

REGISTERED COMPANY NUMBER: 2969165 (England and Wales)
REGISTERED CHARITY NUMBER: 1041830

St Albans District Citizens Advice Bureau Limited

Report of the Trustees and Financial Statements

Year Ended 31 March 2019

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for the Year Ended 31 March 2019**

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**Report of the Trustees
for the Year Ended 31 March 2019**

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 2019. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), Update Bulletin 1.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Name and Company number

St Albans District Citizens Advice Bureau Limited 2969165 (England and Wales)

Registered Charity number

1041830

Registered office

Civic Centre
St Peters Street
St Albans
Hertfordshire
AL1 3JE

Trustees

G J Comminos	(Chair)
S Yexley	
S Caldwell	(Vice Chair)
S Adams	
P Brewster	
R Solomon	
J Burley	
S Hickinbotham	
D Dimov	
C Phillips	(Treasurer)
M Kerrigan	

Representative of St Albans City and District Council on the Trustee Board

Councillor J Smith

Company Secretary

J Burley

Independent Examiner

Mercer & Hole
Steve Robinson FCA
Gloucester House
72 London Road
St Albans
Hertfordshire
AL1 1NS

Principal Bankers

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

Citizens Advice St Albans District

The trustees have complied with their duty (as defined by the Charities Act 2011) to have due regard to guidance published by the Charity Commission.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee, as defined by the Companies Act 2006, governed by its Memorandum and Articles of Association. Trustees are directors under the Companies Act 2006 and Members in accordance with the Memorandum and Articles of Association. It is registered as a charity with the Charity Commission.

Recruitment and appointment of new trustees

All directors of the company are also trustees of the charity. There are no other trustees. The maximum number of trustees shall be fifteen and the minimum four being either appointed at the annual general meeting, nominated by member organisations or co-opted by the trustee board. Each appointment of a co-opted or nominated trustee shall be made at an ordinary meeting of the trustee board.

The directors and trustees who served during the year were:

S Yexley
S Caldwell
S Adams
G J Corninos
P Brewster
R Solomon
J Burley
S Hickinbotham
D Dimov
C Phillips
M Kerrigan

Induction and training of new Trustees

Newly appointed trustees undergo a comprehensive induction process including observing the advisors interviewing clients, attending a range of regular service meetings and are regularly circulated with information regarding their legal obligations and offered training courses.

Organisational structure

We are an independent organisation but we are members of the National Association of Citizens Advice Bureau (CitA) and our service is audited and supported by CitA.

Wider network

We are linked countrywide. Anonymised individual cases where a need for policy improvement is identified are submitted by staff and volunteers to CitA to contribute to a body of social policy evidence which is then used to highlight anomalies in the practices of government and other essential service providers.

Related parties

We work with St Albans City and District Council, Hertfordshire County Council, town and parish councils, all of whom contribute to our funding. St Albans District Council has a representative on the Board but none of our funders have appointed Trustees to the Board. We also enjoy a working relationship with the local Strategic Partnership, other Local Citizens Advice services (LCA) in Hertfordshire and the Herts Consortium of LCA. We share our Civic Centre base with Advice Hub partners including Communities 1st St Albans, Oaklands College, St Albans Credit Union, Women's Outreach & Herts Asian Women's Association.

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.

During the year the trustees reviewed and updated the process of assessing, documenting and discussing the identified risks to the organisation. The trustees have insurance cover to cope with most eventualities.

Risk assessments are carried out on all new projects. Improvements to facilities have been implemented and reviews made to procedures where required.

Report of the Trustees - continued for the Year Ended 31 March 2019

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The charity's object and its principal activity continues to be to benefit the public by the provision of an information and advice service with the main outlet in St Albans and outreach provision in other venues within the district. The charity is organised so that the trustees meet regularly to provide effective governance, oversight and support in relation to the organisation's affairs. The Chief Executive manages the day to day operations of the charity. We are extremely grateful to the staff and its many volunteers for their contribution to the working of the charity

Volunteers

Around 116 volunteers are the mainstay of CASTAD, giving their time generously. The value of volunteer time donated this year has been calculated as £753,182. The comprehensive, competence-based training represents a heavy investment of both the organisation's resources and the volunteers' time and energies. After initial training in theory, volunteers gain in knowledge and experience whilst they are serving clients, supported and supervised closely, until achieving their certificate of competence. They are supported via regular individual reviews and in their continuing professional development thereafter.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees consider that the performance of the charity this year has been encouraging. We recorded an excess of income over expenditure of £17,127 (2018 - £18,272). Demand for the CASTAD's advice services continues to exceed capacity and we were particularly pleased to have been extend our reach by opening two mornings a week in Harpenden. We have dealt either face-to-face or by telephone with 8,669 clients (2018 - 7,066) covering over 19,735 different issues (2018 - 11,381). We continue to offer multiple channels of access for clients; Adviceline, a collaborative venture between all Herts CAB; self-help through the publicly available website at www.citizensadvice.org and CitA Webchat enabling clients to access help remotely. These multiple channels of access for clients assists us to serve a diverse group of clients ranging widely in age, ethnicity and disability as we strive to help all communities within St Albans with their varying needs.

Citizens Advice conducted research into the impact of advice using New Economy, an HM Treasury approved financial modelling tool, to place a value on the impact of our work. (*The Value of the Citizens Advice Service: Our Impact 2014/15 and Modelling the Value of the Citizens Advice Service Technical Annexe* (2014). Available at: www.neweconomymanchester.com). This analysis has shown that for every £1 invested in St Albans Citizens Advice in 2017/2018 we generate £4.89 in fiscal benefits (savings to government e.g. out of work welfare benefit payments); £27.32 in wider public benefits (e.g. the value of volunteer hours of service) and £24.70 in financial benefits to individuals (e.g. debts written off, consumer problems resolved, welfare benefits claimed). This compares extremely favourably with comparable national average impact figures of £1.88, £11.43 and £11.88.

The service is grateful for all of the grants and donations it received. Among others, we had continued support from St Albans City and District Council, Harpenden Town Council, Hertfordshire County Council, St Albans Diocese, Wheathampstead, Redbourn and London Colney Parish Councils, Hertfordshire Police and Crime Commissioner Community Fund, Citizens Advice (for energy money saving and for Universal Credit Help to Claim which we piloted), Hertfordshire Community Foundation, The University of Hertfordshire, Money Saving Expert, Blandford Trust, Eastern Legal Support Trust, Harpenden Trust, The Small Removal Company Harpenden, Bedfordshire and Luton Community Foundation, Awards for All Big Lottery, June Margaret Pavyer Trust and Computer Wizzard.

CASTAD would not function without the huge amount of time and effort given by many individuals. We would like to publicly thank them for their invaluable contribution.

Report of the Trustees - continued for the Year Ended 31 March 2019

ACHIEVEMENT AND PERFORMANCE (continued)

Fundraising activities

Fundraising across a diverse number of activities resulted in income of £374 (2018 - £8,694). The trustees record their thanks to all the organisers and attendees and recognise the importance that fundraising brings to the organisation as a means not only of financial gain but of awareness of CASTAD's charitable status.

FINANCIAL REVIEW

The Service's income for core and project services increased to £309,392 from £248,195 in 2018. The trustees are very appreciative that St Albans City and District Council continued their financial support, with the core grant and renewing for a further three years the money advice project funding. Additionally during the year we successfully applied for project funding from St Albans City and District Council for Social Prescribing, Universal Credit, Brexit, Community Grants and a Homeless Caseworker. Hertfordshire County Council funded projects related to Crisis during the year. We continue to actively focus on securing new sources of funding to increase the diversity of services offered and funding providers. To this end we were pleased to have secured, for the second year a grant from Hertfordshire Community Foundation, Graham Rowlandson Foundation for Disability Benefits Advice of £49,400, which we are delivering in partnership with three other Hertfordshire Citizen Advice Services and the continuation of the St Albans Fund for the Future grant of £1,000 per annum for five years. We are also pleased to have developed a partnership with The University of Hertfordshire with £8,000 funding to provide training and practical work experience to law student volunteers.

Reserves policy

As the nature and diversity of our funding has evolved the trustees have reviewed the reserves policy and continue to believe that we should aim to have reserves the equivalent of twenty weeks expenditure in unrestricted funds. Trustees believe that this accurately reflects the elapsed time from application for funding to receipt of funding as our reliance on securing larger numbers of smaller value income streams has increased. At 31 March 2019 reserves represented 37% (2018 - 38%) of anticipated expenditure for the following year. At the year end, there were unrestricted reserves were £119,614 (2018 - £102,977).

FUTURE DEVELOPMENTS

Our key priority remains the provision of ongoing advice to the citizens of St Albans District. To do this we will continue to recruit, train, support and value our volunteers and staff, and so this also represents a key priority during the coming year. We continue to focus on our attempts to bring in diverse project funding to meet any income gap and to increase our reserves. We look forward to another challenging but successful year ahead.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of St Albans District Citizens Advice Bureau Limited 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 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 (2015 FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

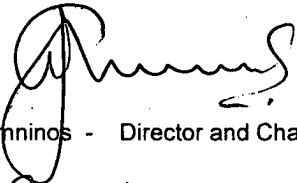
**Report of the Trustees - continued
for the Year Ended 31 March 2019**

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.

INDEPENDENT EXAMINERS

Following the Board's decision to take advantage of the audit exemptions made available to them in the Charities and Company Acts and to elect for an independent examination of the accounts rather than a full audit, the Board appointed Mercer & Hole to act as Independent Examiners. They were re-appointed as Independent Examiners at the last Annual General Meeting and will be proposed for re-appointment again at the 2019 Annual General Meeting.

ON BEHALF OF THE BOARD:



G Corninos - Director and Chair of the Board of Trustees

10 September 2019

**Report of the Independent Examiner
to the Members of St Albans District Citizens Advice Bureau Limited**

I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 March 2019 which are set out on page 7 to 17

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants of England and Wales, which is one of the listed bodies.

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

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

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

Signed:



Steve Robinson FCA
Mercer & Hole Chartered Accountants
Gloucester House
72 London Road
St. Albans
AL1 1NS

Date 16 September 2019

**Statement of Financial Activities
(including income and expenditure account)
for the Year Ended 31 March 2019**

		Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
	Note				
INCOME					
Income from charitable activities – grants	3	278,138	31,254	309,392	248,195
Donations and Legacies	4	8,656	-	8,656	3,144
Income from other activities – fundraising	5	374	-	374	8,694
Investment income	6	109	-	109	43
Total Income		287,277	31,254	318,531	260,076
EXPENDITURE					
Expenditure on charitable activities	7	270,589	30,815	301,404	241,804
Total Expenditure		270,589	30,815	301,404	241,804
NET INCOME FOR THE YEAR		16,688	439	17,127	18,272
Funds Transfer		(51)	51	-	-
NET INCOME AND NET MOVEMENT IN FUNDS FOR THE YEAR		16,637	490	17,127	18,272
RECONCILIATION OF FUNDS					
Total funds brought forward		102,977	-	102,977	84,705
TOTAL FUNDS CARRIED FORWARD		119,614	490	120,104	102,977

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

All income and expenditure derives from continuing activities.

Separate funds split for the comparative are shown in note 16.

Citizens Advice St Albans District

**Balance Sheet
At 31 March 2019**

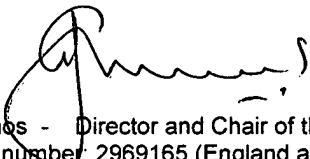
	Note	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
CURRENT ASSETS					
Debtors	12	18,326	-	18,326	13,648
Cash at bank and in hand		<u>175,935</u>	<u>2,069</u>	<u>178,004</u>	<u>181,436</u>
		194,261	2,069	196,330	195,084
CREDITORS					
Amounts falling due within one year	13	<u>(74,647)</u>	<u>(1,579)</u>	<u>(76,226)</u>	<u>(92,107)</u>
NET CURRENT ASSETS		<u>119,614</u>	<u>490</u>	<u>120,104</u>	<u>102,977</u>
FUNDS OF THE CHARITY					
Unrestricted Funds- General	15	65,976	-	65,976	63,977
Unrestricted Funds- Designated		53,638	-	53,638	39,000
Unrestricted Funds- Total		<u>119,614</u>	<u>-</u>	<u>119,614</u>	<u>102,977</u>
Restricted funds		<u>-</u>	<u>490</u>	<u>490</u>	<u>-</u>
TOTAL CHARITY FUNDS		<u>119,614</u>	<u>490</u>	<u>120,104</u>	<u>102,977</u>

For the financial year ending on 31 March 2019 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006.

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard (FRS 102), Update Bulletin 1

The financial statements were approved by the Board of Trustees on 10 September 2019 and were signed on its behalf by:


G Corninos - Director and Chair of the Board of Trustees
Company number: 2969165 (England and Wales)

Notes to the Financial Statements for the Year Ended 31 March 2019

1. ACCOUNTING POLICIES

Base of preparation note

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), Update Bulletin 1, and the requirements of the Companies Act 2006. The financial statements have been rounded to the nearest £.

Citizens Advice St Albans District meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The Trustees have taken advantage of the exemption in FRS102 Section 1A, Update Bulletin 1, from including a cashflow statement in the financial statements on the grounds that the organisation is small.

Going Concern

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

Income

All income is included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Grants and Donations

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably. Grants and Donations are recognised when the Trust has been notified in writing both of the amount and settlement date. In the event that a grant or donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period. Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

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.

Allocation and apportionment of costs

Costs are allocated to the fund to which they relate. Where the costs relate to one or more fund they have been apportioned on the basis to best reflect the funds concerned.

Notes to the Financial Statements for the Year Ended 31 March 2019

1. ACCOUNTING POLICIES (continued)

Operating Leases

The charity classifies the lease of printing equipment as operating leases; the title to the equipment remains with the lessor and the equipment is replaced every 5 years whilst the economic life of such equipment is normally 10 years. Rental charges are charged on a straight line basis over the term of the lease.

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.

Pension costs and other post-retirement benefits

The charity ceased to participate in a group defined benefits pension scheme providing benefits based on final pensionable pay on the retirement of the last member during the year to 31 March 2012. The assets of that scheme are held separately from those of the charity.

The charity operates a Group Pension Plan. Contributions are charged in the year in which they are payable.

Irrecoverable VAT

Expenditure is shown in the Financial Statements inclusive of the associated VAT.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Creditors and provisions

Creditors and provisions are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Notes to the Financial Statements
for the Year Ended 31 March 2019**

2. LEGAL STATUS OF THE COMPANY

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

3. INCOME FROM CHARITABLE ACTIVITIES – GRANTS

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Grants	278,138	31,254	309,392	248,195
Other receipts	-	-	-	-
	<u>278,138</u>	<u>31,254</u>	<u>309,392</u>	<u>248,195</u>

Grant income in the current year includes £27,250 received on behalf of three other Citizens Advice services (2018 - £10,000, two other Services). This amount has also been included in charitable expenditure.

4. DONATIONS AND LEGACIES

	2019 £	2018 £
Donations	8,656	3,144

Included in donations is £5,000 received from June Margaret Pavyer Trust, £1,000 from Cathedral & Abbey Church of St Albans and £1,000 from Groundwork UK, (2018 - £1,000 from Cathedral & Abbey Church of St Albans).

5. INCOME FROM OTHER ACTIVITIES

	2019 £	2018 £
Fundraising events	374	8,694

6. INVESTMENT INCOME

	2019 £	2018 £
U K Bank interest receivable	109	43

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

7. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £	2018 Total Funds £
Management	269,379	30,765	300,144	240,464
Finance	60	-	60	60
Governance costs	1,150	50	1,200	1,280
	<u>270,589</u>	<u>30,815</u>	<u>301,404</u>	<u>241,804</u>

8. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging/(crediting):

	2019 £	2018 £
Independent Examination fee	1,200	1,280
Operating lease charges - property	27,600	38,579
Operating lease income - property	(27,600)	(38,579)
Operating Lease charges – equipment	<u>381</u>	<u>381</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Trustees' Expenses

Trustees' expenses paid for the year ended 31 March 2019 were £57 (2018 - £530). This consisted of reimbursement to two trustees to attend a CitA meeting.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

10. STAFF COSTS

	2019 £	2018 £
Wages and salaries	212,829	183,680
Social security costs	11,093	6,760
Pension costs	<u>13,303</u>	<u>10,636</u>
	<u>237,225</u>	<u>201,076</u>

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

	2019	2018
Administration (full time equivalent)	<u>8</u>	<u>7</u>

No employees had emoluments in excess of £60,000 (2018: nil).

The key management personnel of CASTAD, comprise the Trustees and the Chief Executive Officer. The total employee benefits of the key management personnel of the Trust were £44,523 (2018 - £31,064). Trustees received no remuneration (2018 - nil).

11. PENSION COSTS

CASTAD operates a Group Personal Pension Plan and it had nine Active members and three Inactive members at the year end (2018 – nine and two respectively). The associated pension charge for the year was £10,303 (2018 - £7,636).

In addition to the pension charge above is £3,000 (2018 – £3,000) paid into Hertfordshire County Council Pension Scheme.

Trustees agreed with Hertfordshire County Council Pension Scheme in 2014 to contribute £2,000 per annum and reconfirmed in 2017 £2,000 as an ongoing annual payment into the Scheme. The Hertfordshire County Council Scheme is a multi-employer defined benefit scheme treated as a defined contribution pension scheme. Whilst CASTAD no longer has any employees who are contributing members to the multi-employer Scheme, it has two pensioners and one deferred pensioner. In 2017 the actuary of the Hertfordshire County Council Pension Scheme completed a triennial valuation of the Scheme as of 31 March 2016. The valuation showed that CASTAD's deficit had reduced from the previous valuation of £95,000 at 31 March 2013 to a deficit of £71,000 with a funding level of 71% at 31 March 2016. On an ongoing basis the deficit was £19,000 (2018 - £31,000). Whilst the Pension Scheme has indicated that in the foreseeable future it would not seek full payment of the liability, it was agreed between the trustees and the Hertfordshire County Council Pension Scheme that an annual deficit contribution would be made based on ability to pay which was expected would be at least £2,000, with trustees assessing their ability to pay more in the latter part of each financial year. In both March 2019 and March 2018 a voluntary additional £1,000 was paid into the scheme. The Pension Scheme could ask for this to be revised in the light of future valuations of the Scheme. On the basis that the contributions are not contractual, no pension scheme deficit has been recognised in the charity's balance sheet and contributions are expensed as paid.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Funds	Restricted Funds	2019 Total Funds	2018 Total Funds
	£	£	£	£
Other debtors	18,326	-	18,326	13,648
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Funds	Restricted Funds	2019 Total Funds	2018 Total Funds
	£	£	£	£
Creditors	16,834	-	16,834	12,140
Accruals	15,008	-	15,008	20,929
Deferred Income	<u>42,805</u>	<u>1,579</u>	<u>44,384</u>	<u>59,038</u>
	<u>74,647</u>	<u>1,579</u>	<u>76,226</u>	<u>92,107</u>

14. OPERATING LEASE COMMITMENTS**LESSEE**

At the reporting end date the charity had outstanding commitments for the future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 £	2018 £
Within one year	27,664	27,981
Between two and five years	11,500	39,164
	<u>39,164</u>	<u>67,145</u>

LESSOR

At the reporting end date the charity had contracted with tenants for the following minimum lease payments, which fall due as follows:

	2019 £	2018 £
Within one year	27,600	27,600
Between two and five years	11,500	39,100
	<u>39,100</u>	<u>66,700</u>

Property rental leases relate to the lease of CASTAD's former offices. These costs are currently reimbursed to CASTAD by St Albans District Council.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

15. MOVEMENT IN FUNDS

	At 01.04.18	Net movement in funds	At 31.03.19
	£	£	£
Unrestricted Funds			
General Fund	63,977	1,999	65,976
Designated Fund-Pension	16,000	(3,000)	13,000
Designated Fund-IT	<u>23,000</u>	<u>17,638</u>	<u>40,638</u>
Total Unrestricted Funds	102,977	16,637	119,614
Restricted Funds	-	490	490
TOTAL CHARITY FUNDS	<u>102,977</u>	<u>17,127</u>	<u>120,104</u>

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

	2019 Income	2019 Expenditure	2019 Transfers	2019 Net Movement in funds
	£	£	£	£
Unrestricted Funds				
General Fund	287,277	(267,589)	(17,689)	1,999
Designated Fund-Pension	-	(3,000)	-	(3,000)
Designated Fund-IT	-	-	17,638	17,638
Total Unrestricted Funds	<u>287,277</u>	<u>(270,589)</u>	<u>(51)</u>	<u>16,637</u>
Restricted Funds				
Cit A – Universal Credit Help to Claim Pilot	22,378	(22,265)	-	113
SADC – Housing Caseworker	7,876	(7,499)	-	377
Best Energy Savings Week (BESW)	1,000	(1,051)	51	-
Total Restricted Funds	<u>31,254</u>	<u>(30,815)</u>	<u>51</u>	<u>490</u>
TOTAL CHARITY FUNDS	<u>318,531</u>	<u>(301,404)</u>	<u>-</u>	<u>17,127</u>

The Designated Funds represent monies the Trustees have agreed to set aside. In March 2017 an amount equivalent to the pension deficit valued on an ongoing basis of £19,000 was set aside. This has been reduced by the payment of £3,000 made in the year (2018 - £3,000). In March 2018 an amount of £23,000 was set aside for the future upgrade of all office hardware and software, in March 2019 a further amount of £17,638 was set aside to upgrade the broadband connection into the Service. The Trustees authorised transfers between the general fund and designated fund for these purposes.

The Restricted Funds detailed above are grants received under specific, restrictive terms which may require repayment if the grant is not spent or service targets are not met. The Housing Caseworker grant spans the fiscal years 18/19 and 19/20. The Help to Claim Pilot and BESW were completed within this fiscal year.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

**15. MOVEMENT IN FUNDS (continued)
COMPARATIVE FUNDS**

	At 01.04.17	Net movement in funds	At 31.03.18
	£	£	£
Unrestricted Funds			
General Fund	65,705	(1,728)	63,977
Designated Fund-Pension	19,000	(3,000)	16,000
Designated Fund-IT	-	23,000	23,000
Total Unrestricted Funds	84,705	18,272	102,977
Restricted Funds	-	-	-
TOTAL CHARITY FUNDS	84,705	18,272	102,977

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

	2018 Income	2018 Expenditure	2018 Transfers	2018 Net Movement in funds
	£	£	£	£
Unrestricted Funds				
General Fund	260,076	(238,804)	(23,000)	(1,728)
Designated Fund-Pension	-	(3,000)	-	(3,000)
Designated Fund- IT	-	-	23,000	23,000
Total Unrestricted Funds	260,076	(241,804)	-	18,272
Restricted Funds	-	-	-	-
TOTAL CHARITY FUNDS	260,076	(241,804)	-	18,272

The Designated Funds represent monies the Trustees have agreed to set aside. In March 2017 an amount equivalent to the pension deficit valued on an ongoing basis of £19,000 was set aside. This has been reduced by the payment of £3,000 made in the year. In March 2018 an amount of £23,000 was set aside for the future upgrade of all office hardware and software. The Trustees authorised transfers between the general fund and designated fund for these purposes.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

16. COMPARATIVE FUNDS

	Note	Unrestricted funds £	2018 Restricted Funds £	Total Funds £
INCOME				
Income from charitable activities - grants	3	248,195	-	248,195
Donations and legacies	4	3,144	-	3,144
Income from other trading activities- fundraising	5	8,694	-	8,694
Investment income	6	43	-	43
Total income		260,076	-	260,076
EXPENDITURE				
Expenditure on charitable activities	7	241,804	-	241,804
Total expenditure		241,804	-	241,804
NET INCOME AND NET MOVEMENT IN FUNDS FOR THE YEAR		18,272	-	18,272
RECONCILIATION OF FUNDS				
Total funds brought forward		84,705	-	84,705
TOTAL FUNDS CARRIED FORWARD		102,977	-	102,977

17. RELATED PARTY TRANSACTIONS

There were no related party transactions, as defined by FRS 102, in the year (2018- nil).

There were payments made by CASTAD to the National Association of Citizens Advice Bureau (CitA) and funding was secured from CitA, St Albans District Council, Hertfordshire County Council and Local Parish Councils. None of these bodies appoint Trustees to the Board.

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2019**

	2019 £	2018 £
INCOME		
Income from charitable activities		
Donations	8,656	3,144
Grants	<u>309,392</u>	<u>248,195</u>
	318,048	251,339
Income from other activities		
Fundraising events	374	8,694
Investment income		
U K Bank interest receivable	<u>109</u>	<u>43</u>
Total income	318,531	260,076
EXPENDITURE		
Expenditure on charitable activities		
Governance costs		
Independent Examination fee	1,200	1,280
Other costs	<u>-</u>	<u>-</u>
	1,200	1,280
Support costs		
Management		
Wages	212,829	183,680
Social security	11,093	9,241
Social Security rebate (2014)	(-)	(2,481)
Pensions	13,303	10,636
Telephone	2,987	2,637
Postage, stationery and copying	5,452	4,202
Sundries	2,879	1,822
Big Lottery Fund absorption true-up (2016)	(-)	(4,975)
Travelling	8,420	7,951
Office equipment	750	1,155
Information services	4,691	5,354
Payroll services	1,398	1,146
Training	2,378	2,373
IT	4,437	5,236
Insurance	1,777	1,767
Legal and professional	480	720
Partner Payments	<u>27,270</u>	<u>10,000</u>
	300,144	240,464
Finance		
Bank charges	<u>60</u>	<u>60</u>
Total expenditure	301,404	241,804
Net income	<u><u>17,127</u></u>	<u><u>18,272</u></u>