

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.

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 (cont.)

ACHIEVEMENT AND PERFORMANCE

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

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

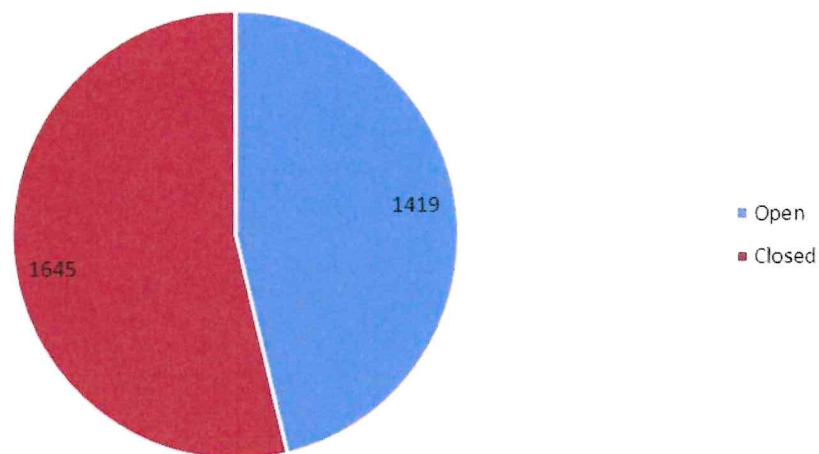
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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

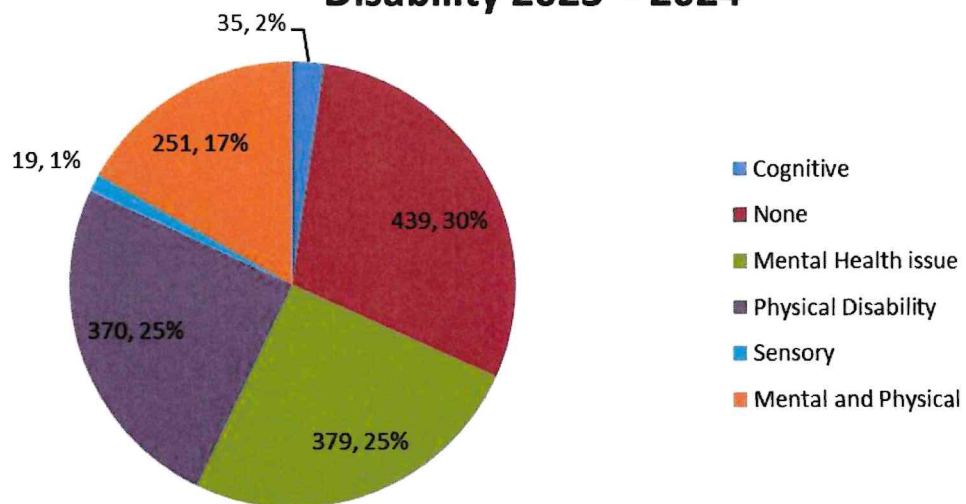
The following Charts show South Bristol Advice Services performance and achievements in the past year.

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.

Opened and Closed 2023 24



Disability 2023 - 2024

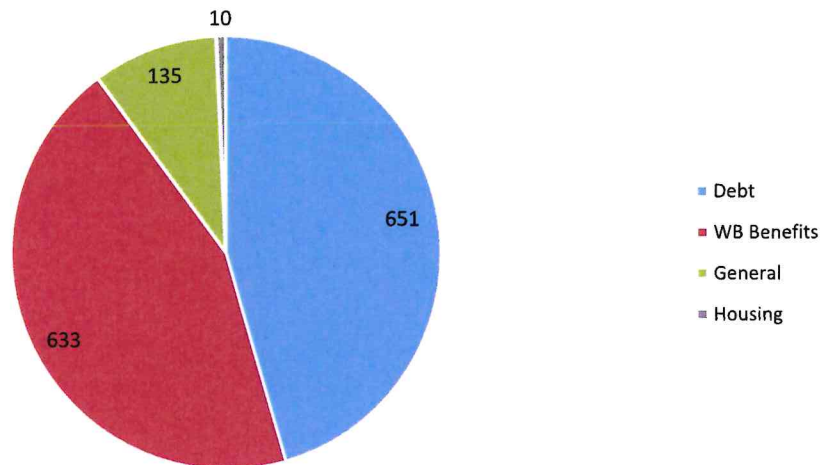


SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

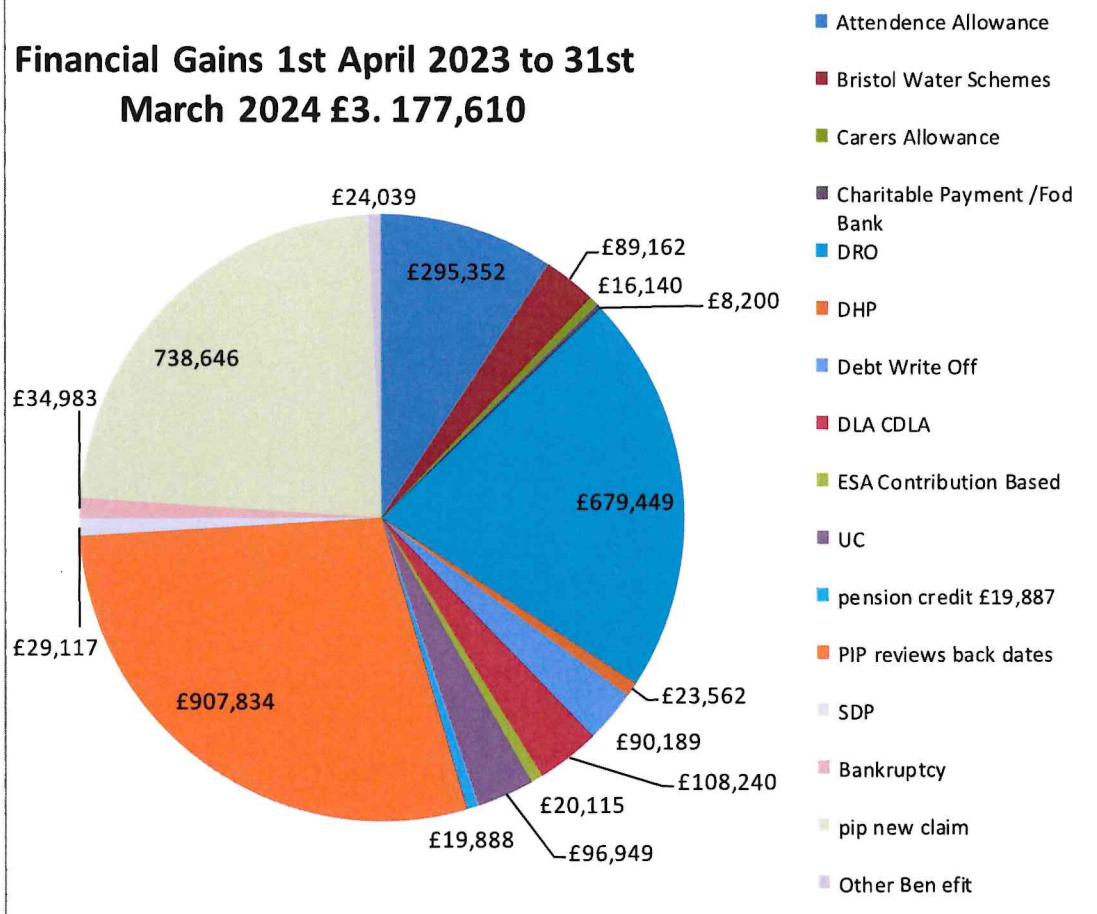
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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

Case Opened by Matter 2023 -2024



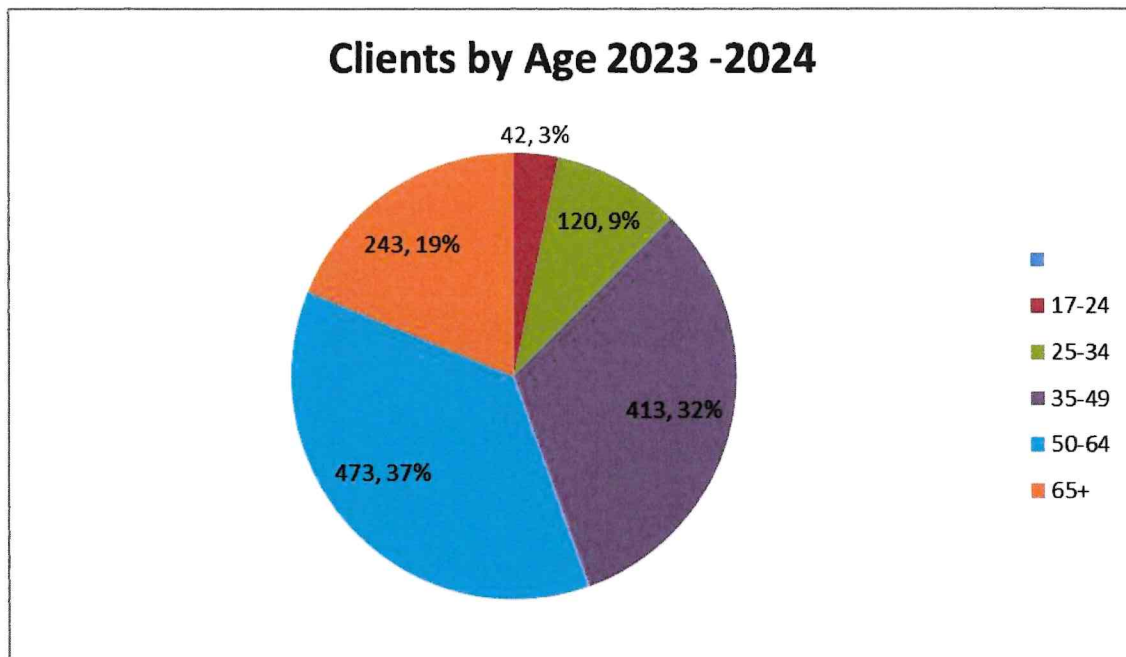
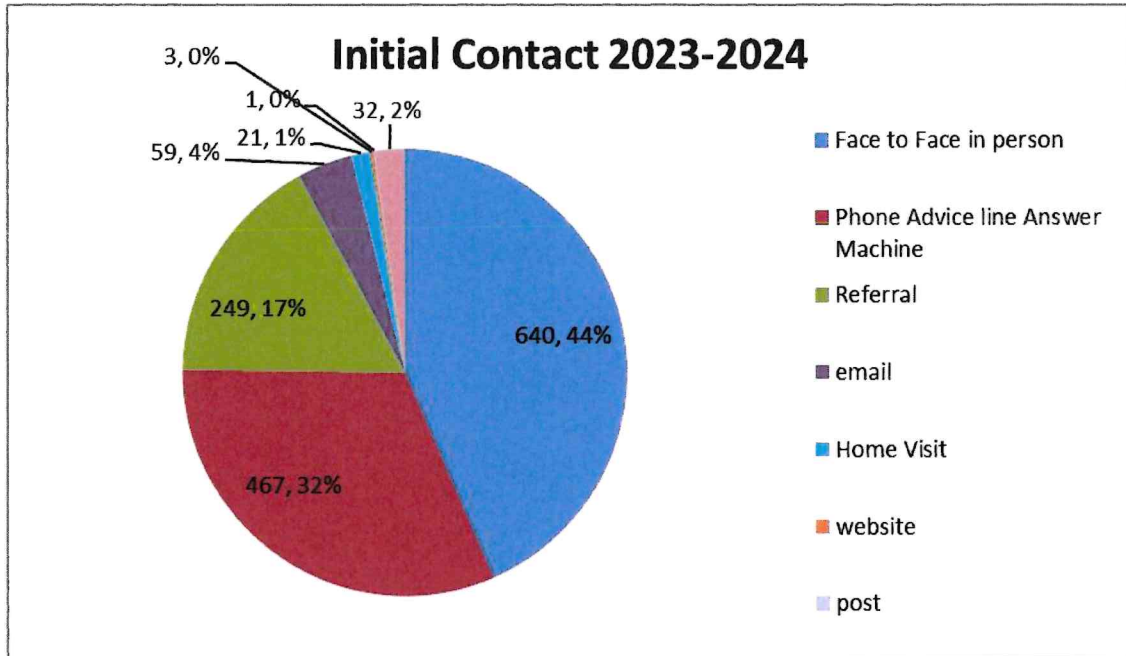
Financial Gains 1st April 2023 to 31st March 2024 £3. 177,610



SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

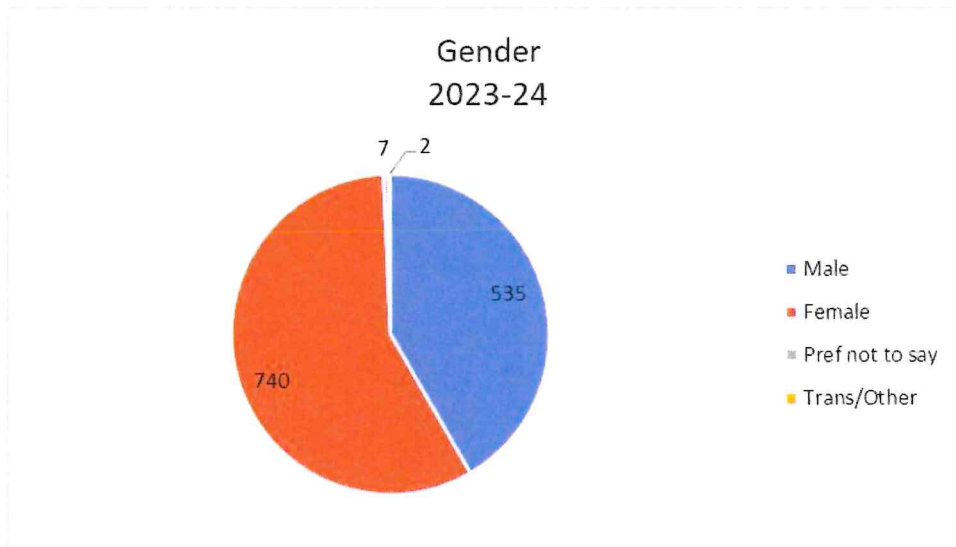
Report of the Management Committee for year ended 31 March 2024 (cont.)



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 (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.

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 (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.

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 (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 1AR

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
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Finance & administration:

Supervisors:	Gill Morris
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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)

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 (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.

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 (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.

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 (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

..........

Management Committee Member/Trustee

05/12/24
.....

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: 5/12/24

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31 MARCH 2024

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

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


CHRISTINE MARCIA
TRUSTEE (TREASURER)

05/12/24
Date

Company number: 03469233

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

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024 (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.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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

(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.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024** (continued)**2. COMPARATIVE YEAR STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total funds <u>2023</u> £
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
	—	—	—

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024** (continued)**3. GRANTS AND DONATIONS RECEIVABLE**

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

	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total <u>2024</u> £	Total <u>2023</u> £
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
	<hr/>	<hr/>	<hr/>	<hr/>
	220,280	187,131	407,411	314,198
	<hr/>	<hr/>	<hr/>	<hr/>

4. TOTAL EXPENDITURE

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

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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

4. TOTAL EXPENDITURE (continued)

OTHER DIRECT COSTS

	Total <u>2024</u> £	Total <u>2023</u> £
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
	<hr/>	<hr/>
	75,074	58,595
	<hr/>	<hr/>

5. NET INCOME FOR THE YEAR	<u>2024</u> £	<u>2023</u> £
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
	<hr/>	<hr/>

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024** (continued)**6. STAFF COSTS AND TRUSTEES' REMUNERATION**

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

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

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

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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

8.	DEBTORS	<u>2024</u>	<u>2023</u>
		£	£
	Other debtors	1,758	3,537
	Fees and grants receivable	-	5,771
		<hr/>	<hr/>
		1,758	9,308
		<hr/>	<hr/>
9.	CREDITORS	<u>2024</u>	<u>2023</u>
		£	£
	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
		<hr/>	<hr/>
		42,816	58,251
		<hr/>	<hr/>

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**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

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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

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.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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

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
	_____	_____	_____	_____