



Financial statements

for the year ended 31 March 2020

Registered Charity Number 1090666

Company Number 04287877

Wealden Citizens Advice

Financial statements for the year ended 31 March 2020

CONTENTS

Report of the Directors and Trustees	3-9
Independent Examiners Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13-20

Report of the Directors and Trustees

The Trustees of the Charity (who are also the Directors of the Company for the purpose of Company Law) have pleasure in presenting their annual report and the financial statements for the year ended 31 March 2020. 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 for Smaller Entities.

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Wealden Citizens Advice

Charity Registration: 1090666

Company Registration: 04287877

Registered Office: The Hub
Civic Approach
Uckfield
East Sussex
TN22 1AL

Chief Executive: Kate Davidson

Company Secretary: Robert Vanderpump

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

Independent Examiner: Andy Fowler

Solicitors: Dawson Hart
The Old Grammar School
Church Street
Uckfield
East Sussex
TN22 1BH

Report of the Directors and Trustees continued ...

The following people were directors/trustees of the Charity during this financial year were:

DIRECTORS/ TRUSTEES	ROLE	CHANGE 2019-20
Mr Michael David	Chair	
Ms Janet Downes		Resigned 13 May 2019
Dr David Horne	Treasurer	
Ms Letita Newton		Resigned 19 th November 2019
Mr Michael Salter		Resigned 19 th November 2019
Mr James Stockdale		
Ms Jeanine Townsend		
Mr Peter Cornish		Resigned 1 st November 2019
Mr Robert Vanderpump		Appointed 19 th November 2019

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Wealden Citizens Advice is a registered charity and company limited by guarantee. The Company was incorporated, under the name of Uckfield Citizens Advice, as a company limited by guarantee on 14 September 2001. In April 2005, the Company changed its name to Wealden Citizens Advice. At the same time, Crowborough and Hailsham Citizens Advice Bureaux transferred their assets and liabilities to the Company and ceased to exist as independent legal identities. Prior to 31 March 2005, these operated as independent bureaux.

Wealden Citizens Advice is governed by its Memorandum and Articles of Association as amended in January 2011 and January 2018. The maximum liability of each member is limited to £1. A register of members' interests is maintained at the registered office and is available to the public for inspection.

Recruitment, Appointment and Induction of Trustees

Trustees, who are also Directors of the Company, are elected from the local community. They are appointed by the Board and approved at the AGM. A separate process agreed by the Trustee Board is followed for the election of the Chair and Deputy Chair. No other persons or bodies external to the Charity were entitled to appoint persons to the Trustee Board.

Report of the Directors and Trustees continued ...

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

Organisational Structure

Wealden Citizens Advice is governed by its Trustee Board, which is responsible for setting the strategic direction and the policies of the Charity. The Trustees carry the ultimate responsibility for the conduct of the Charity and for ensuring that it satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and have delegated the day-to-day operation of its offices to the Chief Executive, who is supported by a manager at each site. The Trustee Board is independent from management.

Related Parties

The Charity is a member of Citizens Advice, the operating name for the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management, as well as monitoring progress against those standards. Operating policies are independently determined by the Trustee Board of the Charity in order to fulfil its charitable objectives and comply with the national membership requirements.

The Charity also co-operates and liaises with a number of other advisory services, local charities and local government departments on behalf of clients. Where any of the trustees holds the position of a trustee/director of another charity, they may be involved in discussions regarding that charity but not in the ultimate decision-making process.

Major risks

The Trustees recognise that any major risks to which the Charity is exposed need to be reviewed and systems established to eliminate, or at least mitigate, the effects of those risks. A risk management strategy and risk register have been agreed by the Trustee Board – the Board's appetite for risk is low. The strategy and register are reviewed continuously, ensuring that action plans are in place to manage the Charity's key risks.

The Charity recognises its responsibility for the personal data of clients. The Charity has adopted the recommended Citizens Advice Information Assurance Policy. The Trustee Board agree an annual information assurance plan, with clear allocation of responsibilities for information assurance along with GDPR compliant policies and procedures. Any information assurance incidents and required actions or lessons learned are reported to the Board at their regular meetings.

The major external risk to the Charity is the loss of funding provided by any of its major funders. The effects of this have been mitigated by the implementation of a fundraising strategy, including actions to investigate and identify additional sources, and to make timely submissions for funds.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects, and by ensuring consistent quality of delivery of service for all aspects of the Charity. The procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

Report of the Directors and Trustees continued ...

3. OBJECTIVES AND ACTIVITIES

Objects

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

Objectives, Strategies and Activities for the Year

Wealden Citizens Advice aims to: provide free, confidential, impartial and independent advice and information for the benefit of the local community; exercise a responsible influence on the development of social policies and services; and ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

In addition to the continuing provision of high quality advisory services to the local community, the primary objectives for the year were to: maximise access to advice and information; support claimants transitioning on to Universal Credit; maintain a specialist debt advisory service staffed by appropriately qualified personnel and act as a single point of contact for vulnerable people at risk of living in a cold home.

To obtain the necessary funding to provide the additional services, applications were made to various local and national providers of community finance. Advertisements were placed in the local press for volunteers, induction and training being provided to the extent that necessary knowledge and skills were not pre-existing.

Public Benefit Required

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

The principal activity of Wealden Citizens Advice remained the provision of free, confidential, independent and impartial advice and information for members of the public. This is provided through local Citizens Advice offices in Crowborough, Hailsham and Uckfield, along with outreach services in Heathfield, Polegate and Willingdon. In addition to generalist advice the following specialist advisory services were provided: expert money advice casework, specialist welfare benefits and fuel poverty advice. Advisory services were provided through face-to-face consultations, a telephone advice line, email and information and advice events at community locations throughout the district.

Contribution of Volunteers

The Charity receives help and support in the form of voluntary assistance in advising the public and administering the Charity. An average of 98 volunteers contributed over 33,000 hours of time to the Charity during 2019/20, at an estimated social value of £375k.

Report of the Directors and Trustees continued ...

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

Wealden Citizens Advice (WCA) staff and volunteers continued to deliver face to face, telephone and email advice and casework in dedicated offices in Crowborough, Hailsham and Uckfield with outreach advice in Heathfield, Polegate and Willingdon. Throughout the year we supported 4573 clients with 21,254 issues which is an increase of 12% over the previous year. This is despite a sharp downfall in clients seen in February and March due to the start of the Covid-19 pandemic and the lockdown that followed.

Benefits, tax credits and universal credit issues continue to be one of the main challenges that face our clients representing nearly 54% of all advice given. Particular subject areas of advice include support for Personal Independence Payments, Employment Support and Housing benefits. Issues with debt is another major challenge that our clients are dealing with, and we supported almost 900 Wealden residents to improve their financial resilience. These clients received economic gains of £1.8m following on from the advice that we provided. These gains take the form of benefit entitlements, consumer redress and debts rescheduled or written off.

We start a new project called Help To Claim in April 2019, Help to Claim gives people the support they need to claim Universal Credit - from starting an application to getting their first full payment. The service is delivered via face to face, over the phone and on chat. During the year we supported over 700 clients to access Universal Credit.

Research and Campaigns (R&C) - We have been actively involved in addressing issues that our community are facing and have made representations to the appropriate organisations. We have co-produced a report called "It's Just not Fair", this report sets out our clients' experiences and the changes we would like to see to ensure the system is fair and treats those seeking support with respect and humanity - changes we fed into the Parliamentary Work & Pensions Committee review.

Volunteers, Trustees and Staff – WCA currently have 96 dedicated and highly professional volunteers who are the backbone of our service. They are supported by a small but highly experienced team of hard working staff. During this year a new Chief Executive was appointed, Kate Davidson as well as a new Chair of the board Michael David.

Fundraising Activities

Total income for 2019/20 was £302,984, an increase of £980 on 2018/19. The main reason was an increase in grants. The Charity has a proactive fundraising strategy in place. No separate expenditure was incurred in fundraising activities outside of staff/volunteer time incidental to main duties.

Investment Activities

The Charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

In addition to the funding pressures outlined above, the Charity is finding it increasingly difficult to secure sufficient volunteers able to offer the time commitment required.

Report of the Directors and Trustees continued ...

5. FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £302,984 (2018-19: £302,004). Of this £67,313 (2018-19: £57,323) related to project restricted activities.

A surplus of £1,238 was made in the year (2018-19: surplus £8,226). At 31 March 2020 total reserves were £96,752 which represented unrestricted funds (2019: £95,514).

Reserves Policy

The Charity is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The Charity will maintain a projection of income, and will ensure that this continues to be derived from as wide a variety of resources as possible.

In reviewing the potential costs that could arise should a significant reduction in income be incurred, the Trustees aim to maintain reserves equivalent to three months normal operating expenditure.

The reserves included Unrestricted Funds of £96,752 of which £17,500 are Designated Funds for potential dilapidations claims, and £40,000 for costs arising in the event of funding being withdrawn at any time in the future. The reasons for holding particular reserves are outlined in note 14.

Principal Funding Sources

The Trustees express their gratitude to: Wealden District Council; the Town and Parish Councils in Wealden; East Sussex County Council; the Sussex Community Foundation; Citizens Advice; the British Energy Savings Network; the Friends of Crowborough CAB and local partners, businesses and individual donors, without whom the Charity could not have operated.

The Charity did not have any borrowings from any source at the balance sheet date.

Investment Policy

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

Going Concern

After making further appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

Report of the Directors and Trustees continued ...

6. FUTURE PLANS

Wealden Citizens Advice aims to continually improve access to its services. Its strategic plan to 2022 focuses on: maintaining access to its services (including its expert money advice caseworker services), supporting claimants transitioning to Universal Credit and extending advice out into the local community.

7. DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors 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 directors are required to:

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

The directors 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.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant independent examination information of which the company's examiners are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant independent examination information and to establish that the Charity's independent examiners are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the provisions applicable to companies subject to the small companies regime.

Signed:

Chair of Trustees: Michael David

Date:

Independent examiner’s report to the trustees of Wealden Citizens Advice

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2020 set out on pages 11 to 20.

Responsibilities and basis of report

As the Charity's trustees, and also the directors of the Company 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 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 CIMA, 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 these 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 (FRS102)].

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.

Andy Fowler
Associate Chartered Management Accountant
33, Station Road
Newhaven
East Sussex
BN9 0NL

Date:

Statement of financial activities for the year ended 31 March 2020

Incorporating the Income and Expenditure Account

	Note	Unrestricted funds £	Restricted funds £	Total funds 2020 £	Total funds 2019 £
Income from:	1b				
Donations and legacies	2	4,119		4,119	12,956
Charitable activities	3	230,184	67,313	297,497	287,588
Other (<i>including fundraising</i>)	4	1,368	-	1,368	1,460
Total Income		<u>235,671</u>	<u>67,313</u>	<u>302,984</u>	<u>302,004</u>
Expenditure on:					
Charitable activities	5	229,098	72,648	301,746	293,778
Total Expenditure		<u>229,098</u>	<u>72,648</u>	<u>301,746</u>	<u>293,778</u>
Net income/(expenditure) before transfers	6	6,573	(5,335)	1,238	8,226
Transfers between funds		(6,958)	6,958	-	-
Net movement in funds for the year		(385)	1,623	1,238	8,226
Reconciliation of funds:					
Balances brought forward 2019	12	<u>97,137</u>	<u>(1,623)</u>	<u>95,514</u>	<u>87,288</u>
Balances carried forward 2020	12	<u>96,752</u>	<u>(0)</u>	<u>96,752</u>	<u>95,514</u>

There are no recognised gains or losses in the year other than those included in the statement of financial activities.

All activities derive from continuing operations.

Balance Sheet as at 31 March 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	2019 £
Fixed Assets					
Tangible Fixed Assets	8	838		838	1,676
Current Assets					
Debtors	9	5,400		5,400	29,916
Cash at bank and in hand		96,431		96,431	76,801
		101,831		101,831	103,717
Creditors - amount falling due within one year	10	5,916		5,916	9,879
Net Current Assets					
		95,914		95,914	93,838
Net Assets					
	11	96,752		96,752	95,514
Represented by:					
Funds of the Charity					
Unrestricted Funds					
General Funds	12	39,252		39,252	38,014
Designated Funds	12	57,500		57,500	57,500
Restricted Funds					
	12	96,752		96,752	95,514

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31 March 2018. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

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

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

The financial statements were approved by the Board on and are signed on their behalf by

Chair

Treasurer.....

Company Registration No: 04287877

Charity Registration No: 1090666

Notes to the financial statements for the year ended 31 March 2020

1. Accounting policies

a) Accounting basis

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

b) Incoming resources

i) Grants receivable

Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.

ii) Bank interest

Bank interest is included in the income and expenditure account on receipt.

iii) Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income

In addition to the above, the Charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements. However, its value to the Charity has been estimated and disclosed in the Report of the Directors and Trustees.

v) Deferred income

Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income on the balance sheet.

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been allocated on an estimate of time or floor space basis, as appropriate.

Notes to the financial statements for the year ended 31 March 2020

1. Accounting policies (continued)

d) Fixed assets and depreciation

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Computer equipment	- Straight line over 4 years
Fixtures, fittings and equipment	- Straight line over 5 years

No depreciation is charged in the year of acquisition, but a full year's depreciation is charged in the year of disposal.

e) Restricted funds

Income received for restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated.

f) Designated funds

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

g) Leases

Rental costs under an operating lease are charged to the Statement of Financial Activities in equal amounts over the period of the lease.

h) Warranties

Extended product warranties are charged to the statement of financial activities in equal amounts over the period of the warranty. Warranties costing less than £500 are charged to the statement of financial activities in the year of purchase.

i) Irrecoverable VAT

Wealden Citizens Advice is not able to recover VAT.

Notes to the financial statements for the year ended 31 March 2020

4 Other Income

	Unrestricted £	Restricted £	2020 Total £	2019 Total £
Activities for generating funds				
Fundraising events	745	-	745	1,226
	<u>745</u>	<u>-</u>	<u>745</u>	<u>1,226</u>
Investment income				
Bank Interest received	623	-	623	234
	<u>623</u>	<u>-</u>	<u>623</u>	<u>234</u>
Total Other Income	<u><u>1,368</u></u>	<u><u>-</u></u>	<u><u>1,368</u></u>	<u><u>1,460</u></u>

Notes to the financial statements for the year ended 31 March 2020

5 Analysis of expenditure on charitable activities

	Unrestricted	Restricted	Total 2020	Total 2019
	£	£	£	£
Charitable Activities				
Staff costs	152,482	55,913	208,395	199,415
Other direct costs	7,414	3,536	10,950	15,253
Support Costs				
Office, I.T., Communications	20,477	5,957	26,434	24,676
Premises	43,053	1,056	44,109	44,683
Other	251	6,186	6,437	3,910
Governance	5,421		5,421	5,841
Total Resources Expended	229,098	72,648	301,746	293,778

6 Net income/ (expenditure) for the year

	2020 £	2019 £
Net income / (expenditure) is stated after charging: Independent examiners' remuneration	750	750
	<u>750</u>	<u>750</u>

7 Information regarding Trustees, Directors and Employees

	2020 £	2019 £
Wages and salaries inc redundancy	199,810	188,469
Social security costs excluding rebate	11,585	10,948
	<u>211,395</u>	<u>199,417</u>

The average number of employees, analysed by function was:

	2020	2019
Charitable purposes	14	11
Management and administration of charity	2	2
	<u>16</u>	<u>13</u>

No Trustee was remunerated for any services.

Travel costs amounting to £Nil were reimbursed to members of the Trustee Board. Trustee indemnity insurance was purchased as part of Wealden Citizens Advice's general office liability policy. The total cost for the full policy including Trustee indemnity insurance was £1666.

Notes to the financial statements for the year ended 31 March 2020

8 Fixed assets			
	Leasehold land and buildings	Computer Equipment	Fixtures, fittings and equipment
	£	£	£
Cost			
At 1 April 2019	-	3,354	-
Additions	-	-	-
Disposals	-	-	-
At 31 March 2020	-	3,354	-
Depreciation			
At 1 April 2019	-	1,678	-
Charge for the year	-	838	-
Disposals	-	-	-
At 31 March 2020	-	2,516	-
Net book value 2020	-	838	-
Net book value 2019	-	1,676	-
9 Debtors			
			2020
			£
Prepayments			-
Accrued Income			5,400
			<u>5,400</u>
10 Creditors - amounts falling due within one year			
			2020
			£
Accruals			2,756
PAYE			3,161
Deferred income (e.g. grants in advance)			-
			<u>5,916</u>

Notes to the financial statements for the year ended 31 March 2020

11 Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	838	-	-	838
Current Assets	44,331	57,500	-	101,831
Current Liabilities	(5,916)	-	-	(5,916)
Net Assets	<u>39,252</u>	<u>57,500</u>	<u>-</u>	<u>96,752</u>

12 Movement in funds

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
Restricted Funds					
BESN, BESW, EAP *		13,300	13,300		
Help to Claim		41,517	41,517		-
Text & Ringback	(65)	1,494	1,429	-	0
Universal Credit	-			-	-
Warm Homes Check	(1,617)	8,502	13,843	6,958	(0)
Winter Resilience					-
Small Projects	59	2,500	2,559		(0)
Total Restricted Funds	<u>(1,682)</u>	<u>67,313</u>	<u>72,648</u>	<u>6,958</u>	<u>(0)</u>
Unrestricted Funds					
Designated redundancy fund	40,000	-	-		40,000
Designated property fund	17,500	-	-		17,500
General funds	39,637	235,671	229,098	(6,958)	39,252
Total Unrestricted funds	<u>97,137</u>	<u>235,671</u>	<u>229,098</u>	<u>(6,958)</u>	<u>96,752</u>
Total funds	<u>95,455</u>	<u>302,984</u>	<u>301,746</u>	<u>-</u>	<u>96,752</u>

* Big Energy Savings Network, Big Energy Savings Week, Energy Advice Programme

Notes to the financial statements for the year ended 31 March 2020

13. Purposes of funds

Restricted Funds

Citizens Advice

- Help to Claim

To establish a service to help claimants of Universal Credit make a claim and manage to receipt of their first payment.

-Energy Advice Programme

To provide information and advice to reduce fuel poverty.

- Big Energy Savings Network

To provide information and advice to reduce fuel poverty.

- Big Energy Savings Week

To undertake energy savings awareness events during Big Energy Savings Week.

Warm Home Check Service

To act as a single point of contact for those at risk of living in a cold home.

Sussex Community Foundation

-Money Advice Training

To train volunteers to provide initial money advice

Notes to the financial statements for the year ended 31 March 2020

14. Designated funds

Redundancy reserve - the reserve has been designated by the Trustees for the purpose of covering potential redundancy costs totalling £40,000.

Premises fund – the fund has been designated by the Trustees for the purpose of refurbishment at the end of the leases totalling £17,500.

15. Financial commitments

Capital

The Company has no capital expenditure commitments.

Property Leases

The Company entered into a lease for the Uckfield bureau premises, which expires in March 2021. The annual rent is £15,450. The Lessor and Lessee may terminate the contract with six months' notice. Under the terms of the lease, the Charity is responsible for a proportion of the cost of repairs to the fabric of the building. In July 2020 the Landlord (Uckfield Town Council) gave notice for WCA to vacate the premises as soon as another suitable premises became available as repairs to the building were deemed not viable. WCA are currently in negotiations with East Sussex County Council to lease some of Uckfield Library.

At the Crowborough bureau, the lease was renewed on 31 October 2016 for a term of five years at an annual rent of £8,500. There is an annual break clause which can be operated by either party. The property must be returned in the same condition as at the start of the lease.

At Hailsham, a lease was entered into which expired on 11 December 2014 at an annual rent of £7,500. It is a full repairing lease, which has continued on existing terms pending a new agreement.

Operating lease commitments

The company has no annual commitments under non-cancellable operating leases.

16. Related party transactions

During the year, Citizens Advice, of which the Charity is a member, provided insurance and information services. In addition, the Charity purchased services and literature from them at a total cost £5795.

17. Taxation

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

18. Pension costs

The Charity operates a pension plan for its employees with the National Employment Savings Trust (NEST). The Charity's responsibilities under auto-enrolment commenced in August 2016.