

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020  
FOR  
EPPING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

Haslers  
Chartered Accountants  
Old Station Road  
Loughton  
Essex  
IG10 4PL

**EPPING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

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FOR THE YEAR ENDED 31 MARCH 2020**

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**EPHING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 31 MARCH 2020**

**Trustees:**

Mrs J G Wells (Chair)  
Mr C N Corrigan (Treasurer)  
Mr I Allsop (from October 2018)  
Ms I J Bowen (from October 2018)  
Ms S B Cassone (from October 2018 until July 2019)  
Dr M L Gilbert (from October 2018)  
Mr P W Gordon  
Mr S P Harding-Lister  
Mrs A McBrayne  
Mr S W Murray (from October 2018)  
Ms Diana Lowry (from October 2019)

Secretary: Mr C N Corrigan

Chief Executive: Nnenna Anyanwu

**Registered office:**

Loughton Library  
Traps Hill  
Loughton  
Essex  
IG10 1HD

**Accountants:**

Haslers  
Chartered Accountants  
Old Station Road  
Loughton  
Essex IG10 4PL

**Bankers: CAF Bank Limited**

PO Box 289  
West Mailing  
Kent  
ME19 4TA

Registered number: 5852220 (England & Wales)

Charity number: 1118465

**EPHING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**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).

**OBJECTIVES AND ACTIVITIES**

**Review of the year**

The key achievements in the year were the continuation of the general advice service and the extension of the Debt Mitigation Project, funded by Epping Forest District Council, to provide specialist advisory services arising from the welfare benefits changes. This service is provided by two paid advisors and one volunteer advisor. It was introduced in April 2013 for an 18 month period and has now been extended to March 2020.

Other achievements during the year included the continuation (now unfunded) of the three new services introduced in previous years and one newly funded service, namely:

- Essex CABs Adviceline telephone service improving access to bureau services for clients
- Web chat facility via the national Citizens Advice website.
- Universal Support Help to claim project set-up to support people making a new Universal Credit claim
- Frontline a web-based system for other public sector and voluntary organisations to refer clients to us or for us to refer clients to them.

This year we advised 2,462 clients. As with last year the top four advice areas were benefits and tax credits, debt, housing and employment. The bureau assisted clients with debt issues (via debt management plans, Debt Relief Orders or Bankruptcies) to the value of £457,262 and helped them acquire £336,441 in benefits and tax credits.

**FINANCIAL REVIEW**

**Financial position**

The resources of the charity were applied during the period to the provision of advice to individuals. The financial position at 31 March 2020 will allow the charity to continue its activities. The primary source of income for the Bureau is grants from local authorities -district, county and town councils; also from other national and local grant-giving bodies which have generously agreed to provide some funding in support of a range of the Bureau's activities. Together with the small amounts raised in donations and from bank interest, these monies come to the Bureau in two main ways: either without restriction and available to be spent on the day to day operation of opening the three offices of the Bureau for clients who need advice on their many and various problems; or for specified projects where the monies are used to deliver specific services. The main cost of all operations is the salaries and overheads of paid staff, though it is important to note that over 50 dedicated volunteers supported the charity during the year with a variety of skills and input from charity governance, delivering advice, supporting our services and helping the core staff team with day to day administration.

**Risk policy**

The charity Trustees have considered the major risks to which it is exposed. Major risks for this purpose, are those that may have a significant effect on:

- ~ operational performance, including risks to personnel and volunteers,
- ~ achievement of the stated aims and objectives,
- ~ meeting the expectations of beneficiaries and supporters.

The Trustees review these risks on an ongoing basis and satisfy themselves that adequate systems and procedures are in place to manage the risks identified.

**Reserves policy**

The charity seeks to ensure that it has sufficient reserves to cover its costs for a period of at least 3 months, plus the costs of winding up, which would be necessary should the charity not receive local government core funding.

**EPPING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2020**

**FUTURE DEVELOPMENTS**

**Plans for future periods**

The Bureau will continue to provide its normal full range of services; this is its core business. The Bureau has an on-going recruitment and training programme for advisors to ensure continuity. The main challenge for the Bureau in recent years is the ability to raise funding to sustain its much needed services.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is administered and managed subject to and in conformity with the provisions of the Memorandum and Articles of Association as amended in 2017. The charity is limited by guarantee and its operations are primarily the provision of advice to local citizens in need of help. The charity is a member of the National Association of Citizens Advice Bureaux.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**Appointment of Board Members**

Trustees are appointed in one of the following manners: elected at the AGM; or by being co-opted by the Board. Certain outside organisations nominate representatives to attend meetings of the Board.

**Investment Powers**

Investment decisions are taken by the Board.

**Objectives & Public Benefit Statement**

The primary objective of the charity, as described in its constitution, is to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of services available to them, or through an inability to express their needs effectively.

It is, equally, to exercise a responsible influence on the development of social policies and services, locally and nationally.

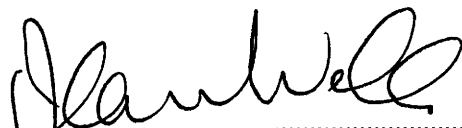
The trustees have complied with their duty under section 4 of the Charities Act 2011 to have regard to the public benefit guidance published by the Charity Commission. The manner by which the trustees have delivered the charitable objectives for the public benefit is described below.

**Activities Undertaken and Performance**

The charity has offices in Epping, Loughton and Waltham Abbey. During this financial period it continued to provide a full range of generalist and specialist advisory services to the general public.

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

Approved by order of the board of trustees on 28th January 2021 and signed on its behalf by:

  
.....  
J G Wells - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
EPPING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**Independent examiner's report to the trustees of Epping Forest District Citizens Advice Bureau ('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.



Paul Thain BA (Hons) FCCA  
ACCA  
Haslers  
Chartered Accountants  
Old Station Road  
Loughton  
Essex  
IG10 4PL

28 January 2021

**EPHING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2020**

	<b>Notes</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2020 Total funds £</b>	<b>2019 Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	5,677	-	5,677	6,106
<b>Charitable activities</b>	4				
Charitable activities		207,707	59,365	267,072	212,672
Other income	3	12,543	-	12,543	4,487
<b>Total</b>		225,927	59,365	285,292	223,265
 <b>EXPENDITURE ON</b>					
Raising funds	5	1,883	-	1,883	3,417
<b>Charitable activities</b>	6				
Charitable activities		135,627	102,976	238,603	213,517
<b>Total</b>		137,510	102,976	240,486	216,934
<b>NET INCOME/(EXPENDITURE)</b>		88,417	(43,611)	44,806	6,331
<b>Transfers between funds</b>	12	(47,327)	47,327	-	-
<b>Net movement in funds</b>		41,090	3,716	44,806	6,331
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		122,629	4,893	127,522	121,191
 <b>TOTAL FUNDS CARRIED FORWARD</b>		163,719	8,609	172,328	127,522

The notes form part of these financial statements

**EPHING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**BALANCE SHEET  
31 MARCH 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	9	14,921	-	14,921	15,033
Cash at bank and in hand		153,222	8,609	161,831	126,768
		<u>168,143</u>	<u>8,609</u>	<u>176,752</u>	<u>141,801</u>
<b>CREDITORS</b>					
Amounts falling due within one year	10	(4,424)	-	(4,424)	(14,279)
		<u>163,719</u>	<u>8,609</u>	<u>172,328</u>	<u>127,522</u>
<b>NET CURRENT ASSETS</b>					
		<u>163,719</u>	<u>8,609</u>	<u>172,328</u>	<u>127,522</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>163,719</u>	<u>8,609</u>	<u>172,328</u>	<u>127,522</u>
<b>NET ASSETS</b>		<u>163,719</u>	<u>8,609</u>	<u>172,328</u>	<u>127,522</u>
<b>FUNDS</b>	12				
Unrestricted funds				163,719	122,629
Restricted funds				8,609	4,893
<b>TOTAL FUNDS</b>				<u>172,328</u>	<u>127,522</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.

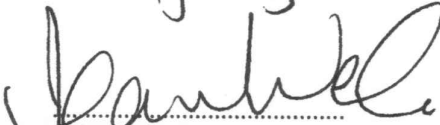


EPPING FOREST DISTRICT CITIZENS ADVICE  
BUREAU

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 28th January 2021 and were signed on its behalf by:

  
.....  
J.G. Wells - Trustee

  
.....  
A. HAPPELL - Trustee

**EPPING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2020**

	Notes	2020 £	2019 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	35,056	16,808
Net cash provided by operating activities		<u>35,056</u>	<u>16,808</u>
 <b>Change in cash and cash equivalents in the reporting period</b>		 35,056	 16,808
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<u>126,768</u>	<u>109,960</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<u><u>161,824</u></u>	<u><u>126,768</u></u>

The notes form part of these financial statements

**EPPING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2020**

**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	44,806	6,331
<b>Adjustments for:</b>		
Decrease in debtors	112	637
(Decrease)/increase in creditors	(9,862)	9,840
<b>Net cash provided by operations</b>	<u>35,056</u>	<u>16,808</u>

**2. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Cash in hand	154	52
Notice deposits (less than 3 months)	161,677	126,716
Overdrafts included in bank loans and overdrafts falling due within one year	(7)	-
<b>Total cash and cash equivalents</b>	<u>161,824</u>	<u>126,768</u>

**3. ANALYSIS OF CHANGES IN NET FUNDS**

	<b>At 1/4/19</b>	<b>Cash flow</b>	<b>At 31/3/20</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Net cash</b>			
Cash at bank and in hand	126,768	35,063	161,831
Bank overdraft	-	(7)	(7)
	<u>126,768</u>	<u>35,056</u>	<u>161,824</u>
<b>Total</b>	<u>126,768</u>	<u>35,056</u>	<u>161,824</u>

The notes form part of these financial statements

**EPHING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**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.

Epping Forest District Citizens Advice Bureau is a charitable company, limited by guarantee, incorporated in England & Wales. The registered office is detailed on page 1 of the accounts. The financial statements are presented in pounds sterling which is the functional currency of the charitable company.

**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.

**Taxation**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1998 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to 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.

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

**Pension costs and other post-retirement benefits**

The charity operates defined contribution pension arrangements and the pension payments are charged to the statement of financial activities in the period in which they are incurred.

**EPPING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2020**

**2. DONATIONS AND LEGACIES**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2020 Total funds</b>	<b>2019 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations	5,677	-	5,677	6,106
	<u>5,677</u>	<u>-</u>	<u>5,677</u>	<u>6,106</u>

**3. OTHER INCOME**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2020 Total funds</b>	<b>2019 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fundraising events	12,490	-	12,490	4,434
Deposit account interest	53	-	53	53
	<u>12,543</u>	<u>-</u>	<u>12,543</u>	<u>4,487</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2020 Total funds</b>	<b>2019 Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Grants</b>				
Epping Forest District Council - General Advice	134,840	--	134,840	113,840
Epping Forest District Council - Debt Advice	--	20,980	20,980	42,000
Essex County Council	11,105	--	11,105	11,105
Essex Community Fund	9,500	--	9,500	--
Big Lottery Fund	--	10,000	10,000	--
Loughton Mens Institute	10,000	--	10,000	10,000
Loughton Town Council	8,500	--	8,500	8,500
Waltham Abbey Town Council	2,300	--	2,300	2,000
Epping Town Council	1,500	--	1,500	1,000
Citizens Advice	25,462	28,365	53,827	18,996
Charles French	--	--	--	2,000
Other grants and fees	4,500	--	4,500	3,231
	<u>207,707</u>	<u>59,345</u>	<u>267,052</u>	<u>212,672</u>

**EPHING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2020**

**5. RAISING FUNDS**

	Unrestricted <b>General Advisory Services</b> £	Restricted <b>Debt Mitigation Service</b> £	Restricted <b>Universal Support</b> £	2020 <b>Total funds</b> £	2019 <b>Total funds</b> £
<b>Cost of raising funds</b>	1,883	--	--	1,883	3,417

**6. CHARITABLE ACTIVITIES COSTS**

	Unrestricted <b>General Advisory</b> £	Restricted <b>Debt Mitigation</b> £	Restricted <b>Universal Support</b> £	Restricted <b>Other</b> £	2020 <b>Total funds</b> £	2019 <b>Total funds</b> £
Staff Costs	88,682	40,195	43,825	1,134	173,836	157,344
Other direct costs	3,444	--	4,239	--	7,683	553
Support costs	45,634	6,493	6,668	239	59,034	55,620
	<u>137,760</u>	<u>46,688</u>	<u>54,732</u>	<u>1,373</u>	<u>240,553</u>	<u>213,517</u>
<b>Support costs</b>						
Management Office, IT & Communications	1,934	278	274	9	2,495	1,979
Premises	20,494	2,901	3,144	108	26,647	26,230
Governance	21,104	3,017	2,962	111	27,194	26,951
Other	249	36	27	--	312	120
	1,853	261	261	11	2,386	340
	<u>45,634</u>	<u>6,493</u>	<u>6,668</u>	<u>239</u>	<u>59,034</u>	<u>55,620</u>

The basis of allocation of staff costs is hours worked.

**7. 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 trustee was remunerated for any services. During this year, and the previous year, no expenses were reimbursed to the trustees. The trustees had indemnity insurance in place during the year.

**EPHING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2020**

**8. STAFF COSTS**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages and salaries	161,420	143,082
Social security costs	6,410	5,621
Other pension costs	7,216	6,918
	<u>175,046</u>	<u>155,621</u>

No staff received total employee benefits exceeding £60,000.

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

	<b>2020</b>	<b>2019</b>
Charitable purposes	8	10
Management and administration of charity	2	2
	<u>10</u>	<u>12</u>

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

**Pension Costs** - Pension arrangements for employees is operated on a defined contributions basis and are open to all employees at any time. The company contributes 6% of pensionable earnings. The assets of the scheme are held separately from those of the company in schemes managed by Aviva and Standard Life. The pension contributions shown in the year represent the contributions payable by the company.

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Other debtors	2	20
Prepayments and accrued income	4,419	4,513
Grants receivable	10,500	10,500
	<u>14,921</u>	<u>15,033</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Bank loans and overdrafts (see note 11)	7	-
Social security and other taxes	2,072	3,042
Other creditors	1,712	10,000
Accruals and deferred income	633	1,237
	<u>4,424</u>	<u>14,279</u>

**EPHING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2020**

**11. LOANS**

An analysis of the maturity of loans is given below:

	<b>2020 £</b>	<b>2019 £</b>
Amounts falling due within one year on demand:		
Bank overdraft	7	-
	<u>7</u>	<u>-</u>

**12. MOVEMENT IN FUNDS**

	<b>At 1/4/19 £</b>	<b>Net movement in funds £</b>	<b>Transfers between funds £</b>	<b>At 31/3/20 £</b>
<b>Unrestricted funds</b>				
General fund	72,629	88,417	(47,327)	113,719
Unrestricted designated funds	50,000	-	-	50,000
	<u>122,629</u>	<u>88,417</u>	<u>(47,327)</u>	<u>163,719</u>
<b>Restricted funds</b>				
Training & Development Fund	-	8,609	-	8,609
Universal Support	4,893	(26,462)	21,569	-
Debt Mitigation Service	-	(25,758)	25,758	-
	<u>4,893</u>	<u>(43,611)</u>	<u>47,327</u>	<u>8,609</u>
<b>TOTAL FUNDS</b>	<u>127,522</u>	<u>44,806</u>	<u>-</u>	<u>172,328</u>

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

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	225,927	(137,510)	88,417
<b>Restricted funds</b>			
Training & Development Fund	10,000	(1,391)	8,609
Universal Support	28,358	(54,820)	(26,462)
Debt Mitigation Service	21,007	(46,765)	(25,758)
	<u>59,365</u>	<u>(102,976)</u>	<u>(43,611)</u>
<b>TOTAL FUNDS</b>	<u>285,292</u>	<u>(240,486)</u>	<u>44,806</u>



**EPHING FOREST DISTRICT CITIZENS ADVICE  
BUREAU**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2020**

**12. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	<b>At 1/4/18 £</b>	<b>Net movement in funds £</b>	<b>Transfers between funds £</b>	<b>At 31/3/19 £</b>
<b>Unrestricted funds</b>				
General fund	71,191	3,987	(2,549)	72,629
Unrestricted designated funds	50,000	-	-	50,000
	<u>121,191</u>	<u>3,987</u>	<u>(2,549)</u>	<u>122,629</u>
<b>Restricted funds</b>				
Universal Support	-	4,893	-	4,893
Debt Mitigation Service	-	(2,549)	2,549	-
	<u>-</u>	<u>2,344</u>	<u>2,549</u>	<u>4,893</u>
<b>TOTAL FUNDS</b>	<u>121,191</u>	<u>6,331</u>	<u>-</u>	<u>127,522</u>

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

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	164,608	(160,621)	3,987
<b>Restricted funds</b>			
Universal Support	16,657	(11,764)	4,893
Debt Mitigation Service	42,000	(44,549)	(2,549)
	<u>58,657</u>	<u>(56,313)</u>	<u>2,344</u>
<b>TOTAL FUNDS</b>	<u>223,265</u>	<u>(216,934)</u>	<u>6,331</u>

**Purpose of restricted funds**

Debt mitigation advice project - Funding provided by Epping Forest District Council helped to fund our debt advice and mitigation project.

The training and development project is funded by the Big Lottery to develop service delivery and quality of performance.

The universal support project is funded by Citizens Advice to deliver Help to Claim.

**Designated funds**

Designated funds held are divided into four headings, primarily to provide for the potential need to cover a reduction or withdrawal in funding resources where new sources of funding cannot be found. Amounts have been designated to provide for any salary and restructuring costs, against failure of vital IT or other equipment needing immediate repair or replacement and refurbishment or fitting out of existing or new premises and where the cost cannot be met from an in-year budget.

**EPPING FOREST DISTRICT CITIZENS ADVICE  
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**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2020**

**12. MOVEMENT IN FUNDS - continued**

	2020 £	2019 £
Redundancy reserve	20,000	20,000
Salary reserve	20,000	20,000
Lease and rates reserve	10,000	10,000
	<hr/> 50,000 <hr/>	<hr/> 50,000 <hr/>

**13. RELATED PARTY DISCLOSURES**

There have been no related party transactions identified in accordance with FRS 102. There were transactions between Citizens Advice in relation to insurance and information services.