

REGISTERED COMPANY NUMBER: 02969165 (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 2024

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for the Year Ended 31 March 2024**

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**Report of the Trustees
for the Year Ended 31 March 2024**

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 2024. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the 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) (issued in October 2019).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Name and Company number

St Albans District Citizens Advice Bureau Limited 02969165 (England and Wales)

Registered Charity number

1041830

Registered office

Civic Centre
St Peters Street
St Albans
Hertfordshire
AL1 3JE

Trustees

A Berneye	
J Burley	
A Campbell	(Chair)
G J Comninos	
D Gardiner	(Appointed 13/08/2024)
P Gillingham	(Appointed 13/08/2024)
C Phillips	(Treasurer)
V Priestley	(Appointed 13/08/2024)
J Van Schie	(Vice Chair)
S Yexley	
A Zaman	

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

Councillor Sinead Howland.

Company Secretary

J Burley

Independent Examiner

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

Report of the Trustees - continued for the Year Ended 31 March 2024

Principal Bankers

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

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.

During the course of the year a working party comprising of a small group of Trustees, the CEO, the Clerk to the Board and the Company Secretary, undertook an exercise to consider updating our Articles, based on National Association of Citizens Advice Bureau (CitA) model Articles 2021. After comparison to our original Articles and subject to minor amendments (which were agreed by CitA) we sought and gained approval for our new Articles from the Charity Commission. The proposed replacement Articles were recommended by the board and at our AGM of 26 September 2023 the Members approved a Special Resolution to adopt the replacement Articles.

Recruitment and appointment of new trustees

All directors of the company are also trustees of the charity ("CASTAD"). 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 need for new Trustees is determined by a process of Board self-review and skills audit, leading to the determination of which particular skills are sought. Recruitment advertising is across many and varied channels to draw from as wide a potential pool as possible. Potential candidates are required to complete a Registration Form which includes a declaration of their eligibility to serve. The interview process is conducted by two Trustees and the CEO and recommendations of the merits of candidates are discussed by the Board. Approved candidates are invited to attend the next Trustee meeting and references are taken up before formal appointment is made.

The directors and trustees who served during the year were:

A Berneye	
J Burley	
S Caldwell	(Resigned 16/05/2023)
A Campbell	(Chair)
G J Corninos	
C Phillips	
R Solomon	(Resigned 26/09/2023)
J Van Schie	
S Yexley	
A Zaman	

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.

Report of the Trustees - continued for the Year Ended 31 March 2024

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 research evidence. This is then used to campaign on anomalies in the practices of government and other essential service providers.

Related parties

We work with St Albans City and District Council (SACDC), Hertfordshire County Council (HCC), town and parish councils, all of whom contribute to our funding. SACDC sends a representative to observe at Board meetings. None of our funders have sought membership of the company or to nominate a Trustee 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 and Hertsmere, St Albans Community Bank, Women's Outreach & Herts Asian Women's Association.

Risk management

General

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 appropriate insurance cover for key risks.

Risk assessments are carried out on new projects.

Information assurance

The trustee board has approved a new information assurance strategy, having identified the risk presented by the significant amounts of client data held. An information assurance management team exists to ensure the confidentiality, integrity and availability of all our sensitive data assets is maintained to a level which is consistent with the requirements of our clients, our funders and our strategic partners. The charity aims to achieve an appropriate level of compliance to the Data Protection Act, the Cabinet Office's Security Policy Framework and to industry best practice, as defined by the ISO 27000 series of standards. We continue to progress towards Cyber Essentials standard.

OBJECTIVES AND ACTIVITIES

Objectives and aims

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

The charity's object and its principal activity is to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the St Albans District and surrounding areas. 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.

Report of the Trustees - continued for the Year Ended 31 March 2024

Volunteers

In addition to our volunteer trustee board we have 85 volunteers who continue to give their time generously and work both from home and/or in the office in a hybrid service delivery model. The value of volunteer time donated this year has been calculated as £1,166,793. 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. We are pleased to have run a successful recruitment campaign and the class of '24 who started their training in January expect to join the rota in early May. Some of the class of '23 have now progressed to complete their advisor training. During the year we also supported 3 full-time graduates for an academic year placement, a mutually rewarding experience for all involved.

Staff

The charity's 27 staff perform a vital role in managing and supporting the charity effectively. Mindful of the impact of inflation we continue to assess our reward framework to ensure effective recruitment and retention. For staff, volunteers and trustees we continue to promote and develop our organisational values that were developed through workshops and consultation. This year we introduced a number of initiatives to support the health and wellbeing of our teams. In conjunction with Hertfordshire Healthy Workplace (HHW) we offered wellbeing checks to all and continue to improve the workplace, introducing plants on desks and fresh fruit daily; adding a large monitor and large print keyboard; promoting Togetherall (a free mental health platform); introducing a Health & Wellbeing and Stay Active notice board and adding a Health & Wellbeing channel in Teams.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The trustees consider that the performance of the charity this year has continued to be strong, particularly given the pressure on costs and funding presented by the increased cost of living. We recorded an excess of income over expenditure of £10,812 (2023 - £31,316). Demand for CASTAD's advice services continues to be high and we have dealt with 10,537 clients (2023 - 9,922) covering over 23,246 different issues (2023 - 22,285). We provide face-to-face service with clients during Hub opening hours alongside offering multiple channels for clients to access help remotely; Local phone appointments; emails; Adviceline, a collaborative venture between all Herts Cit A; self-help, through the publicly available websites at www.citizensadvice.org with extensive details of local support on www.citizensadvicestalbans.org and, Cit A Webchat. 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 the district with their varying needs. We have successfully added to our outreach into communities supported by Trussell Trust, attending at their foodbanks and within the Cottonmill community funded by a new grant from SACDC. We have also continued to provide support to Hong Kong British Nationals in the District and received funding to support Ukrainians living in the district.

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 Annex (2014)*. Available at: www.neweconomymanchester.com). This analysis has shown that for every £1 invested in St Albans Citizens Advice in 2022/2023 we generate £4.81 in fiscal benefits (savings to government e.g., reducing pressure on public services); £31.74 in wider public benefits (e.g., the improved participation and productivity of those we help) and £13.73 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 £1.91, £13.28 and £7.64.

**Report of the Trustees - continued
for the Year Ended 31 March 2024**

Charitable activities (continued)

The service is grateful for all of the grants and donations it received. Among others, we had continued support from SACDC, Harpenden Town Council, Hertfordshire County Council, St Albans Diocese, Wheathampstead and Redbourn Parish Councils, CitA (for Energy Advice, and from its Core Services Donation Fund), Hertfordshire Community Foundation, and Computer Wizard.

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 valuable contribution.

Fundraising activities

Fundraising activities on our behalf resulted in an income increase to £8,382 (2023 - £1,095). This year we were particularly pleased to have been selected by Daisy Cooper, MP for St Albans as her Christmas fundraising beneficiary. The trustees 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 charity's income for core and project services increased to £608,040 from £559,491 in 2023.

The trustees are very appreciative that SACDC continued their financial support, with the core grant and the money advice project funding. Additionally, during the year, we successfully applied for project funding for The Healthy Hub and Outreach in Cottonmill, and the renewal of the Homelessness Prevention Caseworkers.

HCC funded projects related to Crisis during the year and provided additional grants to help clients in particular need as a result of the increased Cost of Living. We are also grateful to local county councillors for their support from Locality Budgets.

CitA have facilitated grant funding for Energy advice projects and Core Services Donations Funds for Cost of Living and Innovations.

We are happy to have developed mutually beneficial relationships with other funders. Particularly with Hertfordshire Community Foundation, through whom we were granted; a 7th year Graham Rowlandson Foundation for Disability Benefits Advice of £77,156, which we delivered in partnership with five other Hertfordshire Citizen Advice Services; A pilot grant for Core Services; Employment advice; Leadership Training; and Support for Ukrainians. We also have delivered the second year in a mutually beneficial project with the Trussell Trust providing advice to their clients at their foodbanks in the district.

This year we also received a substantial grant of £47,430 from the Government targeted at Community Organisations, delivered through the National Lottery Community Fund. This grant was in two parts aimed at alleviating increased delivery costs. The first element was to cover retrospective increases in costs (£15,075), the second element was to cover the remainder of the year and to deliver increased capacity (£32,355).

Other funders include Awards for All (young volunteers), Access to Justice, East of England Local Government Association (Hong Kong British Nationals), Bedfordshire and Luton Community Foundation (for training) Pavyer Trust and St Albans Old Peoples Trust.

Report of the Trustees - continued for the Year Ended 31 March 2024

Reserves policy

As the nature and diversity of our funding evolved the trustees have reviewed the reserves policy and continue to believe that we should aim to have reserves the equivalent to twenty weeks expenditure in unrestricted funds (38%). 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 2024 reserves represented 34% (2023 – 32%) of anticipated expenditure for the following year. At the year end, unrestricted reserves rose to £188,619 (2023 - £171,344), whilst this is below our policy, we have continued to make year-on-year improvement. We have unrestricted cash at the end of the year of £238,099 equivalent 42% (2023 - 50%) of anticipated expenditure. The difference between these two positions is our long-term liability to fund our pension deficit.

FUTURE DEVELOPMENTS

Our key priority remains the provision of advice to the citizens of, or connected to, St Albans District. We continue to monitor the challenges facing clients, particularly with reference to the cost of living and how we can best serve their needs.

Our three main priorities for the coming year aimed at achieving that are: ensuring we have a strong and sustainable team; building and empowering local communities; and improving our collaborative research and external communications. Activities already in underway to deliver these objectives include recruitment of new Trustees and rolling out Advice First Aid to some of our delivery partners.

We recognise the importance of diverse and regular funding to achieve our aims and we will continue to seek new funding opportunities in addition to maintaining excellent relations with existing funders. We consider our 72% success rate (by value) when bidding for new grants stands us in good stead as we look forward to what will be a challenging year.

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 (2019 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; 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 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.

**Report of the Trustees - continued
for the Year Ended 31 March 2024**

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 trustee board appointed Mercer & Hole LLP 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 2024 Annual General Meeting.

ON BEHALF OF THE BOARD:

Alec Campbell

A Campbell - Director and Chair of the Board of Trustees

25.9. 2024

Independent Examiner's Report to the Trustees of St Albans District Citizens Advice Bureau Limited

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 1 to 20.

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

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

Signed:



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

Date 25 September 2024

**Statement of Financial Activities
(including income and expenditure account)
for the Year Ended 31 March 2024**

	Note	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
INCOME					
Income from charitable activities – grants	3	418,308	189,732	608,040	559,491
Donations and Legacies	4	10,739	-	10,739	11,163
Income from other activities – fundraising	5	8,382	-	8,382	1,095
Investment income	6	5,475	-	5,475	1,326
Total Income		442,904	189,732	632,636	573,075
EXPENDITURE					
Expenditure on charitable activities	7	432,987	188,837	621,824	541,759
Total Expenditure		432,987	188,837	621,824	541,759
NET INCOME FOR THE YEAR		9,917	895	10,812	31,316
Funds Transfer	16	7,358	(7,358)	-	-
NET INCOME AND NET MOVEMENT IN FUNDS FOR THE YEAR		17,275	(6,463)	10,812	31,316
RECONCILIATION OF FUNDS					
Total funds brought forward		171,344	11,779	183,123	151,807
TOTAL FUNDS CARRIED FORWARD		188,619	5,316	193,935	183,123

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

All income and expenditure derive from continuing activities.

Separate funds split for the comparative are shown in note 18.

Balance Sheet
At 31 March 2024

	Note	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
CURRENT ASSETS					
Debtors	12	40,868	-	40,868	21,369
Cash at bank and in hand	13	<u>238,099</u>	<u>15,503</u>	<u>253,602</u>	<u>290,514</u>
		278,967	15,503	294,470	311,883
CREDITORS					
Amounts falling due within one year	14	(50,348)	(10,187)	(60,535)	(82,760)
NET CURRENT ASSETS		<u>228,619</u>	<u>5,316</u>	<u>233,935</u>	<u>229,123</u>
PENSION LIABILITY	15	(40,000)	(-)	(40,000)	(46,000)
NET ASSETS		<u>188,619</u>	<u>5,316</u>	<u>193,935</u>	<u>183,123</u>
FUNDS OF THE CHARITY					
	17				
Unrestricted Funds- General		188,619	-	188,619	171,344
Unrestricted Funds- Designated		-	-	-	-
Unrestricted Funds- Total		<u>188,619</u>	<u>-</u>	<u>188,619</u>	<u>171,344</u>
Restricted funds		-	5,316	5,316	11,779
TOTAL CHARITY FUNDS		<u>188,619</u>	<u>5,316</u>	<u>193,935</u>	<u>183,123</u>

For the financial year ending on 31 March 2024 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).

The financial statements were approved by the Board of Trustees on its behalf by:

2024 and were signed on

Alec Campbell

A Campbell - 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 2024

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) (issued in October 2019) - (Charities SORP (FRS 102)), 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).

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. The charity continues to operate in an environment of uncertainty associated with the current economic climate. The trustees and management are continuously monitoring the situation and are confident that they have the resources to deal with the changing circumstances for the foreseeable future.

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.

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.

Notes to the Financial Statements for the Year Ended 31 March 2024

1. ACCOUNTING POLICIES (continued)

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. Full provision for pension deficit liability on a cessation basis has been provided for and payments made to the scheme are used to reduce that liability.

The charity operates a Group Private 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.

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.

Notes to the Financial Statements for the Year Ended 31 March 2024

3. INCOME FROM CHARITABLE ACTIVITIES – GRANTS

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
Grants	418,308	189,732	608,040	559,491
Other receipts	-	-	-	-
	<u>418,308</u>	<u>189,732</u>	<u>608,040</u>	<u>559,491</u>

Grant income in the current year includes £75,500 - £50,000 received on behalf of others with respect to the Graham Rowlandson Disability Project and £25,500 received on behalf of two other LCAs with respect to the CitA CSDF Innovation grant (2023 - £53,353, other LCAs from Graham Rowlandson). This amount has also been included in charitable expenditure.

4. DONATIONS AND LEGACIES

	2024 £	2023 £
Donations	10,739	11,163
	<u>10,739</u>	<u>11,163</u>

Included in donations is £1,000 from Cathedral & Abbey Church of St Albans and generous private donations and a legacy of £5,000 (2023- £1,000 from Cathedral & Abbey Church of St Albans, £500 from Tesco Groundworks UK, and generous private donations).

5. INCOME FROM OTHER ACTIVITIES

	2024 £	2023 £
Fundraising events	8,382	1,095
	<u>8,382</u>	<u>1,095</u>

This income mostly relates to Daisy Cooper MP for St Albans who supported us with a Christmas fundraiser (2023 – theatre event held at the Abbey Theatre).

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

6. INVESTMENT INCOME

	2024 £	2023 £
U K Bank interest receivable	5,475	1,326
	<hr/>	<hr/>

7. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2024 Total Funds £	2023 Total Funds £
Management	429,735	188,609	618,344	538,622
Finance	60	-	60	77
Governance costs	3,192	228	3,420	3,060
	<hr/>	<hr/>	<hr/>	<hr/>
	432,987	188,837	621,824	541,759

8. NET INCOME/(EXPENDITURE) FOR THE YEAR

This is stated after charging/(crediting):

	2024 £	2023 £
Independent Examination fee	3,420	3,060
Operating Lease charges – equipment	400	400
	<hr/>	<hr/>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' Expenses

No Trustees' expenses were paid for the year ended 31 March 2024 (2023- £0).

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

10. STAFF COSTS

	2024 £	2023 £
Wages and salaries	430,924	394,751
Social security costs	21,939	19,146
Pension costs	<u>21,378</u>	<u>18,825</u>
	<u>474,241</u>	<u>432,722</u>

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

	2024	2023
Administration (full time equivalent)	14	13
	<u>14</u>	<u>13</u>

No employees had emoluments in excess of £60,000 (2023: 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 charity were £53,238 (2023 - £51,117). Trustees received no remuneration (2023 - nil).

11. PENSION COSTS

CASTAD operates a Group Personal Pension Plan and it had eighteen active members, at the year ended 31 March 2024 (2023 – sixteen). Occasionally we also contribute to the private pension schemes of our interim project workers. The associated pension charge for the year was £21,378 (2023 - £12,825).

In addition to the pension charge above is £6,000 (2023 – £6,000) paid into Hertfordshire County Council Pension Scheme to reduce the fund deficit in that scheme attributable to CASTAD members.

The Hertfordshire County Council Pension Scheme is a multi-employer defined benefit scheme. CASTAD no longer has any employees who are contributing members to the Scheme, but has three pensioners in the scheme. 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 was £71,000 on a cessation basis, with a funding level of 71% at 31 March 2016. An agreement is in place between the trustees and the Hertfordshire County Council Pension Scheme that an annual deficit contribution would be paid down at a rate of £6,000 annually. The deficit now stands at £40,000 (2023- £46,000).

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Funds	Restricted Funds	2024 Total Funds	2023 Total Funds
	£	£	£	£
Other Debtors	40,868	-	40,868	21,369
	<u>40,868</u>	<u>-</u>	<u>40,868</u>	<u>21,369</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

13. CASH AT BANK AND IN HAND

	Unrestricted Funds	Restricted Funds	2024 Total Funds	2023 Total Funds
	£	£	£	£
CAF Bank	153,054	15,503	168,557	290,488
United Trust Bank	85,000	-	85,000	-
Petty Cash	<u>45</u>	<u>-</u>	<u>45</u>	<u>26</u>
	<u>238,099</u>	<u>15,503</u>	<u>253,602</u>	<u>290,514</u>

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

	Unrestricted Funds	Restricted Funds	2024 Total Funds	2023 Total Funds
	£	£	£	£
Creditors	16,067	5,000	21,067	9,476
Accruals	32,782	-	32,782	37,979
Deferred Income	<u>1,499</u>	<u>5,187</u>	<u>6,686</u>	<u>35,305</u>
	<u>50,348</u>	<u>10,187</u>	<u>60,535</u>	<u>82,760</u>

15. PENSION LIABILITY

	Unrestricted Funds	Restricted Funds	2024 Total Funds	2023 Total Funds
	£	£	£	£
Pension Deficit	<u>40,000</u>	<u>-</u>	<u>40,000</u>	<u>46,000</u>
	<u>40,000</u>	<u>-</u>	<u>40,000</u>	<u>46,000</u>

The Pension Liability relates to Hertfordshire County Council Pension Scheme which is a multi-employer defined benefit scheme. CASTAD has three pensioners in the scheme but no longer has any employees who are contributing members to the Scheme. 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 was £71,000 on a cessation basis, with a funding level of 71% at 31 March 2016. The deficit now stands at £40,000 (2023- £46,000) as a result of payments made in the intervening years to HCC Pension Scheme.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

16. 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:

	2024 £	2023 £
Within one year	133	400
Between two and five years	-	133
	<u>133</u>	<u>533</u>

17. MOVEMENT IN FUNDS

	At 01.04.23 £	Net movement in funds £	At 31.03.24 £
Unrestricted Funds			
General Fund	171,344	17,275	188,619
Total Unrestricted Funds	171,344	17,275	188,619
Restricted Funds			
BEIS Cit A – MAPS Trainee	5,127	(5,127)	-
SACDC – Homelessness Prevention Caseworkers	5,648	(3,174)	2,474
HCF – Rowlandson	759	(443)	316
HCF – Workforce Development	20	(20)	-
HCF – Employment	(243)	739	496
HCF – Support for Ukrainians	-	2,030	2,030
BCF (Luton Airport) – Training	-	-	-
HCF -PC&C Scams	468	(468)	-
Restricted Funds	11,779	(6,463)	5,316
TOTAL CHARITY FUNDS	183,123	10,812	193,935

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

17. MOVEMENT IN FUNDS (continued)

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

	2024 Income	2024 Expenditure	2024 Transfers	2024 Net Movement in funds
	£	£	£	£
Unrestricted Funds				
General Fund	442,904	(432,987)	7,358	17,275
Total Unrestricted Funds	442,904	(432,987)	7,358	17,275
Restricted Funds				
BEIS Cit A - MAPS trainee	-	-	(5,127)	(5,127)
SACDC – Homelessness Prevention Caseworkers	55,061	(52,587)	(5,648)	(3,174)
HCF – Rowlandson	77,156	(76,840)	(759)	(443)
HCF – Workplace Development	-	-	(20)	(20)
HCF – Leadershio Training	1,200	(1,200)	-	-
HCF – Employment	4,125	(3,386)	-	739
HCF – Support for Ukrainians	10,000	(7,970)	-	2,030
BCF (Luton Airport) - Training	9,835	(14,287)	4,452	-
HCF P&CC Scams	-	-	(468)	(468)
Communities Organisations Cost of Living	32,355	(32,567)	212	-
Total Restricted Funds	189,732	(188,837)	(7,358)	(6,463)
TOTAL CHARITY FUNDS	632,636	(621,824)	-	10,812

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. HCF Employment grant span the fiscal years 22/23, 23/24. All other projects were completed within this fiscal year.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

18. MOVEMENT IN FUNDS - COMPARATIVE FUNDS

	At 01.04.22	Net movement in funds	At 31.03.23
	£	£	£
Unrestricted Funds			
General Fund	142,858	28,486	171,344
Total Unrestricted Funds	142,858	28,486	171,344
Restricted Funds			
BEIS Cit A – MAPS Trainee	3,555	1,572	5,127
SACDC – Homelessness Prevention Caseworker 1	(120)	2,854	2,734
SACDC – Homelessness Prevention Caseworker 2	770	2,144	2,914
HCF – Rowlandson	556	203	759
HCF – Workforce Development	-	20	20
HCF – Employment	660	(903)	(243)
BCF (Luton Airport) – Training	1,673	(1,673)	-
HCF – PC&C Scams	-	468	468
Hong Kong British Nationals	1,855	(1,855)	-
Restricted Funds	8,949	2,830	11,779
TOTAL CHARITY FUNDS	151,807	31,316	183,123

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

	2023 Income	2023 Expenditure	2023 Transfers	2023 Net Movement in funds
	£	£	£	£
Unrestricted Funds				
General Fund	371,087	(349,714)	7,113	28,486
Total Unrestricted Funds	371,087	(349,714)	7,113	28,486
Restricted Funds				
BEIS Cit A - MAPS trainee	29,492	(24,365)	(3,555)	1,572
SACDC – Homelessness Prevention Caseworker 1	30,120	(27,386)	120	2,854
SACDC – Homelessness Prevention Caseworker 2	22,493	(19,579)	(770)	2,144
HCF – Rowlandson	78,730	(77,970)	(557)	203
HCF – Workplace Development	2,000	(1,980)	-	20
HCF – Broadband	1,980	(1,980)	-	-
HCF – Employment	825	(1,068)	(660)	(903)
BCF (Luton Airport) - Training	-	-	(1,673)	(1,673)
HCF P&CC Scams	5,000	(4,532)	-	468
Hong Kong British Nationals	31,348	(33,185)	(18)	(1,855)
Total Restricted Funds	201,988	(192,045)	(7,113)	2,830
TOTAL CHARITY FUNDS	573,075	(541,759)	-	31,316

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

18. MOVEMENT IN FUNDS - COMPARATIVE FUNDS (continued)

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 Homelessness Prevention Caseworkers and HCF Employment grants span the fiscal years 2022/23 and 2023/24. All other projects were completed within this fiscal year.

	Note	Unrestricted funds £	2023 Restricted Funds £	Total Funds £
INCOME				
Income from charitable activities – grants	3	357,503	201,988	559,491
Donations and legacies	4	11,163	-	11,163
Income from other trading activities- fundraising	5	1,095	-	1,095
Investment income	6	1,326	-	1,326
Total income		371,087	201,988	573,075
EXPENDITURE				
Expenditure on charitable activities	7	349,714	192,045	541,759
Total expenditure		349,714	192,045	541,759
NET INCOME FOR THE YEAR		21,373	9,943	31,316
Funds Transfer		7,113	(7,113)	-
NET INCOME AND NET MOVEMENT IN FUNDS FOR THE YEAR		28,486	2,830	31,316
RECONCILIATION OF FUNDS				
Total funds brought forward		142,858	8,949	151,807
TOTAL FUNDS CARRIED FORWARD		171,344	11,779	183,123

19. RELATED PARTY TRANSACTIONS

There were no related party transactions, as defined by FRS 102, in the year (2023- nil).

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