

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.

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 (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 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 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 at 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

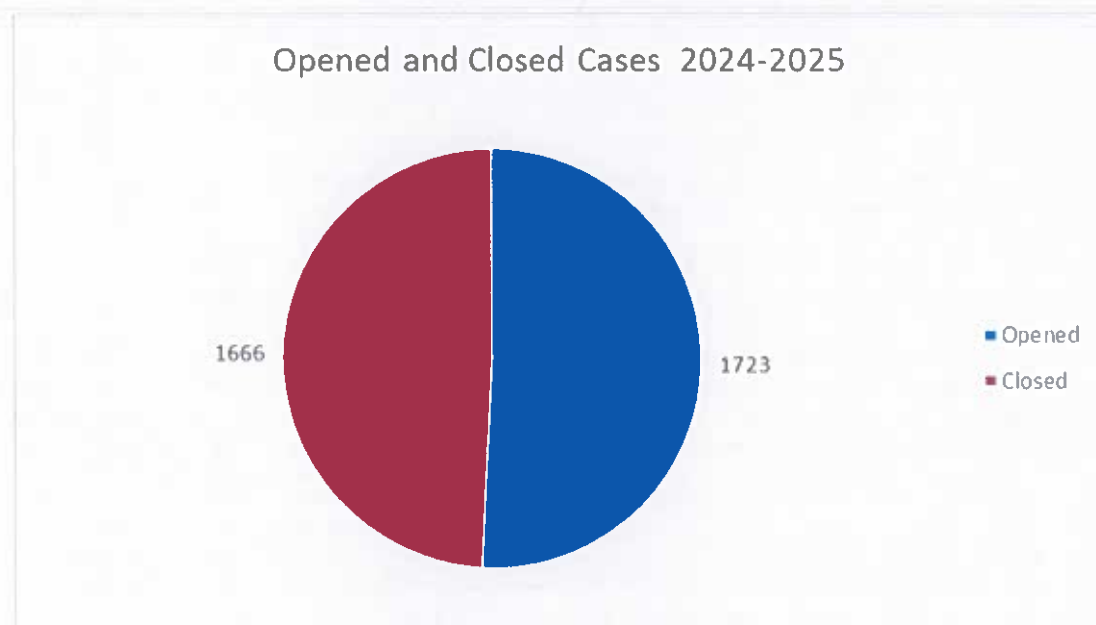
34 LSOAs are in the lowest 10% of deprivation in England. 21 of these are in South Bristol, 7 in the Inner City, 4 in North and West Bristol, and 2 in East Bristol.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

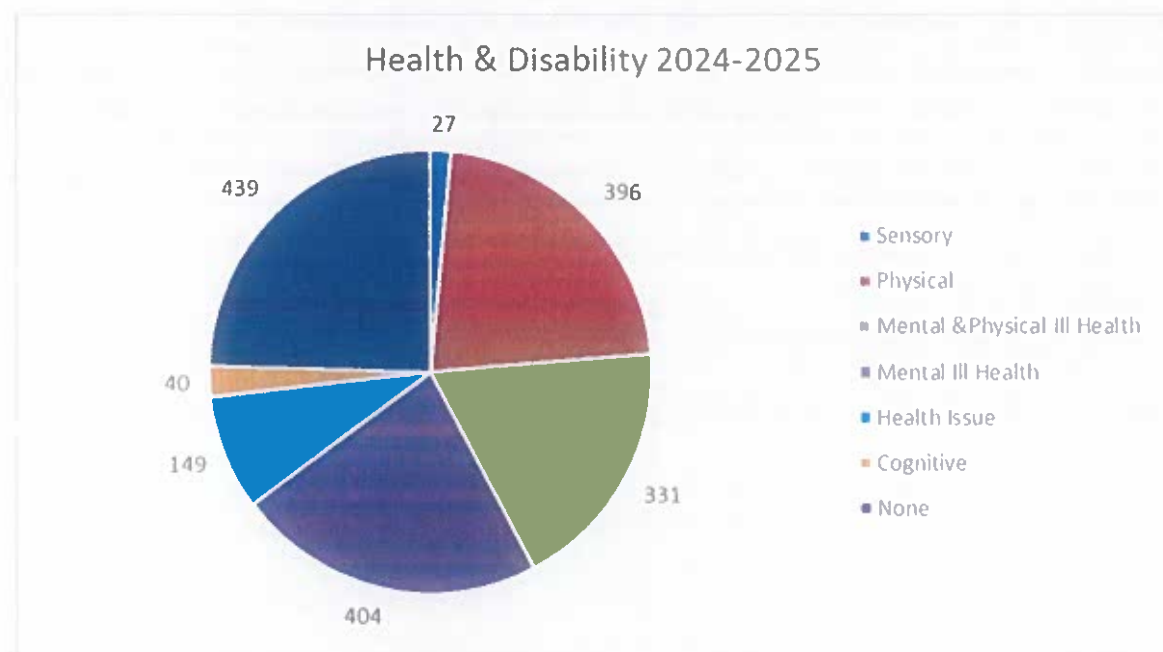
Report of the Management Committee for year ended 31 March 2025 (cont.)

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.

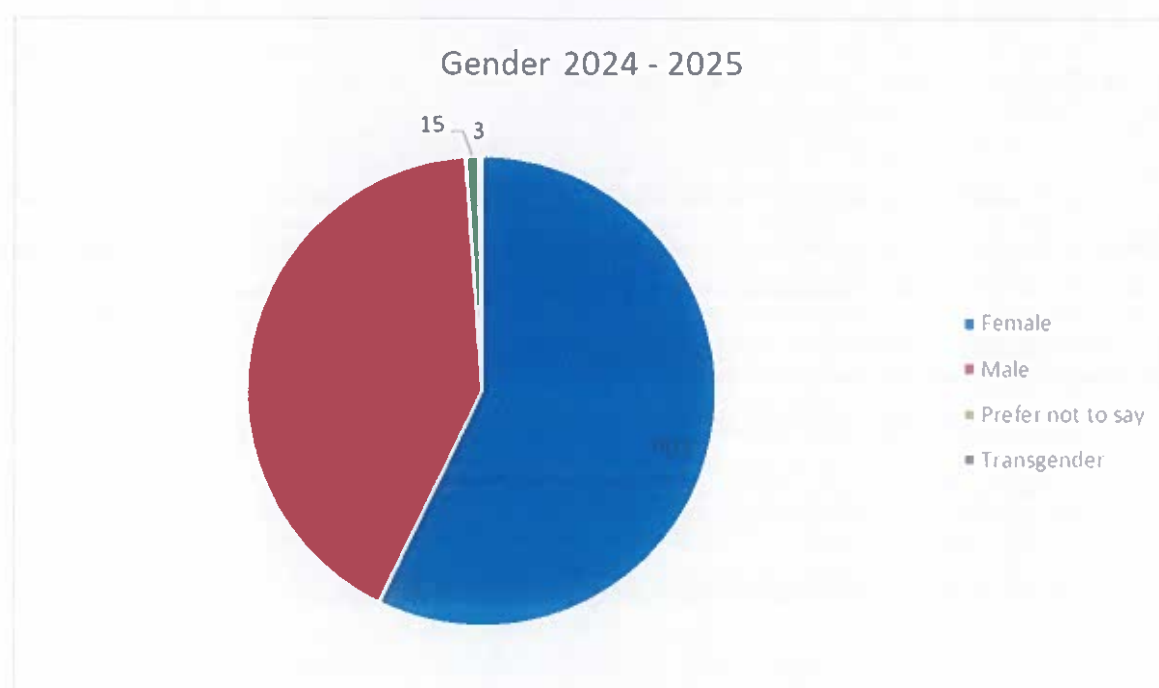
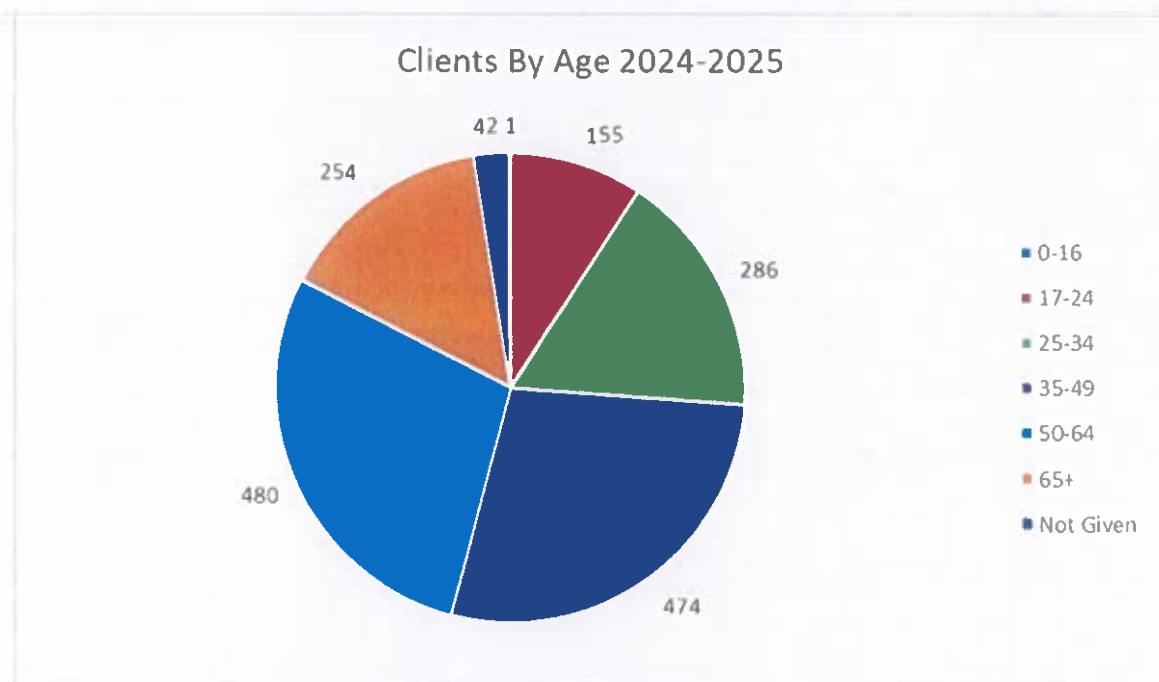


SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

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

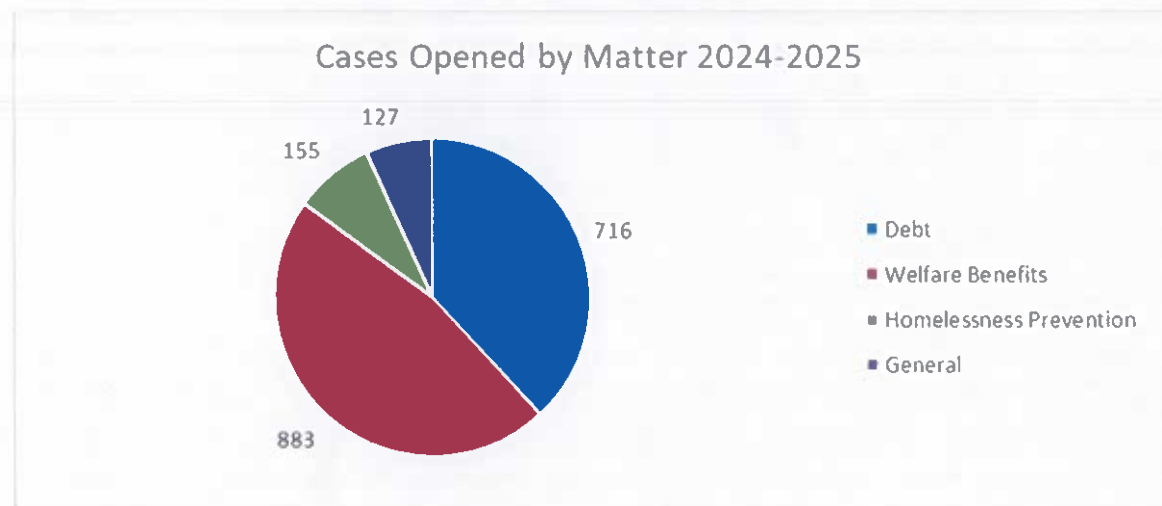
Over 70 % of our clients have a Disability or Health Condition that affects their day-to-day life.



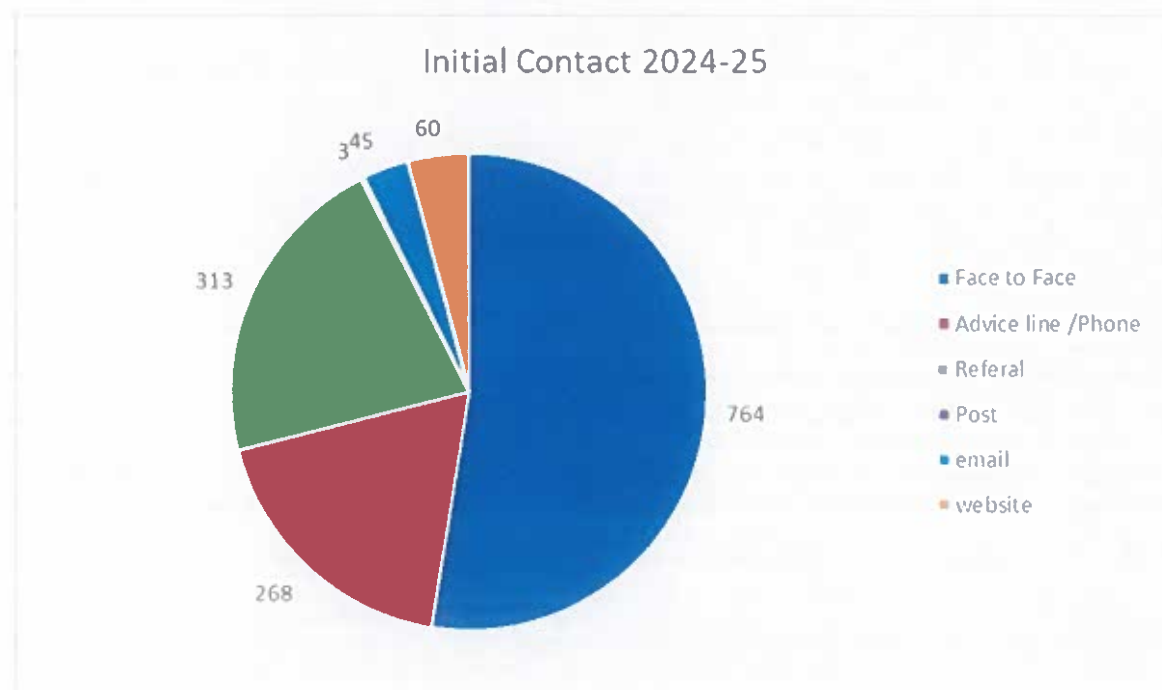
SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

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

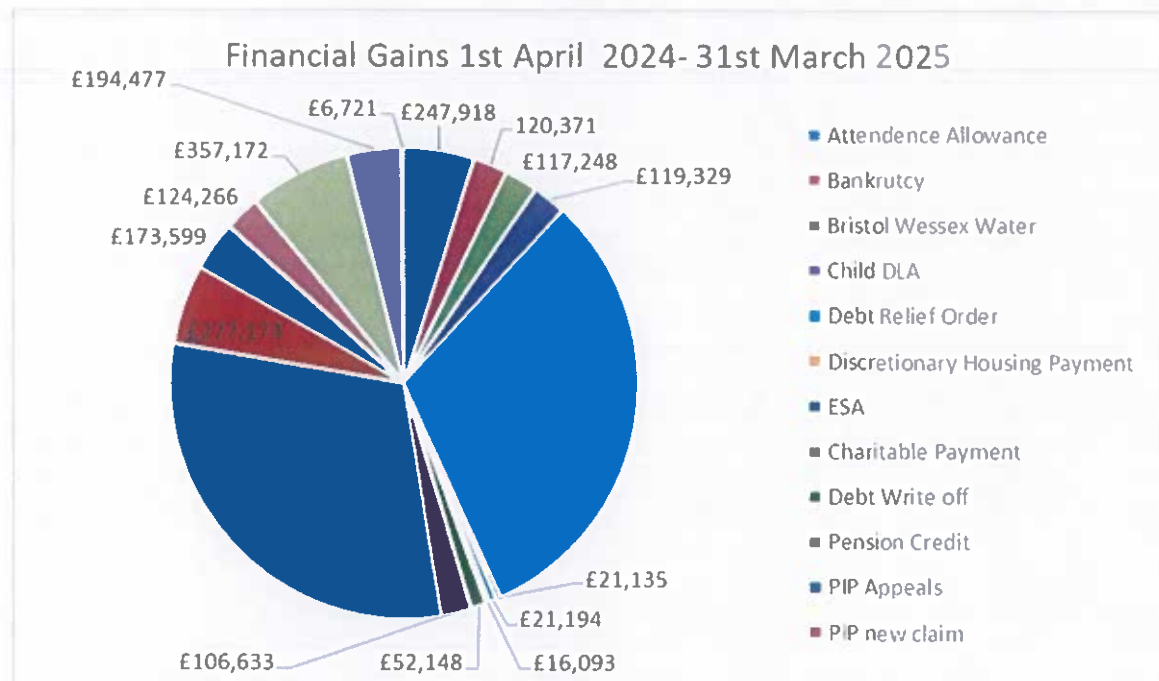


Most of our clients have come in person for help and we triage each client and if we can deal with it on the spot we do. Although most need an appointment or a follow-up appointment. These can be in person or on the phone, all clients are given the choice.

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 (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.

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 (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/Chapman Family Fund /Alfred Hill Fund

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 (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.

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 (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 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

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

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

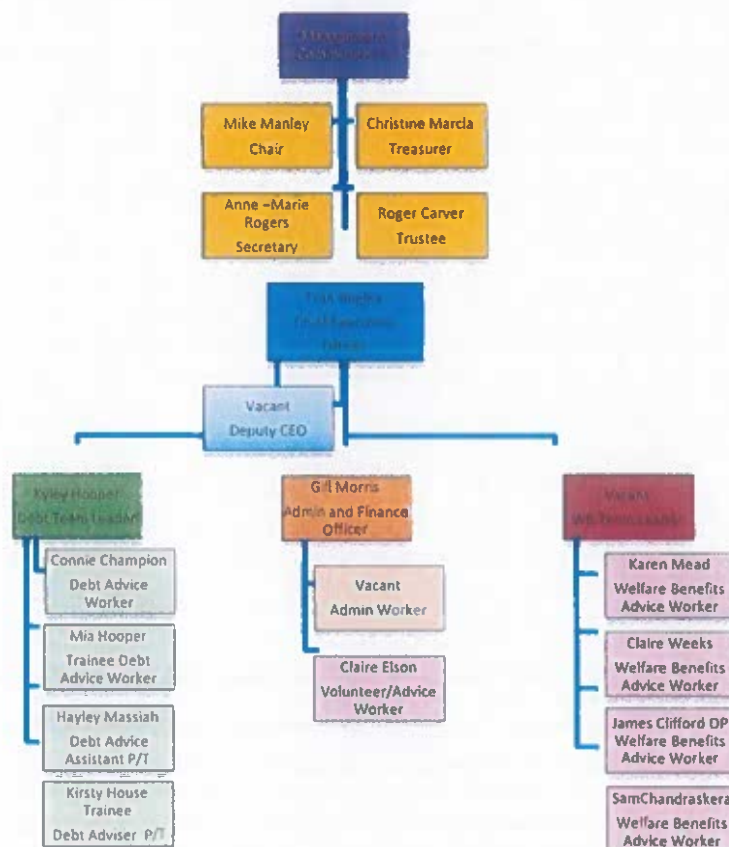
REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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

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 (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.

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 (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.

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 (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. Mancia

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.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

BALANCE SHEET **AT 31 MARCH 2025**

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

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.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025** (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 2025** (continued)**2. COMPARATIVE YEAR STATEMENT OF FINANCIAL ACTIVITIES**

| | Unrestricted <u>Funds</u> £ | Restricted <u>Funds</u> £ | Total funds <u>2024</u> £ |
|------------------------------|-----------------------------------|---------------------------------|---------------------------------|
| 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 |
| | _____ | _____ | _____ |

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 209,273 | 168,559 | 377,832 | 407,411 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

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 |
| | <hr/> | <hr/> | <hr/> | <hr/> |
| | 279,116 | 81,365 | 360,481 | 322,503 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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 |
| | <hr/> | <hr/> |
| | 81,365 | 75,074 |
| | <hr/> | <hr/> |

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 | - |
| | <hr/> | <hr/> |

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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

6. STAFF COSTS AND TRUSTEES' REMUNERATION

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

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

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

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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

| | | | |
|----|--------------------------------------|------------------|------------------|
| 8. | DEBTORS | <u>2025</u> £ | <u>2024</u> £ |
| | Other debtors | 2,807 | 1,758 |
| | | <hr/> | <hr/> |
| | | 2,807 | 1,758 |
| | | <hr/> | <hr/> |
| 9. | CREDITORS | <u>2025</u> £ | <u>2024</u> £ |
| | 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 |
| | | <hr/> | <hr/> |
| | | 41,754 | 42,816 |
| | | <hr/> | <hr/> |
| | <u>Deferred income</u> | | |
| | Balance brought forward | 25,725 | 43,079 |
| | Released to income | (25,725) | (43,079) |
| | Deferred in year | 30,388 | 25,725 |
| | | <hr/> | <hr/> |
| | Balance carried forward | 30,388 | 25,725 |
| | | <hr/> | <hr/> |

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

**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 | - | - | - | - | - | - | - |

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Balance c/fwd | 234,907 | - | 2,753 | - | 237,660 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

The Fundraising designated fund was allocated to fund part of the expected 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.

SOUTH BRISTOL ADVICE SERVICES (LIMITED BY GUARANTEE)

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 |
| | — | — | — | — |