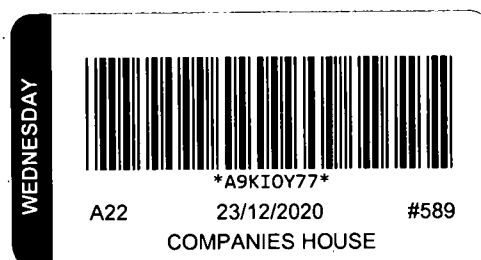


REGISTERED COMPANY NUMBER: 02577502 (England and Wales)
REGISTERED CHARITY NUMBER: 1002593

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020
FOR
HAVERING CITIZENS ADVICE BUREAUX**



Stephen Farra Associates Limited
98 Hornchurch Road
Hornchurch
Essex
RM11 1JS

HAVERING CITIZENS ADVICE BUREAUX

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HAVERING CITIZENS ADVICE BUREAUX

REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Full name Havering Citizens Advice Bureaux
Referred to in this document as Citizens Advice Havering

Registered charity number 1002593
Registered company number 02577502

OBJECTIVES AND ACTIVITIES

Aims and organisation

The charity's objectives are to promote any charitable purpose for the benefit of the community in Havering, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Significant activities

Citizens Advice Havering provides free, confidential, impartial and independent advice and information for the benefit of the local community. Citizens Advice Havering provides the advice people need for the problems they face, and campaigns to improve the policies and practices that affect people's lives.

In addition to the continuing provision of high-quality face to face advisory services to the local community, we have continued to provide an email and telephone service.

Public benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the bureau during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

The principal activity of Citizens Advice Havering remained the provision of free, confidential, independent and impartial advice, information and casework for members of the public. This is provided through outlets across the borough (Romford, Hornchurch, Harold Hill, and Orchard Village in Rainham.)

In addition to generalist advice the following specialist advisory services were provided:

- i) Consumer Advice
- ii) Debt Advice (to 30 June 2019)
- iii) Employment Advice
- iv) Advice training and support to other voluntary sector organisations
- v) Job Clubs (to 30 June 2019).

Volunteers

Citizens Advice Havering receives help and support in the form of voluntary assistance in advising the public and administering the charity.

Our volunteers contributed over £350,000 to the local community - three volunteers for every paid member of staff.

HAVERING CITIZENS ADVICE BUREAUX

REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Citizens Advice Havering celebrated its 80th birthday in September 2019. It is the only generalist advice service which provides quality assured services from signposting to casework for service users without charge.

During the last financial year, the staff and volunteers dealt with over 12,000 problems raised by the community - 40% of the work was on welfare benefits and tax credits, 8.5% were employment related, 11.3% related to housing and 9% to debt issues.

The statistics in the previous paragraph show the need for help. During the year we gained income of over £570,053 for our clients, which included benefits gained, debts being written off and re-imbursement of consumer services.

Fundraising activities

Total income for the year was £381,578 (2018/2019 £337,282)

Expenditure incurred in fundraising activities during the year was £0 (2018/19 £0).

Investment performance

Citizens Advice Havering does not currently hold material investments.

Internal and external factors

Citizens Advice Havering is only too well aware of the financial pressures experienced by its major funders, and in view of this has taken active measures to reduce expenditure and to seek additional sources of funding for its services. There are challenging times ahead for the advice sector in Havering, and the initiative by funders to reduce their costs and commission individual services, may have implications for the provision of a free general advice service open to all.

FINANCIAL REVIEW

Reserve policy

Citizens Advice Havering is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The service will try to maintain a projection of income for at least three months ahead, and will ensure that this continues to be derived from as wide a variety of sources possible. They will take all necessary steps to try to ensure that at no time would it be possible for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed in order to continue to provide a best value advice service.

Principal funding sources

Citizens Advice Havering extend their gratitude to the London Borough of Havering who continued to support the core operating capacity of the local charity. Project-specific funding was received from the Housing department of London Borough of Havering for the Job Clubs, from the Department for Work and Pensions for debt advice to welfare benefit claimants, and from Citizens Advice nationally to operate the Universal Credit Help to Claim service. We also received funding from Trust for London for our Employment Project. The London Borough of Havering provide the library advice desks in Hornchurch and Harold Hill to Citizens Advice Havering at no financial cost to the charity, and we have continued to work with the LBH library service to increase library weekly opening hours by two hours at Romford Central Library and up until 30 June, three hours at Hornchurch Library.

CAH did not have any borrowings from either providers of funding or other sources at the balance sheet date.

HAVERING CITIZENS ADVICE BUREAUX

REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

FINANCIAL REVIEW

Investment policy and objectives

As required in its Memorandum paragraph 4.15, in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

Funds in deficit

The deficit shown on the balance sheet relates to the pension scheme deficit and a liability to the landlord of premises occupied by the charity up to December 2017.

Defined benefits pension scheme net liability

Citizens Advice Havering was a member, under 'admitted body status' of the London Borough of Havering Pension Fund, part of the Local Government Pension Scheme, which provides defined benefits based on members' final pensionable salaries.

The final contributing member of the scheme left the service in September 2015. This triggered a liability to the Pension Fund of the cost of that member receiving their scheme benefits earlier than at pension age. This amount due to be paid was £40,624.76p. The London Borough of Havering entered in to an arrangement with Citizens Advice Havering to repay this amount over 3 years, and the final instalment of this was due on 31 March 2018 but was not invoiced on this date.

Overall the London Borough of Havering Pension Fund has a deficit liability. Along with many other organisations which currently have a pension liability, CAH had been taking the appropriate steps to address this issue. When the last contributing member of the scheme left CAH employment, negotiations commenced about a repayment plan for the Citizens Advice Havering liability of £160,375. An agreement has been reached that the amount of £160,375 has been fixed as at September 2015, and will be repaid at £800 per month from 2016/17.

Work with other organisations

Citizens Advice Havering is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the trustee board of CAH in order to fulfil its charitable objects and comply with the national membership requirements. We also co-operate and liaise with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee or director of another charity, they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Major risks

Citizens Advice Havering has worked on a risk management exercise and a risk management strategy and a risk register was agreed by the trustee board. The trustees recognise that any major risks to which Citizens Advice Havering is exposed needs to be reviewed and systems put in place to mitigate those risks. To that end, Citizens Advice Havering is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks.

HAVERING CITIZENS ADVICE BUREAUX

REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

FUTURE PLANS

A fundraising committee has been developed to generate unrestricted income to both enable the service to consider expanding and to increase its reserves.

Citizens Advice Havering is confident that by increasing sustainability and accessibility - the organisation will continue to grow and develop in the borough.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Citizens Advice Havering is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to £1. Citizens Advice Havering is governed by its Memorandum and Articles of Association as amended in July 2017.

Organisational structure

Citizens Advice Havering is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Citizens Advice Havering and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office, and is available to the public.

Recruitment, appointment and induction of new trustees

Newly appointed Trustees are provided with a comprehensive induction to Citizens Advice Havering through the provision of training courses and mentoring by established trustees.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02577502 (England and Wales)

Registered Charity number

1002593

Registered office

Central Library Romford
St. Edwards Way
Romford
Essex
RM1 3AR

HAVERING CITIZENS ADVICE BUREAUX

REPORT OF THE TRUSTEES for the Year Ended 31 March 2020

Trustees

Mr U Lone
Mrs M Cohen
Mr S Edwards (resigned 20.8.19)
Mr C White (resigned 1.4.19)
Mr K King
Mrs T Lamai (appointed 1.4.19)
Miss S Clarke
Mrs S Dix
Mr T Malik
Mr S H Wynne (resigned 10.2.20)
Mr C Mbata
Mr J L Stevens (appointed 22.7.20)

Company Secretary

Mrs L Crisp (resigned 30.9.20)
Ms S Rauprich (appointed 01.10.20)

Independent Examiner

Stephen Farra Associates Limited
98 Hornchurch Road
Hornchurch
Essex
RM11 1JS

Bankers

The Co-operative Bank PLC
PO Box 250
Skelmersdale
RM1 3AR

Approved by order of the board of trustees on 16th December 2020 and signed on its behalf by:



Mrs S Dix - Chair

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HAVERING CITIZENS ADVICE BUREAUX

Independent examiner's report to the trustees of Havering Citizens Advice Bureaux ('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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ACCA which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 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.



Stephen Farra Associates Ltd
ACCA
Stephen Farra Associates Limited
98 Hornchurch Road
Hornchurch
Essex
RM11 1JS

Date: 21/12/2020

HAVERING CITIZENS ADVICE BUREAUX

STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	207,524	150,822	358,346	328,883
Other income		<u>20,645</u>	<u>2,587</u>	<u>23,232</u>	<u>8,399</u>
Total		228,169	153,409	381,578	337,282
EXPENDITURE ON					
Charitable activities					
Wages		128,773	119,786	248,559	232,550
Travel		1,070	24	1,094	679
Training		-	2,301	2,301	815
Other staff and volunteer cost		1,151	1,355	2,506	4,410
Insurance		972	-	972	434
Rent		18,880	6,000	24,880	18,962
Premises maintenance		3,743	-	3,743	4,466
Computer hardware and software		4,603	1,701	6,304	7,247
Professional fees		6,468	-	6,468	6,784
Governance		-	-	-	348
Stationary, printing & copying		1,911	1,684	3,595	2,596
Books and publication		931	310	1,241	863
Communications		5,907	1,342	7,249	5,640
Depreciation		1,654	692	2,346	7,667
Accountancy and Audit fees		2,160	-	2,160	2,160
Dilapidation Costs		-	-	-	51,000
Management Charges		2,587	20,645	23,232	8,399
Parking		1,188	-	1,188	-
Total		181,998	155,840	337,838	355,020
NET INCOME/(EXPENDITURE)		46,171	(2,431)	43,740	(17,738)
RECONCILIATION OF FUNDS					
Total funds brought forward		(109,454)	1,630	(107,824)	(90,086)
TOTAL FUNDS CARRIED FORWARD		<u>(63,283)</u>	<u>(801)</u>	<u>(64,084)</u>	<u>(107,824)</u>

The notes form part of these financial statements

HAVERING CITIZENS ADVICE BUREAUX

BALANCE SHEET

31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	7	2,251	1,513	3,764	5,591
CURRENT ASSETS					
Debtors	8	1,530	-	1,530	1,950
Cash at bank and in hand		<u>142,299</u>	<u>(2,314)</u>	<u>139,985</u>	<u>93,977</u>
		143,829	(2,314)	141,515	95,927
CREDITORS					
Amounts falling due within one year	9	<u>(57,589)</u>	-	<u>(57,589)</u>	<u>(41,968)</u>
NET CURRENT ASSETS/(LIABILITIES)		<u>86,240</u>	<u>(2,314)</u>	<u>83,926</u>	<u>53,959</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		88,491	(801)	87,690	59,550
CREDITORS					
Amounts falling due after more than one year	10	(37,000)	-	(37,000)	(43,000)
PENSION LIABILITY	12	<u>(114,774)</u>	-	<u>(114,774)</u>	<u>(124,374)</u>
NET ASSETS/(LIABILITIES)		<u>(63,283)</u>	<u>(801)</u>	<u>(64,084)</u>	<u>(107,824)</u>
FUNDS	11				
Unrestricted funds				(63,283)	(109,454)
Restricted funds				<u>(801)</u>	<u>1,630</u>
TOTAL FUNDS				<u>(64,084)</u>	<u>(107,824)</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 notes form part of these financial statements

HAVERING CITIZENS ADVICE BUREAUX

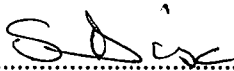
BALANCE SHEET - continued 31 March 2020

The trustees acknowledge their responsibilities for

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

These financial statements have been 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 16th Dec 2020 and were signed on its behalf by:


.....

Mrs S Dix - Chair

HAVERING CITIZENS ADVICE BUREAUX

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

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

Tangible fixed assets

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

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

Taxation

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

Fund accounting

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

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

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

HAVERING CITIZENS ADVICE BUREAUX

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Gifts	4,213	2,985
Grants	354,133	325,898
	<u>358,346</u>	<u>328,883</u>

3. NET INCOME/(EXPENDITURE)

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

	2020	2019
	£	£
Depreciation - owned assets	<u>2,344</u>	<u>7,667</u>

4. 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.

5. STAFF COSTS

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

	2020	2019
	15	18

Support Staff

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

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	238,188	90,695	328,883
Other income	<u>8,399</u>	-	<u>8,399</u>
Total	246,587	90,695	337,282
EXPENDITURE ON			
Charitable activities			
Wages	159,860	72,690	232,550
Travel	679	-	679
Training	185	630	815
Other staff and volunteer cost	4,362	48	4,410
Insurance	434	-	434

HAVERING CITIZENS ADVICE BUREAUX

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Rent	18,462	500	18,962
Premises maintenance	4,446	20	4,466
Computer hardware and software	4,841	2,406	7,247
Professional fees	6,784	-	6,784
Governance	348	-	348
Stationary, printing & copying	2,223	373	2,596
Books and publication	863	-	863
Communications	5,077	563	5,640
Depreciation	7,104	563	7,667
Accountancy and Audit fees	2,160	-	2,160
Dilapidation Costs	51,000	-	51,000
Management Charges	-	8,399	8,399
Total	268,828	86,192	355,020
NET INCOME/(EXPENDITURE)	(22,241)	4,503	(17,738)
RECONCILIATION OF FUNDS			
Total funds brought forward	(87,214)	(2,872)	(90,086)
TOTAL FUNDS CARRIED FORWARD	(109,455)	1,631	(107,824)

HAVERING CITIZENS ADVICE BUREAUX

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2019	15,454	27,807	43,261
Additions	<u>-</u>	<u>517</u>	<u>517</u>
At 31 March 2020	<u>15,454</u>	<u>28,324</u>	<u>43,778</u>
DEPRECIATION			
At 1 April 2019	13,342	24,328	37,670
Charge for year	<u>1,056</u>	<u>1,288</u>	<u>2,344</u>
At 31 March 2020	<u>14,398</u>	<u>25,616</u>	<u>40,014</u>
NET BOOK VALUE			
At 31 March 2020	<u>1,056</u>	<u>2,708</u>	<u>3,764</u>
At 31 March 2019	<u>2,112</u>	<u>3,479</u>	<u>5,591</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	955	-
Prepayments	<u>575</u>	<u>1,950</u>
	<u>1,530</u>	<u>1,950</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	19,035	341
Social security and other taxes	91	4,664
Pension Liability	22,803	22,803
Dilapidation Liability	6,000	6,000
Accruals and deferred income	7,500	6,000
Accrued expenses	<u>2,160</u>	<u>2,160</u>
	<u>57,589</u>	<u>41,968</u>

HAVERING CITIZENS ADVICE BUREAUX

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

10. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2020	2019
	£	£
Dilapidation Liability	<u>37,000</u>	<u>43,000</u>

11. MOVEMENT IN FUNDS

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	37,723	36,571	74,294
Pension fund	<u>(147,177)</u>	<u>9,600</u>	<u>(137,577)</u>
	<u>(109,454)</u>	<u>46,171</u>	<u>(63,283)</u>
Restricted funds			
DWP Community Project	599	(599)	-
Trust for London	(925)	925	-
Citizens Advice Help to Claim			
Universal Credits	<u>1,956</u>	<u>(2,757)</u>	<u>(801)</u>
	<u>1,630</u>	<u>(2,431)</u>	<u>(801)</u>
TOTAL FUNDS	<u>(107,824)</u>	<u>43,740</u>	<u>(64,084)</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	228,169	(172,398)	55,771
Pension fund	-	<u>(9,600)</u>	<u>(9,600)</u>
	<u>228,169</u>	<u>(181,998)</u>	<u>46,171</u>
Restricted funds			
DWP Community Project	-	(599)	(599)
Trust for London	28,086	(27,161)	925
Citizens Advice Help to Claim			
Universal Credits	<u>125,323</u>	<u>(128,080)</u>	<u>(2,757)</u>
	<u>153,409</u>	<u>(155,840)</u>	<u>(2,431)</u>
TOTAL FUNDS	<u>381,578</u>	<u>(337,838)</u>	<u>43,740</u>

HAVERING CITIZENS ADVICE BUREAUX

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
Unrestricted funds			
General fund	69,563	(31,840)	37,723
Pension fund	<u>(156,777)</u>	<u>9,600</u>	<u>(147,177)</u>
	(87,214)	(22,240)	(109,454)
Restricted funds			
DWP Community Project	-	599	599
Trust for London	(2,872)	1,947	(925)
Citizens Advice Help to Claim			
Universal Credits	<u>-</u>	<u>1,956</u>	<u>1,956</u>
	<u>(2,872)</u>	<u>4,502</u>	<u>1,630</u>
TOTAL FUNDS	<u>(90,086)</u>	<u>(17,738)</u>	<u>(107,824)</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	246,587	(259,227)	(12,640)
Pension fund	<u>-</u>	<u>(9,600)</u>	<u>(9,600)</u>
	246,587	(268,827)	(22,240)
Restricted funds			
DWP Community Project	52,178	(51,579)	599
Trust for London	24,000	(22,053)	1,947
Citizens Advice Help to Claim			
Universal Credits	<u>14,517</u>	<u>(12,561)</u>	<u>1,956</u>
	<u>90,695</u>	<u>(86,193)</u>	<u>4,502</u>
TOTAL FUNDS	<u>337,282</u>	<u>(355,020)</u>	<u>(17,738)</u>

HAVERING CITIZENS ADVICE BUREAUX

NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 March 2020

12. EMPLOYEE BENEFIT OBLIGATIONS

CAH was a member, under 'admitted body status' of the London Borough of Havering Pension Fund, part of the Local Government Pension Scheme, which provides defined benefits based on members' final pensionable salaries.

The final contributing member of the scheme left the service in September 2015. This triggered a liability to the Pension Fund of the cost of that member receiving their scheme benefits earlier than at pension age. The amount due was £40,624.76p. The London Borough of Havering entered in to an arrangement with CAH to repay this amount over 3 years, and the final installment of this was due in March 2018.

Overall the London Borough of Havering Pension Fund has a deficit liability. Along with many other organisations which currently have a pension liability, CAH had been taking the appropriate steps to address this issue. When the last contributing member of the scheme left CAH employment, negotiations commenced about a repayment plan for the CAH liability of £160,375. An agreement has been reached that the amount of £160,375 has been fixed as at September 2015, and is being repaid at £800 per month.

The total pension liability at the year end was £137,577.29

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020.

14. DILAPIDATION LIABILITY

Following the move to Romford Central Library a dilapidation claim was received from the former landlord. The amount of the liability was agreed to be £51,000, and a repayment plan for this has been fixed and is being paid at £500 per month from 2018/19.

£37,000 of the outstanding liability is a long term creditor.