

Company Registration Number: 03865647  
Charity Registration Number: 1079229

**Citizens Advice Cumbria**  
**Financial Statements**  
**For the Year Ending**  
**31 March 2020**

**JANE ASCROFT ACCOUNTANCY LIMITED**

Chartered Accountants  
Enterprise House  
Harmire Enterprise Park  
Barnard Castle  
County Durham  
DL12 8XP

WEDNESDAY



\*AAØXH5GB\*

A15

24/03/2021

#76

COMPANIES HOUSE

# **Citizens Advice Cumbria**

## **Financial Statements**

**Year Ended 31 March 2020**

---

|  | <b>Page</b> |
|--|-------------|
| Trustees' Annual Report (Incorporating the Director's Report)                | <b>1</b>    |
| Independent Examiner's Report to the Trustees                                | <b>6</b>    |
| Statement of Financial Activities (Including Income and Expenditure Account) | <b>7</b>    |
| Statement of Financial Position  | <b>8</b>    |
| Statement of Cash Flows  | <b>9</b>    |
| Notes to the Financial Statements  | <b>10</b>   |
| <b>The Following Pages Do Not Form Part of the Financial Statements</b>      |             |
| Detailed Statement of Financial Activities                                   | <b>20</b>   |

# **Citizens Advice Cumbria**

## **Trustees' Annual Report (Incorporating the Director's Report)**

**Year Ended 31 March 2020**

---

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

### **Objectives and Activities**

#### **Objects**

The Company is established to promote any charitable purpose for the benefit of the community in Cumbria by the advancement of education, the protection of health, the relief of poverty, sickness and distress.

#### **Public benefit**

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the objectives and in planning for future activities.

#### **Charity's aims**

The aims of the Charity are to support the work of Cumbria's Local Citizens Advice and to co-ordinate the work and financing of three major contracts: the Money Advice Service's Debt Advice Project, a Welfare Benefits advice service for Macmillan Cancer Support and a Housing Advice and Guidance Service for Cumbria County Council. These are described later in this report.

### **Achievements and Performance**

#### **Review of charitable activities**

High levels of achievement were made in all projects and funding was maintained at 100% for the coming year.

# **Citizens Advice Cumbria**

## **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year Ended 31 March 2020**

---

### **Financial Review**

#### **Financial Position**

The trustees are satisfied that the Charity has adequate reserves to continue its work for the next twelve months.

At the end of the year 2019/2020 we have total funds of £33,970 of which £8,000 is held as a cash flow buffer for member Local Citizens Advice and £6,000 for Strategic Development projects. The remaining £19,970 is unrestricted.

#### **Principal financial management policies adopted in the year**

Budgets for the year were agreed prior to the beginning of the accounting period. Management accounts were presented at quarterly Trustee Board meetings with expenditure monitored against budgets. Policies regarding spending authorities and accounting procedures are laid out in the Financial Procedures policy.

#### **Reserves policy**

The Charity follows the guidance issued by the Charity Commission and seeks to maintain adequate reserves to meet the Charity's commitments for governance costs of at least nine months. It has been agreed that the reserves be set at £14,000. The Charity's costs for charitable activity are directly related to, and funded by, the contracts for which it has responsibility. Any future expenditure will be funded from those contracts.

#### **Principal funding sources**

Contracts are held with Citizens Advice nationally, sub contracted by the Money Advice and Pensions Service, for the Money Advice and Pensions Service Debt Advice Project and Macmillan Cancer Support for Welfare Benefits Advice for people diagnosed with cancer and their families.

The larger projects contributed 1% of their funding towards the governance and administrative costs of CAC.

Bank interest is received on funds held on deposit and is reinvested.

#### **Investment policy**

The recommended level of resources which the Charity should carry in its Current Account are maintained at no more than is required for a normal month's activity. The remaining monies are held in an interest - bearing account giving as high a rate of return as possible whilst retaining flexibility to be able to draw down monies as and when required.

#### **Donation policy**

The policy of the Charity is not to give grants or donations to other charities or organisations. It does administer the payments of grants to its member organisations. These are shown in the accounts.

# **Citizens Advice Cumbria**

## **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year Ended 31 March 2020**

---

### **Plans for Future Periods**

The Trustees constantly review opportunities to seek additional funding through contracts and grants made available for work which is commensurate with the charity's aims and objectives.

It has been resolved that CAC will fund a training programme, available to all partner local offices, to maintain a high level of knowledge and skills for caseworkers.

### **Structure, Governance and Management**

#### **Governing Document**

Citizens Advice Cumbria is an incorporated organisation, governed by its Memorandum and Articles of Association. The present Articles are the result of amendment by special resolution dated 21st September 2010.

#### **Methods adopted for the recruitment and appointment of new trustees**

a) Each local Citizens Advice (Allerdale, Barrow, Carlisle & Eden, Copeland and South Lakes) may nominate three representatives - two from its Board of Trustees together with the Chief Officer, to be a Trustee of CAC. There is no minimum or maximum period of office.

b) Other Trustees may be appointed by the Board of Trustees, at any time and for any period, to bring necessary and relevant experience or expertise to the Charity. Policies and procedures adopted for the recruitment and training of Trustees.

All trustee nominees from the members are expected to have experience of and commitment to the ethos and work of Citizens Advice; this is supplemented by an induction pack detailing the structure, aims and procedures of Citizens Advice Cumbria.

#### **Wider Network**

Citizens Advice Cumbria works with all the Local Citizens Advice Offices in Cumbria and with national Citizens Advice, particularly with their staff in the North Region.

#### **Membership**

All Local Citizens Advice in Cumbria are members of CAC.

#### **Organisational Structure**

a) The Company functions through a Trustee Board hereinafter referred to as the Board and appointed sub-boards.

b) All members of the Board of Trustees are ex officio Trustees of the Charity and Directors of the Company.

#### **Risks Policy**

The company has no employees and therefore does not require cover for employer's risks. The company has entered into formal agreements with each Local Citizens Advice concerning their participation in central contracts for which the company is responsible.

# Citizens Advice Cumbria

## Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year Ended 31 March 2020

---

### Reference and Administrative Details

|  |  |
|--|--|
| Registered charity name                | Citizens Advice Cumbria  |
| Charity registration number            | 1079229  |
| Company registration number            | 03865647   |
| Principal office and registered office | C/o Citizens Advice Carlisle and Eden Office<br>2 Sandgate<br>Penrith<br>Cumbria<br>CA11 7TP |

### **The Trustees**

|                       |  |
|-----------------------|--|
| T M Telford           | Citizens Advice Allerdale                            |
| J A Auld              | Citizens Advice Carlisle & Eden                      |
| C McKinlay            | Citizens Advice Barrow In Furness                    |
| K Lamb                | Citizens Advice Allerdale                            |
| A C Spence, Treasurer | Citizens Advice Carlisle & Eden                      |
| K Evans               | Citizens Advice South Lakes                          |
| K A Little            | Citizens Advice Allerdale                            |
| W Robinson            | Citizens Advice Barrow In Furness                    |
| S Hewitson            | Citizens Advice Copeland                             |
| M A Robinson          | Citizens Advice Carlisle & Eden (Resigned 1.4.19)    |
| G P Smith             | Citizens Advice Copeland                             |
| T Hobson, Chair       | Independent (Resigned Dec. 2019)                     |
| D Shepherd            | Citizens Advice Carlisle & Eden                      |
| J Alderson            | Citizens Advice Copeland (Appointed 9.7.19)          |
| J Whitehead, Chair    | Citizens Advice South Lakes (Appointed January 2020) |

|                   |            |
|-------------------|------------|
| Company Secretary | A C Spence |
|-------------------|------------|

|                      |  |
|----------------------|--|
| Independent Examiner | Jane Ascroft FCA MA (Cantab)<br>Enterprise House<br>Harmire Enterprise Park<br>Barnard Castle<br>County Durham<br>DL12 8XP |
|----------------------|--|

## Citizens Advice Cumbria

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

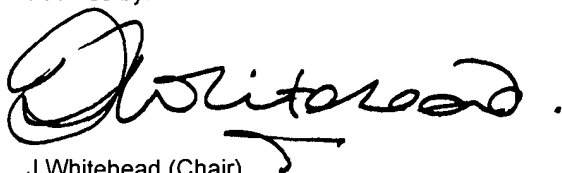
Year Ended 31 March 2020

---

### Small Company Provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 20/10/2020 and signed on behalf of the board of trustees by:

A handwritten signature in black ink, appearing to read 'J Whitehead', with a horizontal line underneath the name.

J Whitehead (Chair)  
Trustee

# Citizens Advice Cumbria

## Independent Examiner's Report to the Trustees of Citizens Advice Cumbria

Year Ended 31 March 2020

---

I report to the trustees on my examination of the financial statements of Citizens Advice Cumbria ('the charity') for the year ended 31 March 2020.

### Responsibilities and Basis of Report

As the 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 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 the 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.

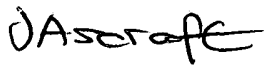
### Independent Examiner's Statement

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



Jane Ascroft FCA MA (Cantab)  
Independent Examiner

Enterprise House  
Harmire Enterprise Park  
Barnard Castle  
County Durham  
DL12 8XP



# Citizens Advice Cumbria

## Statement of Financial Activities (including income and expenditure account)

Year Ended 31 March 2020

|                                      |      |                         | 2020                  |                  | 2019             |
|--------------------------------------|------|-------------------------|-----------------------|------------------|------------------|
|                                      | Note | Unrestricted funds<br>£ | Restricted funds<br>£ | Total funds<br>£ | Total funds<br>£ |
| <b>Income and endowments</b>         |      |                         |                       |                  |                  |
| Charitable activities                | 5    | –                       | 564,881               | 564,881          | 694,062          |
| Investment income                    | 6    | 209                     | –                     | 209              | 184              |
| Other income                         | 7    | 748                     | –                     | 748              | –                |
| <b>Total income</b>                  |      | <u>957</u>              | <u>564,881</u>        | <u>565,838</u>   | <u>694,246</u>   |
| <b>Expenditure</b>                   |      |                         |                       |                  |                  |
| Expenditure on charitable activities | 8,9  | 7,815                   | 562,881               | 570,696          | 700,157          |
| <b>Total expenditure</b>             |      | <u>7,815</u>            | <u>562,881</u>        | <u>570,696</u>   | <u>700,157</u>   |
| <b>Net expenditure</b>               |      | <u>(6,858)</u>          | <u>2,000</u>          | <u>(4,858)</u>   | <u>(5,911)</u>   |
| Transfers between funds              |      | 2,000                   | (2,000)               | –                | –                |
| <b>Net movement in funds</b>         |      | <u>(4,858)</u>          | <u>–</u>              | <u>(4,858)</u>   | <u>(5,911)</u>   |
| <b>Reconciliation of funds</b>       |      |                         |                       |                  |                  |
| Total funds brought forward          |      | 38,828                  | –                     | 38,828           | 44,739           |
| <b>Total funds carried forward</b>   |      | <u>33,970</u>           | <u>–</u>              | <u>33,970</u>    | <u>38,828</u>    |

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 10 to 18 form part of these financial statements.

# Citizens Advice Cumbria

## Statement of Financial Position

31 March 2020

|   | Note | 2020<br>£     | 2019<br>£     |
|---|------|---------------|---------------|
| <b>Current Assets</b>                                 |      |               |               |
| Debtors   | 15   | 51,470        | 58,750        |
| Cash at bank and in hand                              |      | <u>33,405</u> | <u>39,045</u> |
|   |      | 84,875        | 97,795        |
| <b>Creditors: amounts falling due within one year</b> | 16   | <u>50,905</u> | <u>58,967</u> |
| <b>Net Current Assets</b>                             |      | <u>33,970</u> | <u>38,828</u> |
| <b>Total Assets Less Current Liabilities</b>          |      | <u>33,970</u> | <u>38,828</u> |
| <b>Net Assets</b>                                     |      | <u>33,970</u> | <u>38,828</u> |
| <b>Funds of the Charity</b>                           |      |               |               |
| Unrestricted funds                                    |      | <u>33,970</u> | <u>38,828</u> |
| <b>Total charity funds</b>                            | 17   | <u>33,970</u> | <u>38,828</u> |

For the year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and 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.

These financial statements were approved by the board of trustees and authorised for issue on 20/10/20 and are signed on behalf of the board by:



A C Spence (Treasurer)  
Trustee

The notes on pages 10 to 18 form part of these financial statements.

# Citizens Advice Cumbria

## Statement of Cash Flows

Year Ended 31 March 2020

|   | 2020<br>£ | 2019<br>£ |
|---|-----------|-----------|
| <b>Cash Flows from Operating Activities</b>           |           |           |
| Net expenditure                                       | (4,858)   | (5,911)   |
| <i>Adjustments for:</i>                               |           |           |
| Other interest receivable and similar income          | (209)     | (184)     |
| Accrued income  | —         | (240)     |
| <i>Changes in:</i>                                    |           |           |
| Trade and other debtors                               | 7,280     | (50,000)  |
| Trade and other creditors                             | (8,062)   | 49,500    |
| Cash generated from operations                        | (5,849)   | (6,835)   |
| Interest received                                     | 209       | 184       |
| Net cash used in operating activities                 | (5,640)   | (6,651)   |
| <b>Net Decrease in Cash and Cash Equivalents</b>      | (5,640)   | (6,651)   |
| <b>Cash and Cash Equivalents at Beginning of Year</b> | 39,045    | 45,696    |
| <b>Cash and Cash Equivalents at End of Year</b>       | 33,405    | 39,045    |

The notes on pages 10 to 18 form part of these financial statements.

# **Citizens Advice Cumbria**

## **Notes to the Financial Statements**

**Year Ended 31 March 2020**

---

### **1. General Information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is C/o Citizens Advice Carlisle and Eden Office, 2 Sandgate, Penrith, Cumbria, CA11 7TP.

### **2. Statement of Compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

### **3. Accounting Policies**

#### **Basis of Preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### **Going Concern**

There are no material uncertainties about the charity's ability to continue.

#### **Judgements and Key Sources of Estimation Uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There were no judgements made or estimation uncertainty that would have a significant impact in these, or the following years', figures

#### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Citizens Advice Cumbria

## Notes to the Financial Statements *(continued)*

Year Ended 31 March 2020

---

### 3. Accounting Policies *(continued)*

#### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impracticable to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

#### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

#### Tangible Assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

# Citizens Advice Cumbria

## Notes to the Financial Statements *(continued)*

Year Ended 31 March 2020

---

### 3. Accounting Policies *(continued)*

#### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - Fully depreciated

#### Impairment of Fixed Assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

#### Financial Instruments

The charity only has financial assets and 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.

#### Debtors

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

Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

#### Cash at Bank and in Hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### Creditors

Creditors are recognised where the charity 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

#### Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

# Citizens Advice Cumbria

## Notes to the Financial Statements (continued)

Year Ended 31 March 2020

### 4. Limited by Guarantee

The company is limited by guarantee. At 31st March 2020 there were 13 members each of whom had undertaken to contribute an amount not exceeding £1 in the event of a winding up.

### 5. Charitable Activities

|   | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2019<br>£ |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Cumbria County Council - Housing<br>Advice & Guidance (CCC HAG) | —                        | —                        | 79,992                   | 79,992                   |
| Money Advice and Pensions Service                               |                          |                          |                          |                          |
| Debt Advice Project (MAPS)                                      | 364,882                  | 364,882                  | 364,070                  | 364,070                  |
| Macmillan Cancer Support  | 199,999                  | 199,999                  | 250,000                  | 250,000                  |
|   | <u>564,881</u>           | <u>564,881</u>           | <u>694,062</u>           | <u>694,062</u>           |

### 6. Investment Income

|                               | Unrestricted<br>Funds<br>£ | Total Funds<br>2020<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2019<br>£ |
|-------------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| CCLA deposit account interest | 182                        | 182                      | 176                        | 176                      |
| Barclays loyalty reward       | 26                         | 26                       | 8                          | 8                        |
| CAF Gold Interest             | 1                          | 1                        | —                          | —                        |
|                               | <u>209</u>                 | <u>209</u>               | <u>184</u>                 | <u>184</u>               |

### 7. Other Income

|              | Unrestricted<br>Funds<br>£ | Total Funds<br>2020<br>£ | Unrestricted<br>Funds<br>£ | Total Funds<br>2019<br>£ |
|--------------|----------------------------|--------------------------|----------------------------|--------------------------|
| Other income | 748                        | 748                      | —                          | —                        |

# Citizens Advice Cumbria

## Notes to the Financial Statements (continued)

Year Ended 31 March 2020

### 8. Expenditure on Charitable Activities by Fund Type

|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2020<br>£ |
|--|----------------------------|--------------------------|--------------------------|
| Cumbria County Council - Housing Advice & Guidance (CCC HAG) | -                          | -                        | -                        |
| Money Advice and Pensions Service Debt Advice Project (MAPS) | -                          | 360,546                  | 360,546                  |
| Macmillan Cancer Support                                     | 685                        | 197,999                  | 198,684                  |
| Support costs  | 7,130                      | 4,336                    | 11,466                   |
|  | <u>7,815</u>               | <u>562,881</u>           | <u>570,696</u>           |
|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total Funds<br>2019<br>£ |
| Cumbria County Council - Housing Advice & Guidance (CCC HAG) | -                          | 79,992                   | 79,992                   |
| Money Advice and Pensions Service Debt Advice Project (MAPS) | -                          | 360,441                  | 360,441                  |
| Macmillan Cancer Support                                     | -                          | 247,497                  | 247,497                  |
| Support costs  | 8,598                      | 3,629                    | 12,227                   |
|  | <u>8,598</u>               | <u>691,559</u>           | <u>700,157</u>           |

### 9. Expenditure on Charitable Activities by Activity Type

|  | Activities<br>undertaken<br>directly | Support costs | Total funds<br>2020<br>£ | Total fund<br>2019<br>£ |
|--|--------------------------------------|---------------|--------------------------|-------------------------|
| Cumbria County Council - Housing Advice & Guidance (CCC HAG) | -                                    | -             | -                        | 79,992                  |
| Money Advice and Pensions Service Debt Advice Project (MAPS) | 360,546                              | -             | 360,546                  | 360,441                 |
| Macmillan Cancer Support                                     | 198,684                              | -             | 198,684                  | 247,497                 |
| Support costs and governance                                 | -                                    | 11,466        | 11,466                   | 12,227                  |
|  | <u>559,230</u>                       | <u>11,466</u> | <u>570,696</u>           | <u>700,157</u>          |

### 10. Independent Examination Fees

|  | 2020<br>£  | 2019<br>£  |
|--|------------|------------|
| Fees payable to the independent examiner for:<br>Independent examination of the financial statements | <u>720</u> | <u>720</u> |



# Citizens Advice Cumbria

## Notes to the Financial Statements *(continued)*

Year Ended 31 March 2020

---

### 11. Staff Costs

The average head count of employees during the year was Nil (2019: Nil).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

### 12. Trustee Remuneration and Expenses

No salaries or wages have been paid to employees, including the members of the Board, during the year.

No travel expenses were reimbursed to trustees during the year (2019 - £Nil).

### 13. Transfers Between Funds

There was a transfer from the Macmillan Cancer Support restricted fund to unrestricted reserves totalling £2,000 in relation to a set percentage management fee.

All other transfers made between funds were in relation to the removal of rounding differences that arose when the payments were made to local CitA offices.

### 14. Tangible Fixed Assets

|                                   | Equipment<br>£ |
|-----------------------------------|----------------|
| Cost                              |                |
| At 1 April 2019 and 31 March 2020 | <u>1,364</u>   |
| Depreciation                      |                |
| At 1 April 2019 and 31 March 2020 | <u>1,364</u>   |
| Carrying amount                   |                |
| At 31 March 2020                  | <u>-</u>       |
| At 31 March 2019                  | <u>-</u>       |

### 15. Debtors

|                  | 2020<br>£     | 2019<br>£     |
|------------------|---------------|---------------|
| CCC HAG debtor   | -             | 8,750         |
| Macmillan debtor | 50,000        | 50,000        |
| Other debtors    | <u>1,470</u>  | <u>-</u>      |
|                  | <u>51,470</u> | <u>58,750</u> |

# Citizens Advice Cumbria

## Notes to the Financial Statements (continued)

Year Ended 31 March 2020

### 16. Creditors: amounts falling due within one year

|   | 2020          | 2019          |
|---|---------------|---------------|
|   | £             | £             |
| Accruals and deferred income                          | 720           | 720           |
| CCC HAG partner payments owed to local CitA offices   | —             | 8,747         |
| Macmillan partner payments owed to local CitA offices | 49,500        | 49,500        |
| Other creditors                                       | 685           | —             |
|   | <u>50,905</u> | <u>58,967</u> |

### 17. Analysis of Charitable Funds

#### Unrestricted funds

|                  | At<br>1 April 2019 | Income     | Expenditure    | Transfers    | At 31 March<br>2020 |
|------------------|--------------------|------------|----------------|--------------|---------------------|
|                  | £                  | £          | £              | £            | £                   |
| General funds    | 14,828             | 957        | (7,815)        | 12,000       | 19,970              |
| Designated Funds | 24,000             | —          | —              | (10,000)     | 14,000              |
|                  | <u>38,828</u>      | <u>957</u> | <u>(7,815)</u> | <u>2,000</u> | <u>33,970</u>       |

|                  | At<br>1 April 2018 | Income     | Expenditure    | Transfers    | At 31 March<br>2019 |
|------------------|--------------------|------------|----------------|--------------|---------------------|
|                  | £                  | £          | £              | £            | £                   |
| General funds    | 18,739             | 184        | (8,598)        | 4,503        | 14,828              |
| Designated Funds | 26,000             | —          | —              | (2,000)      | 24,000              |
|                  | <u>44,739</u>      | <u>184</u> | <u>(8,598)</u> | <u>2,503</u> | <u>38,828</u>       |

Designated funds comprise £8,000 held as a cash flow buffer for member Local Citizens Advice and £6,000 for Strategic Development projects.

# Citizens Advice Cumbria

## Notes to the Financial Statements (continued)

Year Ended 31 March 2020

### 17. Analysis of Charitable Funds (continued)

#### Restricted funds

|                             | At<br>1 April 2019<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>£ | At 31 March<br>2020<br>£ |
|-----------------------------|-------------------------|----------------|------------------|----------------|--------------------------|
| CCC HAG                     | —                       | —              | —                | —              | —                        |
| MAPS                        | —                       | 359,076        | (359,076)        | —              | —                        |
| MAPS Management Fee         | —                       | 2,866          | (2,866)          | —              | —                        |
| MacMillan Cancer<br>Support | —                       | 199,999        | (197,999)        | (2,000)        | —                        |
| MAPS Training               | —                       | 2,940          | (2,940)          | —              | —                        |
|                             | —                       | <u>564,881</u> | <u>(562,881)</u> | <u>(2,000)</u> | —                        |

|                             | At<br>1 April 2018<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>£ | At 31 March<br>2019<br>£ |
|-----------------------------|-------------------------|----------------|------------------|----------------|--------------------------|
| CCC HAG                     | —                       | 79,992         | (79,992)         | —              | —                        |
| MAPS                        | —                       | 360,441        | (360,441)        | —              | —                        |
| MAPS Management Fee         | —                       | 3,629          | (3,629)          | —              | —                        |
| MacMillan Cancer<br>Support | —                       | 250,000        | (247,497)        | (2,503)        | —                        |
| MAPS Training               | —                       | —              | —                | —              | —                        |
|                             | —                       | <u>694,062</u> | <u>(691,559)</u> | <u>(2,503)</u> | —                        |

The specific purposes for which funds are to be applied are as follows:

#### MacMillan Cancer Support

The funding from Macmillan is to provide a specialist welfare benefits advice service to people affected by cancer.

**Money Advice and Pensions Service Debt Advice Project (MAPS)** Citizens Advice secured the contract from the Money Advice and Pensions Service to deliver debt and money advice targeted at people disadvantaged by a specific circumstances. Funding is disseminated across England and Wales according to supply and demand (of and for debt advice). Initial funding was only until September 2017. Following the referendum to leave the European Union and its impact on government departments/ agencies, the funding has been extended to March 2020.

#### MAPS Management Fee

CAC levies a management fee to meet the costs of managing the MASDAP contract including providing essential monthly and quarterly performance and financial reports. Surplus is designated for ongoing administrative and management costs.

# Citizens Advice Cumbria

## Notes to the Financial Statements (continued)

Year Ended 31 March 2020

### 18. Analysis of Net Assets Between Funds

|                            | Unrestricted Funds   | Total Funds          |
|----------------------------|----------------------|----------------------|
|                            | £                    | £                    |
| Current assets             | 84,875               | 84,875               |
| Creditors less than 1 year | (50,905)             | (50,905)             |
| <b>Net assets</b>          | <b><u>33,970</u></b> | <b><u>33,970</u></b> |

|                            | Unrestricted Funds   | Total Funds          |
|----------------------------|----------------------|----------------------|
|                            | £                    | £                    |
| Current assets             | 97,795               | 97,795               |
| Creditors less than 1 year | (58,967)             | (58,967)             |
| <b>Net assets</b>          | <b><u>38,828</u></b> | <b><u>38,828</u></b> |

### 19. Analysis of Changes in Net Debt

|                          | At 1 Apr 2019 | Cash flows     | At 31 Mar 2020 |
|--------------------------|---------------|----------------|----------------|
|                          | £             | £              | £              |
| Cash at bank and in hand | <u>39,045</u> | <u>(5,640)</u> | <u>33,405</u>  |

### 20. Related Parties

The trustees all represent local CitA offices to whom the funding is distributed.

# **Citizens Advice Cumbria**

**Management Information**

**Year Ended 31 March 2020**

---

**The Following Pages Do Not Form Part of the Financial Statements.**

# Citizens Advice Cumbria

## Detailed Statement of Financial Activities

Year Ended 31 March 2020

|  | 2020<br>£      | 2019<br>£      |
|--|----------------|----------------|
| <b>Income and endowments</b>                                 |                |                |
| <b>Charitable activities</b>                                 |                |                |
| Cumbria County Council - Housing Advice & Guidance (CCC HAG) | –              | 79,992         |
| Money Advice and Pensions Service Debt Advice Project (MAPS) | 364,882        | 364,070        |
| Macmillan Cancer Support                                     | 199,999        | 250,000        |
|  | <u>564,881</u> | <u>694,062</u> |
| <b>Investment income</b>                                     |                |                |
| CCLA deposit account interest                                | 182            | 176            |
| Barclays loyalty reward                                      | 26             | 8              |
| CAF Gold Interest  | 1              | –              |
|  | <u>209</u>     | <u>184</u>     |
| <b>Other income</b>  |                |                |
| Other income   | 748            | –              |
|  | <u>748</u>     | <u>–</u>       |
| <b>Total income</b>  | <u>565,838</u> | <u>694,246</u> |

## Citizens Advice Cumbria

### Notes to the Detailed Statement of Financial Activities

Year Ended 31 March 2020

|   | 2020<br>£      | 2019<br>£      |
|---|----------------|----------------|
| <b>Expenditure on charitable activities</b>                             |                |                |
| <b>Cumbria County Council - Housing Advice &amp; Guidance (CCC HAG)</b> |                |                |
| Partner payments to local CitA offices                                  | –              | 79,992         |
| <b>Money Advice and Pensions Service Debt Advice Project (MAPS)</b>     |                |                |
| Partner payments to local CitA offices                                  | 360,546        | 360,441        |
| <b>Macmillan Cancer Support</b>   |                |                |
| Partner payments to local CitA offices Maps                             | 685            | –              |
| Partner payments to local CitA offices                                  | 197,999        | 247,497        |
|   | <u>198,684</u> | <u>247,497</u> |
| <b>Support costs and governance</b>                                     |                |                |
| Independent Examination fees  | 720            | 720            |
| Training costs  | 3,985          | 1,150          |
| MAPS Refernet licence   | 5,700          | 5,700          |
| Contribution to local CitA Adviceline equipment                         | –              | 1,975          |
| Administration costs  | 50             | 1,445          |
| Room hire and refreshments  | 752            | 1,065          |
| Other costs   | 259            | 172            |
|   | <u>11,466</u>  | <u>12,227</u>  |
| <b>Expenditure on charitable activities</b>                             | <u>570,696</u> | <u>700,157</u> |
| <b>Net expenditure</b>  | <u>(4,858)</u> | <u>(5,911)</u> |