# SOUTH BRISTOL ADVICE SERVICES

England & Wales · Charity number 1066392

## Details

| | |
|---|---|
| **Other names** | SOUTH BRISTOL ADVICE SERVICE |
| **Status** | Registered |
| **Legal form** | Charitable company |
| **Company number** | 03469233 |
| **Registered** | 1997-11-28 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | Withywood Centre<br>Queens Road<br>Bishopsworth<br>Bristol<br>BS13 8QA |
| **Phone** | 01179038415 |
| **Email** | admin@southbristoladvice.org.uk |
| **Website** | www.southbristoladvice.org.uk |

## Activities

**Objects:** THE PROMOTION OF ANY CHARITABLE PURPOSES FOR THE BENEFIT OF PERSONS LIVING IN SOUTH BRISTOL (DEFINED AS SOUTH OF THE ORIGINAL COURSE OF THE RIVER AVON) BY THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, SICKNESS AND DISTRESS.

**Activities:** South Bristol Advice Services offer free, independent, accessible advice and advocacy service for the South Bristol community.

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## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Disability, The Prevention Or Relief Of Poverty, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

## Geography

- **Area of benefit:** SOUTH BRISTOL
- Bristol City

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £377,832 | £360,481 | - | - |
| 2024-03-31 | £407,411 | £322,503 | - | - |
| 2023-03-31 | £314,198 | £266,791 | - | - |
| 2022-03-31 | £259,372 | £257,504 | - | - |
| 2021-03-31 | £284,188 | £265,611 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| **MICHAEL MANLEY** | Chair | |
| Christine Marcia | | 2017-12-05 |
| Roger Alec Carver | | 2017-12-05 |

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**SOUTH BRISTOL ADVICE SERVICES**

England & Wales - Charity number 1066392

# Accounts

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2025**

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Registered charity number – 1066392

Company number – 3469233



SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

## Report of the Management Committee for year ended 31 March 2025

The Management Committee presents its report and financial statements for the year ended 31 March 2025. Due to the Management Committee's status as directors under the Companies Act 2006, and Trustees under the Charities Act 2011, this report constitutes a directors' report as required by the Companies Act 2006 and a trustees' report as required by the Charities Act 2011 and has been prepared taking advantage of the exemptions conferred by Part 15 of this act.

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

## OBJECTS AND ACTIVITIES

The objects of the charity are the promotion of any charitable purposes for the benefit of people living in South Bristol, through the advancement of education, the protection of health, and relief of poverty, sickness, and distress.

The charity sought to further these objects for the year through the provision of information advice and advocacy as summarised below.

Our generalist service offers information, advice and advocacy and we have a wide referral network that includes many external agencies, support groups and medical Services. We also have internal referrals to our specialist welfare benefits and debt team. We have the Advice Quality Standard (AQS) for Debt and Welfare Benefits, and we are members of Advice UK.

The trustees have had due regard to the Charity Commission guidance on public benefit in deciding what activities we should undertake and confirm that all our activities are undertaken to further our charitable purposes for the public benefit.

## Report of the Management Committee for year ended 31 March 2025 (cont.)

## ACHIEVEMENT AND PEFORMANCE

South Bristol Advice Services has had another successful year, working on behalf of our service users (Clients) to ensure that they receive financial support in line with their entitlements, with regard to their specific circumstances and in accordance with their circumstances.

We are seeing many clients that do not usually require our help, but due to the cost of living and the changes to the Welfare Benefits through Migration to Universal Credit, they are being adversely affected as the system is complex. The need for a phone and email and proofs of identity are are putting many of our clients at risk of losing payments; the fact that rent is paid with Universal Credit as Housing Allowance, also puts them risk of Homelessness.

**Our community**
Our community has most of the Local Super Output Areas (LSOAs) in Bristol. It is often overlooked as having deprivation as the LSOAs are bordered by well-to-do areas.

**The highest level of deprivation in Bristol at ward level are** Hartcliffe and Withywood, Hengrove, Whitchurch Park, and Lawrence Hill. Of the 34 LSOAs that make up the 10% lowest income areas nationally, 17 are in South Bristol.

**The 10 most deprived LSOAs** (areas of approx. 1,500) are all in South Bristol; Hartcliffe and Withywood, Whitchurch Park, and Knowle Hareclive.

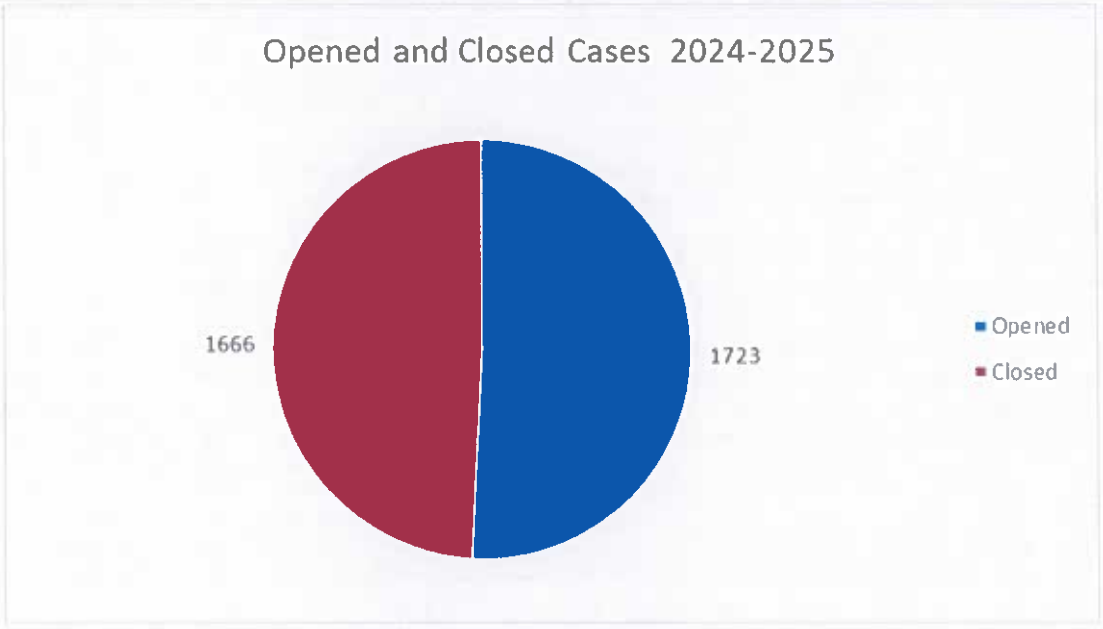
**3 highest people struggling financially by equality groups**
Single Parents 30%
Black Ethnicity 24%
Disabled 21.5%

**Income Deprivation Affecting Children**
Bristol has 17,200 people who live in deprived households in 7 LSOAs. 6 are in South Bristol Whitchurch Lane is the 99th most deprived area in England.

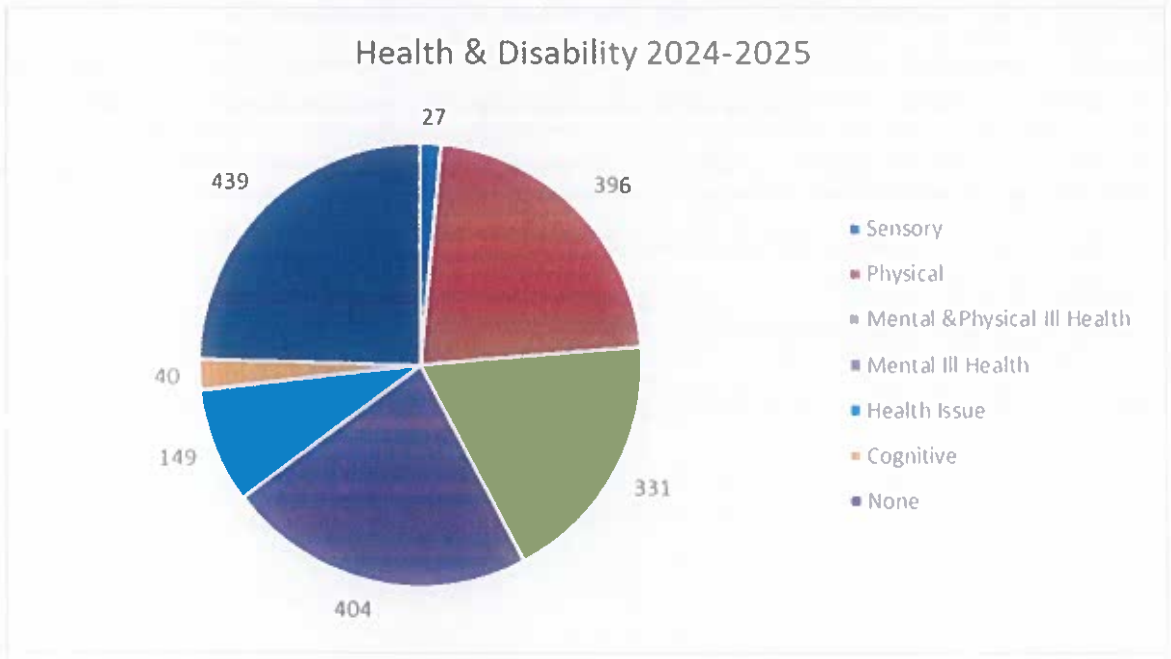
**Health Deprivation & Disability**
34 LSOAs are in the lowest 10% of deprivation in England. 21 of these are in South Bristol, 7 in the Inner City, 4 in Noth and West Bristol, and 2 in East Bristol

## Report of the Management Committee for year ended 31 March 2025 (cont.)

The Following charts illustrate the work we have carried out on behalf of the community

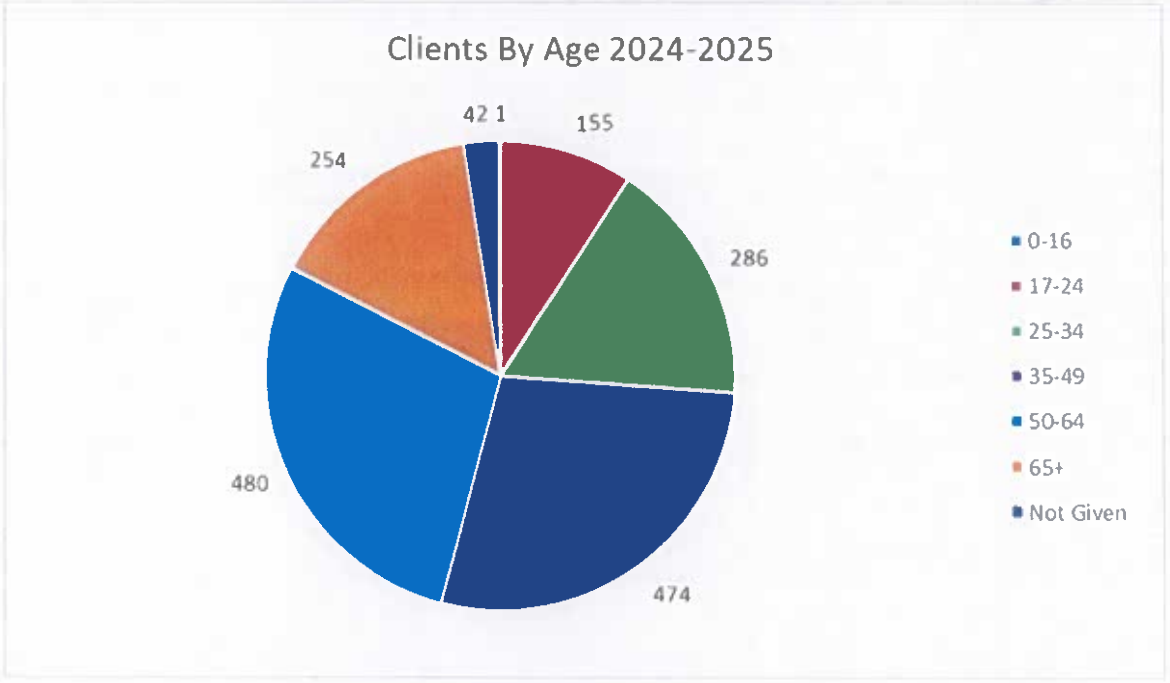


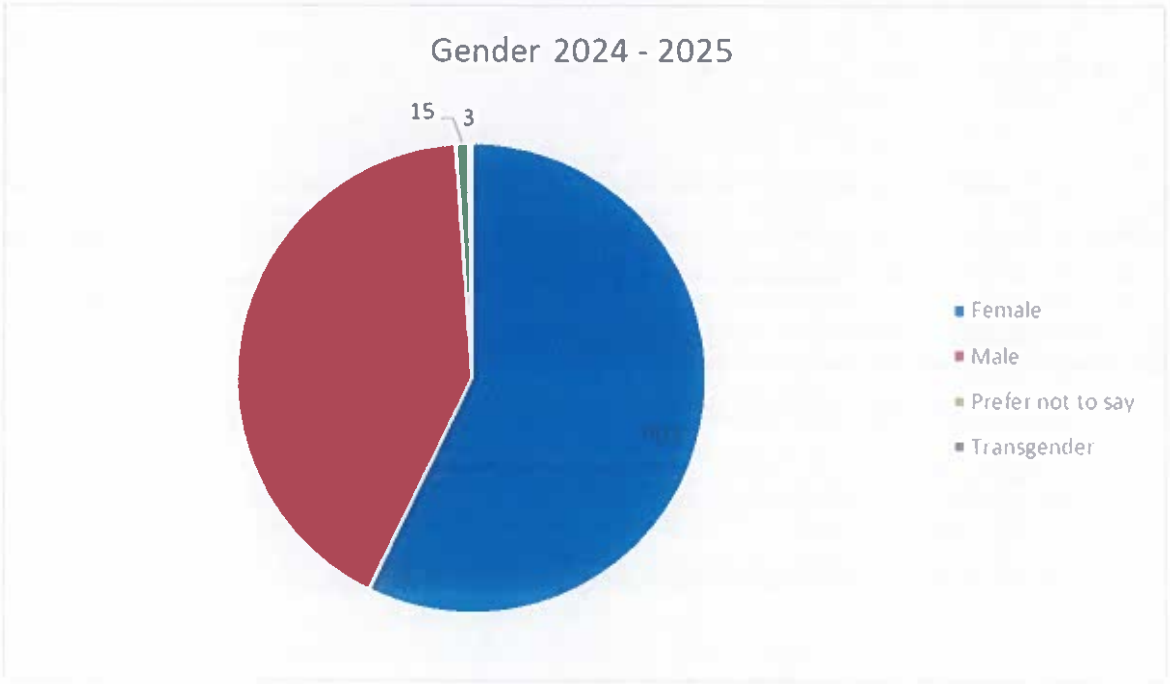

We have on average 350 cases open that we are working on at any one time.
**Please note:** Over 2,000 additional clients have been provided with one-off advice, fact sheets, the use of a computer or a phone, or the contact details of another organisation whose details are not recorded except by Tally Sheet.



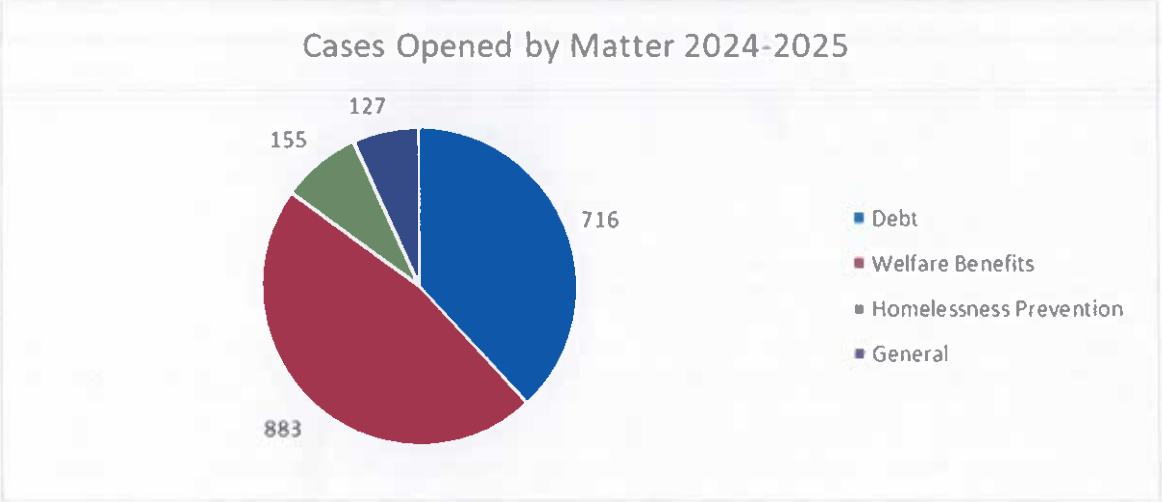
## Report of the Management Committee for year ended 31 March 2025 (cont.)

Over 70 % of our clients have a Disability or Health Condition that affects their day-to-day life.

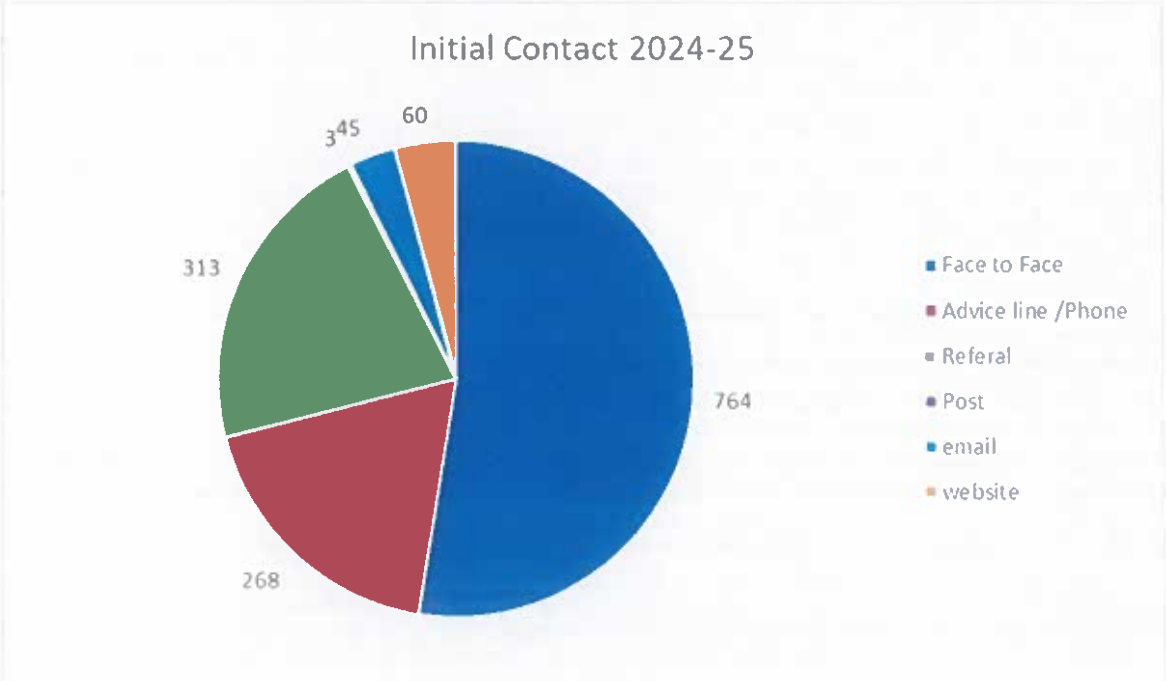


## Report of the Management Committee for year ended 31 March 2025 (cont.)

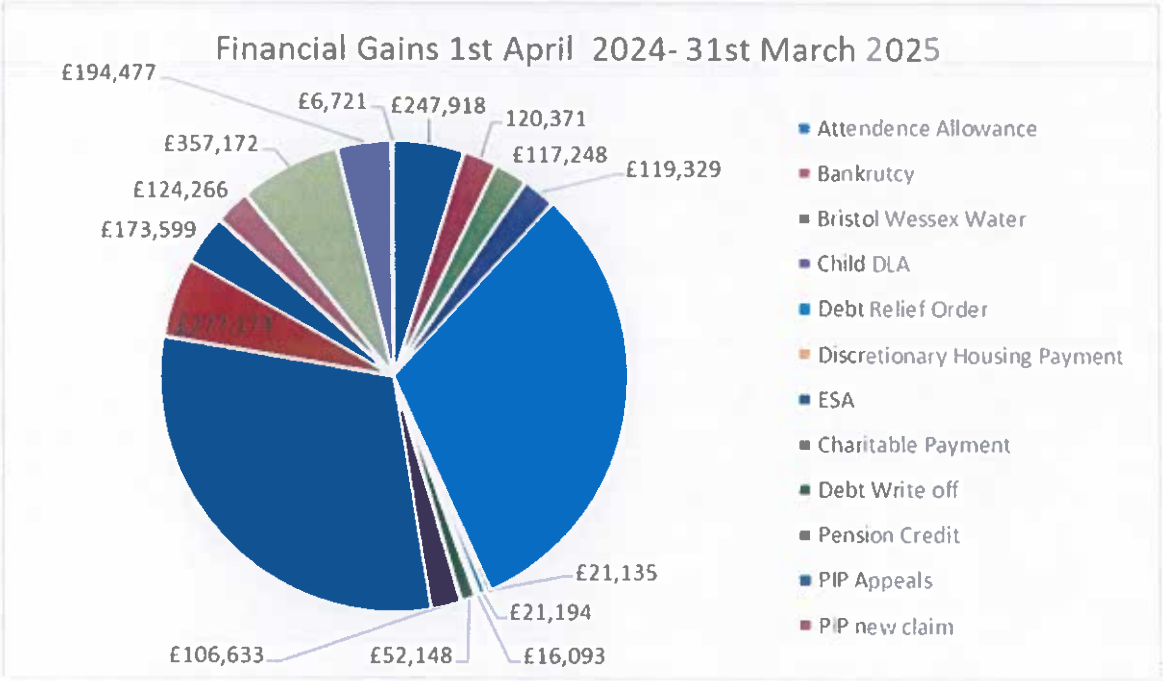



We have a growing number of older clients often due to them not having the internet or a phone or computer and/or the complexity of claiming.




Most of our clients have come in person for help and we triage each client and if we can deal with it on the spot we do. Although most need an appointment or a follow-up appointment. These can be in person or on the phone, all clients are given the choice.

## Report of the Management Committee for year ended 31 March 2025 (cont.)




Financial gains achieved for our clients totalled £5,079,373 in the year.

**Funding**

South Bristol Advice Services values and appreciates every Funder or Contribution to our work.

**Big Thanks to:**

**The National Lottery Community Fund**

For many years we have struggled each year to provide the South Bristol Community with Welfare Benefit Advice and Advocacy. In 2021 we were successful in our bid to the **National Lottery Community Fund**. This has enabled us to complete the last few years without the stress of potential loss of hours or redundancy for our team and the loss of service to our community. Our award is due to end mid-way through 2026.

## Report of the Management Committee for year ended 31 March 2025 (cont.)

**Also Big Thanks to:**

We remain grateful to **Bristol City Council, Trusts and Foundations and charities** for keeping our project work going and allowing 2000 Plus Service Users/Clients a year to receive help to maximise their income, help them deal with the cost of living with a disability, help deal with debt, to prevent homelessness and hunger. Most of our clients are vulnerable due to disability, with 71% of our clients identifying as having a disability or issue.

Bristol City Council provide funding to the charity as Part of the Bristol Advice Partnership (BAP) and the Household Support Fund 7 (HSF)

Bristol Water and Wessex Water help fund advice to clients with water debts.

Garfield Weston FOUNDATION

Core funding grant for one year

Quartet Community Foundation

Quartet Community Foundation/Chapman Family Fund /Alfred Hill Fund

## Report of the Management Committee for year ended 31 March 2025 (cont.)

### Project Work

Our projects are designed to help the most vulnerable clients, the emphasis being on maximising and preventing the loss of income and preventing the escalation of poverty and /or debt due to clients not having the capacity to fully understand their rights as to additional income due to their illness or disability.

The current political climate and the portrayal of welfare benefit clients in the media has led to many of our clients, in particular those who have mental issues or who are older, from not pursuing claims and appeals.

We use our community contacts and our long-term contacts through our local network and referral to seek the most vulnerable and hard-to-reach members of our community.

### PLANS FOR THE FUTURE

We are looking for funders with whom we have history for some 3-year periods of awards. This would improve the sustainability of the projects. Our projects are created by the need we observe and from evidence through our data-base.

We are working on building funding partnerships with other agencies and/or organisations to strengthen the services we provide to the Community.

We remain committed to providing advice and assistance to the South Bristol Community and are, along with the Management Committee, reviewing our funding strategy in the coming months. This will consider the impact of the changes to welfare benefits and the continuing cost of living crisis on our clients.

We hope to fund a deputy CEO to help with the running of the charity and to build succession planning to help safeguard the organisation in future years.

## Report of the Management Committee for year ended 31 March 2025 (cont.)

### GENERAL INFORMATION

**Accountants & Independent Examiner:**
Metis Tax
Castlemead
Lower Castle Street
Bristol
BS1 3AG

**Bankers:**
Unity Trust Bank
4 The Square
1 Broad Street
Birmingham
B15 IAR

**Principal Address:**
Withywood Centre
Queens Road
Withywood
Bristol BS13 8QA

**Management Committee:**

| | |
|---|---|
| **Chair** | Michael Manley |
| **Treasurer** | Christine Marcia |
| **Members** | Anne-Marie Rogers |
| | Roger Carver |

**Key Personnel:**

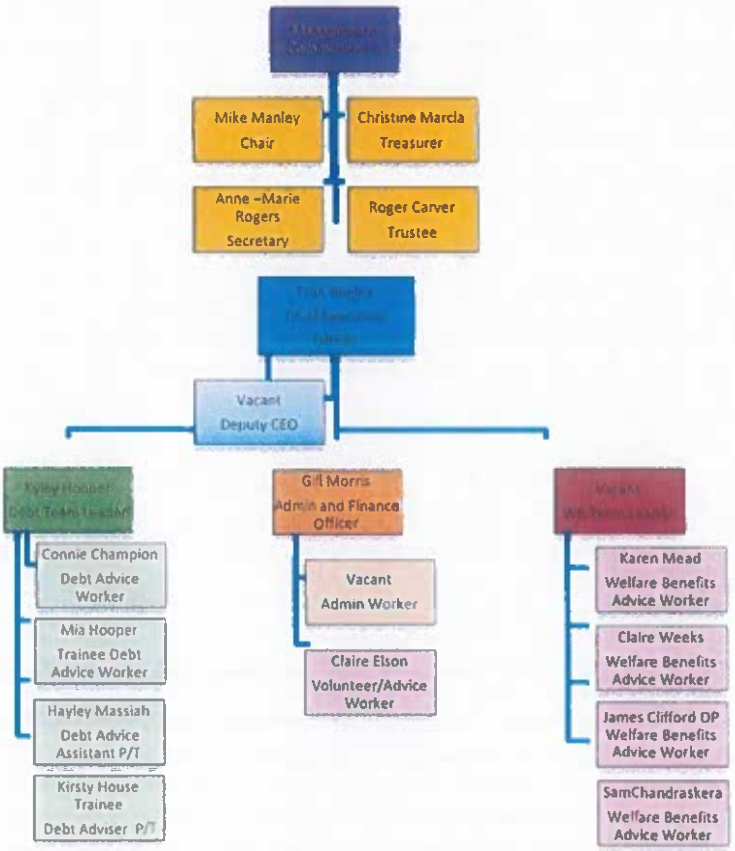
| | |
|---|---|
| **CEO:** | Fran Begley FRSA LLB (Hons) Dip RSA Dip Ed |
| **Deputy CEO** | Vacant |
| **Finance & administration:** | Gill Morris |
| **Supervisor:** | External -Karen Brown |
| **Debt team leader** | Kyley Hooper GGDA DRO Intermediary |
| **Welfare benefits team leader** | Vacant |
| **Caseworkers:** | Claire Weeks NVQ IAG Level 3 |
| | Karen Mead NVQ IAG Level 3 |
| | James Clifford WB Advisor |
| | Connie Champion Debt Adviser |
| | Claire Elson LLB (Hons) WB/Housing |
| | Kirsty House Trainee Debt Adviser |
| | Mia Hooper Trainee Debt Adviser |
| | Samantha Chandrasakera WB Adviser |
| **Debt Advice Assistant** | Hayley Massiah |

## Report of the Management Committee for year ended 31 March 2025 (cont.)

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Organisational Structure

SBAS has a Management Committee, which comprises up to 8 members who meet monthly. At present the committee has 4 members from a variety of professional backgrounds relevant to the work of the charity. Day-to-day management of the organisation is by the Manager, Fran Begley, under the direction of the Management Committee, and supported by the team.




### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 20th November 1997.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £5.

## Report of the Management Committee for year ended 31 March 2025 (cont.)

### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the members of the Management Committee are expected to serve for a period of 1 year. At the Annual General Meeting all members resign and then may offer themselves (in person or by Proxy) for re – election.

SBAS periodically advertises in the Evening Post and The Journal for new members. We encourage ex-service users to join the committee. Due to the nature of our work, and potential for conflict of interest, current service users cannot be considered. The management committee is well represented by its members to reflect the community we serve and provides a broad skill mix. A list containing trustee's skills is up dated after each AGM.

### Training and induction

Most Trustees are familiar with the work of SBAS but are welcome to attend the office or outreach to experience first-hand the day-to-day work. A set of fact sheets is sent to any potential member, which sets out and explains the rights and responsibilities of trustees. Trustees are also offered attendance on training courses covering the responsibilities of trustees and role of trustees. 2 current members have attended both courses.

### Risk Management

The Trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining the free reserves at the levels stated above will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks, which the charity faces and confirm that they have established systems to mitigate the significant risks. These are detailed below.

The office manual contains policies and procedures that have been put in place to ensure with health and safety of staff, volunteers, clients, and visitors to the service.

A current bank statement and a trial balance sheet are produced at Management Committee meetings six times per year to ensure that sufficient funding is in place for the current year.

## Report of the Management Committee for year ended 31 March 2025 (cont.)

### TRAINING

SBAS takes training very seriously and all staff have it written in the terms of their contracts, that they have to attend at least 3 training or updating course per year.

Two of our Debt Advisers are DRO intermediaries, and our Trainee is working towards attaining her certification.

One is MIMA certified and the Other GGDA 1 is working towards certification.

Our Staff and volunteers attended a range of courses on a spectrum of issues in debt and welfare benefits.

The training and on the job experience that SBAS offers not only enables more service delivery by local people for local people to enable them to achieve a range of easily transferable skills and qualifications and is fundamental in moving volunteers into paid work.

This contributes to the regeneration of the community by increasing the skills and knowledge of individuals allowing them to take a more active role in the community.

### PUBLIC BENEFIT

The Charity Commission in its 'Charities and Public Benefit' Guidance requires that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: first, there must be an identifiable benefit and secondly, the benefit must be to the public or a section of the public.

South Bristol Advice Service aims to benefit the public directly by the provision of free independent, confidential and impartial generalist and specialist advice services to members of the public. Our clients come from wards of South Bristol.

### FINANCIAL POSITION OF THE CHARITY

The charity's main funding comes from three sources: a core grant from Bristol City Council, a grant from the Money Advice Service, and a grant from the National Lottery Community Foundation. At 31 March 2025 the charity had net assets of £237,660, of which £237,660 were unrestricted funds. Movements in restricted funds are shown in note 10 to the accounts.

Report of the Management Committee for year ended 31 March 2025 (cont.)

## RESERVES POLICY

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be six months of the total resources expended, which currently equates to approximately £180,000. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. The "free reserves" at 31 March 2025 were £206,098.

## TRUSTEES' RESPONSIBILITIES

The Trustees (Management Committee members) are required by company law to prepare financial statements, which give a true and fair view of the state of affairs of the Charity at the end of the financial period and of the income and expenditure of the Charity for the period ended on that date. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Trustees are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

BY ORDER OF THE BOARD

S Mavicia ..... 25/06/25

**Management Committee Member/Trustee**

## INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF
## SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE) (the Company)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

**Responsibilities and basis of report**

As the charity's 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 charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & 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:

1. the accounting records were not kept in respect of the Company as required by section 38 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.

Name: **Mark Pooley FCA**
Address: Metis Tax Limited, Castlemead, Lower Castle Street, Bristol, BS1 3AG
Date: 25/06/25

## SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### STATEMENT OF FINANCIAL ACTIVITIES
### FOR THE YEAR ENDED 31 MARCH 2025

| Including income & expenditure | Note | Unrestricted Funds £ | Restricted Funds £ | Total funds 2025 £ | Total funds 2024 £ |
|---|---|---|---|---|---|
| INCOME FROM: | | | | | |
| Grants and donations | 3 | 209,273 | 168,559 | 377,832 | 407,411 |
| TOTAL INCOME | | 209,273 | 168,559 | 377,832 | 407,411 |
| EXPENDITURE ON: | | | | | |
| Raising funds: | | | | | |
| Costs of applying for grants and donations | | 17,278 | - | 17,278 | 14,724 |
| Charitable activities: | | | | | |
| Advice and information | | 146,659 | 196,544 | 343,203 | 307,779 |
| TOTAL EXPENDITURE | 4 | 163,937 | 196,544 | 360,481 | 322,503 |
| Net income/ (expenditure) | 5 | 45,336 | (27,985) | 17,351 | 84,908 |
| Transfers between funds | 10, 11 | 12,667 | (12,667) | - | - |
| Net movement in funds | | 58,003 | (40,652) | 17,351 | 84,908 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 179,657 | 40,652 | 220,309 | 135,401 |
| Total funds carried forward | | 237,660 | - | 237,660 | 220,309 |

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

The notes on pages 19 to 29 form part of these accounts.

## BALANCE SHEET
## AT 31 MARCH 2025

| | Notes | 2025 £ | 2024 £ |
|---|---|---|---|
| FIXED ASSETS | | | |
| Tangible assets | 7 | 28,809 | 16,534 |
| CURRENT ASSETS | | | |
| Debtors | 8 | 2,807 | 1,758 |
| Cash at bank and in hand | | 247,798 | 244,833 |
| | | 250,605 | 246,591 |
| CREDITORS: Amounts falling due within one year | 9 | (41,754) | (42,816) |
| NET CURRENT ASSETS | | 208,851 | 203,775 |
| TOTAL NET ASSETS | | 237,660 | 220,309 |
| THE FUNDS OF THE CHARITY: | | | |
| Restricted | 10 | - | 40,652 |
| Unrestricted: | | | |
| General | 11 | 234,907 | 165,591 |
| Designated | 11 | 2,753 | 14,066 |
| TOTAL CHARITY FUNDS | 12 | 237,660 | 220,309 |

The Trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

**BALANCE SHEET** (continued)
**AT 31 MARCH 2025**

The Trustees acknowledge their responsibilities for:

i. ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
ii. preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Trustees on 25/6/25 and signed on their behalf by

C Marcia

Date 25/06/25

C MARCIA - DIRECTOR/TRUSTEE

The notes on pages 19 to 29 form part of these accounts.

## NOTES TO THE FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 31 MARCH 2025

### 1. ACCOUNTING POLICIES

(a) **Accounting Convention**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

(b) **Going concern**

At 31 March 2025, the charity had total funds of £237,660 (2024 - £220,309). Restricted funds amounted to £nil (2024 - £40,652). The free reserves of the charity, being unrestricted general reserves less designated funds less fixed assets held in general reserves, totalled £206,098. The target for free reserves is to hold 6 months of total expenditure, which currently equates to around £180,000.

The charity has prepared a budget and cashflow forecast for the year ended 31 March 2026 which shows that the charity has a forecast surplus for the year of around £2k.

The management committee therefore have a reasonable expectation that the school will be in operation 12 months from the date of approval of these accounts and that the charity remains a going concern. The accounts have therefore been prepared on a going concern basis.

(c) **Income**

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources 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 must be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2025** (continued)

1. ACCOUNTING POLICIES (continued)

(c) **Income (continued)**

When donors specify that donations and grants, including capital grants, are for restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

*Interest receivable*
Interest is included when receivable by the charity.

(d) **Expenditure**
Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT, which cannot be recovered.

Most expenditure is directly attributable to a specific activity and is allocated to that activity. However, the costs of the manager's salary have been allocated as follows based on the time she spends on each activity:

| | |
|---|---|
| Fundraising | 33% |
| Advice and information | 67% |

It is believed by the trustees that the charity's only support costs are shown in governance costs in note 3. There are no further support costs as all costs can be directly attributable to providing the charities specialist debt and welfare advice.

(e) **Operating leases**
Rentals payable under operating leases are charged to the Statement of Financial Activities incurred over the term of the lease.

(f) **Tangible fixed assets**
The cost of tangible fixed assets is written-off by equal annual instalments over their expected useful lives as follows:

| | |
|---|---|
| Leasehold improvements | 10 years |
| Furniture, fixtures and equipment | 4 years |

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

(h) **Creditors and provisions**

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

(i) **Funds accounting**

Funds held by the charity are:

Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds – these are funds that 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 accounts.

(j) **Pension costs**

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2025** (continued)

2. COMPARATIVE YEAR STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted Funds £ | Restricted Funds £ | Total funds 2024 £ |
|---|---|---|---|
| INCOME FROM: | | | |
| Grants and donations | 220,280 | 187,131 | 407,411 |
| TOTAL INCOME | 220,280 | 187,131 | 407,411 |
| EXPENDITURE ON: | | | |
| Raising funds: | | | |
| Costs of applying for grants And donations | 14,724 | - | 14,724 |
| Charitable activities: | | | |
| Advice and information | 168,888 | 138,891 | 307,779 |
| TOTAL EXPENDITURE | 183,612 | 138,891 | 322,503 |
| Net income/ (expenditure) | 36,668 | 48,240 | 84,908 |
| Transfers between funds | 11,555 | (11,555) | - |
| Net movement in funds | 48,223 | 36,685 | 84,908 |
| Reconciliation of funds: | | | |
| Total funds brought forward | 131,434 | 3,967 | 135,401 |
| Total funds carried forward | 179,657 | 40,652 | 220,309 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2025** (continued)

3. GRANTS AND DONATIONS RECEIVABLE

During the year, the following grants and donations have been received from the following organisations:

| | Unrestricted Funds | Restricted Funds | Total 2025 | Total 2024 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Bristol City Council – Partnership Fund | 35,857 | - | 35,857 | 35,857 |
| Money and Pensions Service | 145,236 | 1,787 | 147,023 | 147,324 |
| National Lottery Community Fund | - | 90,008 | 90,008 | 85,726 |
| Garfield Weston Foundation | 10,000 | - | 10,000 | - |
| Trusthouse Charitable Foundation | - | - | - | 4,664 |
| Wessex Bristol Water | 13,650 | - | 13,650 | 39,990 |
| European Union Settlement Scheme | - | - | - | 1,106 |
| Independent Age Cost of Living Fund | - | 19,659 | 19,659 | 19,660 |
| Citizens Advice HSF – Cost of Living | - | - | - | 10,000 |
| Citizens Advice HSF – Older People | - | 16,997 | 16,997 | - |
| Citizens Advice HSF – Filwood Outreach | - | 22,608 | 22,608 | - |
| Computers and Modernisation Fund | - | - | - | 22,435 |
| Quartet Foundation | - | 17,500 | 17,500 | - |
| The Nisbett Trust | 3,000 | - | 3,000 | 12,000 |
| Advice UK | 1,000 | - | 1,000 | 26,000 |
| Other grants and donations | 530 | - | 530 | 2,649 |
| | 209,273 | 168,559 | 377,832 | 407,411 |

4. TOTAL EXPENDITURE

| | Staff Costs | Other Direct Costs | Total 2025 | Total 2024 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Costs of applying for grants and donations | 17,278 | - | 17,278 | 14,724 |
| Advice and information | 261,838 | 81,365 | 343,203 | 307,779 |
| | 279,116 | 81,365 | 360,481 | 322,503 |

## NOTES TO THE FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 31 MARCH 2025 (continued)

4. TOTAL EXPENDITURE (continued)

OTHER DIRECT COSTS

| | Total 2025 £ | Total 2024 £ |
|---|---|---|
| Information and resources | 19,654 | 9,362 |
| Professional fees | 3,640 | 3,972 |
| Office costs | 15,798 | 29,321 |
| Staff and volunteers' training and expenses | 3,937 | 2,914 |
| Depreciation | 6,813 | 2,234 |
| Rent and premises costs | 22,835 | 18,937 |
| Audit and accountancy fees | 8,688 | 8,334 |
| | 81,365 | 75,074 |

5. NET INCOME FOR THE YEAR

| | 2025 £ | 2024 £ |
|---|---|---|
| This is stated after charging: | | |
| Depreciation of owned assets | 6,813 | 2,234 |
| Auditors' remuneration | | |
| Audit | - | 5,800 |
| Non audit | 3,288 | 2,534 |
| Independent examiner | | |
| Independent examination | 1,200 | - |
| Non independent examination | 4,200 | - |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2025** (continued)

6. STAFF COSTS AND TRUSTEES' REMUNERATION

| Staff costs were as follows: | 2025 | 2024 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 254,295 | 227,318 |
| Employer's National Insurance | 14,751 | 12,248 |
| Pension costs | 10,070 | 7,863 |
| | 279,116 | 247,429 |

No employee earned £60,000 p.a. or more. The average number of employees during the year was 12 (2024 – 9). The average number of full-time employees was 4 (2024 – 4). The average number of part-time employees was 8 (2024 – 5). No remuneration was paid to the Trustees. No expenses were reimbursed to Trustees. The centre manager total emoluments, including employer's pension contribution, in the year were £48,173 (2024 - £40,196). There are no related party transactions to report in the period.

7. TANGIBLE ASSETS

| | Leasehold Improvements | Fixtures, Fittings and Equipment | Total |
|---|---|---|---|
| | £ | £ | £ |
| COST | | | |
| At 1 April 2024 | 15,000 | 48,325 | 63,325 |
| Additions | 9,525 | 9,563 | 19,088 |
| At 31 March 2025 | 24,525 | 57,888 | 82,413 |
| DEPRECIATION | | | |
| At 1 April 2024 | 2,370 | 44,421 | 46,791 |
| Charge for the year | 2,453 | 4,360 | 6,813 |
| At 31 March 2025 | 4,823 | 48,781 | 53,604 |
| NET BOOK VALUE | | | |
| At 31 March 2025 | 19,702 | 9,107 | 28,809 |
| At 31 March 2024 | 12,630 | 3,904 | 16,534 |

## NOTES TO THE FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 31 MARCH 2025 (continued)

| 8. DEBTORS | 2025 £ | 2024 £ |
|---|---|---|
| Other debtors | 2,807 | 1,758 |
| | 2,807 | 1,758 |

| 9. CREDITORS | 2025 £ | 2024 £ |
|---|---|---|
| Amounts falling due within one year: | | |
| Trade creditors | 1,513 | 1,316 |
| Taxation and social security | 4,203 | 8,325 |
| Accruals | 5,400 | 7,200 |
| Other creditors | 250 | 250 |
| Deferred income | 30,388 | 25,725 |
| | 41,754 | 42,816 |

Deferred income

| | | |
|---|---|---|
| Balance brought forward | 25,725 | 43,079 |
| Released to income | (25,725) | (43,079) |
| Deferred in year | 30,388 | 25,725 |
| Balance carried forward | 30,388 | 25,725 |

## NOTES TO THE FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 31 MARCH 2025 (continued)

10. RESTRICTED FUNDS

| | Computer and Modernisation | National Lottery CF | DRO Fund | Independent Age | Filwood Outreach | Older People | Total |
|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | £ |
| Balance brought forward | 10,880 | 5,817 | 20,678 | 3,277 | - | - | 40,652 |
| INCOME | | | | | | | |
| Grants received | 1,787 | 90,008 | - | 19,659 | 22,608 | 34,497 | 168,559 |
| EXPENDITURE | | | | | | | |
| Salaries | - | 75,483 | 20,678 | 22,936 | 22,608 | 34,497 | 176,202 |
| Information and resources | - | 4,914 | - | - | - | - | 4,914 |
| Premises costs | - | 5,709 | - | - | - | - | 5,709 |
| Other direct costs, including office costs | - | 9,719 | - | - | - | - | 9,719 |
| Total expenditure | - | 95,825 | 20,678 | 22,936 | 22,608 | 34,497 | 196,544 |
| Balance before transfers | 12,667 | - | - | - | - | - | 12,667 |
| Transfers to unrestricted funds | (12,667) | - | - | - | - | - | (12,667) |
| Balance carried forward | - | - | - | - | - | - | - |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2025** (continued)

10. RESTRICTED FUNDS (continued)

Restricted funds of £nil at the year-end are made up of cash.

Computer and Modernisation
Grant to provide funds to upgrade the charity's computer equipment.
National Lottery Community Funds
Funding for core costs, including the salaries of welfare benefit advisers and their office overheads.
Independent Age
A grant to fund the salary costs of a welfare benefit adviser for people over the age of 65.
DRO fund
Grant to cover the costs of making DRO applications.
Older People
Grants to fund the salary costs of welfare benefit advisers for people over the age of 55.
Filwood Outreach
A grant to cover the salary costs of an adviser to run the Filwood Outreach.

11. UNRESTRICTED FUNDS

| | General Fund | Fundraising Fund | Training Fund | IT Fund | Total Unrestricted Funds |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| Balance b/fwd | 165,591 | 10,000 | 2,753 | 1,313 | 179,657 |
| Income | 209,273 | - | - | - | 209,273 |
| Expenditure | (153,937) | (10,000) | - | - | (163,937) |
| Transfers | 13,980 | - | - | (1,313) | 12,667 |
| Balance c/fwd | 234,907 | - | 2,753 | - | 237,660 |

The Fundraising designated fund was allocated to fund part of the expected of cost of applying for grants in 2024/25. The fund was expended in the year.

The training fund is allocated for training for new staff that are planned to be engaged in 2025/26.

The IT Fund is allocated for new equipment for planned new staff. Equipment was purchased in the year and capitalised.

## NOTES TO THE FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 31 MARCH 2025 (continued)

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

At 31 March 2025 net assets were held in the following funds.

| | Restricted Funds £ | Designated Funds £ | General Funds £ | Total Funds £ |
|---|---|---|---|---|
| Fixed assets | - | - | 28,809 | 28,809 |
| Net current assets | - | 2,753 | 206,098 | 208,851 |
| Net assets | - | 2,753 | 234,907 | 237,660 |

**SOUTH BRISTOL ADVICE SERVICES**

England & Wales - Charity number 1066392

# Accounts

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2024**

CONTENTS


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| Statement of financial activities | 17 |
| Balance sheet | 18 |
| Notes to the financial statements | 19 – 29 |



Registered charity number – 1066392

Company number – 3469233




**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2024**

## Report of the Management Committee for year ended 31 March 2024

The Management Committee presents its report and financial statements for the year ended 31 March 2024. Due to the Management Committee's status as directors under the Companies Act 2006, and Trustees under the Charities Act 2011, this report constitutes a directors' report as required by the Companies Act 2006 and a trustees' report as required by the Charities Act 2011 and has been prepared taking advantage of the exemptions conferred by Part 15 of this act.

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

## OBJECTS AND ACTIVITIES

The objects of the charity are the promotion of any charitable purposes for the benefit of people living in South Bristol, through the advancement of education, the protection of health, and relief of poverty, sickness, and distress.

The charity sought to further these objects for the year through the provision of information advice and advocacy as summarised below.

Our generalist service offers information, advice and advocacy and we have a wide referral network that includes many external agencies, support groups and medical Services. We also have internal referrals to our specialist welfare benefits and debt team. We have the Advice Quality Standard (AQS) for Debt and Welfare Benefits, and we are members of Advice UK.

The trustees have had due regard to the Charity Commission guidance on public benefit in deciding what activities we should undertake and confirm that all our activities are undertaken to further our charitable purposes for the public benefit.

## Report of the Management Committee for year ended 31 March 2024 (cont.)

## ACHIEVEMENT AND PEFORMANCE

South Bristol Advice Services has had another successful year, working on behalf of our service users (clients) to ensure that they receive the financial support in line with their entitlements, with regard to their specific circumstances and in accordance with their circumstances. We have seen many clients that do not usually require our help but due to the continuing cost of living crisis they are being adversely affected.

### Service Provision

**National Lottery Community Fund**

For many years we have struggled each year to provide the South Bristol Community with Welfare Benefit Advice and Advocacy. In 2021 we were successful in our bid to the **National Lottery Community Fund**. This has enabled us to complete the year without the stress of potential loss of hours or redundancy for our team and the loss of service to our community.

This award has been successfully uplifted by 25 % to allow for cost of Living additional costs and to develop and run services that will benefit the communities we work in.

### Thank You to

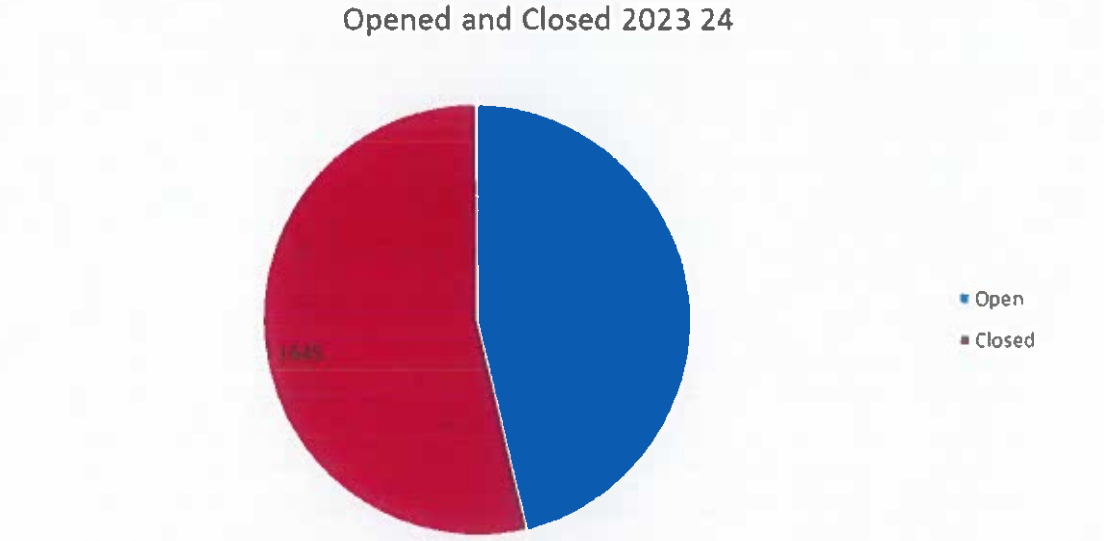
We remain grateful to **Bristol City Council, trusts and foundations and charities** for keeping our project work going and allowing 2000 Plus Service Users a year to receive help to maximise their income, help them deal with the cost of living with a disability, help deal with debt, to prevent homelessness and Hunger. The majority of our clients are vulnerable due to disability with 70% of our clients identifying as having a disability or Health issue.

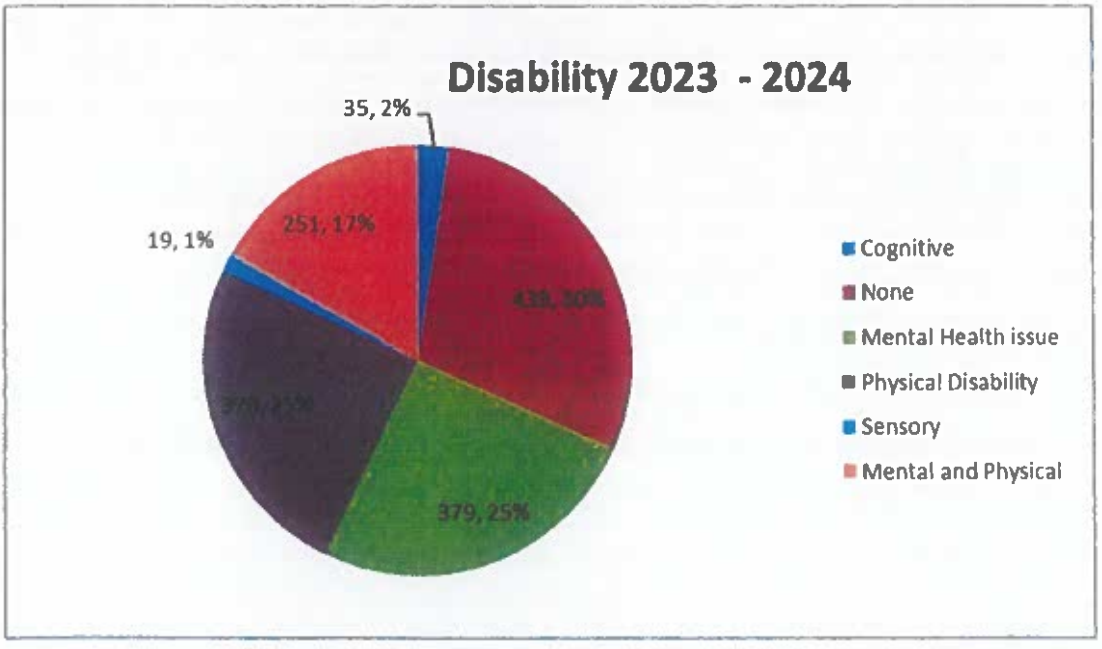
**Wessex Water**
**Bristol water**
**Quartet Community Foundation/Chapman Family Fund /Alfred Hill Fund**
**Nisbet Trust**
**Trusthouse**
**Independent Age**
**Advice UK**
**Awards For all**

## Report of the Management Committee for year ended 31 March 2024 (cont.)

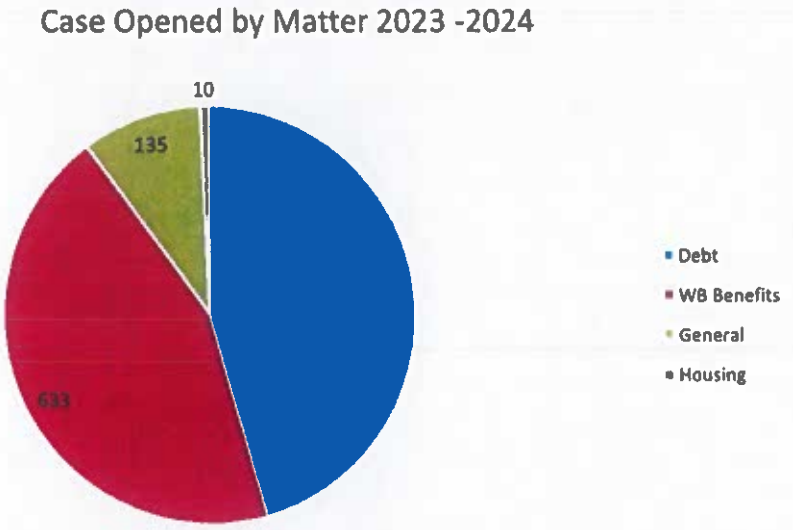
The following Charts show South Bristol Advice Services performance and achievements in the past year.

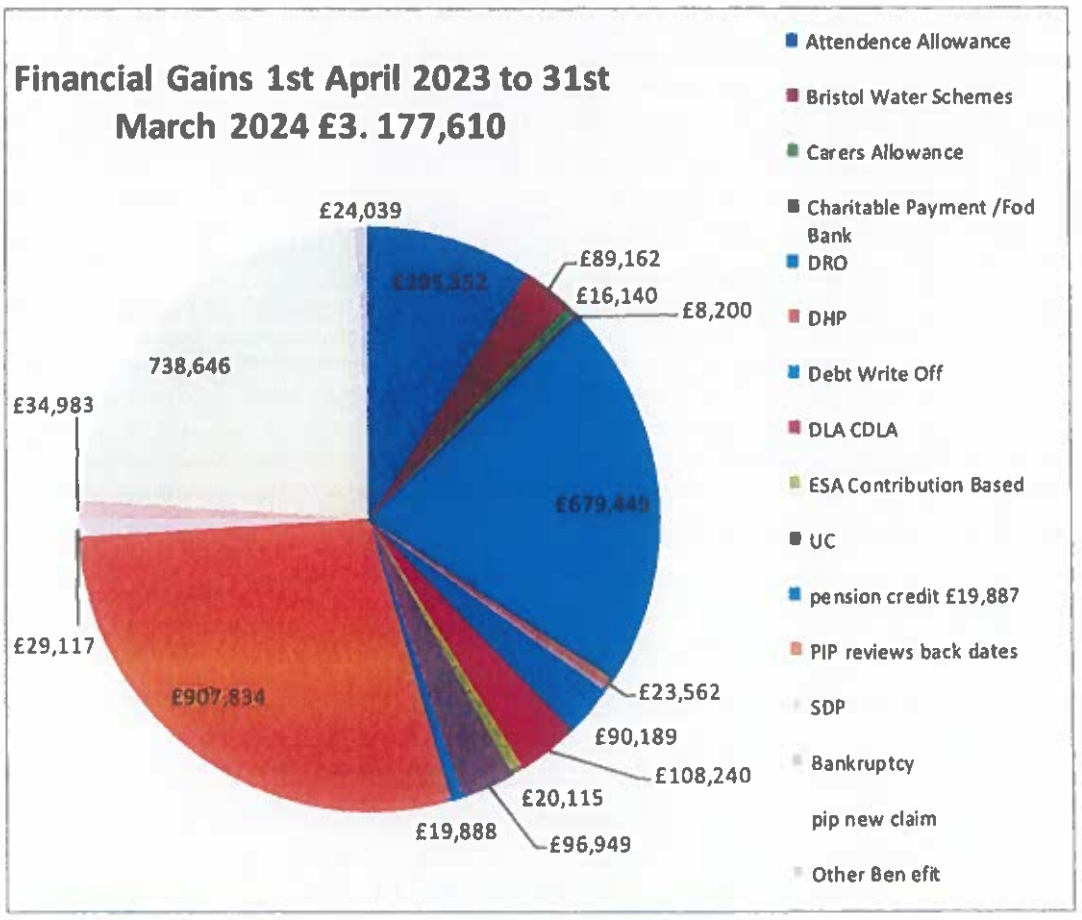
Please note over 2,000 clients have been provided with one-off advice, fact sheets, the use of a computer or a phone, or the contact details of another organisation.



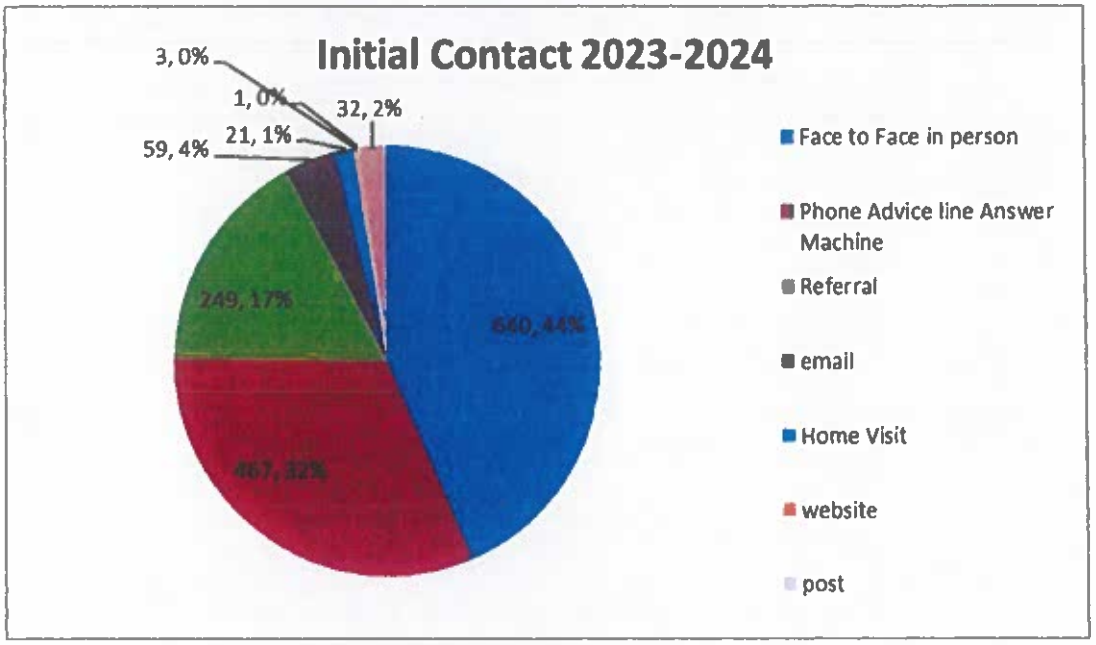



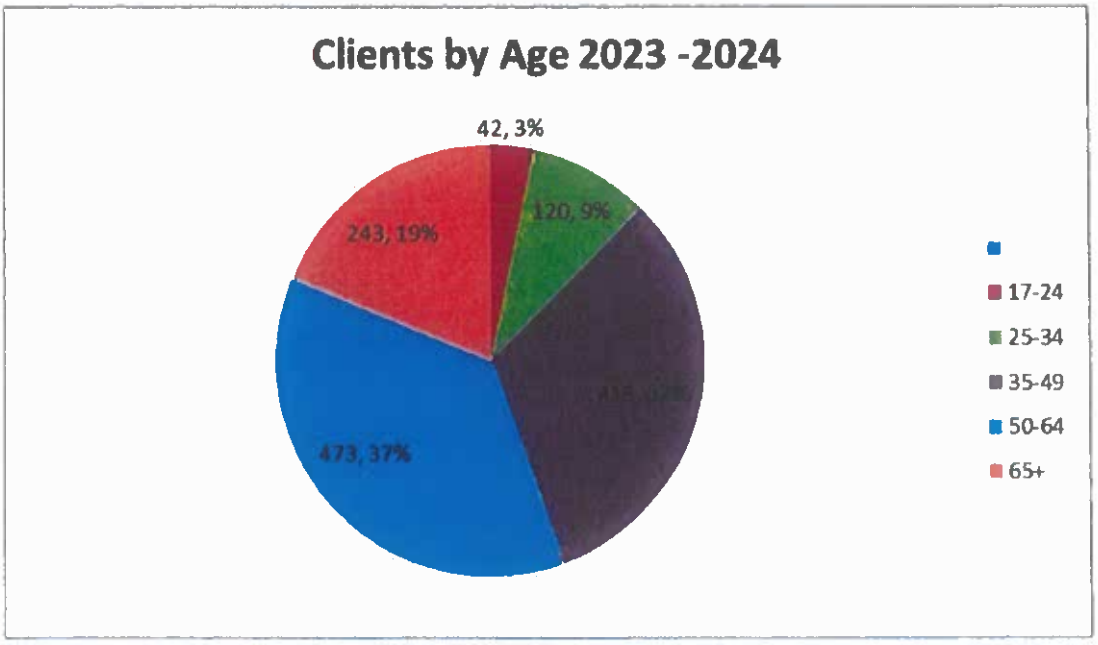
## Report of the Management Committee for year ended 31 March 2024 (cont.)



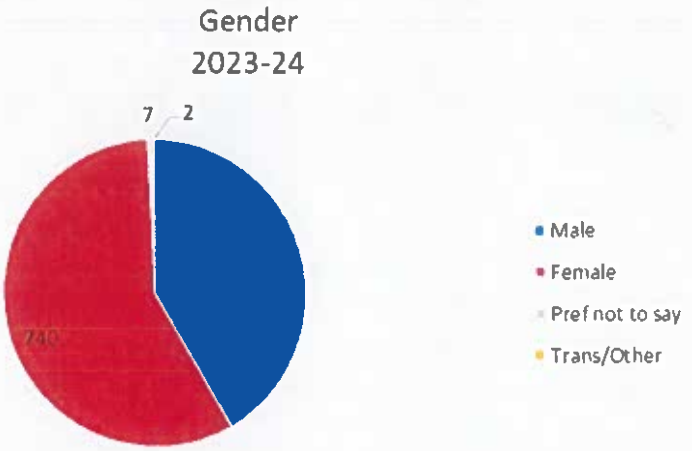



## Report of the Management Committee for year ended 31 March 2024 (cont.)



Report of the Management Committee for year ended 31 March 2024 (cont.)




**Project Work**

Our projects are designed to help the most vulnerable clients, the emphasis being on maximising and preventing the loss of income and preventing the escalation of poverty and /or debt due to clients not having the capacity to fully understand their rights as to additional income due to their illness or disability.

The current political climate and the portrayal of Welfare Benefit clients in the media has led to many of our clients in particular who have mental issues or who are older, from pursuing claims and appeals.

We use our community contacts and our long-term contacts through our local network and referral to seek the most vulnerable and hard to reach members of our community.

We have recently seen an upsurge in clients with a disability in that 70 % of our clients are those with a Disability or Long-Term Illness.

## The Older Peoples Disability and Income Maximisation Project

The project was part funded through **Trusthouse** who awarded us 3 years of funding for this project.

We had no specific Funding for our Mental Health -additional support Welfare Benefit but we were funded for Welfare Benefit via our National Lottery Community Funding.

## Report of the Management Committee for year ended 31 March 2024 (cont.)

### PLANS FOR THE FUTURE

South Bristol Advice Services are working on an Early Help Project. This was started up last year and although funding has not been entirely successful, we are halfway there to establishing the project. It was delayed by the advent of the cost-of-living crisis which is being dealt with in the same manner. The Project will help clients before their situation escalates to crisis level, The form filling day has been partially funded by Quartet, The Alfred Hill Fund and Bristol Wessex Water.

We are looking for funders with whom we have history for some 3-year rounds of awards. This would improve the sustainability of the projects. Our projects are created by the need we observe and from evidence through our Data Base.

We remain committed to providing Advice and Assistance to the South Bristol Community and are along with the Management Committee to review our Funding strategy in the coming months to take into account the impact of the cost-of-living crisis.

## Report of the Management Committee for year ended 31 March 2024 (cont.)

### GENERAL INFORMATION

**Accountants & Auditors**
Burnside Chartered Accountants
61 Queen Square
Bristol
BS1 4JZ

**Bankers:**
Unity Trust Bank
4 The Square
1 Broad Street
Birmingham B15 IAR

**Principal Address:**
Withywood Centre
Queens Road
Withywood
Bristol BS13 8QA

**Management Committee:**

| | |
|---|---|
| **Chair** | Michael Manley |
| **Treasurer** | Christine Marcia |
| **Members** | Anne-Marie Rogers |
| | Roger Carver |
| **Key Personnel:** | |
| **CEO:** | Fran Begley FRSA LLB (Hons) Dip RSA Dip Ed |
| **Finance & administration:** | Gill Morris |
| **Supervisors:** | External -Karen Brown |
| | Vacant – Welfare Benefits |
| **Caseworkers:** | Claire Weeks NVQ IAG Level 3 |
| | Scarlett Blair DRO Intermediary (until October 2023) |
| | Karen Mead NVQ IAG Level 3 |
| | James Clifford |
| | Connie Champion |
| | Vicki Dyer NVQ IAG Level 3 (until March 2024) |
| | Claire Elson LLB (Hons) |
| **Trainee Case workers** | Mia Hooper, Sam Chandrasakera |
| **Debt advice assistants** | Hayley Massiah, Kirsty House |
| **Volunteers** | Claire Elson (until November 2023) |

## Report of the Management Committee for year ended 31 March 2024 (cont.)

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 20th November 1997.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £5.

### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the members of the Management Committee are expected to serve for a period of 1 year. At the Annual General Meeting all members resign and then may offer themselves (in person or by Proxy) for re – election.

SBAS periodically advertises in the Evening Post and The Journal for new members. We encourage ex-service users to join the committee. Due to the nature of our work, and potential for conflict of interest, current service users cannot be considered. The management committee is well represented by its members to reflect the community we serve and provides a broad skill mix. A list containing trustee's skills is up dated after each AGM.

### Training and Induction

Most Trustees are familiar with the work of SBAS but are welcome to attend the office or outreach to experience first-hand the day-to-day work. A set of fact sheets is sent to any potential member, which sets out and explains the rights and responsibilities of trustees. Trustees are also offered attendance on training courses covering the responsibilities of trustees and role of trustees. 2 current members have attended both courses.

### Risk Management

The Trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining the free reserves at the levels stated above will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks, which the charity faces and confirm that they have established systems to mitigate the significant risks. These are detailed below.

The office manual contains policies and procedures that have been put in place to ensure with health and safety of staff, volunteers, clients, and visitors to the service.

Report of the Management Committee for year ended 31 March 2024 (cont.)

A current bank statement and a trial balance sheet are produced at Management Committee meetings six times per year to ensure that sufficient funding is in place for the current year.

**Organisational Structure**

SBAS has a Management Committee, which comprises of up to 8 members who meet monthly. At present the committee has 4 members from a variety of professional backgrounds relevant to the work of the charity. Day-to-day management of the organisation is by the Manager, Fran Begley, under the direction of the Management Committee, and supported by the team.

**TRAINING**

SBAS takes training very seriously and all staff have it written in the terms of their contracts, that they have to attend at least 3 training or updating course per year.

One of our Debt Advisers are DRO intermediaries, and two are working towards attaining certification.

Our Staff and volunteers attended a range of courses on a spectrum of issues in debt and welfare benefits.

The training and on the job experience that SBAS offers not only enables more service delivery by local people for local people to enable them to achieve a range of easily transferable skills and qualifications and is fundamental in moving volunteers into paid work.

This contributes to the regeneration of the community by increasing the skills and knowledge of individuals allowing them to take a more active role in the community.

**PUBLIC BENEFIT**

The Charity Commission in its 'Charities and Public Benefit' Guidance requires that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: first, there must be an identifiable benefit and secondly, the benefit must be to the public or a section of the public.

South Bristol Advice Service aims to benefit the public directly by the provision of free independent, confidential and impartial generalist and specialist advice services to members of the public. Our clients come from wards of South Bristol.

Report of the Management Committee for year ended 31 March 2024 (cont.)

## FINANCIAL POSITION OF THE CHARITY

The charity's main funding comes from two sources: a core grant from Bristol City Council, and a grant from the Money Advice Service.

At 31 March 2024 the charity had net assets of £220,309, of which £179,657 were unrestricted funds. Movements in restricted funds are shown in note 10 to the accounts.

## RESERVES POLICY

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be three months of the total resources expended, which currently equates to approximately £84,000 based on the 2024/25 budget. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. The "free reserves" at 31 March 2024 were £149,057.

## TRUSTEES' RESPONSIBILITIES

The Trustees (Management Committee members) are required by company law to prepare financial statements, which give a true and fair view of the state of affairs of the Charity at the end of the financial period and of the income and expenditure of the Charity for the period ended on that date. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Trustees are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

BY ORDER OF THE BOARD

C Marcia 05/12/24

**Management Committee Member/Trustee** **Date**

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### OPINION

We have audited the financial statements of South Bristol Advice Services (the "charitable company") for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

This report is made solely to the company's members, as a body, in accordance with Part 16 of the Companies Act 2006. 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.

### 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 charitable company 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

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### 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. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 the audit:

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

### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where 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' directors' report and from the requirement to prepare a strategic report.

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement set out on page 15, the trustees (who are also the directors of the charitable company for the purposes 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 directors 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 charitable company'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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

An understanding of the legal and regulatory framework applicable to the charitable company was obtained from the management and the trustees of the charitable company. The audit team was confirmed to have the appropriate competence and capabilities to identify non-compliance with the framework. The audit plan considered the risk of irregularities, including fraud. An element of unpredictability was built into our sample selection for audit tests. The risk of fraud over income was mitigated to an acceptable level as all income is grant income that is paid directly into the charitable company's bank account by funders; we agreed a risk-based sample of grant income to relevant documentation and performed analytical procedures on income. The risk of misappropriation of the charitable company's assets was considered; the charitable company's bank account balance was tested and confirmed to relevant documentation, and expenditure was tested for validity by substantive tests that included analytical procedures. Accounting estimates were considered as part of our audit work.

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF**
**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our audit report.

**STEPHEN BURNSIDE FCA (Senior Statutory Auditor)**
**For and on behalf of**
**BURNSIDE**
**Chartered Accountants**
**& Statutory Auditor**

**61 Queen Square**
**Bristol**
**BS1 4JZ**

**Date:** 5/11/14

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES**
**FOR THE YEAR ENDED 31 MARCH 2024**

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total funds 2024 £ | Total funds 2023 £ |
|---|---|---|---|---|---|
| INCOME FROM: | | | | | |
| Grants and donations | 3 | 220,280 | 187,131 | 407,411 | 314,198 |
| TOTAL INCOME | | 220,280 | 187,131 | 407,411 | 314,198 |
| EXPENDITURE ON: | | | | | |
| Raising funds: | | | | | |
| Costs of applying for grants and donations | | 14,724 | - | 14,724 | 13,325 |
| Charitable activities: | | | | | |
| Advice and information | | 168,888 | 138,891 | 307,779 | 253,466 |
| TOTAL EXPENDITURE | 4 | 183,612 | 138,891 | 322,503 | 266,791 |
| Net income/ (expenditure) | 5 | 36,668 | 48,240 | 84,908 | 47,407 |
| Transfers between funds | 10 | 11,555 | (11,555) | - | - |
| Net movement in funds | | 48,223 | 36,685 | 84,908 | 47,407 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 131,434 | 3,967 | 135,401 | 87,994 |
| Total funds carried forward | | 179,657 | 40,652 | 220,309 | 135,401 |

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

The notes on pages 19 to 29 form part of these accounts.

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**BALANCE SHEET**
**AT 31 MARCH 2024**

| | Notes | 2024 £ | 2023 £ |
|---|---|---|---|
| FIXED ASSETS | | | |
| Tangible assets | 7 | 16,534 | 4,075 |
| CURRENT ASSETS | | | |
| Debtors | 8 | 1,758 | 9,308 |
| Cash at bank and in hand | | 244,833 | 180,269 |
| | | 246,591 | 189,577 |
| CREDITORS: Amounts falling due within one year | 9 | (42,816) | (58,251) |
| NET CURRENT ASSETS | | 203,775 | 131,326 |
| TOTAL NET ASSETS | | 220,309 | 135,401 |
| THE FUNDS OF THE CHARITY: | | | |
| Restricted | 10 | 40,652 | 3,967 |
| Unrestricted: | | | |
| General | 11 | 165,591 | 114,434 |
| Designated | 11 | 14,066 | 17,000 |
| TOTAL CHARITY FUNDS | 12 | 220,309 | 135,401 |

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 05/12/24 and signed on their behalf by

CMarcia 05/12/24

CHRISTINE MARCIA
TRUSTEE (TREASURER)

Date

Company number: 03469233

The notes on pages 19 to 29 form part of these accounts.

## NOTES TO THE FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

(a) **Accounting Convention**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

(b) **Going concern**

At 31 March 2024, the charity had total funds of £220,309 (2023 - £135,401). Restricted funds amounted to £40,652 (2023 - £3,967). The free reserves of the charity, being unrestricted general reserves less designated funds less fixed assets held in general reserves, totalled £149,057. The target for free reserves is to hold 3 months of total expenditure, which currently equates to around £84,000.

The charity has prepared a budget and cashflow forecast for the year ended 31 March 2025 which shows that the charity has forecast a small surplus for the year of around £20,000. This initial budget does not include funding applications that are pending decision.

The management committee therefore have a reasonable expectation that the charity will be in operation 12 months from the date of approval of these accounts and that the charity remains a going concern. The accounts have therefore been prepared on a going concern basis.

(c) **Income**

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources 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 must be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

1. ACCOUNTING POLICIES (continued)

(c) **Income (continued)**

When donors specify that donations and grants, including capital grants, are for restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

*Interest receivable*
Interest is included when receivable by the charity.

(d) **Expenditure**
Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT, which cannot be recovered.

Most expenditure is directly attributable to a specific activity and is allocated to that activity. However, the costs of the manager's salary have been allocated as follows based on the time she spends on each activity:

| | |
|---|---|
| Fundraising | 33% |
| Advice and information | 67% |

It is believed by the trustees that the charities' only support costs are shown in governance costs in note 3. There are no further support costs as all costs can be directly attributable to providing the charities specialist debt and welfare advice.

(e) **Operating leases**
Rentals payable under operating leases are charged to the Statement of Financial Activities incurred over the term of the lease.

(f) **Tangible fixed assets**
The cost of tangible fixed assets is written-off by equal annual instalments over their expected useful lives as follows:

| | |
|---|---|
| Leasehold improvements | 10 years |
| Furniture, fixtures and equipment | 4 years |

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

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

(i) **Funds accounting**
Funds held by the charity are:

Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds – these are funds that 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 accounts.

(j) **Pension costs**
The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

2. COMPARATIVE YEAR STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted Funds £ | Restricted Funds £ | Total funds 2023 £ |
|---|---|---|---|
| INCOME FROM: | | | |
| Grants and donations | 217,709 | 96,489 | 314,198 |
| TOTAL INCOME | 217,709 | 96,489 | 314,198 |
| EXPENDITURE ON: | | | |
| Raising funds: | | | |
| Costs of applying for grants And donations | 13,325 | - | 13,325 |
| Charitable activities: | | | |
| Advice and information | 161,550 | 91,916 | 253,466 |
| TOTAL EXPENDITURE | 174,875 | 91,916 | 266,791 |
| Net income/ (expenditure) | 42,834 | 4,573 | 47,407 |
| Transfers between funds | 606 | (606) | - |
| Net movement in funds | 43,440 | 3,967 | 47,407 |
| Reconciliation of funds: | | | |
| Total funds brought forward | 87,994 | - | 87,994 |
| Total funds carried forward | 131,434 | 3,967 | 135,401 |

3. GRANTS AND DONATIONS RECEIVABLE

During the year, the following grants and donations have been received from the following organisations:

| | Unrestricted Funds £ | Restricted Funds £ | Total 2024 £ | Total 2023 £ |
|---|---|---|---|---|
| Bristol City Council – Partnership Fund | 35,857 | - | 35,857 | 35,857 |
| Bristol City Council – Cost of Living Fund | - | - | - | 8,483 |
| Money and Pensions Service | 147,324 | - | 147,324 | 152,638 |
| National Lottery Community Fund | - | 85,726 | 85,726 | 64,021 |
| Trusthouse Charitable Foundation | - | 4,664 | 4,664 | 12,402 |
| Wessex Bristol Water | 21,450 | 18,540 | 39,990 | 10,593 |
| European Union Settlement Scheme | - | 1,106 | 1,106 | 8,350 |
| Quartet Foundation Alfred Hill Fund | - | - | - | 7,500 |
| The Nisbett Trust | 12,000 | - | 12,000 | 12,000 |
| Advice UK | 1,000 | 25,000 | 26,000 | 2,000 |
| Independent Age Cost of Living Fund | - | 19,660 | 19,660 | - |
| Citizens Advice Household Support Fund | - | 10,000 | 10,000 | - |
| Computers and Modernisation Fund | - | 22,435 | 22,435 | - |
| Other grants and donations | 2,649 | - | 2,649 | 354 |
| | 220,280 | 187,131 | 407,411 | 314,198 |

4. TOTAL EXPENDITURE

| | Staff Costs £ | Other Direct Costs £ | Total 2024 £ | Total 2023 £ |
|---|---|---|---|---|
| Costs of applying for grants and donations | 14,724 | - | 14,724 | 13,325 |
| Advice and information | 232,705 | 75,074 | 307,779 | 253,466 |
| | 247,429 | 75,074 | 322,503 | 266,791 |

4. TOTAL EXPENDITURE (continued)

OTHER DIRECT COSTS

| | Total 2024 £ | Total 2023 £ |
|---|---|---|
| Grants paid | - | 500 |
| Information and resources | 9,362 | 7,077 |
| Professional fees | 3,972 | 2,436 |
| Office costs | 29,321 | 14,443 |
| Staff and volunteers' training and expenses | 2,914 | 3,048 |
| Depreciation | 2,234 | 3,107 |
| Rent and premises costs | 18,937 | 17,901 |
| Audit and accountancy fees | 8,334 | 10,083 |
| | 75,074 | 58,595 |

5. NET INCOME FOR THE YEAR

| | 2024 £ | 2023 £ |
|---|---|---|
| This is stated after charging: | | |
| Depreciation of owned assets | 2,234 | 3,107 |
| Auditors' remuneration | | |
| Audit | 5,800 | 5,500 |
| Non audit | 2,534 | 4,583 |

## 6. STAFF COSTS AND TRUSTEES' REMUNERATION

| Staff costs were as follows: | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 227,318 | 190,254 |
| Employer's National Insurance | 12,248 | 10,993 |
| Pension costs | 7,863 | 6,949 |
| | 247,429 | 208,196 |

No employee earned £60,000 p.a. or more. The average number of employees during the year was 9 (2023 – 9). No remuneration was paid to the Trustees. No expenses were reimbursed to Trustees. The centre manager total emoluments, including employer's pension contribution, in the year were £40,196 (2023 - £36,482).

There are no related party transactions to report in the period.

## 7. TANGIBLE ASSETS

| | Leasehold Improvements | Fixtures, Fittings and Equipment | Total |
|---|---|---|---|
| | | | £ |
| COST | | | |
| At 1 April 2023 | 4,200 | 44,432 | 48,632 |
| Additions | 10,800 | 3,893 | 14,693 |
| At 31 March 2024 | 15,000 | 48,325 | 63,325 |
| DEPRECIATION | | | |
| At 1 April 2023 | 1,680 | 42,877 | 44,557 |
| Charge for the year | 690 | 1,544 | 2,234 |
| At 31 March 2024 | 2,370 | 44,421 | 46,791 |
| NET BOOK VALUE | | | |
| At 31 March 2024 | 12,630 | 3,904 | 16,534 |
| At 31 March 2023 | 2,520 | 1,555 | 4,075 |

| 8. DEBTORS | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Other debtors | 1,758 | 3,537 |
| Fees and grants receivable | - | 5,771 |
| | 1,758 | 9,308 |

| 9. CREDITORS | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Amounts falling due within one year: | | |
| Trade creditors | 1,316 | 4,504 |
| Taxation and social security | 8,325 | 3,878 |
| Accruals | 7,200 | 6,540 |
| Other creditors | 250 | 250 |
| Deferred income | 25,725 | 43,079 |
| | 42,816 | 58,251 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2024** (continued)

10. RESTRICTED FUNDS

| | Computers and Modernisation £ | Welfare Benefit Advice £ | Over 55 advice worker £ | EUSS £ | Cost of Living £ | DRO Fund | Financial Capability £ | Independent Age £ | Household Support £ | Total £ |
|---|---|---|---|---|---|---|---|---|---|---|
| Balance brought forward | - | 368 | - | - | 3,598 | - | 1 | - | - | 3,967 |
| INCOME | | | | | | | | | | |
| Grants received | 22,435 | 85,726 | 4,664 | 1,106 | - | 25,000 | 18,540 | 19,660 | 10,000 | 187,131 |
| EXPENDITURE | | | | | | | | | | |
| Salaries | - | 69,376 | 4,664 | 1,106 | 3,598 | 4,322 | 17,243 | 14,131 | 10,000 | 120,760 |
| Information and resources | - | 2,441 | - | - | - | - | 5 | - | - | 5,045 |
| General office costs | - | 7,489 | - | - | - | - | 86 | 1,631 | - | 10,133 |
| Staff and volunteers' expenses | - | 971 | - | - | - | - | 1,207 | 621 | - | 2,953 |
| Total expenditure | - | 80,277 | 4,664 | 1,106 | 3,598 | 4,322 | 18,541 | 16,383 | 10,000 | 138,891 |
| Balance before transfers | 22,435 | 5,817 | - | - | - | 20,678 | - | 3,277 | - | 52,207 |
| Transfers to unrestricted funds | (11,555) | - | - | - | - | - | - | - | - | (11,555) |
| Balance carried forward | 10,880 | 5,817 | - | - | - | 20,678 | - | 3,277 | - | 40,652 |

10. RESTRICTED FUNDS (continued)

Restricted funds of £40,652 at the year-end are made up of cash.

Computers and Modernisation Fund
Grant to provide funds for new computers and modernisation of the charity's offices.
Welfare adviser project
This grant from The National Lottery Communities Fund is to fund welfare advice.
Over 55 advice project
Grants to provide advice to over 55s that suffer disabilities or mental illness.
European Union Settlement Scheme
Funding to help EU citizens to obtain the right of residency in the EU after BREXIT.
Cost of Living fund
Grant from Bristol City Council to fund salary costs of advisor to provide advice on issues arising from the Cost-of-Living crisis.
DRO fund
Grant to cover administration costs of making DRO applications.
Financial capability fund
Grant from Wessex Water to fund income maximisation sessions, mainly around benefits.
Independent Age
Grant from Independent Age towards the older peoples assisted income maximisation, disability, benefits and debt project.
Household Support
Grant from Citizens Advice Bristol to fund household support sessions and coffee mornings for communities across Bristol who are acutely affected by the cost-of-living crisis.

11. UNRESTRICTED FUNDS

| | General Fund | Fundraising Fund | Training Fund | IT Fund | Total Unrestricted Funds |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| Balance b/fwd | 114,434 | 10,000 | 3,000 | 4,000 | 131,434 |
| Income | 220,280 | - | - | - | 220,280 |
| Expenditure | (170,678) | (10,000) | (247) | (2,687) | (183,612) |
| Transfers | 1,555 | 10,000 | - | - | 11,555 |
| Balance c/fwd | 165,591 | 10,000 | 2,753 | 1,313 | 179,657 |

The Fundraising designated fund was allocated to fund part of the cost of applying for grants in 2023/24. The fund was expended in the year.

11. UNRESTRICTED FUNDS (continued)

The training fund is allocated for training for new staff that are planned to be engaged in 2024/25.

The IT Fund is allocated for new equipment for the planned new staff.

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

At 31 March 2024 net assets were held in the following funds.

| | Restricted Funds £ | Designated Funds £ | General Funds £ | Total Funds £ |
|---|---|---|---|---|
| Fixed assets | - | - | 16,534 | 16,534 |
| Net current assets | 40,652 | 14,066 | 149,057 | 203,775 |
| Net assets | 40,652 | 14,066 | 165,591 | 220,309 |

**SOUTH BRISTOL ADVICE SERVICES**

England & Wales - Charity number 1066392

# Accounts

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2024**

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Registered charity number – 1066392

Company number – 3469233




**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2024**

## Report of the Management Committee for year ended 31 March 2024

The Management Committee presents its report and financial statements for the year ended 31 March 2024. Due to the Management Committee's status as directors under the Companies Act 2006, and Trustees under the Charities Act 2011, this report constitutes a directors' report as required by the Companies Act 2006 and a trustees' report as required by the Charities Act 2011 and has been prepared taking advantage of the exemptions conferred by Part 15 of this act.

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

## OBJECTS AND ACTIVITIES

The objects of the charity are the promotion of any charitable purposes for the benefit of people living in South Bristol, through the advancement of education, the protection of health, and relief of poverty, sickness, and distress.

The charity sought to further these objects for the year through the provision of information advice and advocacy as summarised below.

Our generalist service offers information, advice and advocacy and we have a wide referral network that includes many external agencies, support groups and medical Services. We also have internal referrals to our specialist welfare benefits and debt team. We have the Advice Quality Standard (AQS) for Debt and Welfare Benefits, and we are members of Advice UK.

The trustees have had due regard to the Charity Commission guidance on public benefit in deciding what activities we should undertake and confirm that all our activities are undertaken to further our charitable purposes for the public benefit.

## Report of the Management Committee for year ended 31 March 2024 (cont.)

## ACHIEVEMENT AND PEFORMANCE

South Bristol Advice Services has had another successful year, working on behalf of our service users (clients) to ensure that they receive the financial support in line with their entitlements, with regard to their specific circumstances and in accordance with their circumstances. We have seen many clients that do not usually require our help but due to the continuing cost of living crisis they are being adversely affected.

### Service Provision

**National Lottery Community Fund**

For many years we have struggled each year to provide the South Bristol Community with Welfare Benefit Advice and Advocacy. In 2021 we were successful in our bid to the **National Lottery Community Fund**. This has enabled us to complete the year without the stress of potential loss of hours or redundancy for our team and the loss of service to our community.

This award has been successfully uplifted by 25 % to allow for cost of Living additional costs and to develop and run services that will benefit the communities we work in.

### Thank You to

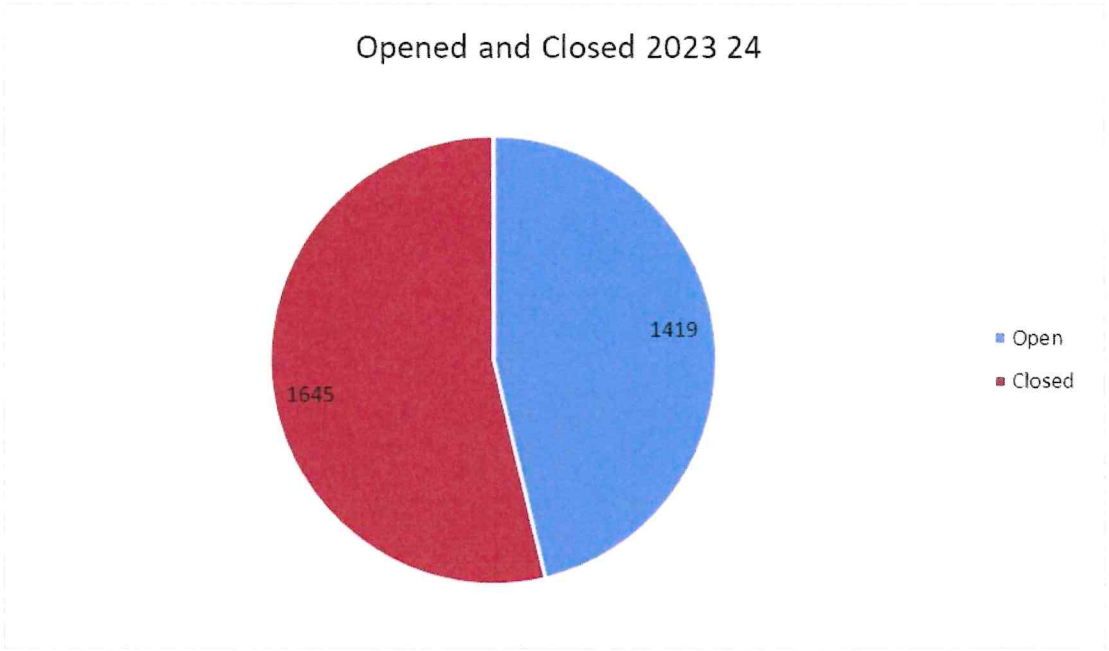
We remain grateful to **Bristol City Council, trusts and foundations and charities** for keeping our project work going and allowing 2000 Plus Service Users a year to receive help to maximise their income, help them deal with the cost of living with a disability, help deal with debt, to prevent homelessness and Hunger. The majority of our clients are vulnerable due to disability with 70% of our clients identifying as having a disability or Health issue.

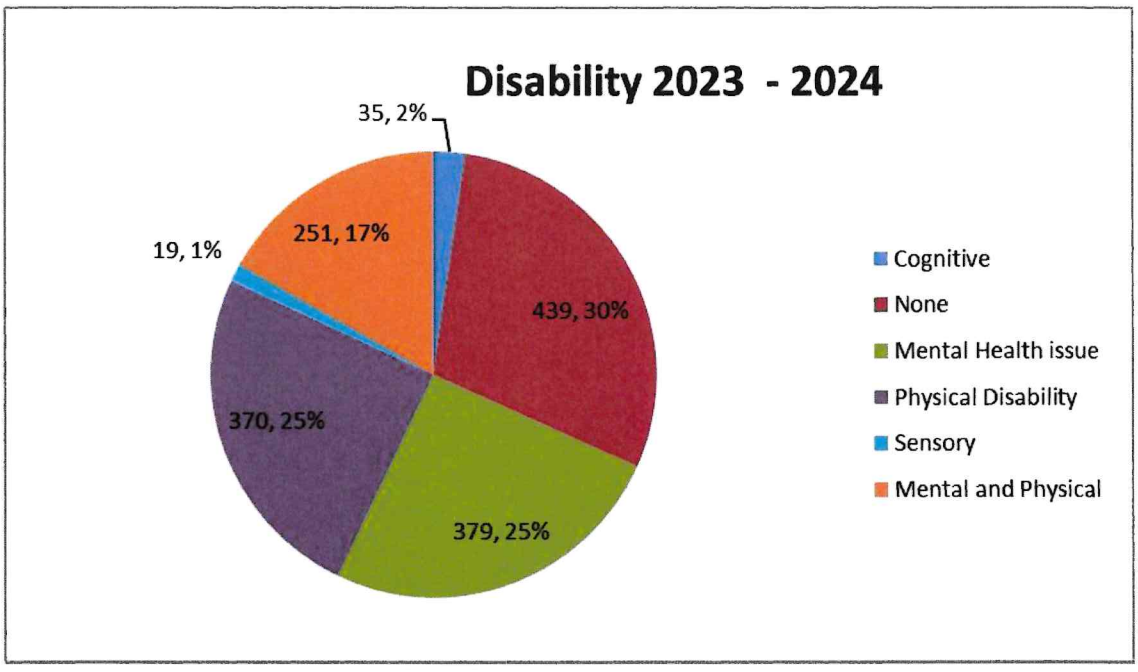
**Wessex Water**
**Bristol water**
**Quartet Community Foundation/Chapman Family Fund /Alfred Hill Fund**
**Nisbet Trust**
**Trusthouse**
**Independent Age**
**Advice UK**
**Awards For all**

## Report of the Management Committee for year ended 31 March 2024 (cont.)

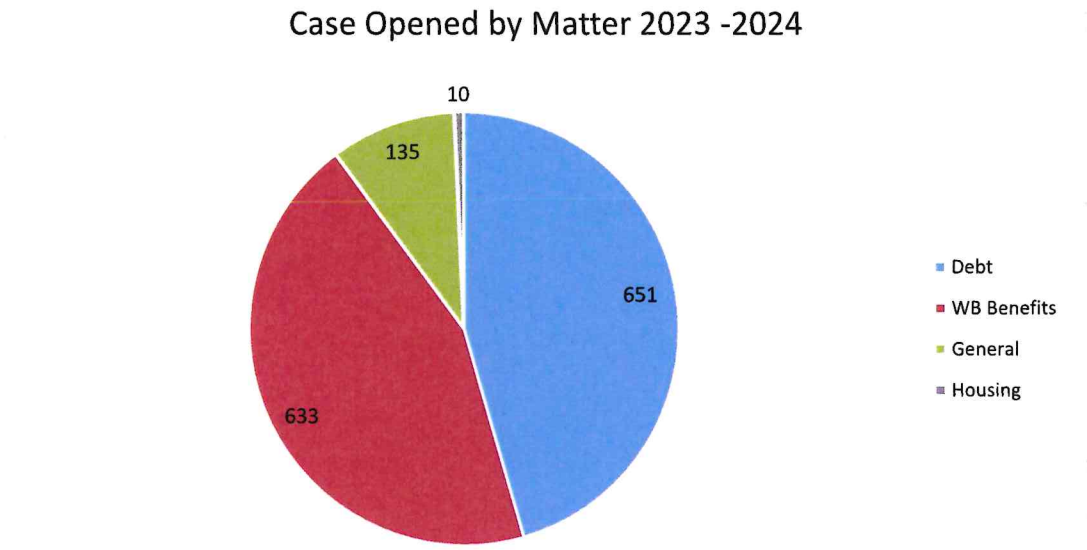
The following Charts show South Bristol Advice Services performance and achievements in the past year.

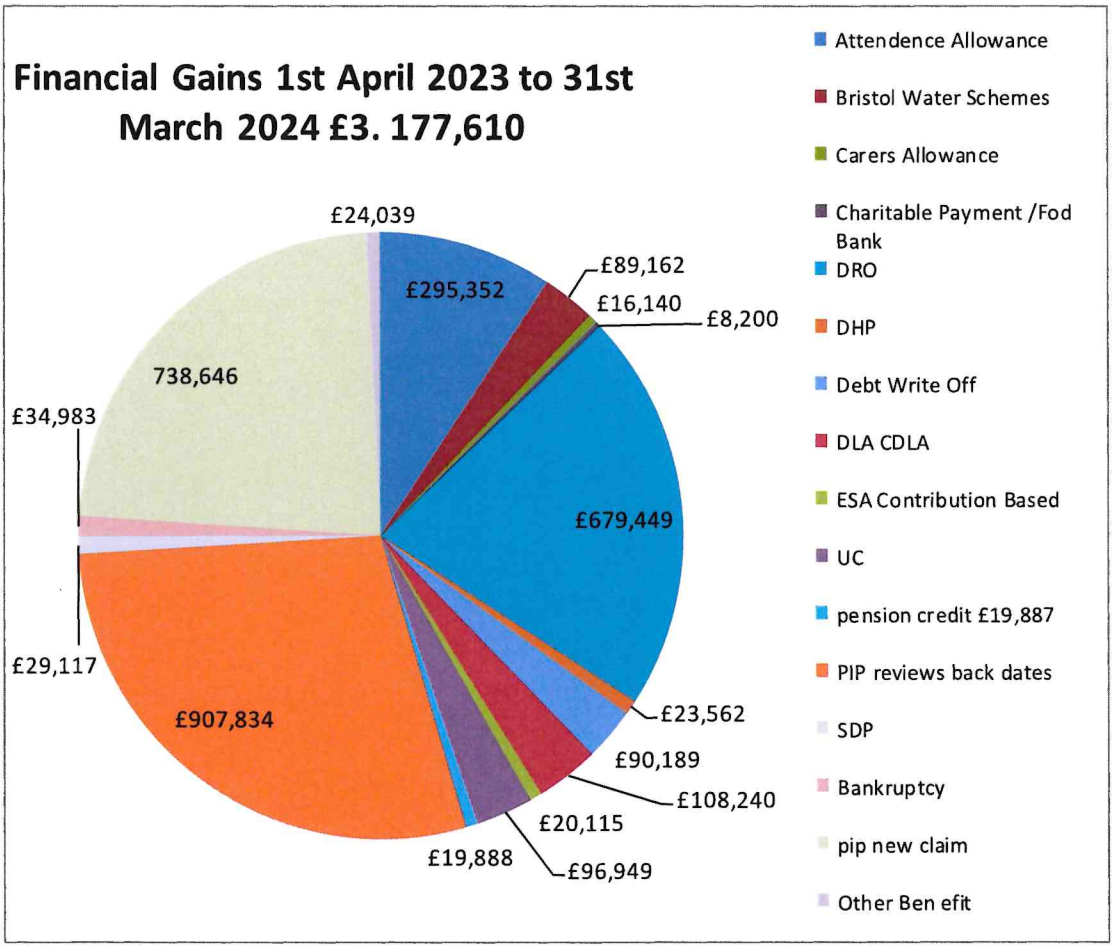
Please note over 2,000 clients have been provided with one-off advice, fact sheets, the use of a computer or a phone, or the contact details of another organisation.



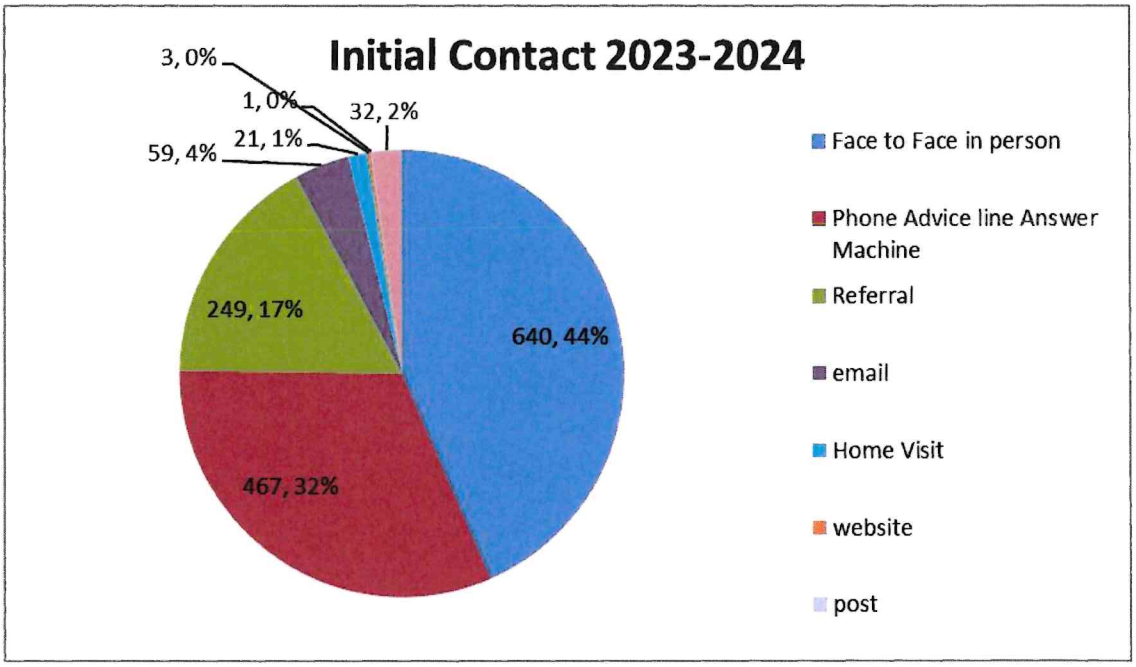



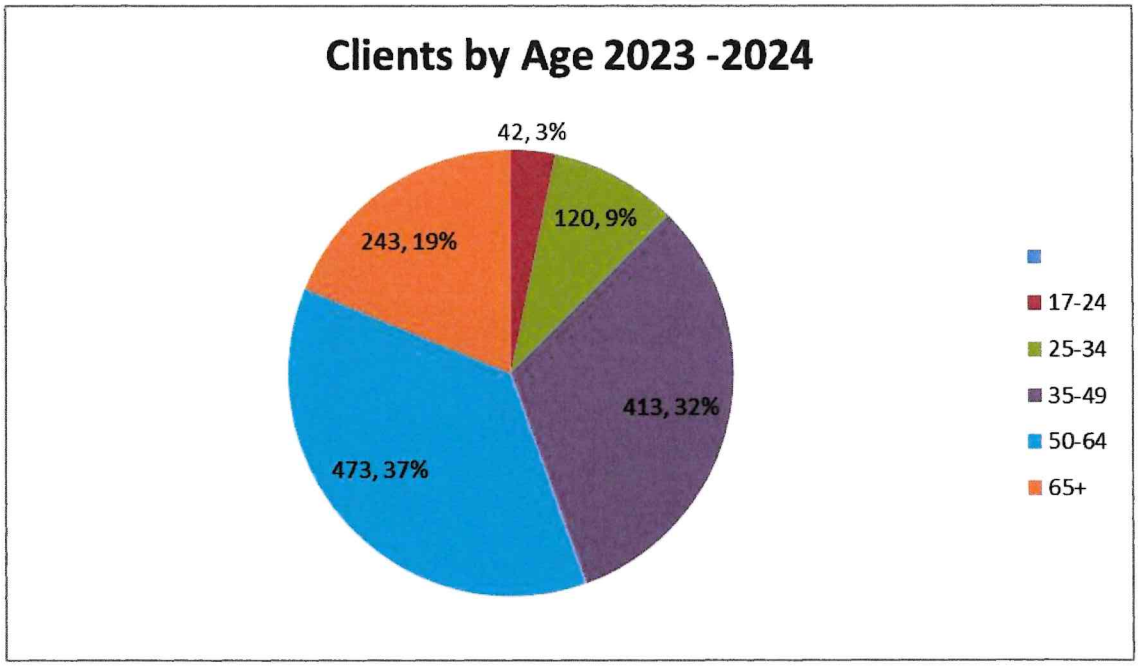
## Report of the Management Committee for year ended 31 March 2024 (cont.)



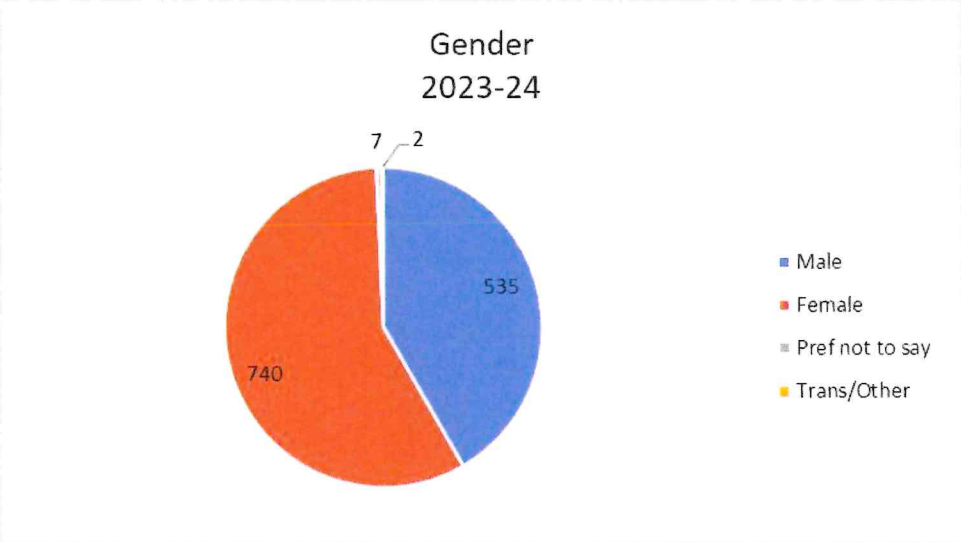



## Report of the Management Committee for year ended 31 March 2024 (cont.)



**Report of the Management Committee for year ended 31 March 2024 (cont.)**




**Project Work**

Our projects are designed to help the most vulnerable clients, the emphasis being on maximising and preventing the loss of income and preventing the escalation of poverty and /or debt due to clients not having the capacity to fully understand their rights as to additional income due to their illness or disability.

The current political climate and the portrayal of Welfare Benefit clients in the media has led to many of our clients in particular who have mental issues or who are older, from pursuing claims and appeals.

We use our community contacts and our long-term contacts through our local network and referral to seek the most vulnerable and hard to reach members of our community.

We have recently seen an upsurge in clients with a disability in that 70 % of our clients are those with a Disability or Long-Term Illness.

## The Older Peoples Disability and Income Maximisation Project

The project was part funded through **Trusthouse** who awarded us 3 years of funding for this project.

We had no specific Funding for our Mental Health -additional support Welfare Benefit but we were funded for Welfare Benefit via our National Lottery Community Funding.

## Report of the Management Committee for year ended 31 March 2024 (cont.)

### PLANS FOR THE FUTURE

South Bristol Advice Services are working on an Early Help Project. This was started up last year and although funding has not been entirely successful, we are halfway there to establishing the project. It was delayed by the advent of the cost-of-living crisis which is being dealt with in the same manner. The Project will help clients before their situation escalates to crisis level, The form filling day has been partially funded by Quartet, The Alfred Hill Fund and Bristol Wessex Water.

We are looking for funders with whom we have history for some 3-year rounds of awards. This would improve the sustainability of the projects. Our projects are created by the need we observe and from evidence through our Data Base.

We remain committed to providing Advice and Assistance to the South Bristol Community and are along with the Management Committee to review our Funding strategy in the coming months to take into account the impact of the cost-of-living crisis.

**REPORT AND FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2024**

**Report of the Management Committee for year ended 31 March 2024 (cont.)**

**GENERAL INFORMATION**

**Accountants & Auditors**
Burnside Chartered Accountants
61 Queen Square
Bristol
BS1 4JZ

**Bankers:**
Unity Trust Bank
4 The Square
1 Broad Street
Birmingham B15 IAR

**Principal Address:**
Withywood Centre
Queens Road
Withywood
Bristol BS13 8QA

| | |
|---|---|
| **Management Committee:** | |
| **Chair** | Michael Manley |
| **Treasurer** | Christine Marcia |
| **Members** | Anne-Marie Rogers |
| | Roger Carver |
| **Key Personnel:** | |
| **CEO:** | Fran Begley FRSA LLB (Hons) Dip RSA Dip Ed |
| **Finance & administration:** | Gill Morris |
| **Supervisors:** | External -Karen Brown |
| | Vacant – Welfare Benefits |
| **Caseworkers:** | Claire Weeks NVQ IAG Level 3 |
| | Scarlett Blair DRO Intermediary (until October 2023) |
| | Karen Mead NVQ IAG Level 3 |
| | James Clifford |
| | Connie Champion |
| | Vicki Dyer NVQ IAG Level 3 (until March 2024) |
| | Claire Elson LLB (Hons) |
| **Trainee Case workers** | Mia Hooper, Sam Chandrasakera |
| **Debt advice assistants** | Hayley Massiah, Kirsty House |
| **Volunteers** | Claire Elson (until November 2023) |

## Report of the Management Committee for year ended 31 March 2024 (cont.)

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 20th November 1997.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £5.

### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the members of the Management Committee are expected to serve for a period of 1 year. At the Annual General Meeting all members resign and then may offer themselves (in person or by Proxy) for re – election.

SBAS periodically advertises in the Evening Post and The Journal for new members. We encourage ex-service users to join the committee. Due to the nature of our work, and potential for conflict of interest, current service users cannot be considered. The management committee is well represented by its members to reflect the community we serve and provides a broad skill mix. A list containing trustee's skills is up dated after each AGM.

### Training and induction

Most Trustees are familiar with the work of SBAS but are welcome to attend the office or outreach to experience first-hand the day-to-day work. A set of fact sheets is sent to any potential member, which sets out and explains the rights and responsibilities of trustees. Trustees are also offered attendance on training courses covering the responsibilities of trustees and role of trustees. 2 current members have attended both courses.

### Risk Management

The Trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining the free reserves at the levels stated above will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks, which the charity faces and confirm that they have established systems to mitigate the significant risks. These are detailed below.

The office manual contains policies and procedures that have been put in place to ensure with health and safety of staff, volunteers, clients, and visitors to the service.

## Report of the Management Committee for year ended 31 March 2024 (cont.)

A current bank statement and a trial balance sheet are produced at Management Committee meetings six times per year to ensure that sufficient funding is in place for the current year.

### Organisational Structure

SBAS has a Management Committee, which comprises of up to 8 members who meet monthly. At present the committee has 4 members from a variety of professional backgrounds relevant to the work of the charity. Day-to-day management of the organisation is by the Manager, Fran Begley, under the direction of the Management Committee, and supported by the team.

### TRAINING

SBAS takes training very seriously and all staff have it written in the terms of their contracts, that they have to attend at least 3 training or updating course per year.

One of our Debt Advisers are DRO intermediaries, and two are working towards attaining certification.

Our Staff and volunteers attended a range of courses on a spectrum of issues in debt and welfare benefits.

The training and on the job experience that SBAS offers not only enables more service delivery by local people for local people to enable them to achieve a range of easily transferable skills and qualifications and is fundamental in moving volunteers into paid work.

This contributes to the regeneration of the community by increasing the skills and knowledge of individuals allowing them to take a more active role in the community.

### PUBLIC BENEFIT

The Charity Commission in its 'Charities and Public Benefit' Guidance requires that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: first, there must be an identifiable benefit and secondly, the benefit must be to the public or a section of the public.

South Bristol Advice Service aims to benefit the public directly by the provision of free independent, confidential and impartial generalist and specialist advice services to members of the public. Our clients come from wards of South Bristol.

## Report of the Management Committee for year ended 31 March 2024 (cont.)

### FINANCIAL POSITION OF THE CHARITY

The charity's main funding comes from two sources: a core grant from Bristol City Council, and a grant from the Money Advice Service.

At 31 March 2024 the charity had net assets of £220,309, of which £179,657 were unrestricted funds. Movements in restricted funds are shown in note 10 to the accounts.

### RESERVES POLICY

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be three months of the total resources expended, which currently equates to approximately £84,000 based on the 2024/25 budget. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. The "free reserves" at 31 March 2024 were £149,057.

### TRUSTEES' RESPONSIBILITIES

The Trustees (Management Committee members) are required by company law to prepare financial statements, which give a true and fair view of the state of affairs of the Charity at the end of the financial period and of the income and expenditure of the Charity for the period ended on that date. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Trustees are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

BY ORDER OF THE BOARD

C Marcia ..... 05/12/24 .....

**Management Committee Member/Trustee** **Date**

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### OPINION

We have audited the financial statements of South Bristol Advice Services (the "charitable company") for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

This report is made solely to the company's members, as a body, in accordance with Part 16 of the Companies Act 2006. 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.

### 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 charitable company 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

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### 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. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 the audit:

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

### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where 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' directors' report and from the requirement to prepare a strategic report.

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement set out on page 15, the trustees (who are also the directors of the charitable company for the purposes 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 directors 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 charitable company'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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

An understanding of the legal and regulatory framework applicable to the charitable company was obtained from the management and the trustees of the charitable company. The audit team was confirmed to have the appropriate competence and capabilities to identify non-compliance with the framework. The audit plan considered the risk of irregularities, including fraud. An element of unpredictability was built into our sample selection for audit tests. The risk of fraud over income was mitigated to an acceptable level as all income is grant income that is paid directly into the charitable company's bank account by funders; we agreed a risk-based sample of grant income to relevant documentation and performed analytical procedures on income. The risk of misappropriation of the charitable company's assets was considered; the charitable company's bank account balance was tested and confirmed to relevant documentation, and expenditure was tested for validity by substantive tests that included analytical procedures. Accounting estimates were considered as part of our audit work.

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF**
**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our audit report.

**STEPHEN BURNSIDE FCA (Senior Statutory Auditor)**
**For and on behalf of**
**BURNSIDE**
**Chartered Accountants**
**& Statutory Auditor**

**61 Queen Square**
**Bristol**
**BS1 4JZ**

**Date:** 5/11/14

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES**
**FOR THE YEAR ENDED 31 MARCH 2024**

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total funds 2024 £ | Total funds 2023 £ |
|---|---|---|---|---|---|
| INCOME FROM: | | | | | |
| Grants and donations | 3 | 220,280 | 187,131 | 407,411 | 314,198 |
| TOTAL INCOME | | 220,280 | 187,131 | 407,411 | 314,198 |
| EXPENDITURE ON: | | | | | |
| Raising funds: | | | | | |
| Costs of applying for grants and donations | | 14,724 | - | 14,724 | 13,325 |
| Charitable activities: | | | | | |
| Advice and information | | 168,888 | 138,891 | 307,779 | 253,466 |
| TOTAL EXPENDITURE | 4 | 183,612 | 138,891 | 322,503 | 266,791 |
| Net income/ (expenditure) | 5 | 36,668 | 48,240 | 84,908 | 47,407 |
| Transfers between funds | 10 | 11,555 | (11,555) | - | - |
| Net movement in funds | | 48,223 | 36,685 | 84,908 | 47,407 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 131,434 | 3,967 | 135,401 | 87,994 |
| Total funds carried forward | | 179,657 | 40,652 | 220,309 | 135,401 |

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

The notes on pages 19 to 29 form part of these accounts.

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**BALANCE SHEET**
**AT 31 MARCH 2024**

| | Notes | 2024 £ | 2023 £ |
|---|---|---|---|
| FIXED ASSETS | | | |
| Tangible assets | 7 | 16,534 | 4,075 |
| CURRENT ASSETS | | | |
| Debtors | 8 | 1,758 | 9,308 |
| Cash at bank and in hand | | 244,833 | 180,269 |
| | | 246,591 | 189,577 |
| CREDITORS: Amounts falling due within one year | 9 | (42,816) | (58,251) |
| NET CURRENT ASSETS | | 203,775 | 131,326 |
| TOTAL NET ASSETS | | 220,309 | 135,401 |
| THE FUNDS OF THE CHARITY: | | | |
| Restricted | 10 | 40,652 | 3,967 |
| Unrestricted: | | | |
| General | 11 | 165,591 | 114,434 |
| Designated | 11 | 14,066 | 17,000 |
| TOTAL CHARITY FUNDS | 12 | 220,309 | 135,401 |

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 05/12/24 and signed on their behalf by

C Marcia
CHRISTINE MARCIA
TRUSTEE (TREASURER)

05/12/24
Date

Company number: 03469233

The notes on pages 19 to 29 form part of these accounts.

## NOTES TO THE FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

(a) **Accounting Convention**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

(b) **Going concern**

At 31 March 2024, the charity had total funds of £220,309 (2023 - £135,401). Restricted funds amounted to £40,652 (2023 - £3,967). The free reserves of the charity, being unrestricted general reserves less designated funds less fixed assets held in general reserves, totalled £149,057. The target for free reserves is to hold 3 months of total expenditure, which currently equates to around £84,000.

The charity has prepared a budget and cashflow forecast for the year ended 31 March 2025 which shows that the charity has forecast a small surplus for the year of around £20,000. This initial budget does not include funding applications that are pending decision.

The management committee therefore have a reasonable expectation that the charity will be in operation 12 months from the date of approval of these accounts and that the charity remains a going concern. The accounts have therefore been prepared on a going concern basis.

(c) **Income**

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources 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 must be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

1. ACCOUNTING POLICIES (continued)

(c) **Income (continued)**

When donors specify that donations and grants, including capital grants, are for restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

*Interest receivable*
Interest is included when receivable by the charity.

(d) **Expenditure**
Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT, which cannot be recovered.

Most expenditure is directly attributable to a specific activity and is allocated to that activity. However, the costs of the manager's salary have been allocated as follows based on the time she spends on each activity:

| | |
|---|---|
| Fundraising | 33% |
| Advice and information | 67% |

It is believed by the trustees that the charities' only support costs are shown in governance costs in note 3. There are no further support costs as all costs can be directly attributable to providing the charities specialist debt and welfare advice.

(e) **Operating leases**
Rentals payable under operating leases are charged to the Statement of Financial Activities incurred over the term of the lease.

(f) **Tangible fixed assets**
The cost of tangible fixed assets is written-off by equal annual instalments over their expected useful lives as follows:

| | |
|---|---|
| Leasehold improvements | 10 years |
| Furniture, fixtures and equipment | 4 years |

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

(h) **Creditors and provisions**

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

(i) **Funds accounting**

Funds held by the charity are:

Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds – these are funds that 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 accounts.

(j) **Pension costs**

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

2. COMPARATIVE YEAR STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted Funds £ | Restricted Funds £ | Total funds 2023 £ |
|---|---|---|---|
| INCOME FROM: | | | |
| Grants and donations | 217,709 | 96,489 | 314,198 |
| TOTAL INCOME | 217,709 | 96,489 | 314,198 |
| EXPENDITURE ON: | | | |
| Raising funds: | | | |
| Costs of applying for grants And donations | 13,325 | - | 13,325 |
| Charitable activities: | | | |
| Advice and information | 161,550 | 91,916 | 253,466 |
| TOTAL EXPENDITURE | 174,875 | 91,916 | 266,791 |
| Net income/ (expenditure) | 42,834 | 4,573 | 47,407 |
| Transfers between funds | 606 | (606) | - |
| Net movement in funds | 43,440 | 3,967 | 47,407 |
| Reconciliation of funds: | | | |
| Total funds brought forward | 87,994 | - | 87,994 |
| Total funds carried forward | 131,434 | 3,967 | 135,401 |

3. GRANTS AND DONATIONS RECEIVABLE

During the year, the following grants and donations have been received from the following organisations:

| | Unrestricted Funds £ | Restricted Funds £ | Total 2024 £ | Total 2023 £ |
|---|---|---|---|---|
| Bristol City Council – Partnership Fund | 35,857 | - | 35,857 | 35,857 |
| Bristol City Council – Cost of Living Fund | - | - | - | 8,483 |
| Money and Pensions Service | 147,324 | - | 147,324 | 152,638 |
| National Lottery Community Fund | - | 85,726 | 85,726 | 64,021 |
| Trusthouse Charitable Foundation | - | 4,664 | 4,664 | 12,402 |
| Wessex Bristol Water | 21,450 | 18,540 | 39,990 | 10,593 |
| European Union Settlement Scheme | - | 1,106 | 1,106 | 8,350 |
| Quartet Foundation Alfred Hill Fund | - | - | - | 7,500 |
| The Nisbett Trust | 12,000 | - | 12,000 | 12,000 |
| Advice UK | 1,000 | 25,000 | 26,000 | 2,000 |
| Independent Age Cost of Living Fund | - | 19,660 | 19,660 | - |
| Citizens Advice Household Support Fund | - | 10,000 | 10,000 | - |
| Computers and Modernisation Fund | - | 22,435 | 22,435 | - |
| Other grants and donations | 2,649 | - | 2,649 | 354 |
| | 220,280 | 187,131 | 407,411 | 314,198 |

4. TOTAL EXPENDITURE

| | Staff Costs £ | Other Direct Costs £ | Total 2024 £ | Total 2023 £ |
|---|---|---|---|---|
| Costs of applying for grants and donations | 14,724 | - | 14,724 | 13,325 |
| Advice and information | 232,705 | 75,074 | 307,779 | 253,466 |
| | 247,429 | 75,074 | 322,503 | 266,791 |

4. TOTAL EXPENDITURE (continued)

OTHER DIRECT COSTS

| | Total 2024 £ | Total 2023 £ |
|---|---|---|
| Grants paid | - | 500 |
| Information and resources | 9,362 | 7,077 |
| Professional fees | 3,972 | 2,436 |
| Office costs | 29,321 | 14,443 |
| Staff and volunteers' training and expenses | 2,914 | 3,048 |
| Depreciation | 2,234 | 3,107 |
| Rent and premises costs | 18,937 | 17,901 |
| Audit and accountancy fees | 8,334 | 10,083 |
| | 75,074 | 58,595 |

5. NET INCOME FOR THE YEAR

| | 2024 £ | 2023 £ |
|---|---|---|
| This is stated after charging: | | |
| Depreciation of owned assets | 2,234 | 3,107 |
| Auditors' remuneration | | |
| Audit | 5,800 | 5,500 |
| Non audit | 2,534 | 4,583 |

6. STAFF COSTS AND TRUSTEES' REMUNERATION

| Staff costs were as follows: | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 227,318 | 190,254 |
| Employer's National Insurance | 12,248 | 10,993 |
| Pension costs | 7,863 | 6,949 |
| | 247,429 | 208,196 |

No employee earned £60,000 p.a. or more. The average number of employees during the year was 9 (2023 – 9). No remuneration was paid to the Trustees. No expenses were reimbursed to Trustees. The centre manager total emoluments, including employer's pension contribution, in the year were £40,196 (2023 - £36,482).

There are no related party transactions to report in the period.

7. TANGIBLE ASSETS

| | Leasehold Improvements | Fixtures, Fittings and Equipment | Total |
|---|---|---|---|
| | | | £ |
| COST | | | |
| At 1 April 2023 | 4,200 | 44,432 | 48,632 |
| Additions | 10,800 | 3,893 | 14,693 |
| At 31 March 2024 | 15,000 | 48,325 | 63,325 |
| DEPRECIATION | | | |
| At 1 April 2023 | 1,680 | 42,877 | 44,557 |
| Charge for the year | 690 | 1,544 | 2,234 |
| At 31 March 2024 | 2,370 | 44,421 | 46,791 |
| NET BOOK VALUE | | | |
| At 31 March 2024 | 12,630 | 3,904 | 16,534 |
| At 31 March 2023 | 2,520 | 1,555 | 4,075 |

8. DEBTORS

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Other debtors | 1,758 | 3,537 |
| Fees and grants receivable | - | 5,771 |
| | 1,758 | 9,308 |

9. CREDITORS

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Amounts falling due within one year: | | |
| Trade creditors | 1,316 | 4,504 |
| Taxation and social security | 8,325 | 3,878 |
| Accruals | 7,200 | 6,540 |
| Other creditors | 250 | 250 |
| Deferred income | 25,725 | 43,079 |
| | 42,816 | 58,251 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2024** (continued)

10. RESTRICTED FUNDS

| | Computers and Modernisation | Welfare Benefit Advice | Over 55 advice worker | EUSS | Cost of Living | DRO Fund | Financial Capability | Independent Age | Household Support | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | | £ | £ | £ | £ |
| Balance brought forward | - | 368 | - | - | 3,598 | - | 1 | - | - | 3,967 |
| INCOME | | | | | | | | | | |
| Grants received | 22,435 | 85,726 | 4,664 | 1,106 | - | 25,000 | 18,540 | 19,660 | 10,000 | 187,131 |
| EXPENDITURE | | | | | | | | | | |
| Salaries | - | 69,376 | 4,664 | 1,106 | 3,598 | 4,322 | 17,243 | 14,131 | 10,000 | 120,760 |
| Information and resources | - | 2,441 | - | - | - | - | 5 | - | - | 5,045 |
| General office costs | - | 7,489 | - | - | - | - | 86 | 1,631 | - | 10,133 |
| Staff and volunteers' expenses | - | 971 | - | - | - | - | 1,207 | 621 | - | 2,953 |
| Total expenditure | - | 80,277 | 4,664 | 1,106 | 3,598 | 4,322 | 18,541 | 16,383 | 10,000 | 138,891 |
| Balance before transfers | 22,435 | 5,817 | - | - | - | 20,678 | - | 3,277 | - | 52,207 |
| Transfers to unrestricted funds | (11,555) | - | - | - | - | - | - | - | - | (11,555) |
| Balance carried forward | 10,880 | 5,817 | - | - | - | 20,678 | - | 3,277 | - | 40,652 |

10. RESTRICTED FUNDS (continued)

Restricted funds of £40,652 at the year-end are made up of cash.

Computers and Modernisation Fund
Grant to provide funds for new computers and modernisation of the charity's offices.
Welfare adviser project
This grant from The National Lottery Communities Fund is to fund welfare advice.
Over 55 advice project
Grants to provide advice to over 55s that suffer disabilities or mental illness.
European Union Settlement Scheme
Funding to help EU citizens to obtain the right of residency in the EU after BREXIT.
Cost of Living fund
Grant from Bristol City Council to fund salary costs of advisor to provide advice on issues arising from the Cost-of-Living crisis.
DRO fund
Grant to cover administration costs of making DRO applications.
Financial capability fund
Grant from Wessex Water to fund income maximisation sessions, mainly around benefits.
Independent Age
Grant from Independent Age towards the older peoples assisted income maximisation, disability, benefits and debt project.
Household Support
Grant from Citizens Advice Bristol to fund household support sessions and coffee mornings for communities across Bristol who are acutely affected by the cost-of-living crisis.

11. UNRESTRICTED FUNDS

| | General Fund | Fundraising Fund | Training Fund | IT Fund | Total Unrestricted Funds |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| Balance b/fwd | 114,434 | 10,000 | 3,000 | 4,000 | 131,434 |
| Income | 220,280 | - | - | - | 220,280 |
| Expenditure | (170,678) | (10,000) | (247) | (2,687) | (183,612) |
| Transfers | 1,555 | 10,000 | - | - | 11,555 |
| Balance c/fwd | 165,591 | 10,000 | 2,753 | 1,313 | 179,657 |

The Fundraising designated fund was allocated to fund part of the cost of applying for grants in 2023/24. The fund was expended in the year.

11. UNRESTRICTED FUNDS (continued)

The training fund is allocated for training for new staff that are planned to be engaged in 2024/25.

The IT Fund is allocated for new equipment for the planned new staff.

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

At 31 March 2024 net assets were held in the following funds.

| | Restricted Funds £ | Designated Funds £ | General Funds £ | Total Funds £ |
|---|---|---|---|---|
| Fixed assets | - | - | 16,534 | 16,534 |
| Net current assets | 40,652 | 14,066 | 149,057 | 203,775 |
| Net assets | 40,652 | 14,066 | 165,591 | 220,309 |

**SOUTH BRISTOL ADVICE SERVICES**

England & Wales - Charity number 1066392

# Accounts

MP.

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2022**

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Registered charity number – 1066392

Company number – 3469233



## SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

## REPORT AND FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 31 MARCH 2022

### Report of the Management Committee for year ended 31 March 2022

The Management Committee presents its report and financial statements for the year ended 31 March 2022. Due to the Management Committee's status as directors under the Companies Act 2006, and Trustees under the Charities Act 2011, this report constitutes a directors' report as required by the Companies Act 2006 and a trustees' report as required by the Charities Act 2011 and has been prepared taking advantage of the exemptions conferred by Part 15 of this act.

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

### OBJECTS AND ACTIVITIES

The objects of the charity are the promotion of any charitable purposes for the benefit of people living in South Bristol, through the advancement of education, the protection of health, and relief of poverty, sickness, and distress.

The charity sought to further these objects for the year through the provision of information advice and advocacy as summarised below.

South Bristol Advice Services is an Advice service that has grown out of the community it serves; initially created by 6 local people in 1992, it had a name change and became a registered charity in November 1997. We have worked through many difficult periods in the development of our organisations including riot damage, flood, forced relocation due to commercial developments, the loss of our Legal Aid Contracts due to them being taken out of scope. We have not only survived but improved our services and increased our knowledge base from training and on the job experience We class ourselves as true front-line workers who have a unique insight into the needs of the South Bristol community.

We provide specialist Debt & Money Advice, Financial Capability, Welfare Benefits advice and advocacy, and Generalist information. Our services are provided free of charge to any member of the South Bristol community, accessed through Drop-in Sessions, walk in days, by appointments, referrals from health professional, local rent management teams, local Children's Services, and by self-referral through telephone and Digital means. We provide help that allows client to be able to make an informed decision about their options to maximise income or to deal with debt. We assess clients to find the right level and type of help.

## Report of the Management Committee for year ended 31 March 2022 (cont.)

We offer help to retain their homes and prevent homelessness through our Income Maximisation, financial Capability and Debt work and when required referral to Specialist Housing providers.

We try to react to local need by putting resources into areas that clients have shown is a problem. We run a few Projects within our services that reflect the need in the community: The Additional Support Needs Mental Health – Welfare Benefits Project; The Older Peoples and Disability Home Visiting Project; Form Filling and Info Day; a Self-Serve area; and an assisted Self -Serve Service. We complete EU Settlement Applications for vulnerable members of the community; we partner the Carpenters Food and Support within The Withywood Centre where our office is situated providing their clients with income Maximisation FC and Debt advice.

## ACHIEVEMENT AND PEFORMANCE

### 2019 to 2022



Our service provision has been disrupted throughout this period due to the Covid 19 Pandemic that we described in out Outcomes and Impacts Report 2019 to 2022 as an unusual year with unprecedented challenges.

Our Business Continuity Plan was put into action. The staff took up the challenge to provide the level of service had and maintained. Once again we were affected by Funding cuts and dwindling grants.

The National Lottery provided us with £35,000 that plugged our funding gap, and we secured some local grants through Quartet.

## Report of the Management Committee for year ended 31 March 2022 (cont.)

During this period, we worked alongside the food bank in our building The Carpenters Store and Support as they were prevented from opening as they had no door to the outside and the building had to shut under the regulations as being classed as a public building.

As SBAS has a private entrance with two sets of electric double doors we were able to run the trollies through the office. As most of the staff were working from home, we prioritised clients who have additional needs and devised a way we could reach them and deal with ongoing issues.

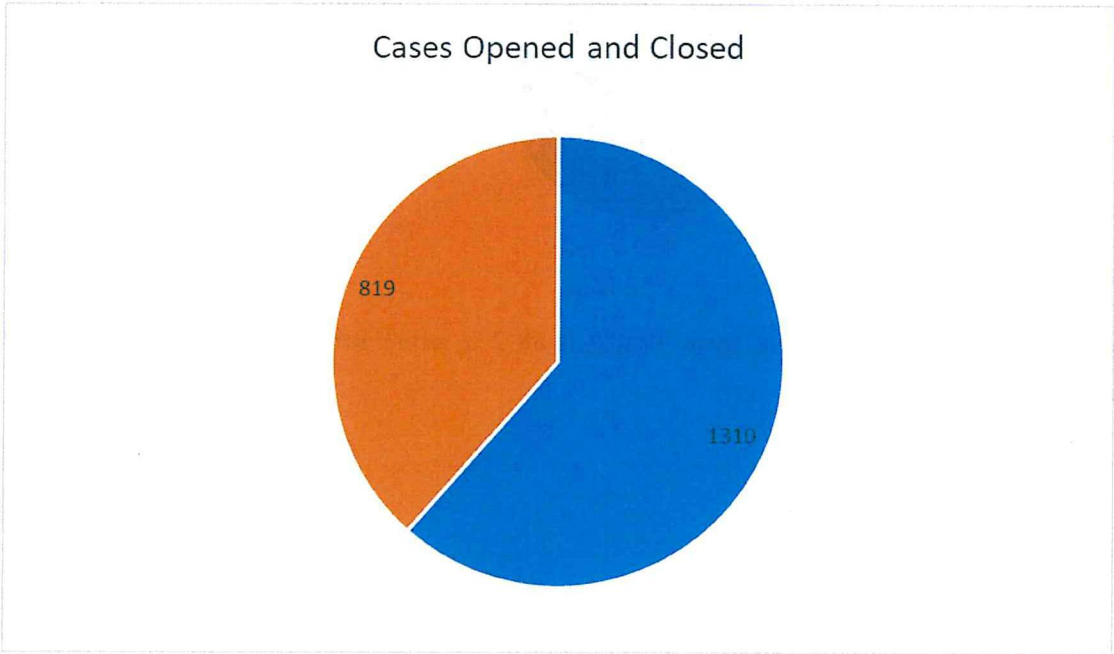
We created a Document Drop Day where forms, letters, case evidence could be dropped off scanned in the data base which is in the cloud and accessible through our data base remotely.



## Our Clients

## Client Profiles

### Cases Opened and Closed 2021- 2022

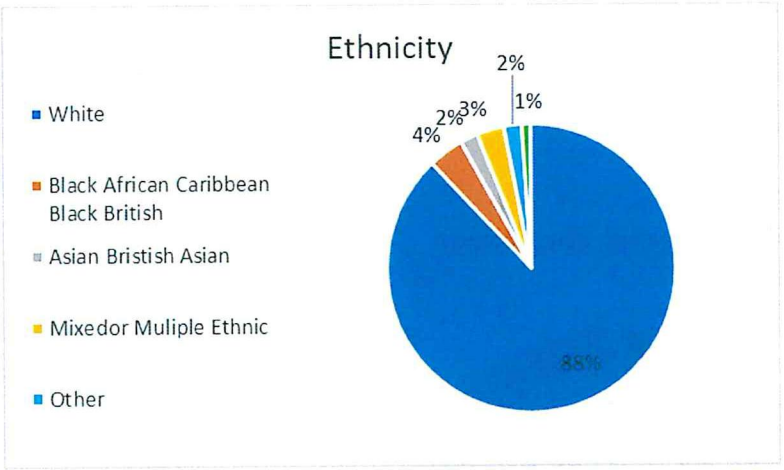



- Cases opened
- Cases closed

These figures only include the clients that have had a case opened. Approximately a further 1,800 people have been given brief, or one-off information, or who have been signposted to a relevant service.

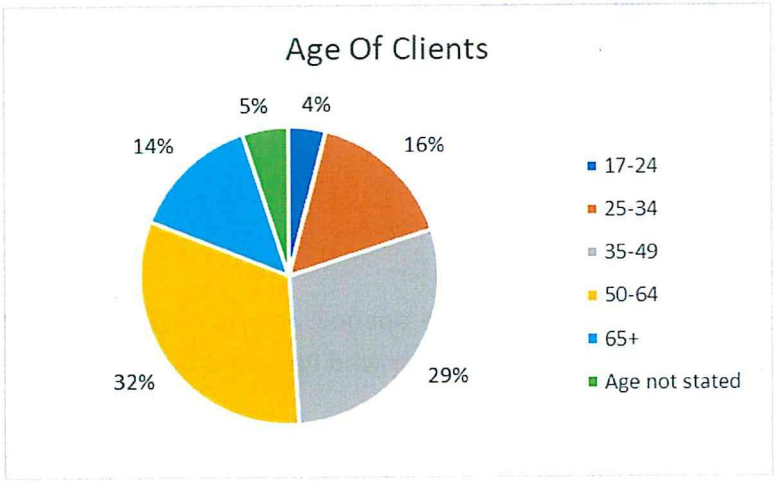
## Report of the Management Committee for year ended 31 March 2022 (cont.)

### Ethnicity



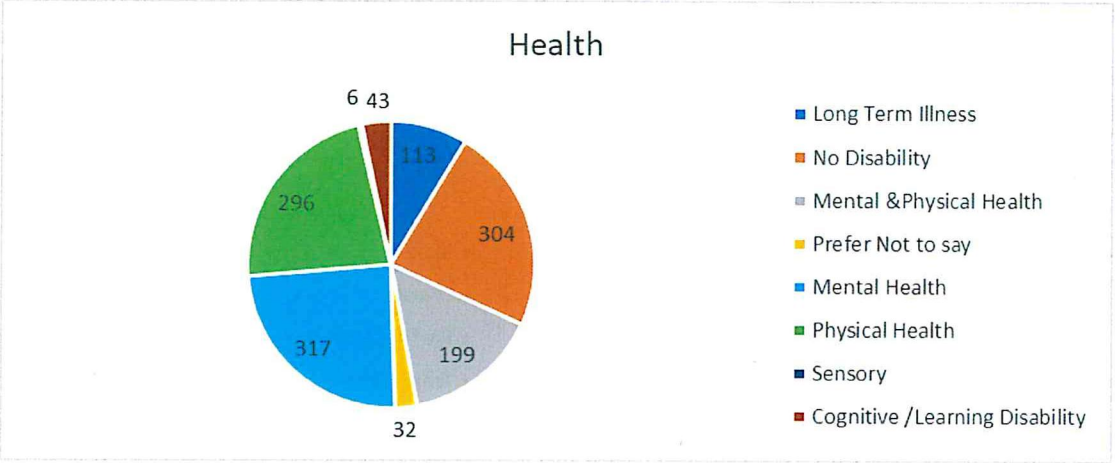

Note South Bristol area statistics show that it is 89.7 % white British therefore the figure is representative of the area.

### Age



## Report of the Management Committee for year ended 31 March 2022 (cont.)

### Health

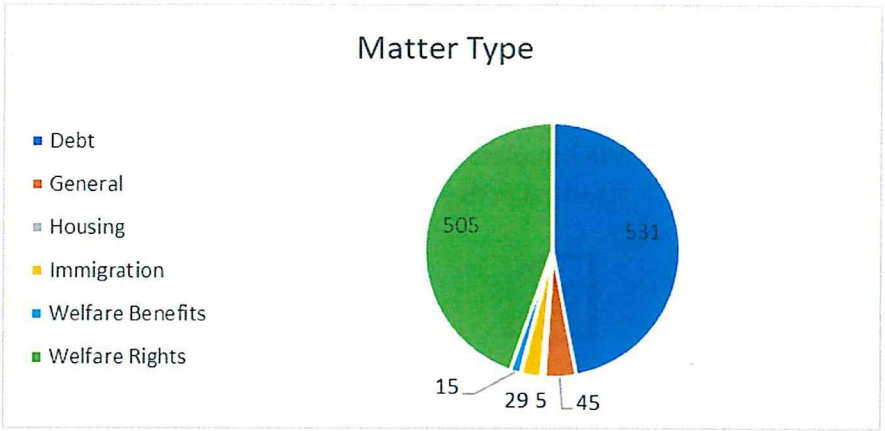



The data from our last year is showing us that South Bristol Advice Services has a high number of clients with Mental Ill Health, 516 which equates to 39.3% of our client base in the year 2021 to 2022.

77% of our clients had Mental Ill Health, or both Mental and Physical Disability, or Long-Term illness.

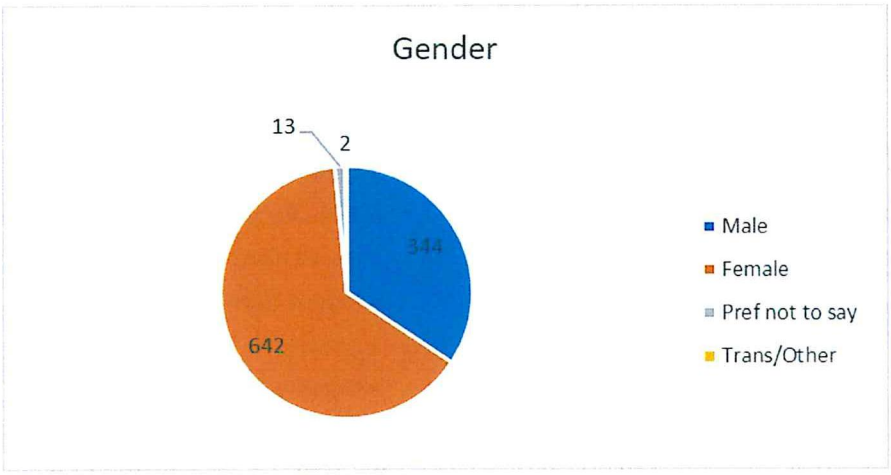
Only 23% of our clients had no Illness or Disability.

### Matters



## Report of the Management Committee for year ended 31 March 2022 (cont.)

### Gender




## Our Work & Outcomes in 2021 to 2022

**We advised 1320 clients**



**232 clients had Rent arrears that put them at risk of Homelessness**



**We Managed £2,545,863 of Debt for our clients**

**We complete 297 Welfare Benefit Claim Renewal or Review Forms**



**We won 101 Mandatory Reconsiderations of Benefit Decisions and 47 Appeals**

Report of the Management Committee for year ended 31 March 2022 (cont.)

**We send a Client satisfaction form and a Free Post Return Envelope on each case closure**
**We receive back approx. 40% We also ring any client who has not contacted us with a case outcome.**



**89 % of those replied said they were Better Off Financially**

**85% were Less Stressed or Anxious**

**82% Stated**  **they were Better Able to Cope**



**35% said they spent more on Food**
**26% said they spent more on Fuel to keep their home warm**

## Report of the Management Committee for year ended 31st March 2022 (cont.)

## Thank -You to our Funders in this year

The Trusthouse Charitable Foundation

## PLANS FOR THE FUTURE

We recognise that the pandemic has shown that we are adept at change and resilient.

We are looking at the best way forward for our community.

We recognise that as a result of the pandemic and the deteriorating economy there are many in the community who are now at risk of homelessness or are in a state of indebtedness from which they will require specialist help.

We are seeking funding to continue our vital work within the community.

## Report of the Management Committee for year ended 31 March 2022 (cont.)

### GENERAL INFORMATION

**Accountants & Auditors**
Burnside Chartered Accountants
61 Queen Square
Bristol
BS1 4JZ

**Bankers:**
Unity Trust Bank
4 The Square
1 Broad Street
Birmingham B15 IAR

**Principal Address:**
Withywood Centre
Queens Road
Withywood
Bristol BS13 8QA

| | |
|---|---|
| **Management Committee:** | |
| **Chair** | Michael Manley |
| **Treasurer** | Christine Marcia |
| **Members** | **Jane Britton Left 16/11/21** |
| | Roger Carver |
| **Key Personnel:** | |
| **Manager:** | Fran Begley FRSA LLB (Hons) Dip RSA Dip Ed |
| **Finance & administration:** | Gill Morris |
| | Karen Mead NVQ IAG Level 3 |
| **Caseworkers:** | Claire Weeks NVQ IAG Level 3 |
| | Kay Gillen NVQ IAG level 3 |
| | James Clifford |
| | Vicki Dyer NVQ IAG level 3 |
| | Michael Farrell-Deveau MIMA (Cert), LLB (Hons) Specialist Debt Adviser / DRO Intermediary. **Left 22/4/22** |
| | Kyley Hooper GDDA /DRO Intermediary |
| | Scarlett Blair Debt Adviser City and Guilds Money Foundation Course C+C Cert HE CCJ |
| | Diane Whitcombe **left 6/7/21** |
| **Volunteers:** | George Moss, Robert Quinlan, Laura Stewart, Emma T |

## Report of the Management Committee for year ended 31 March 2022 (cont.)

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 20th November 1997.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £5.

### Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the members of the Management Committee are expected to serve for a period of 1 year. At the Annual General Meeting all members resign and then may offer themselves (in person or by Proxy) for re – election.
SBAS periodically advertises in the Evening Post and The Journal for new members. We encourage ex-service users to join the committee. Due to the nature of our work, and potential for conflict of interest, current service users cannot be considered. The management committee is well represented by its members to reflect the community we serve and provides a broad skill mix. A list containing trustee's skills is up dated after each AGM.

### Training and induction

Most Trustees are familiar with the work of SBAS but are welcome to attend the office or outreach to experience first-hand the day-to-day work. A set of fact sheets is sent to any potential member, which sets out and explains the rights and responsibilities of trustees. Trustees are also offered attendance on training courses covering the responsibilities of trustees and role of trustees. 2 current members have attended both courses.

### Risk Management

The Trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining the free reserves at the levels stated above will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks, which the charity faces and confirm that they have established systems to mitigate the significant risks. These are detailed below.

The office manual contains policies and procedures that have been put in place to ensure with health and safety of staff, volunteers, clients and visitors to the service.

## Report of the Management Committee for year ended 31 March 2022 (cont.)

A current bank statement and a trial balance sheet are produced at Management Committee meetings six times per year to ensure that sufficient funding is in place for the current year.

### Organisational Structure

SBAS has a Management Committee, which comprises of up to 12 members who meet monthly. At present the committee has 5 members from a variety of professional backgrounds relevant to the work of the charity. Day-to-day management of the organisation is by the Manager, Fran Begley, under the direction of the Management Committee, and supported by the team.

### TRAINING

SBAS takes training very seriously and all staff have it written in the terms of their contracts, that they have to attend at least 3 training or updating course per year.

All our Debt Advisers are DRO intermediaries, and our trainee is working towards attaining her certification. One is MIMA certified and two are working towards certification. Our Staff and volunteers attended a range of courses on a spectrum of issues in debt and welfare benefits.

The training and on the job experience that SBAS offers not only enables more service delivery by local people for local people to enable them to achieve a range of easily transferable skills and qualifications and is fundamental in moving volunteers into paid work.

This contributes to the regeneration of the community by increasing the skills and knowledge of individuals allowing them to take a more active role in the community.

### PUBLIC BENEFIT

The Charity Commission in its 'Charities and Public Benefit' Guidance requires that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: first, there must be an identifiable benefit and secondly, the benefit must be to the public or a section of the public.

South Bristol Advice Service aims to benefit the public directly by the provision of free independent, confidential and impartial generalist and specialist advice services to members of the public. Our clients come from wards of south Bristol.

## Report of the Management Committee for year ended 31 March 2022 (cont.)

### FINANCIAL POSITION OF THE CHARITY

The charity's main funding comes from two sources: a core grant from Bristol City Council, and a grant from the Money Advice Service.

At 31 March 2022 the charity had net assets of £87,994, of which £87,994 were unrestricted funds. Movements in restricted funds are shown in note 10 to the accounts.

### RESERVES POLICY

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be three months of the total resources expended, which currently equates to approximately £72,000 based on the 2022/23 budget. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. The "free reserves" at 31 March 2022 were £71,419.

### TRUSTEES' RESPONSIBILITIES

The Trustees (Management Committee members) are required by company law to prepare financial statements, which give a true and fair view of the state of affairs of the Charity at the end of the financial period and of the income and expenditure of the Charity for the period ended on that date. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Trustees are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

BY ORDER OF THE BOARD

CHRISTINE MARCIA TREASURER

C Marcia

20/7/22

**Management Committee Member/Trustee**

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### OPINION

We have audited the financial statements of South Bristol Advice Services (the "charitable company") for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 2022 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 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

This report is made solely to the company's members, as a body, in accordance with Part 16 of the Companies Act 2006. 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.

### 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 charitable company 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

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### 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. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 the audit:

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

### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where 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' directors' report and from the requirement to prepare a strategic report.

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement set out on page 15, the trustees (who are also the directors of the charitable company for the purposes 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 directors 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 charitable company'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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

An understanding of the legal and regulatory framework applicable to the charitable company was obtained from the management and the trustees of the charitable company. The audit team was confirmed to have the appropriate competence and capabilities to identify non-compliance with the framework. The audit plan considered the risk of irregularities, including fraud. An element of unpredictability was built into our sample selection for audit tests. The risk of fraud over income was mitigated to an acceptable level as all income is grant income that is paid directly into the charitable company's bank account by funders; we agreed a risk-based sample of grant income to relevant documentation and performed analytical procedures on income. The risk of misappropriation of the charitable company's assets was considered; the charitable company's bank account balance was tested and confirmed to relevant documentation, and expenditure was tested for validity by substantive tests that included analytical procedures. Accounting estimates were considered as part of our audit work.

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF**
**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our audit report.



**MARK POOLEY (Senior Statutory Auditor)**
**For and on behalf of**
**BURNSIDE**
**Chartered Accountants**
**& Statutory Auditor**

**61 Queen Square**
**Bristol**
**BS1 4JZ**

**Date:** 25 July 2022

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES**
**FOR THE YEAR ENDED 31 MARCH 2022**

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total funds 2022 £ | Total funds 2021 £ |
|---|---|---|---|---|---|
| INCOME FROM: | | | | | |
| Grants and donations | 3 | 190,165 | 69,207 | 259,372 | 284,188 |
| TOTAL INCOME | | 190,165 | 69,207 | 259,372 | 284,188 |
| EXPENDITURE ON: | | | | | |
| Raising funds: | | | | | |
| Costs of applying for grants and donations | | 4,384 | 8,000 | 12,384 | 12,447 |
| Charitable activities: | | | | | |
| Advice and information | | 183,913 | 61,207 | 245,120 | 253,164 |
| TOTAL EXPENDITURE | 4 | 188,297 | 69,207 | 257,504 | 265,611 |
| Net income/ (expenditure) | 5 | 1,868 | - | 1,868 | 18,577 |
| Transfers between funds | 10 | 861 | (861) | - | - |
| Net movement in funds | | 2,729 | (861) | 1,868 | 18,577 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 85,265 | 861 | 86,126 | 67,549 |
| Total funds carried forward | | 87,994 | - | 87,994 | 86,126 |

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

The notes on pages 21 to 31 form part of these accounts.

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**BALANCE SHEET**
**AT 31 MARCH 2022**

| | Notes | 2022 £ | 2021 £ |
|---|---|---|---|
| FIXED ASSETS | | | |
| Tangible assets | 7 | 6,575 | 8,969 |
| CURRENT ASSETS | | | |
| Debtors | 8 | 8,550 | 11,073 |
| Cash at bank and in hand | | 102,543 | 80,682 |
| | | 111,093 | 91,755 |
| CREDITORS: Amounts falling due within one year | 9 | (29,674) | (14,598) |
| NET CURRENT ASSETS | | 81,419 | 77,157 |
| TOTAL NET ASSETS | | 87,994 | 86,126 |
| THE FUNDS OF THE CHARITY: | | | |
| Restricted | 10 | - | 861 |
| Unrestricted: | | | |
| General | 11 | 77,994 | 60,265 |
| Designated | 11 | 10,000 | 25,000 |
| TOTAL CHARITY FUNDS | 12 | 87,994 | 86,126 |

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 20/7/22 and signed on their behalf by CHRISTINE MARCIA TREASURER

Cmarcia

Date 20/7/22

The notes on pages 21 to 31 form part of these accounts.

## NOTES TO THE FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

(a) **Accounting Convention**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

(b) **Going concern**

At 31 March 2022, the charity had total funds of £79,661 (2021 - £82,676). Restricted funds amounted to £861 (2021 - £861). The free reserves of the charity, being unrestricted general reserves less designated funds less fixed assets held in general reserves, totalled £71,419. The target for free reserves is to hold 3 months of total expenditure, which currently equates to around £72,000.

The charity has prepared a budget and cashflow forecast for the year ended 31 March 2023 which shows that the charity has forecast free reserves at 31 March 2023 of around £81,000. This initial budget does not include funding applications that are pending decision.

The management committee therefore have a reasonable expectation that the school will be in operation 12 months from the date of approval of these accounts and that the charity remains a going concern. The accounts have therefore been prepared on a going concern basis.

(c) **Income**

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources 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 must be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2022** (continued)

1. ACCOUNTING POLICIES (continued)

(c) **Income (continued)**

When donors specify that donations and grants, including capital grants, are for restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

*Interest receivable*
Interest is included when receivable by the charity.

(d) **Expenditure**
Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT, which cannot be recovered.

Most expenditure is directly attributable to a specific activity and is allocated to that activity. However, the costs of the manager's salary have been allocated as follows based on the time she spends on each activity:

| | |
|---|---|
| Fundraising | 33% |
| Advice and information | 67% |

It is believed by the trustees that the charities' only support costs are shown in governance costs in note 3. There are no further support costs as all costs can be directly attributable to providing the charities specialist debt and welfare advice.

(e) **Operating leases**
Rentals payable under operating leases are charged to the Statement of Financial Activities incurred over the term of the lease.

(f) **Tangible fixed assets**
The cost of tangible fixed assets is written-off by equal annual instalments over their expected useful lives as follows:

| | |
|---|---|
| Leasehold improvements | 10 years |
| Furniture, fixtures and equipment | 4 years |

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

(h) **Creditors and provisions**

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

(i) **Funds accounting**

Funds held by the charity are:

Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds – these are funds that 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 accounts.

(j) **Pension costs**

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2022** (continued)

2. COMPARATIVE YEAR STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted Funds £ | Restricted Funds £ | Total funds 2021 £ |
|---|---|---|---|
| INCOME FROM: | | | |
| Grants and donations | 184,640 | 99,548 | 284,188 |
| TOTAL INCOME | 184,640 | 99,548 | 284,188 |
| EXPENDITURE ON: | | | |
| Raising funds: | | | |
| Costs of applying for grants And donations | 12,447 | - | 12,447 |
| Charitable activities: | | | |
| Advice and information | 153,616 | 99,548 | 253,164 |
| TOTAL EXPENDITURE | 166,063 | 99,548 | 265,611 |
| Net income/ (expenditure) | 18,577 | - | 18,577 |
| Transfers between funds | - | - | - |
| Net movement in funds | 18,577 | - | 18,577 |
| Reconciliation of funds: | | | |
| Total funds brought forward | 66,688 | 861 | 67,549 |
| Total funds carried forward | 85,265 | 861 | 86,126 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2022** (continued)

3. GRANTS AND DONATIONS RECEIVABLE

During the year, the following grants and donations have been received from the following organisations:

| | Unrestricted Funds | Restricted Funds | Total 2022 | Total 2021 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Bristol City Council – Partnership Fund | 35,857 | - | 35,857 | 35,859 |
| Money and Pensions Service | 142,760 | - | 142,760 | 136,225 |
| National Lottery Community Fund | - | 15,625 | 15,625 | - |
| National Lottery Coronavirus Community Support Fund | - | - | - | 35,000 |
| Trusthouse Charitable Foundation | - | 12,282 | 12,282 | 7,629 |
| Big Lottery Awards for All | - | - | - | 9,200 |
| Henry Smith Charity | - | - | - | 14,633 |
| Wessex Bristol Water | 6,132 | - | 6,132 | 9,000 |
| European Union Settlement Scheme | - | 11,300 | 11,300 | 8,598 |
| Quartet Foundation Resilience Fund | - | 8,000 | 8,000 | - |
| Quartet Foundation Chapman Family Fund | - | 5,000 | 5,000 | - |
| Quartet Foundation Wessex Water Fund | - | 2,500 | 2,500 | |
| Quartet Foundation Catalyst Fund | - | - | - | 7,938 |
| Medlock Charitable Foundation | - | 4,000 | 4,000 | - |
| Coronavirus Job Retention Scheme | - | - | - | 16,550 |
| The Nisbett Trust | 10,000 | - | 10,000 | - |
| Schroder Charity Trust | - | 3,000 | 3,000 | - |
| Advice UK | - | 1,000 | 1,000 | - |
| Other grants and donations | 1,916 | - | 1,916 | 3,556 |
| | 196,665 | 62,707 | 259,372 | 284,188 |

4. TOTAL EXPENDITURE

| | Staff Costs | Other Direct Costs | Total 2022 | Total 2021 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Costs of applying for Grants and donations | 12,384 | - | 12,384 | 12,447 |
| Advice and information | 195,110 | 50,010 | 245,120 | 253,164 |
| | 207,494 | 50,010 | 257,504 | 265,611 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2022** (continued)

4. TOTAL EXPENDITURE (continued)

OTHER DIRECT COSTS

| | Total 2022 £ | Total 2021 £ |
|---|---|---|
| Information and resources | 7,667 | 5,254 |
| Supervision | - | 11,016 |
| Professional fees | 856 | 4,219 |
| Office costs | 11,982 | 10,932 |
| Staff and volunteers' training and expenses | 54 | 2,215 |
| Other costs | - | 249 |
| Depreciation | 2,394 | 5,059 |
| Rent and premises costs | 17,901 | 17,445 |
| Audit and accountancy fees | 9,156 | 10,902 |
| | 50,010 | 67,291 |

5. NET INCOME FOR THE YEAR

| | 2022 £ | 2021 £ |
|---|---|---|
| This is stated after charging: | | |
| Depreciation of owned assets | 2,394 | 5,059 |
| Auditors' remuneration | | |
| Audit | 4,800 | 4,500 |
| Non audit | 4,358 | 6,402 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2022** (continued)

6. STAFF COSTS AND TRUSTEES' REMUNERATION

| Staff costs were as follows: | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 189,017 | 182,365 |
| Employer's National Insurance | 10,731 | 9,314 |
| Pension costs | 7,746 | 6,641 |
| | 207,494 | 198,320 |

No employee earned £60,000 p.a. or more. The average number of employees during the year was 9 (2021 – 10). No remuneration was paid to the Trustees. No expenses were reimbursed to Trustees. The centre manager total emoluments, including employer's pension contribution, in the year were £34,746 (2021 - £34,745).

There are no related party transactions to report in the period.

7. TANGIBLE ASSETS

| | Leasehold Improvements | Fixtures, Fittings and Equipment | Total |
|---|---|---|---|
| | | | £ |
| COST | | | |
| At 1 April 2021 | 4,200 | 43,825 | 48,025 |
| Additions | - | - | - |
| At 31 March 2022 | 4,200 | 43,825 | 48,025 |
| DEPRECIATION | | | |
| At 1 April 2021 | 840 | 38,216 | 39,056 |
| Charge for the year | 420 | 1,974 | 2,394 |
| At 31 March 2022 | 1,260 | 40,190 | 41,450 |
| NET BOOK VALUE | | | |
| At 31 March 2022 | 2,940 | 3,635 | 6,575 |
| At 31 March 2021 | 3,360 | 5,609 | 8,969 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2022** (continued)

8. DEBTORS

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Other debtors | 3,412 | 2,981 |
| Fees and grants receivable | 5,138 | 8,092 |
| | 8,550 | 11,073 |

9. CREDITORS

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| Amounts falling due within one year: | | |
| Trade creditors | 552 | 1,347 |
| Taxation and social security | 3,683 | 3,490 |
| Accruals | 4,935 | 4,935 |
| Other creditors | 250 | 250 |
| Deferred income | 20,254 | 4,576 |
| | 29,674 | 14,598 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2022** (continued)

10. RESTRICTED FUNDS

| | Welfare benefit advice £ | Over 55 advice worker £ | EUSS £ | Quartet resilience fund £ | DRO Applications £ | Financial Capability £ | Office refurb. & equipt. £ | Total £ |
|---|---|---|---|---|---|---|---|---|
| Balance brought forward | - | - | - | - | - | - | 861 | 861 |
| INCOME | | | | | | | | |
| Grants received | 15,625 | 24,282 | 11,300 | 8,000 | 1,000 | 9,000 | - | 69,207 |
| EXPENDITURE | | | | | | | | |
| Salaries | 15,625 | 24,282 | 11,300 | 8,000 | - | 9,000 | - | 68,207 |
| Information and resources | - | - | - | - | - | - | - | - |
| General office costs | - | - | - | - | 1,000 | - | - | 1,000 |
| Staff and volunteers' expenses | - | - | - | - | - | - | - | - |
| Total expenditure | 15,625 | 24,282 | 11,300 | 10,500 | 1,000 | 9,000 | - | 69,207 |
| Balance before transfers | - | - | - | - | - | - | - | - |
| Transfers to unrestricted funds | - | - | - | - | - | - | (861) | - |
| Balance carried forward | - | - | - | - | - | - | - | - |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2022** (continued)

10. RESTRICTED FUNDS (continued)

Restricted funds of £861 at the year-end are made up of cash.

Welfare adviser project
This grant from The National Lottery Communities Fund is to fund welfare advice.
European Union Settlement Scheme
Funding to help EU citizens to obtain the right of residency in the EU after BREXIT.
Over 55 advice project
Grants to provide advice to over 55s that suffer disabilities or mental illness.
Office refurbishment & equipment
Grant to provide funds to refurbish the charity's offices.
Quartet resilience fund
Grant to fund part of CEO's salary costs to apply for further grants to improve resilience of the charity.
Financial capability fund
Grants to fund Financial Capability sessions.
DRO fund
Grant to cover administration costs of making DRO applications.

11. UNRESTRICTED FUNDS

| | General Fund | Welfare Benefits Officer Designated Fund | Fundraising Fund | Total Unrestricted Funds |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Balance brought forward | 60,265 | 25,000 | - | 85,265 |
| Income | 190,165 | - | - | 190,165 |
| Expenditure | (163,297) | (25,000) | - | (188,297) |
| Transfers | (9,139) | - | 10,000 | 861 |
| Balance carried forward | 77,994 | - | 10,000 | 87,994 |

The Welfare Benefits Officer designated fund was allocated £25,000 to cover the shortfall in funding for this post in 2021/22.

The Fundraising designated fund was allocated to fund part of the expected £12,500 cost of applying for grants in 2022/23.

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2022** (continued)

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

At 31 March 2022 net assets were held in the following funds.

| | Restricted Funds £ | Designated Funds £ | General Funds £ | Total Funds £ |
|---|---|---|---|---|
| Fixed assets | - | - | 6,575 | 6,575 |
| Net current assets | - | 10,000 | 71,419 | 81,419 |
| Net assets | - | 10,000 | 77,994 | 87,994 |

**SOUTH BRISTOL ADVICE SERVICES**

England & Wales - Charity number 1066392

# Accounts

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2021**

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| Statement of financial activities | 19 |
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| Notes to the financial statements | 21 – 31 |


Registered charity number – 1066392

Company number – 3469233



**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2021**

## Report of the Management Committee for year ended 31 March 2021

The Management Committee presents its report and financial statements for the year ended 31 March 2021. Due to the Management Committee's status as directors under the Companies Act 2006, and Trustees under the Charities Act 2011, this report constitutes a directors' report as required by the Companies Act 2006 and a trustees' report as required by the Charities Act 2011 and has been prepared taking advantage of the exemptions conferred by Part 15 of this act.

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

## OBJECTS AND ACTIVITIES

The objects of the charity are the promotion of any charitable purposes for the benefit of people living in South Bristol, through the advancement of education, the protection of health, and relief of poverty, sickness, and distress.

The charity sought to further these objects for the year through the provision of information advice and advocacy as summarised below.

South Bristol Advice Services is an Advice service that has grown out of the community it serves; initially created by 6 local people in 1992, it had a name change and became a registered charity in November 1997. We have worked through many difficult periods in the development of our organisations including riot damage, flood, forced relocation due to commercial developments, the loss of our Legal Aid Contracts due to them being taken out of scope. We have not only survived but improved our services and increased our knowledge base from training and on the job experience We class ourselves as true front-line workers who have a unique insight into the needs of the South Bristol community.

We provide specialist Debt & Money Advice, Financial Capability, Welfare Benefits advice and advocacy, and Generalist information. Our services are provided free of charge to any member of the South Bristol community, accessed through Drop-in Sessions, walk in days, by appointments, referrals from health professional, local rent management teams, local Children's Services, and by self-referral through telephone and Digital means. We provide help that allows client to be able to make an informed decision about their options to maximise income or to deal with debt. We assess clients to find the right level and type of help.

## Report of the Management Committee for year ended 31 March 2021 (cont.)

We offer help to retain their homes and prevent homelessness through our Income Maximisation, financial Capability and Debt work and when required referral to Specialist Housing providers.

We try to react to local need by putting resources into areas that clients have shown is a problem. We run a few Projects within our services that reflect the need in the community: The Additional Support Needs Mental Health – Welfare Benefits Project; The Older Peoples and Disability Home Visiting Project; Form Filling and Info Day; a Self-Serve area; and an assisted Self -Serve Service. We complete EU Settlement Applications for vulnerable members of the community; we partner the Carpenters Food and Support within The Withywood Centre where our office is situated providing their clients with income Maximisation FC and Debt advice.

## ACHIEVEMENT AND PEFORMANCE

**Covid-19 – An unusual year, an unprecedented challenge**

Our service provision has been markedly different to previous years, as we are predominantly a face-to-face service due to client need. many of our clients do not have phones or computers/devices or access to the internet, therefore, we had to provide a service that remained accessible to our client base.

Despite the changes to the way we could works the staff took up the challenge to provide the level of service we have maintained in the face of dwindling grants and funding cuts.
As we prioritised clients who have additional needs due to Mental ill Health issues, physical health, age, fragility we had to devise a way we could reach them and deal with ongoing issues and cases whilst the covid restrictions are in place. We started a Document Drop Day where forms, letters, case evidence could be dropped off reviewed and scanned into the data base then posted back.

The adviser could then help with the completion of letters and forms by phone, letter or through our window hatch with mask gloves and document spray. We sourced document spray, gloves and masks and provided a phone that could be passes out of the window in our reception area. Our advisers diverted their phones to mobiles and our IT gave us secure access to our data base and Emails

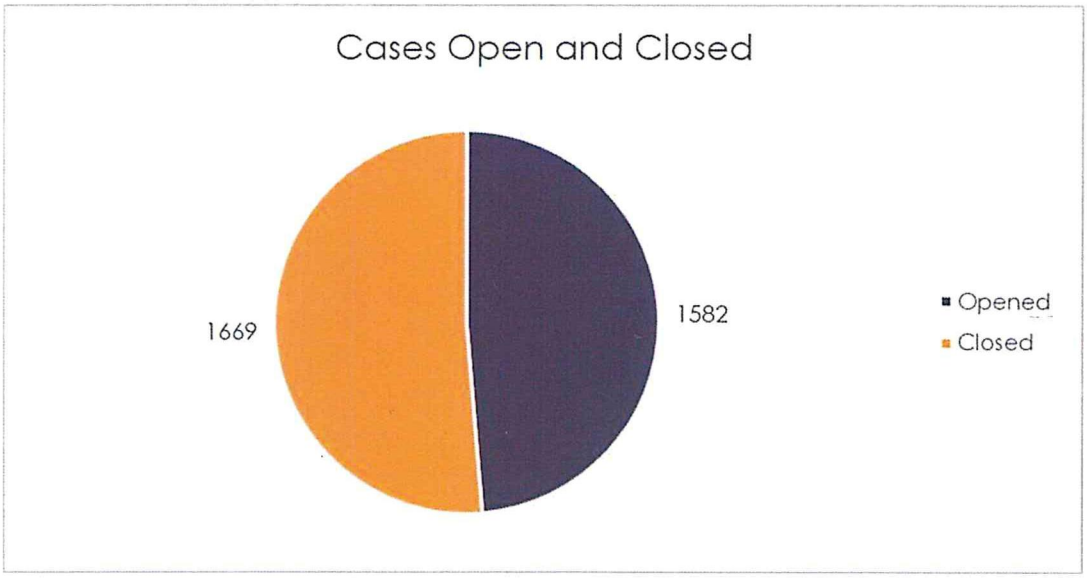
Some of our admin. were furloughed for a short time as the nature of their work was not possible from home.

## Report of the Management Committee for year ended 31 March 2021 (cont.)

We are situated in the same building as The Carpenters Food and Support a food bank who also provide counselling and a listening ear. As they did not have a private entrance and the public building, we are in had to close throughout lockdown, SBAS offered the use of their office and reception area which has 2 electric doors and a window hatch to take trolley loads of food through to the client's.

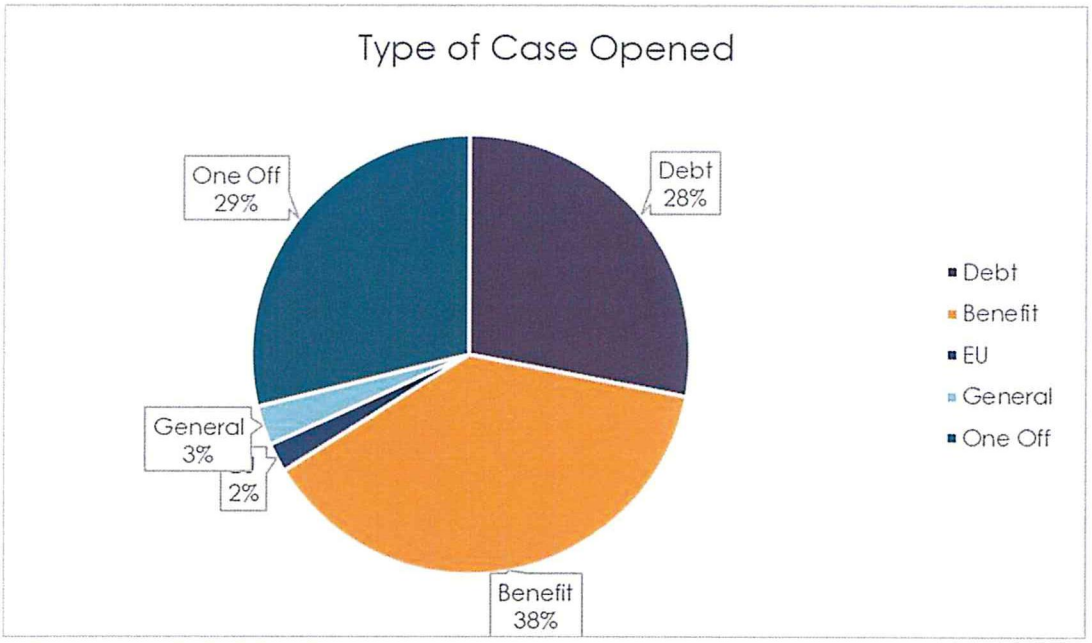
SBAS triaged and clients for debt and welfare benefits and Financial Capability which was very successful.

**Outcomes and impacts**

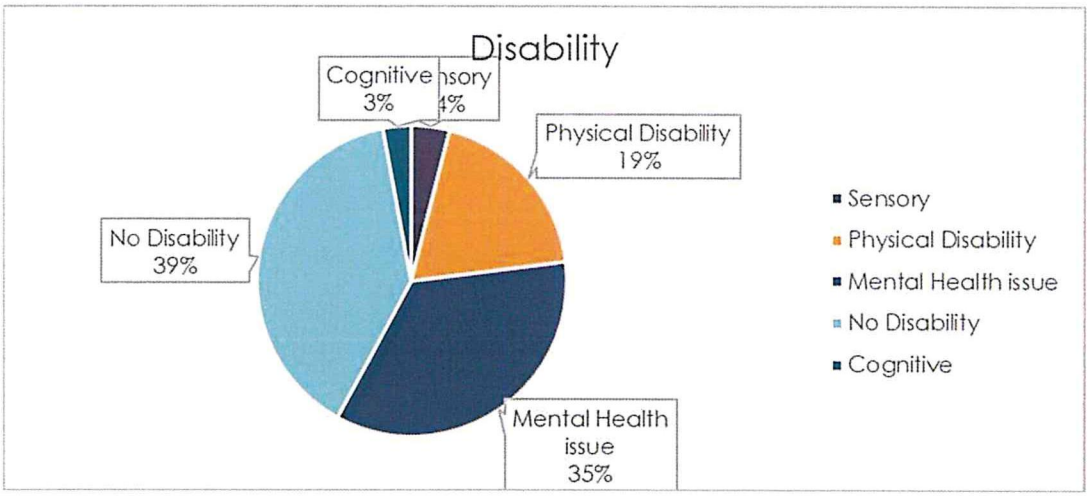



The figures of opened cases were down as we were not opening cases unless we were doing case work.

**Report of the Management Committee for year ended 31 March 2021 (cont.)**

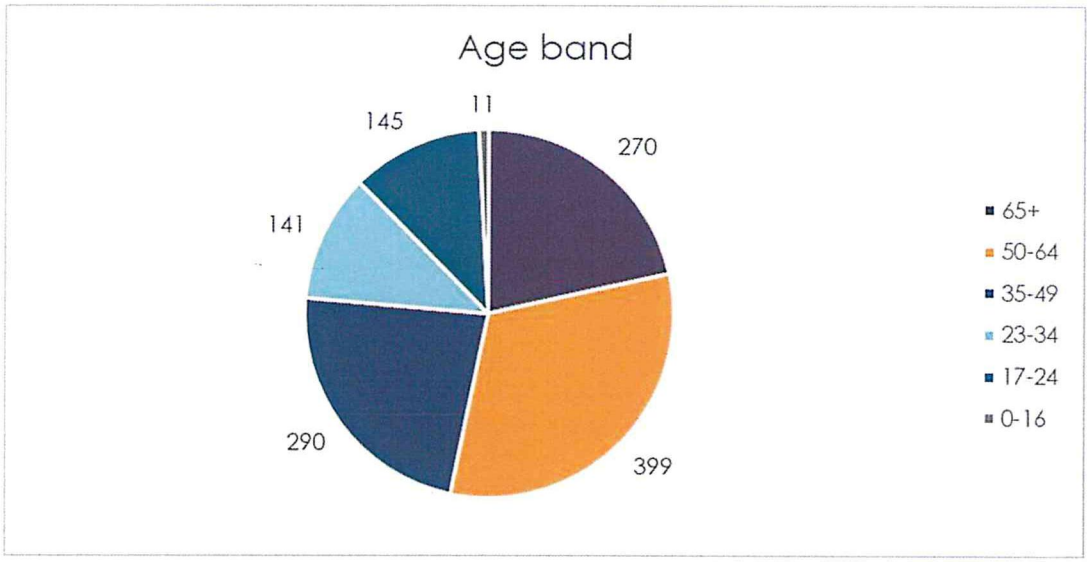



There was a higher proportion of one-off cases this was due to clients who were asking for basic advice on Welfare Benefits due to Furlough or Job loss.

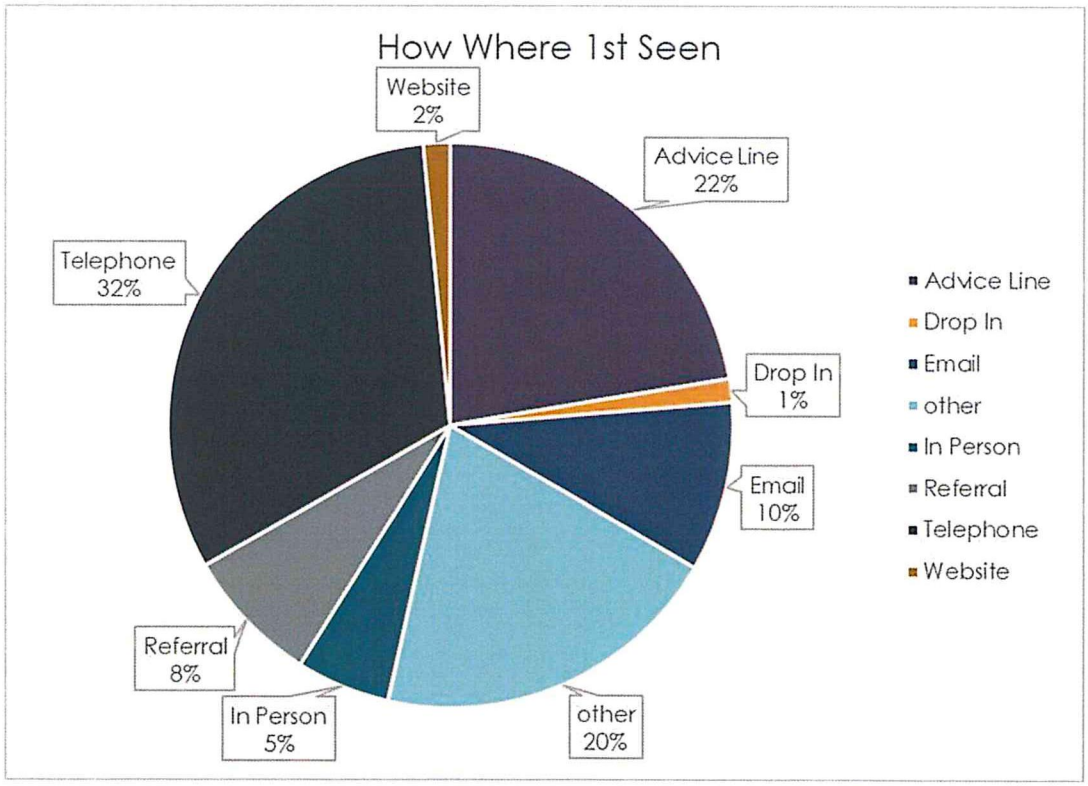



There was relatively little change in the split of client's disability Mental Ill Health being the highest number. It remains high as we provide additional help for clients who have mental ill health in February 2021, we had an external evaluation of over 9 years of our Additional Support Needs Welfare Benefit Project carried out that showed positive results of having help to claim Maintain and challenge Benefit decisions and deal with debt.

## Report of the Management Committee for year ended 31 March 2021 (cont.)

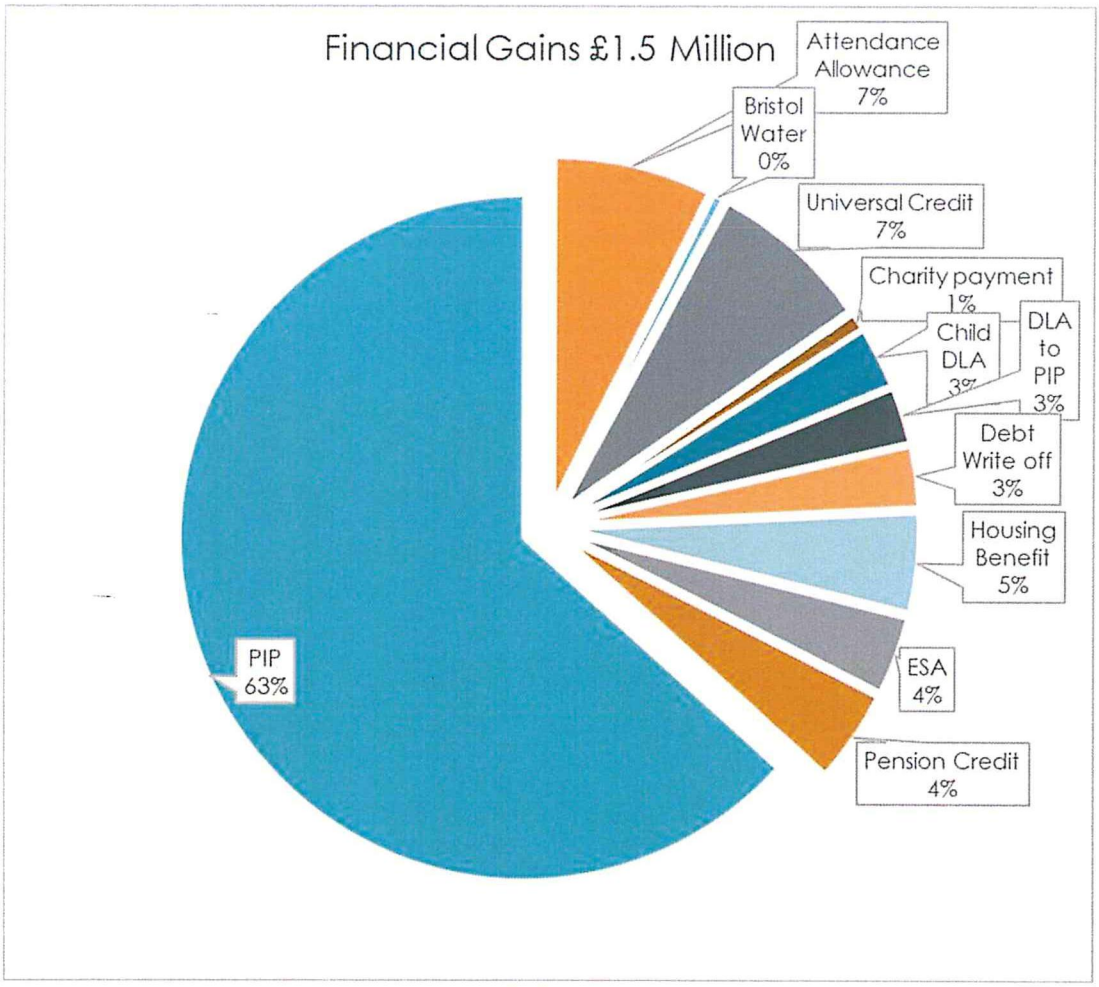



A large rise in the number of 50 + clients mostly due to the use of online forms and applications.



## Report of the Management Committee for year ended 31 March 2021 (cont.)

Our Face to Face is generally well over 50% but with no drop ins and only our office open it was much lower the Other (20%) is due to us seeing clients through the reception window or outside. Referral is higher but with organisations and agencies shut or on skeleton staff there is a drop in numbers. The Advice line is for Debt and the telephone is the public number.



## Report of the Management Committee for year ended 31 March 2021 (cont.)

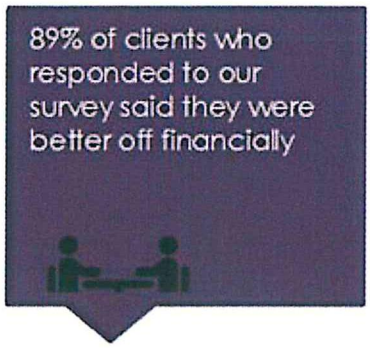
We held 34 Document Drop Days During Lock Down

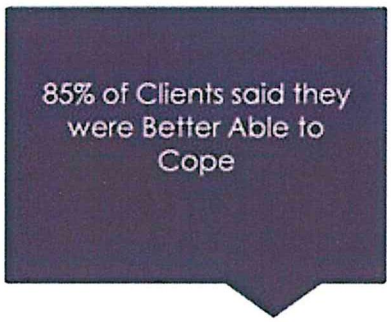
65% oof Clients were Less Stressed or anxious

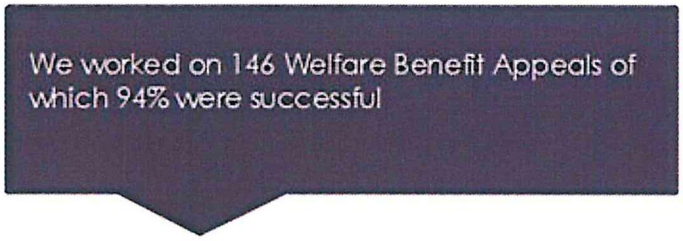
We Helped 34 EU citizens with their Settlement Application

We held over £4.2 Million of Debt for clients

## Report of the Management Committee for year ended 31 March 2021 (cont.)



## Report of the Management Committee for year ended 31st March 2021 (cont.)

## Thank -You to our Funders in this year

The Trusthouse Charitable Foundation

## PLANS FOR THE FUTURE

This was the statement we ended our previous year on:

"Due to the Covid 19 Virus, SBAS had to close its services for most of March 2020. We sent our staff home and ceased Face 2 Face. We invoked our Business Continuity plan and worked at home. As we have a cloud-based data system we were able to work from home. Our IT provider checked and updated our virus protection. Our building closed to the public on 13th March. The full impact on services and clients will not be known until March 2021."

The last day of the financial year 31 March 2021 has passed, and we still exist as a service that although has changed in many ways, still serves the community as a much need service.

We recognise that the pandemic has shown that we are adept at change and resilient.

We are looking at the best way forward for our community.

We recognise that there are many in the community who are now at risk of homelessness or are in a state of indebtedness from which they will require specialist help.

We are seeking funding to continue our vital work within the community.

South Bristol Advice Services were, prior to the pandemic, working on an Early Help Project. The project had just started when it had to close, but with the funding in place from Awards for All and Quartet, we have worked out a way we can do this through our document drop and pick service, which is still running.

## Report of the Management Committee for year ended 31 March 2021 (cont.)

### GENERAL INFORMATION

**Accountants & Auditors**
Burnside Chartered Accountants
61 Queen Square
Bristol
BS1 4JZ

**Bankers:**
Unity Trust Bank
4 The Square
1 Broad Street
Birmingham B15 IAR

**Principal Address:**
Withywood Centre
Queens Road
Withywood
Bristol BS13 8QA

| | |
|---|---|
| **Management Committee:** | |
| **Chair** | Michael Manley |
| **Treasurer** | Christine Marcia |
| **Members** | Jane Britton |
| | Roger Carver |
| **Key Personnel:** | |
| **Manager:** | Fran Begley FRSA LLB (Hons) Dip RSA Dip Ed |
| **Finance & administration:** | Gill Morris |
| | Karen Mead NVQ IAG Level 3 |
| **Caseworkers:** | Claire Weeks NVQ IAG Level 3 |
| | Kay Gillen NVQ IAG level 3 |
| | James Clifford |
| | Vicki Dyer NVQ IAG level 3 |
| | Michael Farrell-Deveau |
| | Kyley Hooper |
| | Diane Whitcomb |
| | Scarlet Blair |
| **Volunteers:** | George Moss, Robert Quinlan |

## Report of the Management Committee for year ended 31 March 2021 (cont.)

### STRUCTURE, GOVERNANCE AND MANAGEMENT

**Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 20th November 1997.

The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £5.

**Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the members of the Management Committee are expected to serve for a period of 1 year. At the Annual General Meeting all members resign and then may offer themselves (in person or by Proxy) for re – election.
SBAS periodically advertises in the Evening Post and The Journal for new members. We encourage ex-service users to join the committee. Due to the nature of our work, and potential for conflict of interest, current service users cannot be considered. The management committee is well represented by its members to reflect the community we serve, and provides a broad skill mix. A list containing trustee's skills is up dated after each AGM.

**Training and induction**

Most Trustees are familiar with the work of SBAS but are welcome to attend the office or outreach to experience first-hand the day-to-day work. A set of fact sheets is sent to any potential member, which sets out and explains the rights and responsibilities of trustees. Trustees are also offered attendance on training courses covering the responsibilities of trustees and role of trustees. 2 current members have attended both courses.

**Risk Management**

The Trustees actively review the major risks, which the charity faces on a regular basis and believe that maintaining the free reserves at the levels stated above will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks, which the charity faces and confirm that they have established systems to mitigate the significant risks. These are detailed below.

The office manual contains policies and procedures that have been put in place to ensure with health and safety of staff, volunteers, clients and visitors to the service.

## Report of the Management Committee for year ended 31 March 2021 (cont.)

A current bank statement and a trial balance sheet are produced at Management Committee meetings six times per year to ensure that sufficient funding is in place for the current year.

### Organisational Structure

SBAS has a Management Committee, which comprises of up to 12 members who meet monthly. At present the committee has 5 members from a variety of professional backgrounds relevant to the work of the charity. Day-to-day management of the organisation is by the Manager, Fran Begley, under the direction of the Management Committee, and supported by the team.

### TRAINING

SBAS takes training very seriously and all staff have it written in the terms of their contracts, that they have to attend at least 3 training or updating course per year.

All our Debt Advisers are DRO intermediaries, and our trainee is working towards attaining her certification. One is MIMA certified and two are working towards certification. Our Staff and volunteers attended a range of courses on a spectrum of issues in debt and welfare benefits.

The training and on the job experience that SBAS offers not only enables more service delivery by local people for local people to enable them to achieve a range of easily transferable skills and qualifications and is fundamental in moving volunteers into paid work.

This contributes to the regeneration of the community by increasing the skills and knowledge of individuals allowing them to take a more active role in the community.

### PUBLIC BENEFIT

The Charity Commission in its 'Charities and Public Benefit' Guidance requires that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: first, there must be an identifiable benefit and secondly, the benefit must be to the public or a section of the public.

South Bristol Advice Service aims to benefit the public directly by the provision of free independent, confidential and impartial generalist and specialist advice services to members of the public. Our clients come from wards of south Bristol.

Report of the Management Committee for year ended 31 March 2021 (cont.)

## FINANCIAL POSITION OF THE CHARITY

The charity's main funding comes from two sources: a core grant from Bristol City Council, and a grant from the Money Advice Service.

At 31 March 2021 the charity had net assets of £86,126, of which £85,265 were unrestricted funds. Movements in restricted funds are shown in note 10 to the accounts.

## RESERVES POLICY

The Trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be three months of the unrestricted resources expended, which currently equates to approximately £50,000. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. The "free reserves" at 31 March 2021 were £51,296.

## TRUSTEES' RESPONSIBILITIES

The Trustees (Management Committee members) are required by company law to prepare financial statements, which give a true and fair view of the state of affairs of the Charity at the end of the financial period and of the income and expenditure of the Charity for the period ended on that date. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Trustees are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

BY ORDER OF THE BOARD

C Marcia

C MARCIA
**Management Committee Member/Trustee**

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### OPINION

We have audited the financial statements of South Bristol Advice Services (the "charitable company") for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 2021 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 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

This report is made solely to the company's members, as a body, in accordance with Part 16 of the Companies Act 2006. 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.

### 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 charitable company 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

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### 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. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 the audit:

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

### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where 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' directors' report and from the requirement to prepare a strategic report.

## INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

### RESPONSIBILITIES OF TRUSTEES

As explained more fully in the trustees' responsibilities statement set out on page 15, the trustees (who are also the directors of the charitable company for the purposes 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 directors 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 charitable company'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 aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

An understanding of the legal and regulatory framework applicable to the charitable company was obtained from the management and the trustees of the charitable company. The audit team was confirmed to have the appropriate competence and capabilities to identify non-compliance with the framework. The audit plan considered the risk of irregularities, including fraud. An element of unpredictability was built into our sample selection for audit tests. The risk of fraud over income was mitigated to an acceptable level as all income is grant income that is paid directly into the charitable company's bank account by funders; we agreed a risk-based sample of grant income to relevant documentation and performed analytical procedures on income. The risk of misappropriation of the charitable company's assets was considered; the charitable company's bank account balance was tested and confirmed to relevant documentation, and expenditure was tested for validity by substantive tests that included analytical procedures. Accounting estimates were considered as part of our audit work.

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF**
**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our audit report.

**MARK POOLEY (Senior Statutory Auditor)**
**For and on behalf of**
**BURNSIDE**
**Chartered Accountants**
**& Statutory Auditor**

**61 Queen Square**
**Bristol**
**BS1 4JZ**

**Date:** 15 September 2021

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES**
**FOR THE YEAR ENDED 31 MARCH 2021**

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total funds 2021 £ | Total funds 2020 £ |
|---|---|---|---|---|---|
| INCOME FROM: | | | | | |
| Grants and donations | 3 | 184,640 | 99,548 | 284,188 | 260,232 |
| TOTAL INCOME | | 184,640 | 99,548 | 284,188 | 260,232 |
| EXPENDITURE ON: | | | | | |
| Raising funds: | | | | | |
| Costs of applying for grants and donations | | 12,447 | - | 12,447 | 12,454 |
| Charitable activities: | | | | | |
| Advice and information | | 153,616 | 99,548 | 253,164 | 254,003 |
| TOTAL EXPENDITURE | 4 | 166,063 | 99,548 | 265,611 | 266,457 |
| Net income/ (expenditure) | 5 | 18,577 | - | 18,577 | (6,225) |
| Transfers between funds | 10 | - | - | - | - |
| Net movement in funds | | 18,577 | - | 18,577 | (6,225) |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 66,688 | 861 | 67,549 | 73,774 |
| Total funds carried forward | | 85,265 | 861 | 86,126 | 67,549 |

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

The notes on pages 21 to 31 form part of these accounts.

COMPANY NUMBER: 3469233

**SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**

**BALANCE SHEET**
**AT 31 MARCH 2021**

| | Notes | 2021 £ | 2020 £ |
|---|---|---|---|
| FIXED ASSETS | | | |
| Tangible assets | 7 | 8,969 | 9,428 |
| CURRENT ASSETS | | | |
| Debtors | 8 | 11,073 | 9,280 |
| Cash at bank and in hand | | 80,682 | 76,507 |
| | | 91,755 | 85,787 |
| CREDITORS: Amounts falling due within one year | 9 | (14,598) | (27,666) |
| NET CURRENT ASSETS | | 77,157 | 58,121 |
| TOTAL NET ASSETS | | 86,126 | 67,549 |
| THE FUNDS OF THE CHARITY: | | | |
| Restricted | 10 | 861 | 861 |
| Unrestricted: | | | |
| General | 11 | 60,265 | 66,688 |
| Designated | 11 | 25,000 | - |
| TOTAL CHARITY FUNDS | 12 | 86,126 | 67,549 |

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 15/9/21 and signed on their behalf by

C MARCIA

Date 15/09/2021

C MARCIA
Trustee/Management Committee

The notes on pages 21 to 31 form part of these accounts.

## NOTES TO THE FINANCIAL STATEMENTS
## FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

(a) **Accounting Convention**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

(b) **Going concern**

At 31 March 2021, the charity had total funds of £82,676 (2020 - £67,549). Restricted funds amounted to £861 (2020 - £861). The free reserves of the charity, being unrestricted general reserves less designated funds less fixed assets held in general reserves, totalled £51,296. The target for free reserves is to hold 3 months of unrestricted expenditure, which currently equates to around £50,000.

The charity has prepared a budget and cashflow forecast for the year ended 31 March 2022 which shows that the charity has forecast free reserves at 31 March 2021 of around £56,000. This initial budget does not include funding applications that are pending decision. The charity expects that a number of these funding applications will be successful and that the free reserves at 31 March 2021 may be higher than £56,000.

The management committee therefore have a reasonable expectation that the school will be in operation 12 months from the date of approval of these accounts and that the charity remains a going concern. The accounts have therefore been prepared on a going concern basis.

(c) **Income**

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources 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 must be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

1. ACCOUNTING POLICIES (continued)

(c) **Income (continued)**

When donors specify that donations and grants, including capital grants, are for restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

*Interest receivable*
Interest is included when receivable by the charity.

(d) **Expenditure**
Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT, which cannot be recovered.

Most expenditure is directly attributable to a specific activity and is allocated to that activity. However, the costs of the manager's salary have been allocated as follows based on the time she spends on each activity:

| | |
|---|---|
| Fundraising | 33% |
| Advice and information | 67% |

It is believed by the trustees that the charities' only support costs are shown in governance costs in note 3. There are no further support costs as all costs can be directly attributable to providing the charities specialist debt and welfare advice.

(e) **Operating leases**
Rentals payable under operating leases are charged to the Statement of Financial Activities incurred over the term of the lease.

(f) **Tangible fixed assets**
The cost of tangible fixed assets is written-off by equal annual instalments over their expected useful lives as follows:

| | |
|---|---|
| Leasehold improvements | 10 years |
| Furniture, fixtures and equipment | 4 years |

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

(h) **Creditors and provisions**

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

(i) **Funds accounting**

Funds held by the charity are:

Unrestricted general funds – these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds – these are funds that 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 accounts.

(j) **Pension costs**

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

2. COMPARATIVE YEAR STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted Funds £ | Restricted Funds £ | Total funds 2020 £ |
|---|---|---|---|
| INCOME FROM: | | | |
| Grants and donations | 184,246 | 75,986 | 260,232 |
| TOTAL INCOME | 184,246 | 75,986 | 260,232 |
| EXPENDITURE ON: | | | |
| Raising funds: | | | |
| Costs of applying for grants And donations | 12,454 | - | 12,454 |
| Charitable activities: | | | |
| Advice and information | 187,722 | 66,281 | 254,003 |
| TOTAL EXPENDITURE | 200,176 | 66,281 | 266,457 |
| Net income/ (expenditure) | (15,930) | 9,705 | (6,225) |
| Transfers between funds | 8,844 | (8,844) | - |
| Net movement in funds | (7,086) | 861 | (6,225) |
| Reconciliation of funds: | | | |
| Total funds brought forward | 73,774 | - | 73,774 |
| Total funds carried forward | 66,688 | 861 | 67,549 |

3. GRANTS AND DONATIONS RECEIVABLE

During the year, the following grants and donations have been received from the following organisations:

| | Unrestricted Funds £ | Restricted Funds £ | Total 2021 £ | Total 2020 £ |
|---|---|---|---|---|
| Bristol City Council – Partnership Fund | 35,859 | - | 35,859 | 35,857 |
| Bristol City Council – Trailblazer Fund | - | - | - | 4,445 |
| Money and Pensions Service | 136,225 | - | 136,225 | 132,349 |
| National Lottery Coronavirus Community Support | - | 35,000 | 35,000 | - |
| Trusthouse Charitable Foundation | - | 7,629 | 7,629 | - |
| Big Lottery Awards for All | - | 9,200 | 9,200 | - |
| Henry Smith Charity | - | 14,633 | 14,633 | 42,734 |
| Wessex Bristol Water | 9,000 | - | 9,000 | 11,220 |
| European Union Settlement Scheme | - | 8,598 | 8,598 | 10,000 |
| Clothworkers Foundation | - | - | - | 9,300 |
| Quartet Foundation | - | 7,938 | 7,938 | 5,000 |
| Medlock Charitable Foundation | - | - | - | 2,000 |
| Coronavirus Job Retention Scheme | - | 16,550 | 16,550 | 4,507 |
| Other grants and donations | 3,556 | - | 3,556 | 2,820 |
| | 184,640 | 99,548 | 284,188 | 260,232 |

4. TOTAL EXPENDITURE

| | Staff Costs £ | Other Direct Costs £ | Total 2021 £ | Total 2020 £ |
|---|---|---|---|---|
| Costs of applying for Grants and donations | 12,447 | - | 12,447 | 12,454 |
| Advice and information | 185,873 | 67,291 | 253,164 | 254,003 |
| | 198,320 | 67,291 | 265,611 | 266,457 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2021** (continued)

4. TOTAL EXPENDITURE (continued)

OTHER DIRECT COSTS

| | Total 2021 £ | Total 2020 £ |
|---|---|---|
| Information and resources | 5,254 | 2,686 |
| Supervision | 11,016 | - |
| Professional fees | 4,219 | 3,189 |
| Office costs | 10,932 | 14,533 |
| Staff and volunteers' training and expenses | 2,215 | 1,854 |
| Other costs | 249 | 554 |
| Depreciation | 5,059 | 4,186 |
| Rent and premises costs | 17,445 | 18,263 |
| Audit and accountancy fees | 10,902 | 6,492 |
| | 67,291 | 51,757 |

5. NET INCOME FOR THE YEAR

| | 2021 £ | 2020 £ |
|---|---|---|
| This is stated after charging: | | |
| Depreciation of owned assets | 5,059 | 4,186 |
| Auditors' remuneration | | |
| Audit | 4,500 | 4,400 |
| Non audit | 6,402 | 2,092 |

6. STAFF COSTS AND TRUSTEES' REMUNERATION

| Staff costs were as follows: | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Wages and salaries | 182,365 | 194,816 |
| Employer's National Insurance | 9,314 | 12,332 |
| Pension costs | 6,641 | 7,552 |
| | 198,320 | 214,700 |

No employee earned £60,000 p.a. or more. The average number of employees during the year was 10 (2020 – 10). No remuneration was paid to the Trustees. No expenses were reimbursed to Trustees. The centre manager total emoluments, including employer's pension contribution, in the year were £34,745 (2020 - £34,398).

There are no related party transactions to report in the period.

7. TANGIBLE ASSETS

| | Leasehold Improvements | Fixtures, Fittings and Equipment | Total |
|---|---|---|---|
| | | | £ |
| COST | | | |
| At 1 April 2020 | 4,200 | 39,225 | 43,425 |
| Additions | - | 4,600 | 4,600 |
| At 31 March 2021 | 4,200 | 43,825 | 48,025 |
| DEPRECIATION | | | |
| At 1 April 2020 | 420 | 33,577 | 33,997 |
| Charge for the year | 420 | 4,639 | 5,059 |
| At 31 March 2021 | 840 | 38,216 | 39,056 |
| NET BOOK VALUE | | | |
| At 31 March 2021 | 3,360 | 5,609 | 8,969 |
| At 31 March 2020 | 3,780 | 5,648 | 9,428 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2021** (continued)

8. DEBTORS

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Other debtors | 2,981 | 325 |
| Fees and grants receivable | 8,092 | 8,955 |
| | 11,073 | 9,280 |

9. CREDITORS

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Amounts falling due within one year: | | |
| Trade creditors | 1,347 | 1,361 |
| Taxation and social security | 3,490 | 6,487 |
| Accruals | 4,935 | 4,935 |
| Other creditors | 250 | 250 |
| Deferred income | 4,576 | 14,633 |
| | 14,598 | 27,666 |

10. RESTRICTED FUNDS

| | Older people | Welfare benefits Outreach | Covid 19 support | EUSS | Mental Health project | Office refurbishment & equipment | Total |
|---|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ | £ | £ |
| Balance brought forward | - | - | - | - | - | 861 | 861 |
| INCOME | | | | | | | |
| Grants received | 7,629 | 6,128 | 62,560 | 8,598 | 14,633 | - | 99,548 |
| EXPENDITURE | | | | | | | |
| Salaries | 7,629 | 6,128 | 56,914 | 8,598 | 14,633 | - | 93,902 |
| Information and resources | - | - | 4,849 | - | - | - | 4,849 |
| General office costs | - | - | 715 | - | - | - | 715 |
| Staff and volunteers' expenses | - | - | 82 | - | - | - | 82 |
| Total expenditure | 7,629 | 6,128 | 62,560 | 8,598 | 14,633 | - | 99,548 |
| Balance before transfers | - | - | - | - | - | 861 | 861 |
| Transfers to unrestricted funds | - | - | - | - | - | - | - |
| Balance carried forward | - | - | - | - | - | 861 | 861 |

**NOTES TO THE FINANCIAL STATEMENTS**
**FOR THE YEAR ENDED 31 MARCH 2021** (continued)

10. RESTRICTED FUNDS (continued)

Restricted funds of £861 at the year-end are made up of cash.

Mental Health Project
This fund provides advice and additional support to individuals with mental health issues, this is funded by Henry Smith Charity.
European Union Settlement Scheme
Funding to help EU citizens to obtain the right of residency in the EU after BREXIT.
Older people
Grants to provide outreach advice to older people.
Welfare benefits outreach
Grant to provide outreach benefits advice to vulnerable people.
Office refurbishment & equipment
Grant to provide funds to refurbish the charity's offices.
Covid-19 support
Grants provided from the following funders to provide support to the charity to be able to continue operate during the Covid-19 pandemic.

11. UNRESTRICTED FUNDS

| | General Fund £ | Welfare Benefits Officer Designated Fund £ | Total Unrestricted Funds £ |
|---|---|---|---|
| Balance brought forward | 66,688 | - | 66,688 |
| Income | 184,640 | - | 184,640 |
| Expenditure | (166,063) | - | (166,063) |
| Transfers | (25,000) | 25,000 | - |
| Balance carried forward | 60,265 | 25,000 | 85,265 |

The Welfare Benefits Officer designated fund has been allocated £25,000 to cover the current shortfall in funding for this post in 2021/22.

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

At 31 March 2021 net assets were held in the following funds.

| | Restricted Funds £ | Designated Funds £ | General Funds £ | Total Funds £ |
|---|---|---|---|---|
| Fixed assets | - | - | 8,969 | 8,969 |
| Net current assets | 861 | 25,000 | 51,296 | 77,157 |
| Net assets | 861 | 25,000 | 60,265 | 86,126 |