUNDS	<u><u>86,292</u></u>	<u><u>12,486</u></u>	<u><u>98,778</u></u>

Citizens Advice Daventry & District

Notes to the Financial Statements - continued
For The Year Ended 31 March 2020

13. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	99,117	(90,521)	8,596
Restricted funds			
Daventry Town Council	10,000	(10,009)	(9)
Donation - Benefit advice	3,000	(3,000)	-
CITA Universal Credit/Help To Claim	24,266	(26,522)	(2,256)
Big Lottery - Empowered for Life	78,884	(72,976)	5,908
Henry Smith Charity	22,933	(22,686)	247
	<u>139,083</u>	<u>(135,193)</u>	<u>3,890</u>
TOTAL FUNDS	<u>238,200</u>	<u>(225,714)</u>	<u>12,486</u>

Purposes of restricted funds

Daventry Town Council - To support volunteers in providing advice to Daventry Town residents.

CITA Universal Credit/Help to Claim –project to assist clients in their initial claim for Universal Credit

Big Lottery – Empowered for Life – to provide Debt and Benefits casework advice to people with mental health and disability issues, primarily in the rural parts of the District by home visiting.

The Henry Smith Charity - to provide debt and benefit advice in Daventry.

Comparatives for movement in funds

	At 1/4/18 £	Net movement in funds £	Transfers between funds £	At 31/3/19 £
Unrestricted funds				
General fund	93,152	(4,281)	(2,619)	86,252
Restricted funds				
Daventry Town Council	40	-	-	40
Commsortia/Daventry District Council- Benefit advice	-	(2,619)	2,619	-
	<u>40</u>	<u>(2,619)</u>	<u>2,619</u>	<u>40</u>
TOTAL FUNDS	<u>93,192</u>	<u>(6,900)</u>	<u>-</u>	<u>86,292</u>

Citizens Advice Daventry & District

Notes to the Financial Statements - continued
For The Year Ended 31 March 2020

13. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	103,560	(107,841)	(4,281)
Restricted funds			
Daventry Town Council	13,099	(13,099)	-
Commsortia/Daventry District Council- Benefit advice	20,808	(23,427)	(2,619)
Northampton Community Foundation	10,000	(10,000)	-
CITA Universal Credit	1,915	(1,915)	-
Big Lottery - Empowered for Life	7,418	(7,418)	-
	<u>53,240</u>	<u>(55,859)</u>	<u>(2,619)</u>
TOTAL FUNDS	<u>156,800</u>	<u>(163,700)</u>	<u>(6,900)</u>

14. PENSION COMMITMENTS

The company operates defined contribution pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds.

The pension cost charge represents payments made by the company to the funds and amounted to £3,546 (2019 - £2,440). There were no outstanding or prepaid contributions at the year end.

15. RELATED PARTY DISCLOSURES

During the year the Charity purchased computer equipment totalling £1,004 from Mako Systems Limited (2019: £Nil), a business controlled by C Brown, a Trustee of Citizens Advice Daventry and District. The purchases were undertaken at market value and there were no amounts outstanding at the year end.

Friends of Citizens Advice Daventry and District are a separately constituted fund raising body. Funds are donated to Citizens Advice Daventry and District principally to support the acquisition of capital items. All fund are held and controlled separately to Citizens Advice Daventry and District. During the year £1,731 was received for the purchase of equipment (£72 related to restricted funds).

16. SHARE CAPITAL

The company is limited by guarantee and does not have a share capital. Each member is liable to contribute a sum not exceeding £1 in the event of the charity being wound up.

17. INDEPENDENTS EXAMINERS FEES

Fees payable to the independent examiner for the year totalled £3,346, £2,410 for the independent examination (including under provision from 2019 of £160) and £936 for payroll services. (2019 £2,792; £2,000 for the independent examination and £792 for payroll services).

Citizens Advice Daventry & District

Detailed Statement of Financial Activities
For The Year Ended 31 March 2020

	31/3/20 £	31/3/19 £
INCOME		
Donations, contractual income and grants		
Donations	8,122	5,011
Contractual income and grants	<u>224,880</u>	<u>147,802</u>
	233,002	152,813
Investment income		
Deposit account interest	1,005	954
Other income		
Other income	<u>4,193</u>	<u>3,033</u>
Total incoming resources	238,200	156,800
EXPENDITURE		
Charitable activities		
Salaries and social security	150,932	92,780
Pensions	3,546	2,440
Rent, service charges & room hire	24,019	27,748
Insurance	1,476	1,371
Subscriptions	2,764	2,832
Telephone	4,673	2,969
Postage, stationery & copying	5,558	5,560
Library and technical support	969	729
Sundries	1,232	1,929
IT costs	2,606	817
Canteen expenses	325	340
Training costs	3,198	1,098
Travelling	8,817	7,295
Payroll services	936	792
Grant consultancy fees	-	7,783
Partner payments – Big Lottery – Empowering for Life	3,370	3,370
Other Partner payments	1,788	-
Depreciation of tangible fixed assets	<u>890</u>	<u>1,647</u>
	217,099	161,500
Support costs		
Finance		
Bank charges	60	55
Governance costs		
Insurance	145	145
Accountancy	2,410	2,000
Other professional fees	<u>6,000</u>	<u>-</u>
	<u>8,555</u>	<u>2,145</u>
Total resources expended	<u>225,714</u>	<u>163,700</u>
Net income/(expenditure)	<u>12,486</u>	<u>(6,900)</u>

This page does not form part of the statutory financial statements

