

Charity registration number 1049996

Company registration number 3108844 (England and Wales)

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Mr C Kelsall	
	Mr U Ezeanata	
	Mr K Pearce	(Appointed 11 May 2023)
	Mr B Molloy	(Appointed 26 October 2023)
	Ms I Templeman	(Appointed 25 July 2024)
	Ms C Lunt	(Appointed 25 July 2024)
<b>Secretary</b>	Mr B Gouldson	
<b>Charity number</b>	1049996	
<b>Company number</b>	3108844	
<b>Registered office</b>	142 Cherryfield Drive Kirkby Merseyside L32 8RX	
<b>Auditor</b>	Mitchell Charlesworth (Audit) Limited Suite 5.1 Tempest 12 Tithebarn Street Liverpool L2 2DT	
<b>Solicitors</b>	Maxwell Hodge 26 Sherborne Square Liverpool L36 9UR	

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# **KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU COMPANY LIMITED BY GUARANTEE CONTENTS**

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**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2024**

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The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2019)

**Objectives and activities**

The charity's purposes, as set out in the objects contained in the Company's Memorandum of Association, are to promote any charitable purpose for the benefit of the whole community of Knowsley ("the area of benefit") by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

The charity's objects are defined as above. Our aims are focused on:

- To provide the advice people need for the problems they face, and
- To improve the policies and practices that affect people's lives

Our service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. We value diversity, promote equality and challenge discrimination.

The charity has developed its own Mission Statement to reflect more accurately its purpose and role:

*Citizens Advice Knowsley's vision is to improve the lives of Knowsley residents through advice, empowerment and volunteering. Our values are to focus on clients and quality of advice, achieve results, continuously improve, promote equality and fairness, value each other and work together.*

<b>Ensuring</b>	<b>our</b>	<b>work</b>	<b>delivers</b>	<b>our</b>	<b>aims</b>
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We review our aims, objectives and activities each year. The annual review seeks to examine our achievements and outcomes and to set key strategic targets for the coming three year period, with a focus on developing a 12 month strategic plan to be reviewed by trustees on an ongoing basis.

In carrying out the review we are ensuring that that our aims, objectives and activities are in line with our stated purpose.

Our main objectives on an annual basis focus on ensuring that our service meets the needs of the clients we support.

Key priorities have been:

- Raising the community profile of Citizens Advice Knowsley
- Improving the volunteering experience, improving recruitment and retention of volunteers
- Make our services accessible to all areas of the community
- Providing a service focused on the needs of Knowsley residents
- Ensuring that a service has been provided in accordance with our stated aims and objectives

**Public**

**benefit**

Our main activities and who we try to help are described above. All our charitable activities focus on providing the advice people need for the problems they face and are undertaken specifically to provide public benefit. The board of trustees have had due regard to the Charity Commission guidance on public benefit and have complied with the duty in section 4 of the Charities Act 2011.

**FOR THE YEAR ENDED 31 MARCH 2024**

## Responsibility towards the environment

### Achievements and performance

Through this year, we have continued to focus on the accessibility of our services, including the implementation of a WhatsApp messaging service to allow the more efficient booking of appointments. We have continued to develop our core services and adapt to the changing needs of Knowsley residents:

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**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

The following show financial performance and key figures for the year:

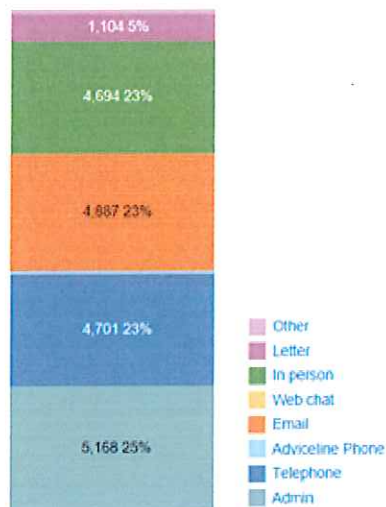
**Summary**

Clients	3,750
Quick client contacts	600
Issues	35,583
Activities	20,807
Cases	5,789

**Outcomes**

Income gain	£8,901,755
Re-imbursements, services, loans	£10,938
Other	£185,204

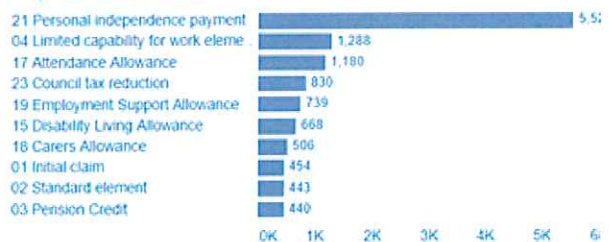
**Channel**



**Issues**

Issues	Count	Clients
Benefits & tax credits	11,363	1,1
Benefits Universal Credit	3,312	1
Charitable Support & Food Ban	487	1
Consumer goods & services	1,139	4
Debt	13,918	1,4
Education	15	
Employment	254	1
Financial services & capability	304	2
GVA & Hate Crime	21	
Health & community care	93	
Housing	860	2
Immigration & asylum	117	
Legal	175	
Other	28	
Relationships & family	289	1
Tax	62	
Travel & transport	91	
Utilities & communications	3,055	8
<b>Grand Total</b>	<b>35,583</b>	

**Top benefit issues**



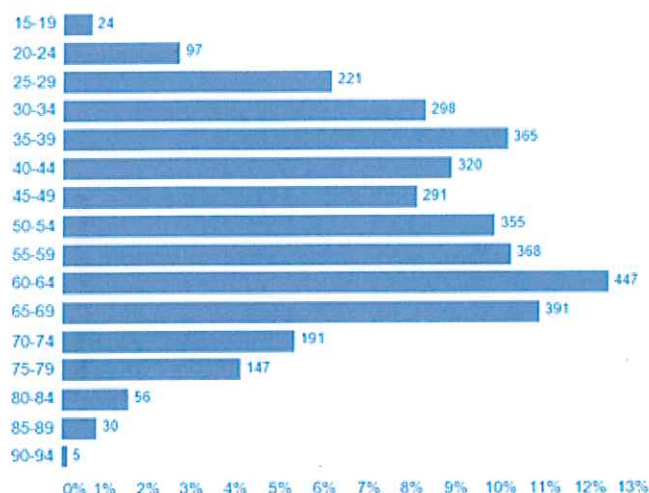
**Top debt issues**



**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

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### Age



### Gender



### Disability / Long-term health



### Ethnicity



**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

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**Financial review**

The charity recorded a surplus of £63,342 for the year (2023 – surplus £16,894). Working on a stable financial foundation, trustees have been able to invest in new technology and implement robust financial procedures as part of the business planning process.

During this year, Citizens Advice Knowsley received additional funds through the Knowsley Better Together Fund to assist Knowsley residents affected by the cost of living crisis with Welfare Benefits and General advice.

This additional funding has allowed face-to-face and outreach services to develop in order to reach all sectors of the Knowsley community.

As energy costs are impacting on Knowsley residents, additional funds have been secured to provide energy specific advice to complement debt and financial capability services.

Trustees are aware that there will be increased pressure on resources and are working with senior management to secure new and existing funding to enable Citizens Advice Knowsley to provide a much needed service.

**Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six months, expenditure.

The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

**Risk management**

Systems and procedures have been established to identify, monitor and manage the risks that Knowsley Citizens Advice faces. Trustees and the senior management team periodically review and update risks and mitigating actions.

Citizens Advice Knowsley operates under a risk management strategy agreed by trustees and periodically reviews and updates a risk register to reflect the current risks we are exposed to with a view to monitoring and mitigating major risks.

The Board ideally would like to be able to call on a 6-month running costs in the event of the organisation ceasing operations. As required in its Memorandum paragraph 3.19, the organisation has the power to invest and deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

**Structure, governance and management**

The charity is a company limited by guarantee (3108844) and is governed by its Memorandum and Articles of Association, as amended by special resolution dated 22 July 2020. The registered name of the charity is Knowsley District Citizens Advice Bureau (1049996) and from January 2004, the charity has used the operating name of Citizens Advice Knowsley.



**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

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The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signing were:

Mr A F Gilmore	(Resigned 6 April 2023)
Mr C Kelsall	
Mr D Bridson	(Resigned 5 April 2023)
Ms M Stebbings	(Resigned 16 February 2024)
Mr K Walsh	(Resigned 24 April 2024)
Mr U Ezeanata	
Mr K Pearce	(Appointed 11 May 2023)
Miss O See	(Appointed 9 August 2023 and resigned 24 April 2024)
Ms C Farrell	(Appointed 9 August 2023 and resigned 10 November 2023)
Mr B Molloy	(Appointed 26 October 2023)
Ms K Markey	(Appointed 24 January 2024 and resigned 24 April 2024)
Ms I Templeman	(Appointed 25 July 2024)
Ms C Lunt	(Appointed 25 July 2024)

Trustees are recruited in line with the terms laid out in the Bureau's Articles of Association. A term of office is 3 years and trustees may be re-elected.

Knowsley Metropolitan Borough Council annually nominates an elected member to the Board of Trustees.

Cllr Kenneth Frank Walsh

Trustees can be elected at the Annual General Meeting, nominated by member organisations or co-opted by the Board, provided that the total number of co-opted and nominated trustees does not exceed one third of the total number of trustees.

New trustees meet with the Chair and Chief Officer for an induction session and all trustees undertake ongoing training and development as appropriate to their role.

The Citizens Advice internet site [www.bmis.org.uk](http://www.bmis.org.uk) contains designated pages to support trustees in their roles

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. The trustees are covered by trustee indemnity insurance.

#### **Remuneration of Key Management**

Key management remuneration is set using information from the national association and through analysis of comparable roles within the charity and voluntary sector. Salaries are reviewed on an annual basis in line with roles and responsibilities.

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

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**Organisational structure**

Citizens Advice Knowsley is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards.

Knowsley District Citizens Advice Bureau is governed by the Board of Trustees who:

- Set the policy of the charity
- Are involved in determining corporate strategy, including setting key strategic objectives
- Make major decisions about the future of finances
- Set a framework for human resource policy

Responsibility for day to day management matters and implementation of policy is delegated to the Chief Officer, within a clearly understood framework for strategic control.

The following personnel attend trustee meetings in a non-voting capacity:

Brian Gouldson, Chief Officer

Trustee minutes are sent to Citizens Advice to ensure compliance with national membership requirements.

**Contribution of Volunteers and Paid Staff**

The charity's success could not have been achieved without the hard work and dedication of volunteers and staff. The Trustee Board and senior management recognise the tremendous contribution made by the charity's volunteers in advising the public and administering the service without which the service could not operate.

Volunteers represent the indispensable core of the service for without them there would not be a Citizens Advice service. Their value is inadequately expressed in monetary terms. Indeed, volunteers bring many skills to the service and very often the experience gained helps individuals return to full employment.

**Our volunteers**

Volunteers contributed the equivalent to 3.23 FTE members of staff during the year. This equates to £64,076 based on a paid staff equivalent receiving £10.90 per hour.

All Trustees/Directors are volunteers

**Equal opportunities**

Knowsley District Citizens Advice Bureau recognises the positive value of diversity promotes equality and challenges discrimination. The charity welcomes volunteers and employees from all parts of the community, particularly under-represented groups.

We support the Citizens Advice equality, diversity and inclusion goals and have incorporated these in with all aspects of business planning.

The trustees, who are also the directors of Knowsley District Citizens Advice Bureau for the purpose of company law are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

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**Auditor**

In accordance with the company's articles, a resolution proposing that Mitchell Charlesworth (Audit) Limited (formerly BWM) be reappointed as auditor of the company will be put at a General Meeting.

**Disclosure of information to auditor**

So far as the trustees are aware, there is no relevant audit information of which the charity's auditors are unaware. Additionally, the trustees have taken all necessary steps that they ought to have taken as trustees in order to make themselves aware of all relevant audit information and to establish that the charity's auditors are aware of that information.

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

The trustees' report was approved by the Board of Trustees.



Mr C Kelsall

**Trustee**

Date: 24/10/24

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2024***

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The trustees, who are also the directors of Knowsley District Citizens Advice Bureau for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities 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 charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
INDEPENDENT AUDITOR'S REPORT**

**TO THE MEMBERS OF KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU**

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**Opinion**

We have audited the financial statements of Knowsley District Citizens Advice Bureau (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

**TO THE MEMBERS OF KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU**

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**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

**Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

**The extent to which the audit was considered capable of detecting irregularities, including fraud**

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

**TO THE MEMBERS OF KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU**

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We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

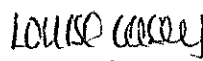
Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Louise Casey ACA (Senior Statutory Auditor)  
for and on behalf of Mitchell Charlesworth (Audit) Limited

Chartered Accountants  
Statutory Auditor

  
....30. October. 2024

Suite 5.1  
Tempest  
12 Tithebarn Street  
Liverpool  
L2 2DT

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2024**

Current financial year

		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
	Notes					
<b><u>Income and endowments from:</u></b>						
Charitable activities	3	676,429	-	474,937	1,151,366	941,923
Investments	4	5,411	-	-	5,411	1,160
Other income	5	9,777	-	420	10,197	6,589
<b>Total income</b>		<b>691,617</b>	<b>-</b>	<b>475,357</b>	<b>1,166,974</b>	<b>949,672</b>
<b><u>Expenditure on:</u></b>						
Charitable activities	6	640,800	-	462,832	1,103,632	932,778
<b>Total charitable expenditure</b>		<b>640,800</b>	<b>-</b>	<b>462,832</b>	<b>1,103,632</b>	<b>932,778</b>
<b>Net incoming resources before transfers</b>		<b>50,817</b>	<b>-</b>	<b>12,525</b>	<b>63,342</b>	<b>16,894</b>
Transfers between funds		20,067	(29,722)	9,655	-	-
<b>Net movement in funds</b>		<b>70,884</b>	<b>(29,722)</b>	<b>22,180</b>	<b>63,342</b>	<b>16,894</b>
Fund balances at 1 April 2023		564,796	198,614	1,933	765,343	748,449
<b>Fund balances at 31 March 2024</b>		<b>635,680</b>	<b>168,892</b>	<b>24,113</b>	<b>828,685</b>	<b>765,343</b>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2024**

Prior financial year

		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes				
<b><u>Income and endowments from:</u></b>					
Charitable activities	3	654,879	-	287,044	941,923
Investments	4	1,160	-	-	1,160
Other income	5	6,589	-	-	6,589
<b>Total income</b>		<b>662,628</b>	<b>-</b>	<b>287,044</b>	<b>949,672</b>
<b><u>Expenditure on:</u></b>					
Charitable activities	6	588,420	-	344,358	932,778
<b>Net incoming resources before transfers</b>		<b>74,208</b>	<b>-</b>	<b>(57,314)</b>	<b>16,894</b>
Transfers between funds		(24,185)	(29,721)	53,906	-
<b>Net movement in funds</b>		<b>50,023</b>	<b>(29,721)</b>	<b>(3,408)</b>	<b>16,894</b>
Fund balances at 1 April 2022		514,773	228,335	5,341	748,449
<b>Fund balances at 31 March 2023</b>		<b>564,796</b>	<b>198,614</b>	<b>1,933</b>	<b>765,343</b>

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
BALANCE SHEET**

**AS AT 31 MARCH 2024**

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Tangible assets	10		118,892		148,614
<b>Current assets</b>					
Debtors	11	81,319		51,397	
Cash at bank and in hand		734,521		632,603	
		815,840		684,000	
<b>Creditors: amounts falling due within one year</b>	12	(106,047)		(67,271)	
Net current assets			709,793		616,729
<b>Total assets less current liabilities</b>			828,685		765,343
<b>Income funds</b>					
Restricted funds	15		24,113		1,933
<u>Unrestricted funds - general</u>					
Designated funds	16	168,892		198,614	
General unrestricted funds		635,680		564,796	
			804,572		763,410
			828,685		765,343

The financial statements were approved by the Trustees on 24/10/24

  
Mr C Kelsall  
Trustee

1

Company registration number 3108844

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
STATEMENT OF CASH FLOWS**

***FOR THE YEAR ENDED 31 MARCH 2024***

	Notes	2024 £	£	2023 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	20		96,507		55,630
<b>Investing activities</b>					
Investment income received		5,411		1,160	
<b>Net cash generated from investing activities</b>			5,411		1,160
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			101,918		56,790
Cash and cash equivalents at beginning of year			632,603		575,813
<b>Cash and cash equivalents at end of year</b>			<u>734,521</u>		<u>632,603</u>

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

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**1 Accounting policies**

**Charity information**

Knowsley District Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is 142 Cherryfield Drive, Kirkby, Merseyside, L32 8RX.

**1.1 Accounting convention**

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

**1.2 Going concern**

At the time of approving the accounts, 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 accounts.

**1.3 Charitable funds**

*Unrestricted funds* are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

*Designated funds* comprise unrestricted funds that have been set aside by trustees for a particular purpose. The aim and use of the designated fund is set out in the notes to the financial statements.

*Restricted funds* are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

---

**1 Accounting policies**

**(Continued)**

Income from donations and grants, including capital grants, is included in income when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included until the preconditions for use have been met.
- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to preconditions regarding entitlement, this income is included as restricted funds when receivable.

Voluntary income includes discretionary grants for projects, goods and services where no service agreement or contract exists.

Other grants and contracts, which have particular service requirements are included in the statement of financial activities under the heading income from charitable activities.

Interest is included when receivable by the charity.

**1.5 Expenditure**

Expenditure reflects all amounts paid and accrued during the year. All costs are allocated between the expenditure categories on a basis designed to reflect the use of the resource. Costs relating to a particular project are allocated directly, others are apportioned on an appropriate basis. Staff costs are apportioned between projects on the basis of an assessment of the time spent by individual employees.

**Charitable expenditure**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Governance costs**

These represent costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

**1.6 Tangible fixed assets**

Tangible fixed assets are measured at cost, net of depreciation and any impairment losses.

All assets costing more than £1,000 are capitalised at cost.

Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold Improvements	10% p.a. on a straight line basis
Office equipment	25% p.a. on a straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

---

**1 Accounting policies**

**(Continued)**

**1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

**1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

**1.9 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

---

**1 Accounting policies**

**(Continued)**

**1.11 Taxation**

The charity benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

The charity is not able to recover Value Added Tax. Expenditure is recorded in the accounts inclusive of VAT.

**1.12 Pensions**

The charity operates a defined contribution scheme for employees. Contributions are charged to the Statement of Financial Activities in the period to which they relate.

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The following were considered to be critical accounting estimates that have been applied during the preparation of these financial statements:

**Depreciation and UEL's**

The annual depreciation charge for tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are assessed on initial acquisition and reassessed periodically to ensure they remain appropriate. They are amended when necessary to reflect current estimates based on technological advancement, future investments, economic utilisation and the physical condition of the assets. The useful economic lives for each class of asset are set out in the accounting policy 1.6.

**Prepayments:**

Invoices which are received during the year that cover the following accounting period have an appropriate proportion of their costs held as a prepayment. They are amended periodically based on the invoices which have been received in each year.

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

**3 Charitable activities**

	Advice delivery 2024 £	Advice delivery 2023 £
Services provided under contract	676,429	654,879
Performance related grants	474,937	287,044
	<u>1,151,366</u>	<u>941,923</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	676,429	654,879
Restricted funds	474,937	287,044
	<u>1,151,366</u>	<u>941,923</u>

**4 Investments**

	Unrestricted funds general 2024 £	Unrestricted funds general 2023 £
Interest receivable	<u>5,411</u>	<u>1,160</u>

**5 Other income**

	Unrestricted funds general 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds general 2023 £
Other income	<u>9,777</u>	<u>420</u>	<u>10,197</u>	<u>6,589</u>



**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**6 Charitable activities**

	Advice delivery 2024 £	Advice delivery 2023 £
Staff costs	745,142	642,119
Office expenses	35,460	15,862
Travel and subsistence	15,391	10,233
Sundry and cleaning	40,806	4,794
	<u>836,799</u>	<u>673,008</u>
Share of support costs (see note 7)	236,977	222,059
Share of governance costs (see note 7)	29,856	37,711
	<u>1,103,632</u>	<u>932,778</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	640,800	588,420
Restricted funds	462,832	344,358
	<u>1,103,632</u>	<u>932,778</u>

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

**7 Support costs**

	Support costs	Governance costs	2024	Support costs	Governance costs	2023
	£	£	£	£	£	£
Staff costs	106,974	-	106,974	108,724	-	108,724
Depreciation	29,722	-	29,722	29,722	-	29,722
Premises costs	59,282	-	59,282	53,662	-	53,662
Office costs	36,598	-	36,598	32,865	-	32,865
Staff and volunteer	4,311	-	4,311	4,598	-	4,598
Other costs	90	-	90	(7,512)	-	(7,512)
Audit fees	-	10,740	10,740	-	8,160	8,160
Legal and professional	-	14,268	14,268	-	8,184	8,184
Other costs	-	4,848	4,848	-	21,367	21,367
	<u>236,977</u>	<u>29,856</u>	<u>266,833</u>	<u>222,059</u>	<u>37,711</u>	<u>259,770</u>
Analysed between						
Charitable activities	<u>236,977</u>	<u>29,856</u>	<u>266,833</u>	<u>222,059</u>	<u>37,711</u>	<u>259,770</u>

Support costs represent the overheads for running the charity and where directly attributable, costs have been allocated to the relevant headings.

The recharges have been calculated as a pro-rata figure based on the number of FTE posts allocated to each funding stream.

Governance costs includes payments to the auditor of £5,385 for the audit and £3,565 for accountancy fees (2023- £4,910 for the audit and £3,250 for accountancy fees).

**8 Trustees**

None of the trustees (or any persons connected with them) received any remuneration during the year. During the year no trustees were reimbursed for any expenses incurred (2023- £nil).

**9 Employees**

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Advice/ project delivery	20	17
Management and administration	11	10
Total	<u>31</u>	<u>27</u>

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

**9 Employees (Continued)**

<b>Employment costs</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	743,053	650,882
Social security costs	66,345	60,533
Other pension costs	42,718	39,428
	<u>852,116</u>	<u>750,843</u>

The average number of employees shown above is based on actual employee numbers.

There were no employees whose annual remuneration was more than £60,000.

**10 Tangible fixed assets**

	<b>Leasehold improvements</b>	<b>Office equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 April 2023	297,225	34,519	331,744
At 31 March 2024	297,225	34,519	331,744
<b>Depreciation and impairment</b>			
At 1 April 2023	148,611	34,519	183,130
Depreciation charged in the year	29,722	-	29,722
At 31 March 2024	178,333	34,519	212,852
<b>Carrying amount</b>			
At 31 March 2024	118,892	-	118,892
At 31 March 2023	148,614	-	148,614

**11 Debtors**

	<b>2024</b>	<b>2023</b>
<b>Amounts falling due within one year:</b>	<b>£</b>	<b>£</b>
Trade debtors	6,375	1,375
Prepayments and accrued income	74,944	50,022
	<u>81,319</u>	<u>51,397</u>

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

**12 Creditors: amounts falling due within one year**

	2024 £	2023 £
Trade creditors	25,156	10,620
Other creditors	36,005	33,901
Accruals and deferred income	44,886	22,750
	<u>106,047</u>	<u>67,271</u>

**14 Amounts held on behalf of third parties**

The charitable company holds funds as agent totalling £239,722.85 (2022: £207,760), in a bank account operated by the charitable company, which is payable to third parties. The amount payable to third parties and an equivalent amount of the bank balance are excluded from these accounts.

Funder	Balance at 1 April 2023 £	Received £	Paid out £	Balance at 31 March 2024 £
GMMAP Funds	207,760	2,128,673	(2,096,710)	239,723
	<u>207,760</u>	<u>2,128,673</u>	<u>(2,096,710)</u>	<u>239,723</u>

Funder	Balance at 1 April 2022 £	Received £	Paid out £	Balance at 31 March 2023 £
GMMAP Funds	374,813	2,076,539	(2,243,592)	207,760
	<u>374,813</u>	<u>2,076,539</u>	<u>(2,243,592)</u>	<u>207,760</u>

**14 Retirement benefit schemes**

**Defined contribution schemes**

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to the statement of financial activities in respect of defined contribution schemes was £42,718 (2023 - £39,428).

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

**15 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2022 £	Movement in funds			Transfers £	Balance at 1 April 2023 £	Movement in funds			Transfers £	Balance at 31 March 2024 £
		Income £	Expenditure £				Income £	Expenditure £			
Energy Redress	-	-	-	-	-	-	98,125	(85,931)	-	-	12,194
MAS	2,848	265,486	(269,130)	796	-	-	289,431	(277,512)	-	-	11,919
Cadent	-	-	-	-	-	-	39,575	(44,470)	4,895	-	-
New Horizons	560	21,558	(75,228)	53,110	-	-	-	-	-	-	-
Financial Capability	1,933	-	-	-	-	1,933	-	(1,933)	-	-	-
Financial Resilience	-	-	-	-	-	-	48,226	(52,986)	4,760	-	-
	<u>5,341</u>	<u>287,044</u>	<u>(344,358)</u>	<u>53,906</u>	<u>1,933</u>	<u>1,933</u>	<u>475,357</u>	<u>(462,832)</u>	<u>9,655</u>	<u>24,113</u>	

**Energy Redress** - Energy Redress is funding administered by the Energy Saving Trust to provide advice on energy saving and energy efficiency measures to Knowsley residents through a blend of home visits, face-to-face and telephone advice.

**MAS** - Funding through the Money and Pensions Service to provide debt advice services as part of the Greater Merseyside Money Advice Partnership.

**New Horizons** - Funding from the European Social Fund to provide employability support to Knowsley residents. Funding provided for staff salary and project support costs. This funding ceased within the year and the trustees agreed to cover the deficit via a transfer from unrestricted funds.

**Financial Capability** - Funding through the Better Mental Health Fund as part of a project managed by Knowsley Council on behalf of the Office for Health Improvement and Disparities providing support to Knowsley residents experiencing mental health issues arising from the Covid-19 pandemic.

**Financial Resilience** - The Financial Resilience Programme will undertake targeted community engagement and recruitment activities to reach out and connect with people from the local authority areas of Halton, Knowsley, St Helens, Liverpool, Sefton and Wirral within the Liverpool City Region.

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

**16 Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2022	Expenditure	Balance at 1 April 2023	Movement in funds Income	Balance at 31 March 2024
	£	£	£	£	£
Future building works	50,000	-	50,000	-	50,000
Leasehold improvements	178,335	(29,721)	148,614	(29,722)	118,892
	<u>228,335</u>	<u>(29,721)</u>	<u>198,614</u>	<u>(29,722)</u>	<u>168,892</u>

The above designated funds have been set aside to carry out future building works at our new Kirkby and Huyton offices. The balance was reviewed by the trustees to more accurately reflect the position held at 31 March 2024. The leasehold improvements designated fund represents the net book value of the assets capitalised within 2019.

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

17	Analysis of net assets between funds	Unrestricted funds		Designated funds		Restricted funds		Total Unrestricted funds		Designated funds		Restricted funds		Total	
		2024	£	2024	£	2024	£	2024	£	2024	£	2023	£	2023	£
	Fund balances at 31 March 2024 are represented by:														
	Tangible assets	-		118,892		-		118,892		-		-		148,614	
	Current assets/(liabilities)	635,680		50,000		24,113		709,793		564,796		1,933		616,729	
		<u>635,680</u>		<u>168,892</u>		<u>24,113</u>		<u>828,685</u>		<u>564,796</u>		<u>1,933</u>		<u>765,343</u>	

**KNOWSLEY DISTRICT CITIZENS ADVICE BUREAU  
COMPANY LIMITED BY GUARANTEE  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2024**

**18 Operating lease commitments**

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

	2024 £	2023 £
Within one year	53,400	53,400
Between two and five years	160,200	213,600
	<u>213,600</u>	<u>267,000</u>

The operating leases represent leases of premises to third parties. The leases are negotiated over terms of ten years and rentals are fixed for four years.

**19 Related party transactions**

**Remuneration of key management personnel**

The remuneration of key management personnel is as follows.

	2024 £	2023 £
Aggregate compensation	<u>80,113</u>	<u>81,344</u>

**20 Cash generated from operations**

	2024 £	2023 £
Surplus for the year	63,342	16,894
Adjustments for:		
Investment income recognised in statement of financial activities	(5,411)	(1,160)
Depreciation and impairment of tangible fixed assets	29,722	29,722
Movements in working capital:		
(Increase)/decrease in debtors	(29,922)	21,474
Increase/(decrease) in creditors	38,776	(11,300)
<b>Cash generated from operations</b>	<u>96,507</u>	<u>55,630</u>

**21 Analysis of changes in net funds**

The charity had no debt during the year.

**22 Company limited by guarantee**

Knowsley District Citizens Advice Bureau Limited is incorporated under the Companies Act 2006 as a company limited by guarantee. The liability of the members is limited to £10.