

KIRKLEES CITIZENS ADVICE AND LAW CENTRE

England & Wales · Charity number 1088651

Details

Other names	KIRKLEES CITIZENS ADVICE, SOUTH KIRKLEES CITIZENS ADVICE BUREAU, SOUTH KIRKLEES CAB
Status	Registered
Legal form	Charitable company
Company number	04259550
Registered	2001-09-28
Register	View on the Charity Commission register

Contact

Address Units 11-12
Empire House
Wakefield Old Road
Dewsbury
WF12 8DJ

Phone 01924868141

Email nick.whittingham@kcalc.org.uk

Website www.kcalc.org.uk

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSE FOR THE PUBLIC BENEFIT BY THE ADVANCEMENT OF EDUCATION, THE PROTECTION AND PRESERVATION OF HEALTH AND THE RELIEF OF POVERTY, SICKNESS AND DISTRESS IN PARTICULAR, BUT WITHOUT LIMITATION, FOR THE BENEFIT OF THE COMMUNITY IN KIRKLEES AND SURROUNDING AREAS

Activities: Kirklees Citizens Advice provides advice and information to the residents of Kirklees. This includes generalist advice and specialist advice on debt and benefits.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** KIRKLEES AND SURROUNDING AREAS
- Kirklees

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,655,043	£1,764,596	£786,296	58
2024-03-31	£1,752,974	£1,760,329	£895,849	44
2023-03-31	£1,595,278	£1,606,574	£903,204	46
2022-03-31	£608	£1,765,496	£679,500	84
2021-03-31	£2,005,736	£1,787,375	£416,143	108

Trustees

Name	Role	Appointed
Umar Shafat	Chair	2021-11-15
Alison Westwood		2025-03-10
Annie Hinton		2023-10-02
Carol May McKenna		2022-07-18
Lesley Reilly		2021-01-18
Milica Vujatovic		2026-03-23
Mohammad Maqsood		2019-09-02
Tayyib Abrar		2025-06-02

KIRKLEES CITIZENS ADVICE AND LAW CENTRE

England & Wales - Charity number 1088651

Accounts

Charity registration number 1088651 (England and Wales)

Company registration number 04259550

KIRKLEES CITIZENS ADVICE & LAW CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

KIRKLEES CITIZENS ADVICE & LAW CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Umar Shafat (Chair)
M Maqsood (Treasurer)
Anne Hinton
Carol Mckenna
Lesley Reilly
Alison Westwood
Tayyib Abrar

{Appointed 10 March 2025}
{Appointed 2 June 2025}

Secretary

Nick Whittingham

Senior management

Nick Whittingham
Lesley Kaye
Olivia O'Hanlon
Lynne Howarth

Chief Executive
Operations Manager
Communications Manager
HR Manager

Charity number (England and Wales)

1088651

Company number

04259550

Auditor

BK Plus Audit Limited
52 St Johns Lane
Halifax
West Yorkshire
England
HX1 2BW

KIRKLEES CITIZENS ADVICE & LAW CENTRE

CONTENTS

	Page
Trustees' report	1 - 6
Statement of trustees' responsibilities	7
Independent auditor's report	8 - 11
Statement of financial activities	12
Balance sheet	13
Statement of cash flows	14
Notes to the financial statements	15 - 28

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04259550 (England and Wales)

Registered Charity number

1088651

Registered office

Units 11-12
Empire House
Wakefield Old Road
Dewsbury
West Yorkshire
WF12 8DJ

Trustees

Umar Shafat Chair
Mohammed Maqsood Treasurer
Judith Priestley (Resigned 08/07/2024)
Linda Summers (Resigned 08/07/2024)
Lesley Reilly
Nathan James Woodhead (Resigned 02/06/2025)
Tayyib Abrar (Appointed 02/06/2025)
Carol May McKenna
Annie Hinton
Alison Westwood (Appointed 10/03/2025)

Company Secretary

Nick Whittingham

Auditors

BK Plus Audit Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

Bankers

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

Lloyds TSB
75 Commercial Street
Batley
West Yorkshire
WF17 5EQ

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)".

Objectives and activities

REFERENCE AND ADMINISTRATIVE DETAILS

Senior Management Team

Nick Whittingham	-Chief Executive
Lesley Kaye	-Operations Manager
Olivia O'Hanlon	-Communications Manager
Lynne Howarth	-HR Manager

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Kirklees Citizens Advice & Law Centre is a charitable company limited by guarantee, incorporated on 26 July 2001 and registered as a charity on 28 September 2001. The governing documents are the Memorandum and Articles of Association. The organisation was previously called South Kirklees Citizens Advice Bureau, then Kirklees Citizens Advice and was originally established in 1936.

Recruitment and appointment of new trustees

Trustee Board Members are recruited and appointed by an open procedure. Newly appointed trustees are provided with a comprehensive induction to Kirklees Citizens Advice & Law Centre through provision of training courses and mentoring by established trustees. Ongoing training is offered to fulfil their roles.

Organisational structure

Kirklees Citizens Advice & Law Centre is governed by its trustee board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The trustees carry the ultimate responsibility for the conduct of the organisation and for ensuring that it satisfies its legal and contractual obligations. Full trustee board meetings are held quarterly each year as well as an annual strategy day. Separate finance, risk, staffing and campaigns subcommittee meetings are held during the year. Day to day operation of the organisation is delegated to the senior management team.

The trustee board is independent from the senior management team. A register of trustee board member's interests is held at the registered office and is available to the public.

Kirklees Law Centre became a wholly owned subsidiary of Kirklees Citizens Advice & Law Centre on 1st April 2014 and merged fully within Kirklees Citizens Advice & Law Centre on 31st March 2019. This merger put into effect the practical operation of the organisation in recent years and is in line with our medium term strategy.

Related parties

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

Kirklees Citizens Advice & Law Centre is a member of the Law Centres Network [LCN], the operating name of the Law Centres Federation, which is the umbrella organisation for Law Centres in England and Wales.

Operating policies are independently determined by the trustee board of Kirklees Citizens Advice in order to fulfil its charitable objectives and comply with the national membership requirements of Citizens Advice and LCN.

The organisation also co-operates with a number of other advice services, local charities and statutory organisations on behalf of its clients. Where a trustee is also a member of another organisation, they may be involved in discussions involving that organisation, but not in the ultimate decision making process.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The organisation has a Risk Assessment and Contingency Planning policy. All risks are assessed on a quarterly basis. New or increased risks are assessed as they are identified. Actions are taken to mitigate any significant risks. This includes policies to ensure the health and safety of staff, volunteers and clients.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation were amended with the permission of the Charity Commission on 21 January 2009.

These are:

"to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Kirklees and surrounding areas."

Charitable activities

The principal activities carried out by the organisation during the year were:

As the Lead Body:

- Management of subcontracts with Fusion Housing
- Monitoring own and subcontractors' performance and reporting to Kirklees Council
- Maintaining and developing the Advice Kirklees partnership

As a provider of services:

- Provision of a face to face generalist advice service at Empire House, Dewsbury
- Operating contact centre's at the above location as part of our model of advice service delivery in Kirklees
- Provision of a telephone advice service for Kirklees
- Provision of face to face specialist debt advice at the above location
- Provision of face to face specialist advice services across Kirklees covering the following areas of law: Asylum, Discrimination, Employment, Housing and Welfare Benefits
- Provision of an Employment telephone advice service for Kirklees
- Provision of face to face refugee and asylum support service across Kirklees
- Provision of a Pension Wise service in Partnership with Citizens Advice Manchester and Citizens Advice Wigan (funded by HM Treasury)
- Provision of a face to face and telephone service to support applicants to the EU Settlement Scheme
- Provision of a range of community projects, including outreach advice at community venues across Kirklees.
- Provision of training and supervision for discrimination and asylum casework services in North Yorkshire
- Referral and signposting of clients to other advice providers and support agencies

Volunteers play a role in the delivery of advice services and also contribute to the administration of the organisation.

The organisation has produced an Annual Report for the year to March 2025 which provides further detail on the charitable activities carried out.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set. Our main beneficiaries are people living in Kirklees who are experiencing poverty, deprivation, social exclusion, disability and ill-health. The services we deliver online, by telephone and face to face are designed to provide information and advice to enable beneficiaries to understand their rights and entitlements and to provide practical support to enable them to access and enforce those rights and entitlements. The majority of our work relates to social welfare law and, in particular, welfare benefits, debt and housing. Our services also provide direct connections to other advice and support services delivered by our partner statutory and voluntary sector agencies where these provide more appropriate assistance.

Success is measured by:

- Overall, the organisation has assisted 35,993 people during 2024-25. The number of people assisted compares very favourably to similar organisations in the sector, although it is falling as core funding has reduced in recent periods. We can be confident that our service is accessible, effective and good value for money and has been resilient in the face of an unprecedented crisis.
- Face to face services available in key locations across Kirklees. For the year to March 2025 we have operated a drop-in service in our contact centre in Dewsbury but capacity is limited. We also operate drop-in services in locations in Dewsbury and Huddersfield. We have expanded more complex face to face work by appointment.
- A telephone advice service available to people calling from Kirklees available Monday to Friday during normal office hours. In addition, a specialist employment advice service is available by telephone. We have maintained our telephone services and have added additional remote accessibility using email, chat and texting options.
- An online information service available. For this period there were 22,220 unique users of this service, around the same as the previous year.
- Data calculating outcomes of our main services in relation to welfare benefits and debt. For the year to March 2025 we managed total debt to a value of £8.8 million, and supported new benefit entitlement to a value of £8.5 million.
- Data for client satisfaction which demonstrates that, for the year to March 2025, 98% of clients were happy or very happy with the service they received.
- External independent quality audit by a range of respected bodies has validated the quality of our systems and procedures and of the advice we provide. We have maintained all accreditations. Assessment by Citizens Advice rated us at the highest level across all areas. Peer review of our Legal Aid asylum work gave a rare rating of 1 (Outstanding) for the quality of specialist advice.

Financial review

Reserves policy

Reserves are defined as assets less liabilities. For the purposes of the reserves policy, fixed assets, non-cash assets such as work in progress, and pension liability are excluded on the basis that they do not impact short-term liquidity. Restricted reserves are also excluded as they are ringfenced for specific purposes.

Reserves may be required in future to cover costs in the following scenarios:

- some funding is paid late
- some funding is discontinued
- to manage an unforeseen emergency
- to provide funds to explore new beneficial opportunities
- to address longer-term liabilities

The organisation policy is to retain 2 – 4 months operating costs (based on budgeted forecast for the year ahead) as reserves. Reserves will be monitored by the Trustee Board on a quarterly basis. The reserves policy will be formally reviewed by the Trustee Board on an annual basis. Strategic objectives are set to ensure the required reserves are maintained.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

At 31st March 2025, the level of unrestricted reserves was £786,296, which is equivalent to 5.5 months budgeted expenditure (£1,693,159) based on the forecasts for 2025/26. The trustees have reviewed the level of reserves and have established that they are compliant with the above policy. The trustees feel that they would be able to carry on the charitable company's activities in the event of a significant drop in income.

The organisation's principal funding sources during 2024/25 are shown in note 3 and Restricted Funds are identified in Note 16. All expenditure was incurred in the furtherance of the charitable company's objectives.

Reserves and income received in advance are held in interest-bearing savings accounts with our bankers. The trustees consider it prudent to ensure that all reserves are available at short notice. This therefore precludes the use of medium and long term investments.

Charity:

The income for the year to 31 March 2025 totals £1,655,043 (2024: £1,752,974). Expenditure for the year totals £1,764,596 (2024: £1,760,329).

The unrestricted funds show a surplus/(deficit) for the year, after transfers, of £(109,553) (2024: £(7,355)) with unrestricted reserves at the year end totalling £786,296 (2024: £895,849). The restricted fund balances were £NIL(2024: £NIL).

Adjustments for actuarial losses on defined benefit pension schemes are a net gain of £Nil for the year, in relation to the scheme for Kirklees Citizens Advice & Law Centre. The trustees have followed the guidance of FRS17 in these financial statements and have obtained a professional valuation of the defined benefit scheme. The FRS17 valuation shows a surplus, as it has for the previous 2 years, prior to that there were large liabilities, and the trustees have taken a prudent approach in recording a nil asset value as at 31st March 2025.

Future plans and developments

Following a significant contraction of services during years of austerity, core funding stabilised and was a period of consolidation alongside exploration of new opportunities as they arise. Unfortunately, we have seen further cuts to core funding in 2024/25. We have been successful in retaining and increasing contracts for Legal Aid work which have allowed for development of a specialist Housing advice service initially in Kirklees and, more recently, the Leeds Court Duty scheme from August 2023. We are encouraged by proposals to increase significantly the hourly rates for Housing and Asylum Legal Aid work which we hope will support expansion of both teams in coming years. We have provided assistance to people needing to apply to the EU Settlement Scheme through a project now funded to March 2026. We have also established a successful bi-lingual information and advice service for BNO visa holders from Hong Kong who have settled in Yorkshire and this will run to March 2026. We have maintained skills and profile in the area of discrimination law and obtained a Legal Aid contract for this work in 2019. The latter allows for discrimination related Employment work and we aim to expand the team in 2025/26 with a focus on employment matters and service issues related to clients experiencing discrimination in the benefits system. We identified a gap in provision relating to complex general casework, particularly where clients have multiple interconnected issues, and we obtained funding in 2023 to address that. We are mindful of development in digital technology and are progressing expansion of digital services, including further enhancements to our web site, advice using webchat, and potential development of apps to support advice provision.

We are acutely aware that there is a shortage of specialist social welfare lawyers and that the low level of Legal Aid funding means that it is increasingly difficult to maintain salary levels attractive to qualified legal staff. We remain committed to training new solicitors, legal executives and advice staff who can support the important areas of social welfare law we cover and we will continue to seek funding to support training of advice staff at all levels. We have put in place a long-term plan for rolling training and development of advice staff and are starting to see positive impacts from that.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

PRINCIPAL RISKS AND UNCERTAINTIES

The Trustees maintain a strategic business plan which is reviewed annually and updated regularly. This contains an analysis of the various associated risks and a summary set out in an organisation risk assessment matrix. The organisational risk assessment matrix assesses potential consequences, likelihood, and impact. It also sets out policies, procedures and systems to mitigate those risks or manage any potential impact on the organisation should those risks materialise.

The principal risks and uncertainties facing the organisation include:

- Loss of key funding or failure of income streams
- Inconsistent cash-flow for Legal Aid work which is paid in arrears when cases are closed
- Low rates of pay for legal Aid work which increasingly make it difficult to sustain
- Failure to meet quality standards or regulation required by regulatory bodies
- Breach of systems relating to security of data
- Loss or failure of IT systems
- Unplanned loss of key staff
- Lack of trained advice workers, particularly at a specialist level.

Recruitment and appointment of trustees

Trustee Board Members are recruited and appointed by an open procedure. Newly appointed trustees are provided with a comprehensive induction to Kirklees Citizens Advice & Law Centre through provision of training courses and mentoring by established trustees. Ongoing training is offered to fulfil their roles.

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

Auditor

In accordance with the company's articles, a resolution proposing that BK Plus Audit Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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

M Maqsood (Treasurer)

Trustee

17 November 2025

KIRKLEES CITIZENS ADVICE & LAW CENTRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2025

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF KIRKLEES CITIZENS ADVICE & LAW CENTRE

Opinion

We have audited the financial statements of Kirklees Citizens Advice & Law Centre (the 'charity') for the year ended 31 March 2025 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF KIRKLEES CITIZENS ADVICE & LAW CENTRE

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

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

Auditor's responsibilities for the audit of the financial statements

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

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

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF KIRKLEES CITIZENS ADVICE & LAW CENTRE

Other matters

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

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

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

- Making enquiries of management as to where they considered there was a susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the company's remuneration policies.

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

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions
- Assessed whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias; and
- Investigated the rationale behind significant or unusual transactions.

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

- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims; and
- Reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

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

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF KIRKLEES CITIZENS ADVICE & LAW CENTRE

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Victoria Atkinson FCA (Senior Statutory Auditor)

For and on behalf of BK Plus Audit Limited, Statutory Auditor

Chartered Certified Accountants

52 St Johns Lane

Halifax

West Yorkshire

HX1 2BW

England

1 December 2025

KIRKLEES CITIZENS ADVICE & LAW CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
Income from:							
<u>Charitable activities</u>							
Council and Community	3	905,049	110,797	1,015,846	931,208	157,067	1,088,275
Money Advice Service	3	-	223,440	223,440	-	222,711	222,711
Pension Wise	3	-	118,086	118,086	-	134,494	134,494
Legal Aid Activities	3	283,779	-	283,779	293,915	-	293,915
Investments	4	13,892	-	13,892	13,579	-	13,579
Total income		<u>1,202,720</u>	<u>452,323</u>	<u>1,655,043</u>	<u>1,238,702</u>	<u>514,272</u>	<u>1,752,974</u>
Expenditure on:							
<u>Charitable activities</u>							
Council and Community	5	955,527	111,420	1,066,947	922,990	158,164	1,081,154
Money Advice Service	5	-	222,869	222,869	-	222,315	222,315
Pension Wise	5	-	118,927	118,927	-	134,532	134,532
Legal Aid Activities	5	355,853	-	355,853	309,905	-	309,905
Total charitable expenditure		<u>1,311,380</u>	<u>453,216</u>	<u>1,764,596</u>	<u>1,232,895</u>	<u>515,011</u>	<u>1,747,906</u>
Other expenditure	10	-	-	-	12,423	-	12,423
Total expenditure		<u>1,311,380</u>	<u>453,216</u>	<u>1,764,596</u>	<u>1,245,318</u>	<u>515,011</u>	<u>1,760,329</u>
Net expenditure		<u>(108,660)</u>	<u>(893)</u>	<u>(109,553)</u>	<u>(6,616)</u>	<u>(739)</u>	<u>(7,355)</u>
Transfers between funds		(893)	893	-	(739)	739	-
Net movement in funds	7	<u>(109,553)</u>	<u>-</u>	<u>(109,553)</u>	<u>(7,355)</u>	<u>-</u>	<u>(7,355)</u>
Reconciliation of funds:							
Fund balances at 1 April 2024		<u>895,849</u>	<u>-</u>	<u>895,849</u>	<u>903,204</u>	<u>-</u>	<u>903,204</u>
Fund balances at 31 March 2025		<u>786,296</u>	<u>-</u>	<u>786,296</u>	<u>895,849</u>	<u>-</u>	<u>895,849</u>

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

BALANCE SHEET

AS AT 31 MARCH 2025

		2025		2024	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	12		12,788		15,345
Current assets					
Debtors	13	507,821		421,865	
Cash at bank and in hand		372,045		565,354	
		<u>879,866</u>		<u>987,219</u>	
Creditors: amounts falling due within one year	14	<u>(106,358)</u>		<u>(106,715)</u>	
Net current assets			<u>773,508</u>		<u>880,504</u>
Total assets less current liabilities			<u>786,296</u>		<u>895,849</u>
The funds of the charity					
Unrestricted funds	17		<u>786,296</u>		<u>895,849</u>
			<u>786,296</u>		<u>895,849</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025, although an audit is required under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 17 November 2025

M Maqsood (Treasurer)
Trustee

Company registration number 04259550 (England and Wales)

KIRKLEES CITIZENS ADVICE & LAW CENTRE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash absorbed by operations	21		(207,201)		(63,510)
Investing activities					
Investment income received		13,892		13,579	
Net cash generated from investing activities			13,892		13,579
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(193,309)		(49,931)
Cash and cash equivalents at beginning of year			565,354		615,285
Cash and cash equivalents at end of year			<u>372,045</u>		<u>565,354</u>

The notes on pages 15 to 28 form part of these financial statements.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Kirklees Citizens Advice & Law Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is .

Units 11-12
Empire House
Wakefield Old Road
Dewsbury
West Yorkshire
WF12 8DJ

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "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)". The charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

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

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies (Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

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

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	Over the term of the lease
Fixtures and fittings	Straight line over 4 years / 5 years
Computers	100% on cost

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

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

1.9 Financial instruments

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

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

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Basic financial assets

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

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

1.10 Employee benefits

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

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

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

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

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Income from charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Council and Community						
Project Income	889,813	110,797	1,000,610	899,183	157,067	1,056,250
Miscellaneous Income	15,236	-	15,236	32,025	-	32,025
Money Advice Service						
Project Income	-	223,440	223,440	-	222,711	222,711
Pension Wise						
Project Income	-	118,086	118,086	-	134,494	134,494
Legal Aid Activities						
Project Income	283,779	-	283,779	293,915	-	293,915
	<u>1,188,828</u>	<u>452,323</u>	<u>1,641,151</u>	<u>1,225,123</u>	<u>514,272</u>	<u>1,739,395</u>

4 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	13,892	13,579
	<u>13,892</u>	<u>13,579</u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

5 Expenditure on charitable activities

	Council and Community	Money Advice Service	Pension Wise	Legal Aid Activities	Total
	2025	2025	2025	2025	2025
	£	£	£	£	£
Direct costs					
Staff costs	612,178	182,668	96,818	311,491	1,203,155
Depreciation and impairment	2,558	-	-	-	2,558
Premises costs	91,146	16,748	10,051	8,492	126,437
Office costs	99,687	18,682	9,582	11,119	139,070
Staff and volunteer costs	15,310	1,324	668	10,765	28,067
Governance	16,164	3,424	1,799	2,537	23,924
Other costs	218,654	23	9	11,449	230,135
	<u>1,055,697</u>	<u>222,869</u>	<u>118,927</u>	<u>355,853</u>	<u>1,753,346</u>
Share of support and governance costs (see note 6)					
Support	11,250	-	-	-	11,250
	<u>1,066,947</u>	<u>222,869</u>	<u>118,927</u>	<u>355,853</u>	<u>1,764,596</u>
Analysis by fund					
Unrestricted funds	955,527	-	-	355,853	1,311,380
Restricted funds	111,420	222,869	118,927	-	453,216
	<u>1,066,947</u>	<u>222,869</u>	<u>118,927</u>	<u>355,853</u>	<u>1,764,596</u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

5 Expenditure on charitable activities (Continued)

Previous year:	Council and Community	Money Advice Service	Pension Wise	Legal Aid Activities	Total
	2024	2024	2024	2024	2024
	£	£	£	£	£
Direct costs					
Staff costs	630,526	160,182	109,420	261,959	1,162,087
Depreciation and impairment	2,558	-	-	-	2,558
Premises costs	102,294	24,422	12,229	13,933	152,878
Office costs	109,190	27,084	9,591	12,549	158,414
Staff and volunteer costs	16,110	3,368	976	3,235	23,689
Governance	12,621	7,236	2,308	3,668	25,833
Other costs	195,901	23	8	14,561	210,493
	<u>1,069,200</u>	<u>222,315</u>	<u>134,532</u>	<u>309,905</u>	<u>1,735,952</u>
Share of support and governance costs (see note 6)					
Support	11,954	-	-	-	11,954
	<u>1,081,154</u>	<u>222,315</u>	<u>134,532</u>	<u>309,905</u>	<u>1,747,906</u>
Analysis by fund					
Unrestricted funds	922,990	-	-	309,905	1,232,895
Restricted funds	158,164	222,315	134,532	-	515,011
	<u>1,081,154</u>	<u>222,315</u>	<u>134,532</u>	<u>309,905</u>	<u>1,747,906</u>

6 Support costs allocated to activities

	2025	2024
	£	£
Governance costs	11,250	11,954
Analysed between:		
Council and Community	11,250	11,954

7 Net movement in funds

	2025	2024
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the audit of the charity's financial statements	11,250	10,200
Depreciation of owned tangible fixed assets	2,558	2,558
Loss on disposal of tangible fixed assets	-	12,423

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year the charity has taken out trustees indemnity insurance, the cost shown in these accounts is £825 (2024 : £825).

9 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Service staff	34	37
Administrative staff	3	3
Management	4	4
Volunteers	17	26
Total	<u>58</u>	<u>70</u>

Employment costs

	2025 £	2024 £
Wages and salaries	1,035,928	1,003,903
Social security costs	87,817	78,666
Other pension costs	79,410	79,518
	<u>1,203,155</u>	<u>1,162,087</u>

The charity had 17 registered volunteers during the year ended 31 March 2025 but only 13 actively volunteered.

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

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2025 £	2024 £
Aggregate compensation	<u>169,184</u>	<u>160,679</u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

10 Other expenditure

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Net loss on disposal of tangible fixed assets	-	12,423

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Computers £	Total £
Cost				
At 1 April 2024	201,953	23,286	28,089	253,328
At 31 March 2025	201,953	23,286	28,089	253,328
Depreciation and impairment				
At 1 April 2024	186,607	23,286	28,089	237,982
Depreciation charged in the year	2,558	-	-	2,558
At 31 March 2025	189,165	23,286	28,089	240,540
Carrying amount				
At 31 March 2025	12,788	-	-	12,788
At 31 March 2024	15,345	-	-	15,345

13 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	115,917	66,947
Other debtors	353,854	273,383
Prepayments and accrued income	38,050	81,535
	507,821	421,865

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

14	Creditors: amounts falling due within one year	2025	2024
		£	£
	Other taxation and social security	33,320	31,825
	Trade creditors	14,086	7,906
	Other creditors	17,521	10,597
	Accruals and deferred income	41,431	56,387
		<u>106,358</u>	<u>106,715</u>
15	Retirement benefit schemes	2025	2024
	Defined contribution schemes	£	£
	Charge to profit or loss in respect of defined contribution schemes	79,410	79,518
		<u>79,410</u>	<u>79,518</u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

15 Retirement benefit schemes

(Continued)

Employee Benefit Obligations

The West Yorkshire Pension Fund Scheme is funded and is contracted out of the state scheme. The last tri-annual valuation of the scheme took place at 31 March 2022 and was undertaken by professionally qualified actuaries, Aon Solutions UK Ltd, using the projected unit method. The Charity has paid for a valuation of the scheme at 31 March 2025 and the figures below are based on that valuation.

The notional value of the assets of the charity's share of the scheme at 31 March 2025 was £1,236,000; the present value of liabilities was £843,000 leaving a net pension asset of £393,000 at 31 March 2025. This is not recognised in these accounts, in line with FRS 102, on the basis the asset is not recoverable by reduced contributions or refunds to the plan.

The valuation as at 31 March 2025 includes comparative year information for the Scheme as at 31 March 2024.

Contributions

The employer contributions made to the scheme during the year were £2,000 (2024 : £5,000). £Nil was unpaid at the year end.

The employers regular contributions to the Fund for the accounting period ending 31 March 2025 are estimated to be £ Nil.

Key assumptions

The latest actuarial valuation of the Charity's liabilities took place as at 31 March 2025. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method.

The principal assumptions used by the actuary in updating the latest valuation of the Fund for FRS 17 purposes were:

	31 March 2025		31 March 2024	
	(%)	(%)		
Discount rate	5.80		4.80	
Inflation - CPI	2.50		2.60	
Pension increases	2.50		2.60	
Pension accounts revaluation rate		2.50		2.60
Rate of general increase in salaries			3.75	3.85

Expected return on assets

The approximate split of assets for the Fund as a whole (based on data supplied by the Fund Administering Authority) is shown in the table below. Also shown are the assumed rates of return adopted by the Employer for the purposes of FRS 102.

The charity employs a building block approach in determining the rate of return on Fund assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed rate of return on each asset class is set out within this note. The overall rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the Fund at 31 March 2024.

	31 March 2025		31 March 2024	
	(%)	(%)		
Equities	79.3		79.4	
Property	2.8		2.8	
Government bonds		9.0		8.5
Corporate bonds		4.0		4.2
Cash	2.6		1.8	
Other	2.3		3.3	
Average Return / Total	100.0		100.0	

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

15 Retirement benefit schemes

(Continued)

Reconciliation of funded status to Balance Sheet

	<u>Value as at</u> <u>31 March 2025</u> <u>£000's</u>	<u>Value as at</u> <u>31 March 2024</u> <u>£000's</u>
Fair value of assets	1,236	1,206
Present value of funded liabilities	-843	-988
Pension asset/(liability)	393	218
Unrecognised asset due to uncertainty of recovery	-393	-218
Net pension asset/(liability)	0	0

Analysis of profit and loss charge

	<u>Period Ending</u> <u>31 March 2025</u> <u>£000's</u>	<u>Period Ending</u> <u>31 March 2024</u> <u>£000's</u>
Current service cost	15	15
Past service cost	0	0
Interest cost	-11	-7
Expected return on assets	0	0
Curtailment cost	0	0
Settlement cost	0	0
Expense recognised	4	8

Changes to the present value of liabilities during the accounting period

	<u>Period Ending</u> <u>31 March 2025</u> <u>£000's</u>
Opening present value of liabilities	988
Current service cost	15
Interest cost	47
Contributions by participants	4
Actuarial (gains) / losses on liabilities	-184
Net benefits paid out	-27
Past service cost	0
Net increase in liabilities from disposals and acquisitions	0
Curtailments	0
Settlements	0
Closing present value of liabilities	843

Changes to the fair value of assets during the accounting period

	<u>Period Ending</u> <u>31 March 2025</u> <u>£000's</u>
Opening fair value of assets	1,210
Interest income on assets	58
Actuarial gains / (losses) on assets	-11
Contributions by the employer	2
Contributions by participants	4
Net benefits paid out	-27
Net increase in assets from disposals and acquisitions	0
Settlements	0
Closing fair value of assets	1,236

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

16 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
Money Advice Service	-	223,440	(222,869)	(571)	-
Pension Wise	-	118,086	(118,927)	841	-
EU Settlement Council	-	33,262	(33,563)	301	-
Hong Kong	-	27,195	(27,376)	181	-
Yorkshire Building Society	-	50,340	(50,481)	141	-
	-	452,323	(453,216)	893	-
Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
Money Advice Service	-	222,710	(222,316)	(394)	-
Pension Wise	-	134,494	(134,532)	38	-
EU Settlement Council	-	59,369	(60,350)	981	-
Hong Kong	-	49,605	(49,603)	(2)	-
Yorkshire Building Society	-	48,094	(48,210)	116	-
	-	514,272	(515,011)	739	-

Money Advice Service

Money Advice Service to offer a specialist debt advice service.

Pension Wise

Government funded guidance service to help people understand their defined contribution pension options.

EU Settlement Council

Project to assist EU citizens to apply for settled status under the EU Settlement Scheme. Funded by Home Office.

Hong Kong

This funding stream supports bi-lingual (Cantonese) caseworker to provide advice and information to people who have come to the UK from Hong Kong and settled in the Yorkshire region.

Yorkshire Building Society

This funding provides in-person generalist advice delivered from the YBS premises in Dewsbury and Huddersfield.

Transfers between funds

The transfers between funds at the year end, represent the transfer of the balances on funding streams that either the charity has to finance from unrestricted funds or is entitled to take credit for the surplus.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
General funds	895,849	1,202,720	(1,311,380)	(893)	786,296
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 April 2023	Incoming resources	Resources expended	Transfers	At 31 March 2024
	£	£	£	£	£
General funds	903,204	1,238,702	(1,245,318)	(739)	895,849
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

18 Analysis of net assets between funds

	Unrestricted funds 2025 £
At 31 March 2025:	
Tangible assets	12,788
Current assets/(liabilities)	773,508
	<u> </u>
	786,296
	<u> </u>
	Unrestricted funds 2024 £
At 31 March 2024:	
Tangible assets	15,345
Current assets/(liabilities)	880,504
	<u> </u>
	895,849
	<u> </u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

19 Operating lease commitments

Lessee

	2025	2024
	£	£
Within one year	52,000	84,186
Between two and five years	208,000	208,000
In over five years	-	52,000
	<u>260,000</u>	<u>344,186</u>

20 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

21 Cash absorbed by operations

	2025	2024
	£	£
Deficit for the year	(109,553)	(7,355)
Adjustments for:		
Investment income recognised in statement of financial activities	(13,892)	(13,579)
(Gain)/loss on disposal of tangible fixed assets	-	12,423
Depreciation and impairment of tangible fixed assets	2,557	2,558
Movements in working capital:		
(Increase) in debtors	(85,956)	(13,127)
(Decrease) in creditors	(357)	(44,430)
Cash absorbed by operations	<u>(207,201)</u>	<u>(63,510)</u>

22 Analysis of changes in net funds

The charity had no material debt during the year.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

KIRKLEES CITIZENS ADVICE AND LAW CENTRE

England & Wales - Charity number 1088651

Accounts

Charity registration number 1088651

Company registration number 04259550 (England and Wales)

KIRKLEES CITIZENS ADVICE & LAW CENTRE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

KIRKLEES CITIZENS ADVICE & LAW CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Umar Shafat (Chair) M Maqsood (Treasurer) A Hinton C M McKenna L Reilly N J Woodhead	(Appointed 2 October 2023)
Secretary	N Whittingham	
Senior management	Nick Whittingham Lesley Kaye Olivia Sykes Lynne Howarth	Chief Executive Operations Manager Communications Manager HR Manager
Charity number	1088651	
Company number	04259550	
Auditor	BK Plus Audit Limited 52 St Johns Lane Halifax West Yorkshire England HX1 2BW	

KIRKLEES CITIZENS ADVICE & LAW CENTRE

CONTENTS

	Page
Trustees' report	1 - 6
Statement of trustees' responsibilities	7
Independent auditor's report	8 - 11
Statement of financial activities	12 - 13
Balance sheet	14
Statement of cash flows	15
Notes to the financial statements	16 - 29

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
04259550 (England and Wales)

Registered Charity number
1088651

Registered office
Units 11-12
Empire House
Wakefield Old Road
Dewsbury
West Yorkshire
WF12 8DJ

Trustees

Umar Shafat	Chair
Mohammed Maqsood	Treasurer
Judith Priestley	(Resigned 08/07/2024)
Linda Summers	(Resigned 08/07/2024)
Lesley Reilly	
Nathan James Woodhead	
Nicholas Guy Linfoot	(Resigned 18/07/2023)
Carol May McKenna	
Annie Hinton	(Appointed 02/10/2023)

Company Secretary
Nick Whittingham

Auditors

BK Plus Audit Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

Bankers

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

Lloyds TSB
75 Commercial Street
Batley
West Yorkshire
WF17 5EQ

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Senior Management Team

Nick Whittingham	-Chief Executive
Lesley Kaye	-Operations Manager
Olivia Sykes	-Communications Manager
Lynne Howarth	-HR Manager

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Kirklees Citizens Advice & Law Centre is a charitable company limited by guarantee, incorporated on 26 July 2001 and registered as a charity on 28 September 2001. The governing documents are the Memorandum and Articles of Association. The organisation was previously called South Kirklees Citizens Advice Bureau, then Kirklees Citizens Advice and was originally established in 1936.

Recruitment and appointment of new trustees

Trustee Board Members are recruited and appointed by an open procedure. Newly appointed trustees are provided with a comprehensive induction to Kirklees Citizens Advice & Law Centre through provision of training courses and mentoring by established trustees. Ongoing training is offered to fulfil their roles.

Organisational structure

Kirklees Citizens Advice & Law Centre is governed by its trustee board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The trustees carry the ultimate responsibility for the conduct of the organisation and for ensuring that it satisfies its legal and contractual obligations. Full trustee board meetings are held at least 6 times each year as well as an annual strategy day. Separate finance, risk, staffing and campaigns subcommittee meetings are held during the year. Day to day operation of the organisation is delegated to the senior management team.

The trustee board is independent from the senior management team. A register of trustee board member's interests is held at the registered office and is available to the public.

Kirklees Law Centre became a wholly owned subsidiary of Kirklees Citizens Advice & Law Centre on 1st April 2014 and merged fully within Kirklees Citizens Advice & Law Centre on 31st March 2019.

Related parties

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

Kirklees Citizens Advice & Law Centre is a member of the Law Centres Network [LCN], the operating name of the Law Centres Federation, which is the umbrella organisation for Law Centres in England and Wales.

Operating policies are independently determined by the trustee board of Kirklees Citizens Advice in order to fulfil its charitable objectives and comply with the national membership requirements of Citizens Advice and LCN.

The organisation also co-operates with a number of other advice services, local charities and statutory organisations on behalf of its clients. Where a trustee is also a member of another organisation, they may be involved in discussions involving that organisation, but not in the ultimate decision making process.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The organisation has a Risk Assessment and Contingency Planning policy. All risks are assessed on a quarterly basis. New or increased risks are assessed as they are identified. Actions are taken to mitigate any significant risks. This includes policies to ensure the health and safety of staff, volunteers and clients.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation were amended with the permission of the Charity Commission on 21 January 2009.

These are:

"to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Kirklees and surrounding areas."

Achievements and performance

Charitable activities

The principal activities carried out by the organisation during the year were:

As the Lead Body:

- Management of subcontracts with Fusion Housing
- Monitoring own and subcontractors' performance and reporting to Kirklees Council
- Maintaining and developing the Advice Kirklees partnership

As a provider of services:

- Provision of a face to face generalist advice service at 1-3 Brook Street, Huddersfield
- Provision of a face to face generalist advice service at Empire House, Dewsbury
- Operating contact centre's at the above locations as part of our model of advice service delivery in Kirklees
- Provision of a telephone advice service for Kirklees
- Provision of face to face specialist debt advice at the above locations
- Provision of face to face specialist advice services across Kirklees covering the following areas of law: Asylum, Community Care, Discrimination, Employment, Housing and Welfare Benefits
- Provision of an Employment telephone advice service for Kirklees
- Provision of face to face refugee and asylum support service across Kirklees
- Provision of a Pension Wise service in Partnership with Citizens Advice Manchester and Citizens Advice Wigan (funded by HM Treasury)
- Provision of a face to face and telephone service to support applicants to the EU Settlement Scheme
- Provision of a range of community projects, including outreach advice at community venues across Kirklees.
- Provision of training and supervision for discrimination and asylum casework services in North Yorkshire
- Referral and signposting of clients to other advice providers and support agencies

Volunteers play a role in the delivery of advice services and also contribute to the administration of the organisation.

The organisation produced an Annual Report for the year to March 2021 which provides further detail on the charitable activities carried out, and proposes to produce an updated report for the year to March 2024.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set. Our main beneficiaries are people living in Kirklees who are experiencing poverty, deprivation, social exclusion, disability and ill-health. The services we deliver online, by telephone and face to face are designed to provide information and advice to enable beneficiaries to understand their rights and entitlements and to provide practical support to enable them to access and enforce those rights and entitlements. The majority of our work relates to social welfare law and, in particular, welfare benefits and debt. Our services also provide direct connections to other advice and support services delivered by our partner statutory and voluntary sector agencies where these provide more appropriate assistance.

Success is measured by:

- Overall, the organisation has assisted 42,728 people during 2023-24. The number of people assisted compares very favourably to similar organisations in the sector. We can be confident that our service is accessible, effective and good value for money and has been resilient in the face of an unprecedented crisis.
- Face to face services available in key locations across Kirklees. For the year to March 2024 we have operated a drop-in service in our contact centres but capacity is limited. We have expanded more complex face to face work by appointment.
- A telephone advice service available to people calling from Kirklees available Monday to Friday during normal office hours. In addition, a specialist employment advice service is available by telephone. We have maintained our telephone services and have added additional remote accessibility using email, chat and texting options.
- An online information service available. For this period there were 22,014 unique users of this service, around the same as the previous year.
- Data calculating outcomes of our main services in relation to welfare benefits and debt. For the year to March 2024 we managed total debt to a value of £8.6 million, and supported new benefit entitlement to a value of £8.8 million.
- Data for client satisfaction which demonstrates that, for the year to March 2024, 98% of clients were happy or very happy with the service they received.
- External independent quality audit by a range of respected bodies has validated the quality of our systems and procedures and of the advice we provide. We have maintained all accreditations. Assessment by Citizens Advice rated us at the highest level across all areas. Peer review of our Legal Aid asylum work gave a rare rating of 1 (Outstanding) for the quality of specialist advice.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Financial review

Reserves policy

Reserves are defined as assets less liabilities. For the purposes of the reserves policy, fixed assets, non-cash assets such as work in progress, and pension liability are excluded on the basis that they do not impact short-term liquidity. Restricted reserves are also excluded as they are ringfenced for specific purposes.

Reserves may be required in future to cover costs in the following scenarios:

- some funding is paid late
- some funding is discontinued
- to manage an unforeseen emergency
- to provide funds to explore new beneficial opportunities
- to address longer-term liabilities

The organisation policy is to retain 2 – 4 months operating costs (based on budgeted forecast for the year ahead) as reserves. Reserves will be monitored by the Trustee Board on a quarterly basis. The reserves policy will be formally reviewed by the Trustee Board on an annual basis. Strategic objectives are set to ensure the required reserves are maintained.

At 31st March 2024, the level of unrestricted reserves was £607,121, which is equivalent to 4.3 months budgeted expenditure (£1,703,712) based on the forecasts for 2024/25. The trustees have reviewed the level of reserves and have established that they are compliant with the above policy. The trustees feel that they would be able to carry on the charitable company's activities in the even of a significant drop in income.

The organisation's principal funding sources during 2023/24 are shown in note 3 and Restricted Funds are identified in Note 17. All expenditure was incurred in the furtherance of the charitable company's objectives.

Reserves and income received in advance are held in interest-bearing savings accounts with our bankers. The trustees consider it prudent to ensure that all reserves are available at short notice. This therefore precludes the use of medium and long term investments.

Charity:

The income for the year to 31 March 2024 totals £1,752,974 (2023: £1,595,278). Expenditure for the year totals £1,760,329 (2023: £1,606,574).

The unrestricted funds show a deficit for the year, after transfers, of (£7,355) (2023: surplus £223,704) with unrestricted funds at the year end totalling £895,849 (2023: £903,204). The restricted fund balances were £Nil (2023: £Nil).

Adjustments for actuarial losses on defined benefit pension schemes are a net gain of £Nil for the year, in relation to the scheme for Kirklees Citizens Advice & Law Centre. The trustees have followed the guidance of FRS17 in these financial statements and have obtained a professional valuation of the defined benefit scheme. The FRS17 valuation shows a surplus, as against large liabilities in previous years, and the trustees have taken a prudent approach in recording a nil asset value at 31 March 2024.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

Plans for future periods

Future plans and developments

Following a significant contraction of services during years of austerity, core funding stabilised and there has been a period of consolidation alongside exploration of new opportunities as they arise. In particular, we have been successful in retaining and increasing contracts for Legal Aid work which have allowed for development of a specialist Housing advice service initially in Kirklees and now expanded to include an outreach/remote service covering Calderdale and, more recently, the Leeds Court Duty scheme from August 2023. We have been funded for a refugee and asylum seeker support service and we will maintain core funding for this in 2024-25. We have provided assistance to people needing to apply to the EU Settlement Scheme through a project now funded to March 2025. We have also maintained skills and profile in the area of discrimination law and obtained a Legal Aid contract for this work in 2019. The latter allows for discrimination related Employment work. We identified a gap in provision relating to complex general casework, particularly where clients have multiple interconnected issues, and we obtained funding in 2023 to address that. We are mindful of development in digital technology and plan expansion of digital services, including further enhancements to our web site, advice using webchat, and potential development of apps to support advice provision.

We are acutely aware that there is a shortage of specialist social welfare lawyers and that the low level of Legal Aid funding means that it is increasingly difficult to maintain salary levels attractive to qualified legal staff. We remain committed to training new solicitors, legal executives and advice staff who can support the important areas of social welfare law we cover and we will continue to seek funding to support training of advice staff at all levels. We have put in place a long-term plan for rolling training and development of advice staff and are starting to see positive impacts from that.

PRINCIPAL RISKS AND UNCERTAINTIES

The Trustees maintain a strategic business plan which is reviewed annually and updated regularly. This contains an analysis of the various associated risks and a summary set out in an organisation risk assessment matrix. The organisational risk assessment matrix assesses potential consequences, likelihood, and impact. It also sets out policies, procedures and systems to mitigate those risks or manage any potential impact on the organisation should those risks materialise.

The principal risks and uncertainties facing the organisation include:

- Loss of key funding or failure of income streams
- Inconsistent cash-flow for Legal Aid work which is paid in arrears when cases are closed
- Low rates of pay for legal Aid work which increasingly make it difficult to sustain
- Failure to meet quality standards or regulation required by regulatory bodies
- Breach of systems relating to security of data
- Loss or failure of IT systems
- Unplanned loss of key staff
- Lack of trained advice workers, particularly at a specialist level.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

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

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Approved by order of the board of trustees on 28/11/2024 and signed on its behalf by:

Mohammad Maqsood

.....
Mohammad Maqsood - Trustee

KIRKLEES CITIZENS ADVICE & LAW CENTRE

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF KIRKLEES CITIZENS ADVICE & LAW CENTRE

Opinion

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

In our opinion, the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF KIRKLEES CITIZENS ADVICE & LAW CENTRE

Responsibilities of trustees

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

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

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF KIRKLEES CITIZENS ADVICE & LAW CENTRE

Other matters

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

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

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

- Making enquiries of management as to where they considered there was a susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the company's remuneration policies.

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

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions
- Assessed whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias; and
- Investigated the rationale behind significant or unusual transactions.

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

- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims; and
- Reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

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

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF KIRKLEES CITIZENS ADVICE & LAW CENTRE

Use of our report

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

BK Plus Audit Limited

*BK Plus Audit
Limited*

2 December 2024

Chartered Accountants
Statutory Auditor

52 St Johns Lane
Halifax
West Yorkshire
England
HX1 2BW

BK Plus Audit Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
<u>Charitable activities</u>							
Council and Community	3	931,208	157,067	1,088,275	742,961	154,500	897,461
Money Advice Service	3	-	222,711	222,711	-	218,124	218,124
Pension Wise	3	-	134,494	134,494	-	105,110	105,110
Legal Aid Activities	3	293,915	-	293,915	370,050	-	370,050
Investments	4	13,579	-	13,579	4,533	-	4,533
Total income		<u>1,238,702</u>	<u>514,272</u>	<u>1,752,974</u>	<u>1,117,544</u>	<u>477,734</u>	<u>1,595,278</u>
Expenditure on:							
<u>Charitable activities</u>							
Council and Community	5	922,990	158,164	1,081,154	840,619	154,867	995,486
Money Advice Service	5	-	222,315	222,315	(79,190)	218,205	139,015
Pension Wise	5	-	134,532	134,532	-	105,292	105,292
Legal Aid Activities	5	309,905	-	309,905	366,781	-	366,781
Total charitable expenditure		<u>1,232,895</u>	<u>515,011</u>	<u>1,747,906</u>	<u>1,128,210</u>	<u>478,364</u>	<u>1,606,574</u>
Other expenditure	10	12,423	-	12,423	-	-	-
Total expenditure		<u>1,245,318</u>	<u>515,011</u>	<u>1,760,329</u>	<u>1,128,210</u>	<u>478,364</u>	<u>1,606,574</u>
Net expenditure		(6,616)	(739)	(7,355)	(10,666)	(630)	(11,296)
Transfers between funds		(739)	739	-	(630)	630	-
Other recognised gains and losses:							
Actuarial gains on defined benefit pension schemes		-	-	-	235,000	-	235,000
Net movement in funds	7	(7,355)	-	(7,355)	223,704	-	223,704
Reconciliation of funds:							
Fund balances at 1 April 2023		903,204	-	903,204	679,500	-	679,500
Fund balances at 31 March 2024		<u>895,849</u>	<u>-</u>	<u>895,849</u>	<u>903,204</u>	<u>-</u>	<u>903,204</u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	12		15,345		30,327
Current assets					
Debtors	13	421,865		408,737	
Cash at bank and in hand		565,354		615,285	
		987,219		1,024,022	
Creditors: amounts falling due within one year	15	(106,715)		(151,145)	
Net current assets			880,504		872,877
Total assets less current liabilities			895,849		903,204
Net assets excluding pension liability			895,849		903,204
The funds of the charity					
Unrestricted funds			895,849		903,204
			895,849		903,204

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 28/3/2024

Mohammad Maqsood

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M Maqsood (Treasurer)
Trustee

Company registration number 04259550 (England and Wales)

KIRKLEES CITIZENS ADVICE & LAW CENTRE

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	21		(63,510)		158,949
Investing activities					
Investment income received		13,579		4,533	
Net cash generated from investing activities			13,579		4,533
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(49,931)		163,482
Cash and cash equivalents at beginning of year			615,285		451,803
Cash and cash equivalents at end of year			<u>565,354</u>		<u>615,285</u>

The notes on pages 16 to 29 form part of these financial statements.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

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

1 Accounting policies

Charity information

Kirklees Citizens Advice & Law Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is .

Units 11-12
Empire House
Wakefield Old Road
Dewsbury
West Yorkshire
WF12 8DJ

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

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

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

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

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

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

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	Over the term of the lease
Fixtures and fittings	Straight line over 4 years / 5 years
Computers	100% on cost

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

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

1.9 Financial instruments

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

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

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

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

1 Accounting policies

(Continued)

Basic financial assets

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

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

1.10 Employee benefits

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

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

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

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

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

KIRKLEES CITIZENS ADVICE & LAW CENTRE

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

3 Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Council and Community						
Project income	931,208	157,067	1,088,275	711,131	154,500	865,631
Miscellaneous income	-	-	-	31,830	-	31,830
Money Advice Service						
Project income	-	222,711	222,711	-	218,124	218,124
Pension Wise						
Project income	-	134,494	134,494	-	105,110	105,110
Legal Aid Activities						
Project income	293,915	-	293,915	370,050	-	370,050
	<u>1,225,123</u>	<u>514,272</u>	<u>1,739,395</u>	<u>1,113,011</u>	<u>477,734</u>	<u>1,590,745</u>

4 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	<u>13,579</u>	<u>4,533</u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

5 Expenditure on charitable activities

	Council and Community	Money Advice Service	Pension Wise	Legal Aid Activities	Total
	2024	2024	2024	2024	2024
	£	£	£	£	£
Direct costs					
Staff costs	630,526	160,182	109,420	261,959	1,162,087
Depreciation and impairment	2,558	-	-	-	2,558
Premises costs	102,294	24,422	12,229	13,933	152,878
Office costs	109,190	27,084	9,591	12,549	158,414
Staff and volunteer costs	16,110	3,368	976	3,235	23,689
Governance	12,621	7,236	2,308	3,668	25,833
Other costs	195,901	23	8	14,561	210,493
	<u>1,069,200</u>	<u>222,315</u>	<u>134,532</u>	<u>309,905</u>	<u>1,735,952</u>
Share of support and governance costs (see note 6)					
Support	11,954	-	-	-	11,954
	<u>1,081,154</u>	<u>222,315</u>	<u>134,532</u>	<u>309,905</u>	<u>1,747,906</u>
Analysis by fund					
Unrestricted funds	922,990	-	-	309,905	1,232,895
Restricted funds	158,164	222,315	134,532	-	515,011
	<u>1,081,154</u>	<u>222,315</u>	<u>134,532</u>	<u>309,905</u>	<u>1,747,906</u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

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

(Continued)					
5 Expenditure on charitable activities					
Previous Period:	Council and Community	Money Advice Service	Pension Wise	Legal Aid Activities	Total
	2023	2023	2023	2023	2023
	£	£	£	£	£
Direct costs					
Staff costs	621,394	77,675	73,739	313,502	1,086,310
Depreciation and impairment	10,834	-	-	-	10,834
Premises costs	71,893	27,395	17,628	14,565	131,481
Office costs	93,195	26,881	12,032	13,472	145,580
Staff and volunteer costs	15,648	2,643	-	670	18,961
Governance	7,484	4,396	1,883	6,747	20,510
Other costs	165,705	25	10	17,825	183,565
	<u>986,153</u>	<u>139,015</u>	<u>105,292</u>	<u>366,781</u>	<u>1,597,241</u>
Share of support and governance costs (see note 6)					
Support	9,333	-	-	-	9,333
	<u>995,486</u>	<u>139,015</u>	<u>105,292</u>	<u>366,781</u>	<u>1,606,574</u>
Analysis by fund					
Unrestricted funds	840,619	(79,190)	-	366,781	1,128,210
Restricted funds	154,867	218,205	105,292	-	478,364
	<u>995,486</u>	<u>139,015</u>	<u>105,292</u>	<u>366,781</u>	<u>1,606,574</u>
6 Support costs allocated to activities				2024	2023
				£	£
Governance costs				<u>11,954</u>	<u>9,333</u>
Analysed between:					
Council and Community				<u>11,954</u>	<u>9,333</u>
7 Net movement in funds				2024	2023
				£	£
The net movement in funds is stated after charging/(crediting):					
Fees payable for the audit of the charity's financial statements				10,200	9,226
Depreciation of owned tangible fixed assets				2,558	10,834
Loss on disposal of tangible fixed assets				<u>12,423</u>	<u>-</u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

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

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year the charity has taken out trustees indemnity insurance, the cost shown in these accounts is £825 (2023 : £799).

9 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Service staff	37	36
Administrative staff	3	6
Management	4	4
Volunteers	26	26
Total	<u>70</u>	<u>72</u>

	2024 £	2023 £
Wages and salaries	1,003,903	930,335
Social security costs	78,666	79,190
Other pension costs	79,518	76,785
	<u>1,162,087</u>	<u>1,086,310</u>

The charity had 26 registered volunteers during the year ended 31 March 2023 but only 22 actively volunteered.

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

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	<u>160,679</u>	<u>151,046</u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

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

10 Other expenditure

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Net loss on disposal of tangible fixed assets	12,423	-

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Computers £	Total £
Cost				
At 1 April 2023	276,474	23,286	28,089	327,849
Disposals	(74,521)	-	-	(74,521)
At 31 March 2024	201,953	23,286	28,089	253,328
Depreciation and impairment				
At 1 April 2023	246,148	23,286	28,089	297,523
Depreciation charged in the year	2,558	-	-	2,558
Eliminated in respect of disposals	(62,098)	-	-	(62,098)
At 31 March 2024	186,608	23,286	28,089	237,983
Carrying amount				
At 31 March 2024	15,345	-	-	15,345
At 31 March 2023	30,327	-	-	30,327

13 Debtors

Amounts falling due within one year:

	2024 £	2023 £
Trade debtors	66,947	55,778
Other debtors	273,383	327,643
Prepayments and accrued income	81,535	25,316
	421,865	408,737

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

14 Finance lease obligations

Future minimum lease payments due under finance leases:

	2024	2023
	£	£
Within one year	(84,186)	(103,479)
Within two and five years	(208,000)	(240,186)
In over five years	(52,000)	(104,000)
	<u>(344,186)</u>	<u>(447,665)</u>

15 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other taxation and social security	31,825	35,862
Trade creditors	7,906	8,399
Other creditors	10,597	802
Accruals and deferred income	56,387	106,082
	<u>106,715</u>	<u>151,145</u>

16 Retirement benefit schemes

	2024	2023
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>79,518</u>	<u>76,785</u>

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

16 Retirement benefit schemes

(Continued)

Employee Benefit Obligations

The West Yorkshire Pension Fund Scheme is funded and is contracted out of the state scheme. The last tri-annual valuation of the scheme took place at 31 March 2022 and was undertaken by professionally qualified actuaries, Aon Solutions UK Ltd, using the projected unit method. The Charity has paid for a valuation of the scheme at 31 March 2024 and the figures below are based on that valuation.

The notional value of the assets of the charity's share of the scheme at 31 March 2024 was £1,206,000; the present value of liabilities was £988,000 leaving a net pension asset of £218,000 at 31 March 2024. This is not recognised in these accounts, in line with FRS 102, on the basis the asset is not recoverable by reduced contributions or refunds to the plan.

The valuation as at 31 March 2024 includes comparative year information for the Scheme as at 31 March 2023.

Contributions

The employer contributions made to the scheme during the year were £5,000 (2023 : £6,000). £Nil was unpaid at the year end.

The employers regular contributions to the Fund for the accounting period ending 31 March 2024 are estimated to be approximately £2,000.

Key assumptions

The latest actuarial valuation of the Charity's liabilities took place as at 31 March 2024. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method.

The principal assumptions used by the actuary in updating the latest valuation of the Fund for FRS 17 purposes were:

	<u>31 March 2024</u>		<u>31 March 2023</u>	
	(%)		(%)	
Discount rate	4.80		4.70	
Inflation - CPI	2.60		2.70	
Pension increases	2.60		2.70	
Pension accounts revaluation rate	2.60		2.70	
Rate of general increase in salaries		3.85		3.95

Expected return on assets

The approximate split of assets for the Fund as a whole (based on data supplied by the Fund Administering Authority) is shown in the table below. Also shown are the assumed rates of return adopted by the Employer for the purposes of FRS 102.

The charity employs a building block approach in determining the rate of return on Fund assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed rate of return on each asset class is set out within this note. The overall rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the Fund at 31 March 2024.

	<u>31 March 2024</u>		<u>31 March 2023</u>	
	(%)		(%)	
Equities	79.4		80.8	
Property	2.8		3.3	
Government bonds	8.5		6.9	
Corporate bonds		4.2		4.6
Cash	1.8		2.3	
Other	3.3		2.1	
Average Return / Total	100.0		100.0	

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

16 Retirement benefit schemes

(Continued)

Reconciliation of funded status to Balance Sheet

	<u>Value as at</u> 31 March 2024	<u>Value as at</u> 31 March 2023	
	£000's	£000's	
Fair value of assets	1,206	1,129	
Present value of funded liabilities	(988)	(989)	
Pension asset/(liability)	218	140	
Unrecognised asset due to uncertainty of recovery	(218)	(140)	
Net pension asset/(liability)	0		0

Analysis of profit and loss charge

	<u>Period ending</u> 31 March 2024	<u>Period ending</u> 31 March 2023	
	£000's		£000's
Current service cost	15	21	
Past service cost	-	-	
Interest cost	(7)	7	
Expected return on assets	-	-	
Curtailment cost	-	-	
Settlement cost	-	-	
Expense recognised	8	28	

Changes to the present value of liabilities during the accounting period

	<u>Period ending</u> 31 March 2024	
	£000's	
Opening present value of liabilities		989
Current service cost	15	
Interest cost	46	
Contributions by participants	4	
Actuarial (gains) / losses on liabilities	(41)	
Net benefits paid out	(25)	
Past service cost	0	
Net increase in liabilities from disposals and acquisitions	-	
Curtailments	-	
Settlements	-	
Closing present value of liabilities	988	

Changes to the fair value of assets during the accounting period

	<u>Period ending</u> 31 March 2024	
	£000's	
Opening fair value of assets	1,129	
Interest income on assets	53	
Actuarial gains / (losses) on assets	(40)	
Contributions by the employer	5	
Contributions by participants	4	
Net benefits paid out	(25)	
Net increase in assets from disposals and acquisitions	-	
Settlements	-	
Closing fair value of assets	1,206	

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Money Advice Service	-	222,710	(222,316)	(394)	-
Pension Wise	-	134,494	(134,532)	38	-
EU Settlement Council	-	59,369	(60,350)	981	-
Hong Kong	-	49,605	(49,603)	(2)	-
Yorkshire Building Society	-	48,094	(48,210)	116	-
	-	514,272	(515,011)	739	-
Previous Period:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
Money Advice Service	-	218,124	(218,205)	81	-
Pension Wise	-	105,110	(105,292)	182	-
EU Settlement Council	-	84,500	(84,772)	272	-
Hong Kong	-	43,000	(42,956)	(44)	-
Yorkshire Building Society	-	27,000	(27,139)	139	-
	-	477,734	(478,364)	630	-

Money Advice Service

Money Advice Service to offer a specialist debt advice service.

Pension Wise

Government funded guidance service to help people understand their defined contribution pension options.

EU Settlement Council

Project to assist EU citizens to apply for settled status under the EU Settlement Scheme. Funded by Home Office.

Hong Kong

This funding stream supports bi-lingual (Cantonese) caseworker to provide advice and information to people who have come to the UK from Hong Kong and settled in the Yorkshire region.

Yorkshire Building Society

This funding provides in-person generalist advice delivered from the YBS premises in Dewsbury and Huddersfield.

Transfers between funds

The transfers between funds at the year end, represent the transfer of the balances on funding streams that either the charity has to finance from unrestricted funds or is entitled to take credit for the surplus.

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
General funds	903,204	1,238,702	(1,245,318)	(739)	895,849
Previous Period:	At 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2023 £
General funds	679,500	1,117,544	(1,128,210)	(630)	668,204

19 Analysis of net assets between funds

	Unrestricted funds 2024 £
At 31 March 2024:	
Tangible assets	15,345
Current assets/(liabilities)	880,504
	<u>895,849</u>
	Unrestricted funds 2023 £
At 31 March 2023:	
Tangible assets	30,327
Current assets/(liabilities)	872,877
	<u>903,204</u>

20 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

KIRKLEES CITIZENS ADVICE & LAW CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

21	Cash generated from operations	2024 £	2023 £
	(Deficit)/surplus for the year	(7,355)	(11,296)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(13,579)	(4,533)
	Loss on disposal of tangible fixed assets	12,423	-
	Depreciation and impairment of tangible fixed assets	2,558	10,834
	Movements in working capital:		
	(Increase)/decrease in debtors	(13,127)	149,619
	(Decrease)/increase in creditors	(44,430)	14,325
	Cash (absorbed by)/generated from operations	<u>(63,510)</u>	<u>158,949</u>

22 Analysis of changes in net funds

The charity had no material debt during the year.

Document Activity Report

Document Sent

Mon, 18 Nov 2024 15:47:03 GMT

Document Activity History

Document history shows most recent activity first

Date	Activity
Thu, 28 Nov 2024 23:14:15 GMT	Mohammad Maqsood Approved the document
Thu, 28 Nov 2024 23:11:02 GMT	Mohammad Maqsood viewed the document
Tue, 26 Nov 2024 21:10:59 GMT	Mohammad Maqsood viewed the document
Mon, 18 Nov 2024 15:52:32 GMT	Document Sent

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KIRKLEES CITIZENS ADVICE AND LAW CENTRE

England & Wales - Charity number 1088651

Accounts

REGISTERED COMPANY NUMBER: 04259550 (England and Wales)
REGISTERED CHARITY NUMBER: 1088651

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2023
for
KIRKLEES CITIZENS ADVICE AND LAW
CENTRE

BK Plus Audit Limited
Statutory Auditor
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Contents of the Financial Statements
for the Year Ended 31 March 2023**

	Page
Report of the Trustees	1 to 8
Report of the Independent Auditors	9 to 12
Statement of Financial Activities	13
Balance Sheet	14
Cash Flow Statement	15
Notes to the Cash Flow Statement	16
Notes to the Financial Statements	17 to 29

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31 March 2023**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation were amended with the permission of the Charity Commission on 21 January 2009.

These are:

"to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Kirklees and surrounding areas."

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set. Our main beneficiaries are people living in Kirklees who are experiencing poverty, deprivation, social exclusion, disability and ill-health. The services we deliver online, by telephone and face to face are designed to provide information and advice to enable beneficiaries to understand their rights and entitlements and to provide practical support to enable them to access and enforce those rights and entitlements. The majority of our work relates to social welfare law and, in particular, welfare benefits and debt. Our services also provide direct connections to other advice and support services delivered by our partner statutory and voluntary sector agencies where these provide more appropriate assistance.

Success is measured by:

- Overall, the organisation has assisted 44,578 people during 2022-23. The number of people assisted compares very favourably to similar organisations in the sector. We can be confident that our service is accessible, effective and good value for money and has been resilient in the face of an unprecedented crisis.
- Face to face services available in key locations across Kirklees. For the year to March 2023 we have operated a drop-in-service in our contact centres but capacity is limited. We have expanded more complex face to face work by appointment.
- A telephone advice service available to people calling from Kirklees available Monday to Friday during normal office hours. In addition, a specialist employment advice service is available by telephone in the same hours. We have maintained our telephone services and have added additional remote accessibility using email, chat and texting options.
- An online information service available. For this period there were 22,450 unique users of this service, a slight increase on the previous year
- Data calculating outcomes of our main services in relation to welfare benefits and debt. For the year to March 2023 we managed total debt to a value of £9.4 million, and supported new benefit entitlement to a value of £8.0 million.
- Data for client satisfaction which demonstrates that, for the year to March 2023, 98% of clients were happy or very happy with the service they received.
- External independent quality audit by a range of respected bodies has validated the quality of our systems and procedures and of the advice we provide. We have maintained all accreditations. Assessment by Citizens Advice rated us at the highest level across all areas. Peer review of our Legal Aid asylum work gave a rare rating of 1 (Outstanding) for the quality of specialist advice.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31 March 2023**

OBJECTIVES AND ACTIVITIES

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

STRATEGIC REPORT

Achievement and performance

Charitable activities

The principal activities carried out by the organisation during the year were:

As the Lead Body:

- Management of subcontracts with Fusion Housing
- Monitoring own and subcontractors' performance and reporting to Kirklees Council
- Maintaining and developing the Advice Kirklees partnership

As a provider of services:

- Provision of a face to face generalist advice service at 1-3 Brook Street, Huddersfield
- Provision of a face to face generalist advice service at Emplre House, Dewsbury
- Operating contact centres at the above locations as part of our model of advice service delivery in Kirklees
- Provision of a telephone advice service for Kirklees
- Provision of face to face specialist debt advice at the above locations
- Provision of face to face specialist advice services across Kirklees covering the following areas of law: Asylum, Community Care, Discrimination, Employment, Housing and Welfare Benefits
- Provision of an Employment telephone advice service for Kirklees
- Provision of face to face refugee and asylum support service across Kirklees
- Provision of a Pension Wise service in Partnership with Citizens Advice Manchester and Citizens Advice Wigan (funded by HM Treasury)
- Provision of a face to face and telephone service to support applicants to the EU Settlement Scheme
- Provision of a range of community projects, including outreach advice at community venues across Kirklees
- Provision of training and supervision for discrimination and asylum casework services in North Yorkshire
- Referral and signposting of clients to other advice providers and support agencies

Volunteers play a role in the delivery of advice services and also contribute to the administration of the organisation.

The organisation produced an Annual Report for the year to March 2021 which provides further detail on the charitable activities carried out, and proposes to produce an updated report for the year to March 2023.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31 March 2023**

STRATEGIC REPORT

Achievement and performance

Covid 19 Crisis Impact

The Covid-19 crisis became evident in March 2020 and the UK entered into lockdown. Kirklees was particularly hard hit by the crisis and was subject to some form of restrictions throughout the period until restrictions lifted in summer 2021.

We were able quite quickly to support home working for staff providing casework services, management and supervision, assisted by specific funding for additional equipment required to support remote working. Our face to face generalist advice service was closed in March 2020 and remained close until September 2021. We were able to maintain telephone advice services working from home and subsequently to re-instate these within government guidelines operating from our offices, and some services such as that supporting people to claim Universal Credit have been re-structured as telephone/web-chat services. Specialist advice services have continued to work remotely and we have developed ways to communicate with clients and to meet funder recording and reporting requirements. There was a drop in demand for some Legal Aid services as a result of changes in the operation of some government departments (Home Office, DWP) and HM Courts and Tribunals Services (HMCTS). There has been an increase in demand for other services, for example for employment advice.

The financial impact of the crisis was limited. All of our grant funding has been maintained. There has been an adverse impact to our income from Legal Aid, but we were able to obtain a support grant to cover those losses. Indeed, there has been a small amount of additional grant funding to enable us to provide much needed support in some areas of work which fall outside the scope of Legal Aid.

The longer term impact of the crisis is still difficult to assess. There are likely to be changes to ways of working, ways in which advice services are accessed, and to levels of demand. In particular, there are significant backlogs building up in key areas of work such as asylum, housing and debt which are likely to create high levels of demand for services in 2023 and beyond.

Financial review

Financial position

The income for the year to 31 March 2023 totals £1,595,278 (2022: £1,819,853). Expenditure for the year totals £1,606,574 (2022: £1,765,496).

The unrestricted funds show a surplus for the year, after transfers, of £223,704 (2022: £264,532) with unrestricted funds at the year end totalling £903,204 (2022: £679,500). The restricted fund balances were £Nil (2022: £Nil).

Adjustments for actuarial losses on defined benefit pension schemes are a net gain of £235,000 for the year, in relation to the scheme for Kirklees Citizens Advice & Law Centre. The trustees have followed the guidance of FRS17 in these financial statements and have obtained a professional valuation of the defined benefit scheme. The FRS17 valuation shows a surplus, as against large liabilities in previous years, and the trustees have taken a prudent approach in recording a nil asset value at 31 March 2023.

**Report of the Trustees
for the Year Ended 31 March 2023**

STRATEGIC REPORT

Financial review

Reserves policy

Reserves are defined as assets less liabilities. For the purposes of the reserves policy, fixed assets, other debtors (comprising work in progress and disbursements) and pension liability are excluded on the basis that they do not impact short-term liquidity. Restricted reserves are also excluded as they are ringfenced for specific purposes.

Reserves may be required in future to cover costs in the following scenarios:

- some funding is paid late
- some funding is discontinued
- to manage an unforeseen emergency
- to provide funds to explore new beneficial opportunities
- to address longer-term liabilities

The organisation policy is to retain 2 - 4 months operating costs (based on budgeted forecast for the year ahead) as reserves. Reserves will be monitored by the Trustee Board on a quarterly basis. The reserves policy will be formally reviewed by the Trustee Board on an annual basis. Strategic objectives are set to ensure the required reserves are maintained.

At 31st March 2023, the level of unrestricted free reserves was £590,713, which is equivalent to 4.5 months budgeted expenditure (£1,582,566) based on the forecasts for 2023/24. The trustees have reviewed the level of reserves and have established that they are compliant with the above policy. The trustees feel that they would be able to carry on the charitable company's activities even with a significant drop in income.

The organisation's principal funding sources during 2022/23 are shown in note 3 and Restricted Funds are identified in Note 15. All expenditure was incurred in the furtherance of the charitable company's objectives.

Reserves and income received in advance are held in interest-bearing savings accounts with our bankers. The trustees consider it prudent to ensure that all reserves are available at short notice. This therefore precludes the use of medium and long term investments.

Principal risks and uncertainties

The Trustees maintain a strategic business plan which is reviewed annually and updated regularly. This contains an analysis of the various associated risks and a summary set out in an organisation risk assessment matrix. The organisational risk assessment matrix assesses potential consequences, likelihood, and impact. It also sets out policies, procedures and systems to mitigate those risks or manage any potential impact on the organisation should those risks materialise.

The principal risks and uncertainties facing the organisation include:

- Loss of key funding or failure of income streams
- Inconsistent cash flow for Legal Aid work which is paid in arrears when cases are closed
- Low rates of pay for Legal Aid work which increasingly make it difficult to sustain
- Failure to meet quality standards or regulation required by regulatory bodies
- Breach of systems relating to security of data
- Loss or failure of IT systems
- Unplanned loss of key staff
- Lack of trained advice workers, particularly at a specialist level

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31 March 2023**

STRATEGIC REPORT

Future plans and developments

Following a significant contraction of services during years of austerity, core funding stabilised and there has been a period of consolidation alongside exploration of new opportunities as they arise. In particular, we have been successful in retaining and increasing contracts for Legal Aid work which were retendered in September 2018 and have allowed for development of a specialist Housing advice service initially in Kirklees and now expanded to include an outreach/remote service covering Calderdale, with plans to take on the Leeds Court Duty scheme in August 2023. We have been funded for a refugee and asylum seeker support service and we will maintain core funding for this in 2023-24. We have provided assistance to people needing to apply to the EU Settlement Scheme through a project now funded to March 2025. We have also maintained skills and profile in the area of discrimination law and obtained a Legal Aid contract for this work in 2019. The latter allows for discrimination related Employment work. We have identified a gap in provision relating to complex general casework, particularly where clients have multiple interconnected issues, and we are seeking funding to address that. We are mindful of development in digital technology and plan expansion of digital services, including further enhancements to our web site, advice using webchat, and potential development of apps to support advice provision.

We are acutely aware that there is a shortage of specialist social welfare lawyers and that the low level of Legal Aid funding means that it is increasingly difficult to maintain salary levels attractive to qualified legal staff. We remain committed to training new solicitors, legal executives and advice staff who can support the important areas of social welfare law we cover and we will continue to lobby for funding to support training of advice staff at all levels. We have put in place a long-term plan for rolling training and development of advice staff and are starting to see positive impacts from that.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Kirklees Citizens Advice & Law Centre is a charitable company limited by guarantee, incorporated on 26 July 2001 and registered as a charity on 28 September 2001. The governing documents are the Memorandum and Articles of Association. The organisation was previously called South Kirklees Citizens Advice Bureau, then Kirklees Citizens Advice and was originally established in 1936.

Recruitment and appointment of new trustees

Trustee Board Members are recruited and appointed by an open procedure. Newly appointed trustees are provided with a comprehensive induction to Kirklees Citizens Advice & Law Centre through provision of training courses and mentoring by established trustees. Ongoing training is offered to fulfil their roles.

Organisational structure

Kirklees Citizens Advice & Law Centre is governed by its trustee board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The trustees carry the ultimate responsibility for the conduct of the organisation and for ensuring that it satisfies its legal and contractual obligations. Full trustee board meetings are held at least 6 times each year as well as an annual strategy day. Separate finance, risk, staffing and campaigns subcommittee meetings are held during the year. Day to day operation of the organisation is delegated to the senior management team.

The trustee board is independent from the senior management team. A register of trustee board member's interests is held at the registered office and is available to the public.

Kirklees Law Centre became a wholly owned subsidiary of Kirklees Citizens Advice & Law Centre on 1st April 2014 and merged fully within Kirklees Citizens Advice & Law Centre on 31st March 2019. This merger puts into effect the practical operation of the organisation in recent years and is in line with our medium term strategy.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31 March 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

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

Kirklees Citizens Advice & Law Centre is a member of the Law Centres Network [LCN], the operating name of the Law Centres Federation, which is the umbrella organisation for Law Centres in England and Wales.

Operating policies are independently determined by the trustee board of Kirklees Citizens Advice in order to fulfil its charitable objectives and comply with the national membership requirements of Citizens Advice and LCN.

The organisation also co-operates with a number of other advice services, local charities and statutory organisations on behalf of its clients. Where a trustee is also a member of another organisation, they may be involved in discussions involving that organisation, but not in the ultimate decision making process.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The organisation has a Risk Assessment and Contingency Planning policy. All risks are assessed on a quarterly basis. New or increased risks are assessed as they are identified. Actions are taken to mitigate any significant risks. This includes policies to ensure the health and safety of staff, volunteers and clients.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04259550 (England and Wales)

Registered Charity number

1088651

Registered office

Units 11-12
Empire House
Wakefield Old Road
Dewsbury
West Yorkshire
WF12 8DJ

Trustees

Mohammad Maqsood (Treasurer)
Judith Priestley (Chair)
Linda Summers
Lesley Reilly
Nathan James Woodhead
Umar Shafat
Nicholas Guy Linfoot (resigned 18.7.23)
Carol May McKenna (appointed 18.7.22)

Company Secretary

Nick Whittingham

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31 March 2023**

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

BK Plus Audit Limited
Statutory Auditor
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

Bankers

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

Lloyds TSB
75 Commercial Street
Batley
West Yorkshlre
WF17 5EQ

Shawbrook Bank
Lutea House
Warley Hill Business Park
The Drive
Great Warley
Brentwood
Essex
CM13 3BE

Senior Management Team

Nick Whittingham	- Chief Executive
Lesley Kaye	- Operations Manager
Olivia Sykes	- Communications Manager
Lynne Howarth	- HR Manager

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Kirklees Citizens Advice and Law Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31 March 2023**

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 20 December 2023 and signed on the board's behalf by:

Mohammad Maqsood - Trustee

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Opinion

We have audited the financial statements of Kirklees Citizens Advice and Law Centre (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' 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 the provisions available for small entities, in the circumstances set out in note 18 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, 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 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.

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Our 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 a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

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

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

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

- Making enquiries of management as to where they considered there was a susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the company's remuneration policies.

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

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions;
- Assessed whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias; and
- Investigated the rationale behind significant or unusual transactions.

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

- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims; and
- Reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

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

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

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

A further description of our responsibilities 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 Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Victoria Atkinson BA FCA (Senior Statutory Auditor)
for and on behalf of BK Plus Audit Limited
Statutory Auditor
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

21 December 2023

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2023**

	Notes	Unrestricted fund £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
	3				
Council and Community		742,961	154,500	897,461	1,187,119
Money Advice Service		-	218,124	218,124	258,773
Pension Wise		-	105,110	105,110	108,968
Legal Aid activities		370,050	-	370,050	264,385
Investment income	2	4,533	-	4,533	608
Total		<u>1,117,544</u>	<u>477,734</u>	<u>1,595,278</u>	<u>1,819,853</u>
EXPENDITURE ON					
Charitable activities					
	4				
Council and Community		761,429	154,867	916,296	1,113,889
Money Advice Service		-	218,205	218,205	255,788
Pension Wise		-	105,292	105,292	108,932
Legal Aid activities		366,781	-	366,781	286,887
Total		<u>1,128,210</u>	<u>478,364</u>	<u>1,606,574</u>	<u>1,765,496</u>
NET INCOME/(EXPENDITURE)		(10,666)	(630)	(11,296)	54,357
Transfers between funds	15	(630)	630	-	-
Other recognised gains/(losses)					
Actuarial gains on defined benefit schemes		235,000	-	235,000	209,000
Net movement in funds		<u>223,704</u>	-	<u>223,704</u>	<u>263,357</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		679,500	-	679,500	416,143
TOTAL FUNDS CARRIED FORWARD		<u><u>903,204</u></u>	<u><u>-</u></u>	<u><u>903,204</u></u>	<u><u>679,500</u></u>

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Balance Sheet
31 March 2023**

	Notes	31.3.23 £	31.3.22 £
FIXED ASSETS			
Tangible assets	10	30,326	41,161
CURRENT ASSETS			
Debtors	11	408,737	558,359
Cash at bank		<u>615,286</u>	<u>451,800</u>
		1,024,023	1,010,159
CREDITORS			
Amounts falling due within one year	12	(151,145)	(136,820)
NET CURRENT ASSETS		<u>872,878</u>	<u>873,339</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		903,204	914,500
PENSION LIABILITY	16	-	(235,000)
NET ASSETS		<u>903,204</u>	<u>679,500</u>
FUNDS	15		
Unrestricted funds		<u>903,204</u>	<u>679,500</u>
TOTAL FUNDS		<u>903,204</u>	<u>679,500</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 20 December 2023 and were signed on its behalf by:

Mohammad Maqsood - Trustee

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Cash Flow Statement
for the Year Ended 31 March 2023**

	Notes	31.3.23 £	31.3.22 £
Cash flows from operating activities			
Cash generated from operations	1	<u>158,953</u>	<u>80,308</u>
Net cash provided by operating activities		<u>158,953</u>	<u>80,308</u>
Cash flows from investing activities			
Interest received		<u>4,533</u>	<u>608</u>
Net cash provided by investing activities		<u>4,533</u>	<u>608</u>
Change in cash and cash equivalents in the reporting period			
		163,486	80,916
Cash and cash equivalents at the beginning of the reporting period		<u>451,800</u>	<u>370,884</u>
Cash and cash equivalents at the end of the reporting period		<u>615,286</u>	<u>451,800</u>

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Cash Flow Statement
for the Year Ended 31 March 2023**

1.	RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	31.3.23	31.3.22
		£	£
	Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(11,296)	54,357
	Adjustments for:		
	Depreciation charges	10,834	10,905
	Interest received	(4,533)	(608)
	Decrease/(increase) in debtors	149,622	(18,436)
	Increase in creditors	<u>14,326</u>	<u>34,090</u>
	Net cash provided by operations	<u><u>158,953</u></u>	<u><u>80,308</u></u>
2.	ANALYSIS OF CHANGES IN NET FUNDS		
		At 1.4.22	Cash flow
		£	£
	Net cash		At 31.3.23
	Cash at bank	<u>451,800</u>	<u>163,486</u>
		<u>451,800</u>	<u>615,286</u>
	Total	<u><u>451,800</u></u>	<u><u>163,486</u></u>
			<u><u>615,286</u></u>

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements
for the Year Ended 31 March 2023**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable.

Grants where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from investments is included in the year in which it is receivable.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- Over the term of the lease
Fixtures and fittings	- Straight line over 5 years and Straight line over 4 years
Computer equipment	- 100% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of any restricted fund is included in the notes to the financial statements.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The charity participates a defined benefit pension scheme for its employees. The assets of the scheme are held separately from those of the charity in independently administered funds.

Current service costs, past service costs and gains and losses on settlements and curtailments are charged to appropriate resources expended categories in the statement of financial activities. Past service costs are recognised over the vesting period or immediately if the benefits have vested. When a settlement (eliminating all obligations for benefits already accrued) or a curtailment (reducing future obligations as a result of a material reduction in the scheme membership or a reduction in future entitlement) occurs, the obligation and related plan assets are re-measured using current actuarial assumptions and the resultant gain or loss is recognised in the statement of financial activities during the period in which the settlement or curtailment occurs.

The interest cost and the expected return on assets are shown as a net amount as other finance cost or income. Net pension finance costs are allocated to appropriate resources expended categories in the SoFA. Actuarial gains and losses are recognised based on the latest actuarial valuation.

Pension scheme assets are valued at fair value at the balance sheet date. Fair value is based on market price information and in the case of quoted securities is the published bid price. Pension scheme liabilities are measured on an actuarial basis using the projected unit method and are discounted to their present value using a rate equivalent to the current rate of return on a high quality corporate bond of equivalent currency and term to the scheme liabilities. The pension scheme deficit is recognised in full on the balance sheet.

Defined contribution pension schemes

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	31.3.23	31.3.22
	£	£
Deposit account interest	<u>4,533</u>	<u>608</u>

3. INCOME FROM CHARITABLE ACTIVITIES

		31.3.23	31.3.22
	Activity	£	£
Grants	Council and Community	-	5,589
Project income	Council and Community	865,631	1,168,424
Miscellaneous income	Council and Community	31,830	13,106
Project income	Money Advice Service	218,124	258,773
Project income	Pension Wise	105,110	108,968
Project income	Legal Aid activities	<u>370,050</u>	<u>264,385</u>
		<u>1,590,745</u>	<u>1,819,245</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

3. INCOME FROM CHARITABLE ACTIVITIES - continued

Grants received, included in the above, are as follows:

	31.3.23	31.3.22
	£	£
HMRC - Job retention scheme	-	<u>5,589</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Council and Community	906,963	9,333	916,296
Money Advice Service	218,205	-	218,205
Pension Wise	105,292	-	105,292
Legal Aid activities	<u>366,781</u>	-	<u>366,781</u>
	<u>1,597,241</u>	<u>9,333</u>	<u>1,606,574</u>

5. SUPPORT COSTS

	Governance costs £
Council and Community	<u>9,333</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23	31.3.22
	£	£
Auditors' remuneration	9,226	8,240
Depreciation - owned assets	<u>10,835</u>	<u>10,905</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

During the year the charity has taken out trustees indemnity insurance, the cost shown in these accounts is £799 (2022 : £799).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

8. STAFF COSTS

	31.3.23	31.3.22
	£	£
Wages and salaries	1,009,525	1,208,810
Other pension costs	76,785	92,592
	<u>1,086,310</u>	<u>1,301,402</u>

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

	31.3.23	31.3.22
Service staff	36	45
Administrative staff	6	6
Management	4	4
Volunteers	26	29
	<u>72</u>	<u>84</u>

No employees received emoluments in excess of £60,000.

The charity had 26 registered volunteers during the year ended 31 March 2023 but only 22 actively volunteered.

The key management personnel of the charity have been identified as the Chief Executive, Operations Manager, Communications Manager and HR Manager. The aggregate employment benefits, including employers national insurance and pension contributions, for these key management personnel for the year was £151,046 (2022 - £142,718).

The salaries of these key management are set by annual review and confirmed by the trustees.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Council and Community	839,896	347,223	1,187,119
Money Advice Service	-	258,773	258,773
Pension Wise	-	108,968	108,968
Legal Aid activities	264,385	-	264,385
Investment income	608	-	608
Total	<u>1,104,889</u>	<u>714,964</u>	<u>1,819,853</u>
EXPENDITURE ON			
Charitable activities			
Council and Community	742,896	370,993	1,113,889
Money Advice Service	-	255,788	255,788
Pension Wise	-	108,932	108,932
Legal Aid activities	286,887	-	286,887

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
Total	<u>1,029,783</u>	<u>735,713</u>	<u>1,765,496</u>
NET INCOME/(EXPENDITURE)	75,106	(20,749)	54,357
Transfers between funds	(19,574)	19,574	-
Other recognised gains/(losses)			
Actuarial gains on defined benefit schemes	<u>209,000</u>	-	<u>209,000</u>
Net movement in funds	<u>264,532</u>	<u>(1,175)</u>	<u>263,357</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	414,968	1,175	416,143
TOTAL FUNDS CARRIED FORWARD	<u><u>679,500</u></u>	<u><u>-</u></u>	<u><u>679,500</u></u>

10. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2022	276,474	79,448	141,034	496,956
Disposals	-	(56,162)	(112,945)	(169,107)
At 31 March 2023	<u>276,474</u>	<u>23,286</u>	<u>28,089</u>	<u>327,849</u>
DEPRECIATION				
At 1 April 2022	235,313	79,448	141,034	455,795
Charge for year	10,835	-	-	10,835
Eliminated on disposal	-	(56,162)	(112,945)	(169,107)
At 31 March 2023	<u>246,148</u>	<u>23,286</u>	<u>28,089</u>	<u>297,523</u>
NET BOOK VALUE				
At 31 March 2023	<u>30,326</u>	<u>-</u>	<u>-</u>	<u>30,326</u>
At 31 March 2022	<u>41,161</u>	<u>-</u>	<u>-</u>	<u>41,161</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade debtors	55,778	23,852
Legal Aid Agency	45,480	41,161
Other debtors	282,165	451,074
Prepayments	25,314	42,272
	<u>408,737</u>	<u>558,359</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade creditors	8,399	20,130
Social security and other taxes	18,671	20,880
VAT	17,191	10,649
Pension control account	802	901
Accruals and deferred income	106,082	84,260
	<u>151,145</u>	<u>136,820</u>

13. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.23	31.3.22
	£	£
Within one year	103,479	103,479
Between one and five years	240,186	291,664
In more than five years	104,000	156,000
	<u>447,665</u>	<u>551,143</u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted funds	31.3.23 Total funds	31.3.22 Total funds
	£	£	£	£
Fixed assets	30,326	-	30,326	41,161
Current assets	1,024,023	-	1,024,023	1,010,159
Current liabilities	(151,145)	-	(151,145)	(136,820)
Pension liability	-	-	-	(235,000)
	<u>903,204</u>	<u>-</u>	<u>903,204</u>	<u>679,500</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

15. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General	679,500	224,334	(630)	903,204
Restricted funds				
Money Advice Service	-	(81)	81	-
Pension Wise	-	(182)	182	-
EU Settlement Council	-	(272)	272	-
Hong Kong	-	44	(44)	-
Yorkshire Building Society	-	(139)	139	-
	<u>-</u>	<u>(630)</u>	<u>630</u>	<u>-</u>
TOTAL FUNDS	<u>679,500</u>	<u>223,704</u>	<u>-</u>	<u>903,204</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	1,117,544	(1,128,210)	235,000	224,334
Restricted funds				
Money Advice Service	218,124	(218,205)	-	(81)
Pension Wise	105,110	(105,292)	-	(182)
EU Settlement Council	84,500	(84,772)	-	(272)
Hong Kong	43,000	(42,956)	-	44
Yorkshire Building Society	27,000	(27,139)	-	(139)
	<u>477,734</u>	<u>(478,364)</u>	<u>-</u>	<u>(630)</u>
TOTAL FUNDS	<u>1,595,278</u>	<u>(1,606,574)</u>	<u>235,000</u>	<u>223,704</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General	414,968	284,106	(19,574)	679,500
Restricted funds				
Money Advice Service	-	2,985	(2,985)	-
Pension Wise	-	36	(36)	-
Universal Credit - Help to Claim	-	4	(4)	-
Debt Locum	1,175	2,854	(4,029)	-
EU Settlement Council	-	(63)	63	-
Pathways RAP	-	(26,565)	26,565	-
	<u>1,175</u>	<u>(20,749)</u>	<u>19,574</u>	<u>-</u>
TOTAL FUNDS	<u>416,143</u>	<u>263,357</u>	<u>-</u>	<u>679,500</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	1,104,889	(1,029,783)	209,000	284,106
Restricted funds				
Money Advice Service	258,773	(255,788)	-	2,985
Pension Wise	108,968	(108,932)	-	36
Universal Credit - Help to Claim	151,796	(151,792)	-	4
Debt Locum	30,007	(27,153)	-	2,854
EU Settlement Council	150,283	(150,346)	-	(63)
Pathways RAP	15,137	(41,702)	-	(26,565)
	<u>714,964</u>	<u>(735,713)</u>	<u>-</u>	<u>(20,749)</u>
TOTAL FUNDS	<u>1,819,853</u>	<u>(1,765,496)</u>	<u>209,000</u>	<u>263,357</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General	414,968	508,440	(20,204)	903,204
Restricted funds				
Money Advice Service	-	2,904	(2,904)	-
Pension Wise	-	(146)	146	-
Universal Credit - Help to Claim	-	4	(4)	-
Debt Locum	1,175	2,854	(4,029)	-
EU Settlement Council	-	(335)	335	-
Pathways RAP	-	(26,565)	26,565	-
Hong Kong	-	44	(44)	-
Yorkshire Building Society	-	(139)	139	-
	<u>1,175</u>	<u>(21,379)</u>	<u>20,204</u>	<u>-</u>
TOTAL FUNDS	<u>416,143</u>	<u>487,061</u>	<u>-</u>	<u>903,204</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	2,222,433	(2,157,993)	444,000	508,440
Restricted funds				
Money Advice Service	476,897	(473,993)	-	2,904
Pension Wise	214,078	(214,224)	-	(146)
Universal Credit - Help to Claim	151,796	(151,792)	-	4
Debt Locum	30,007	(27,153)	-	2,854
EU Settlement Council	234,783	(235,118)	-	(335)
Pathways RAP	15,137	(41,702)	-	(26,565)
Hong Kong	43,000	(42,956)	-	44
Yorkshire Building Society	27,000	(27,139)	-	(139)
	<u>1,192,698</u>	<u>(1,214,077)</u>	<u>-</u>	<u>(21,379)</u>
TOTAL FUNDS	<u>3,415,131</u>	<u>(3,372,070)</u>	<u>444,000</u>	<u>487,061</u>

The restricted funds of the charity represent monies received and expended for a specific purpose or project, with restrictions imposed by the funder.

Money Advice Service

Money Advice Service to offer a specialist debt advice service.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

15. MOVEMENT IN FUNDS - continued

Pension Wise

Government funded guidance service to help people understand their defined contribution pension options.

Universal Credit - Help to Claim

Government funded guidance service to help people claim Universal Support.

Debt Locum

This is a pilot scheme linked to the Money Advice Service funding to provide a specialist debt advice service. The pilot provides a locum adviser available to any of the other MAS funded projects who find themselves short-staffed because of, for example, sickness.

EU Settlement Council

Project to assist EU citizens to apply for settled status under the EU Settlement Scheme. Funded by Home Office.

Pathways RAP

Big Lottery funded project to provide support and advice to refugees and asylum seekers in partnership with Refugee Action who act as the lead body for the project.

Hong Kong

This funding stream supports bi-lingual (Cantonese) caseworker to provide advice and information to people who have come to the UK from Hong Kong and settled in the Yorkshire region.

Yorkshire Building Society

This funding provides in-person generalist advice delivered from the YBS premises in Dewsbury and Huddersfield.

Transfers between funds

The transfers between funds at the year end, represent the transfer of the balances on funding streams that either the charity has to finance from unrestricted funds or is entitled to take credit for the surplus.

16. EMPLOYEE BENEFIT OBLIGATIONS

The West Yorkshire Pension Fund Scheme is funded and is contracted out of the state scheme. The last tri-annual valuation of the scheme took place at 31 March 2022 and was undertaken by professionally qualified actuaries, Aon Solutions UK Ltd, using the projected unit method. The Charity has paid for a valuation of the scheme at 31 March 2023 and the figures below are based on that valuation.

The notional value of the assets of the charity's share of the scheme at 31 March 2023 was £1,129,000; the present value of liabilities was £989,000 leaving a net pension asset of £140,000 at 31 March 2023. This is not recognised in these accounts, in line with FRS 102, on the basis the asset is not recoverable by reduced contributions or refunds to the plan.

The valuation as at 31 March 2023 includes comparative year information for the Scheme as at 31 March 2022.

Contributions

The employer contributions made to the scheme during the year were £6,000 (2022 : £7,000). £Nil was unpaid at the year end.

The employers regular contributions to the Fund for the accounting period ending 31 March 2024 are estimated to be approximately £4,000.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

Key assumptions

The latest actuarial valuation of the Charity's liabilities took place as at 31 March 2022. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method.

The principal assumptions used by the actuary in updating the latest valuation of the Fund for FRS 17 purposes were:

	<u>31 March 2023</u>	<u>31 March 2022</u>
	(%)	(%)
Discount rate	4.70	2.70
Inflation - CPI	2.70	2.90
Pension increases	2.70	2.90
Pension accounts revaluation rate	2.70	2.90
Rate of general increase in salaries	3.95	4.15

Expected return on assets

The approximate split of assets for the Fund as a whole (based on data supplied by the Fund Administering Authority) is shown in the table below. Also shown are the assumed rates of return adopted by the Employer for the purposes of FRS 102.

The charity employs a building block approach in determining the rate of return on Fund assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed rate of return on each asset class is set out within this note. The overall rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the Fund at 31 March 2023.

	<u>Asset split at</u> <u>31 March 2023</u>	<u>Asset split at</u> <u>31 March</u> <u>2022</u>
	(%)	(%)
Equities	80.8	79.8
Property	3.3	4.0
Government bonds	6.9	7.4
Corporate bonds	4.6	4.8
Cash	2.3	2.9
Other	2.1	1.1
Average Return / Total	100.0	100.0

Reconciliation of funded status to Balance Sheet

	<u>Value as at</u> <u>31 March 2023</u>	<u>Value as at</u> <u>31 March 2022</u>
	£ 's	£ 's
Fair value of assets	1,129	1,127
Present value of funded liabilities	(989)	(1,362)
Pension asset/(liability)	140	(235)
Unrecognised asset due to uncertainty of recovery	(140)	-
Net pension asset/(liability)	0	(235)

Analysis of profit and loss charge

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

	<u>Period ending 31 March 2023</u> £ 's	
Current service cost	21	21
Past service cost	0	0
Interest cost	7	7
Expected return on assets	-	-
Curtailement cost	-	-
Settlement cost	-	-
Expense recognised		28

Changes to the present value of liabilities during the accounting period

	<u>Period ending 31 March 2023</u> £ 's	
Opening present value of liabilities		1,362
Current service cost	21	21
Interest cost	37	37
Contributions by participants	3	3
Actuarial (gains) / losses on liabilities	(411)	(411)
Net benefits paid out	(23)	(23)
Past service cost	0	0
Net increase in liabilities from disposals and acquisitions	-	-
Curtailements	-	-
Settlements	-	-
Closing present value of liabilities		989

Changes to the fair value of assets during the accounting period

	<u>Period ending 31 March 2023</u> £ 's	
Opening fair value of assets		1,127
Interest income on assets	30	30
Actuarial gains / (losses) on assets	(14)	(14)
Contributions by the employer	6	6
Contributions by participants	3	3
Net benefits paid out	(23)	(23)
Net increase in assets from disposals and acquisitions	-	-
Settlements	-	-
Closing fair value of assets		1,129

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023**

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

18. FRC ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

19. ULTIMATE CONTROLLING PARTY

The charity is under the control of the board of trustees.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

KIRKLEES CITIZENS ADVICE AND LAW CENTRE

England & Wales - Charity number 1088651

Accounts

**Report of the Trustees and
Financial Statements
for the Year Ended 31st March 2022
for
KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

Riley & Co Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Contents of the Financial Statements
for the Year Ended 31st March 2022**

	Page
Report of the Trustees	1 to 8
Report of the Independent Auditors	9 to 12
Statement of Financial Activities	13
Balance Sheet	14
Cash Flow Statement	15
Notes to the Cash Flow Statement	16
Notes to the Financial Statements	17 to 32

**Report of the Trustees
for the Year Ended 31st March 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation were amended with the permission of the Charity Commission on 21 January 2009.

These are:

"to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Kirklees and surrounding areas."

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set. Our main beneficiaries are people living in Kirklees who are experiencing poverty, deprivation, social exclusion, disability and ill-health. The services we deliver online, by telephone and face to face are designed to provide information and advice to enable beneficiaries to understand their rights and entitlements and to provide practical support to enable them to access and enforce those rights and entitlements. The majority of our work relates to social welfare law and, in particular, welfare benefits and debt. Our services also provide direct connections to other advice and support services delivered by our partner statutory and voluntary sector agencies where these provide more appropriate assistance.

Success is measured by:

- Overall, the organisation has assisted 40,000 people during 2021-22. This is around 80% the number assisted prior to lockdown and reflects the impact of the Covid-19 crisis. The number of people assisted compares very favourably to similar organisations in the sector. We can be confident that our service is accessible, effective and good value for money and has been resilient in the face of an unprecedented crisis.
- Face to face services available in key locations across Kirklees. For the year to March 2022 face to face services resumed in September 2021 following lockdown restrictions being lifted. We have resumed a drop-in service in our centres but ensuring numbers inside the office at any time are limited.
- A telephone advice service available to people calling from Kirklees available Monday to Friday during normal office hours. In addition, a specialist employment advice service is available by telephone in the same hours. We have maintained our telephone services and have added additional remote accessibility using email, chat and texting options. In addition, all casework services have operated remotely in this way during the year, although with options for face to face appointments where requested, particularly for more vulnerable clients.
- An online information service available. For this period there were 19,043 unique users of this service.
- Data calculating outcomes of our main services in relation to welfare benefits and debt. For the year to March 2022 we managed total debt to a value of £8.9 million, and supported new benefit entitlement to a value of £7.9 million.
- Data for client satisfaction which demonstrates that, for the year to March 2022, 98% of clients were happy or very happy with the service they received.
- External independent quality audit by a range of respected bodies has validated the quality of our systems and procedures and of the advice we provide.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2022**

OBJECTIVES AND ACTIVITIES

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

STRATEGIC REPORT

Achievement and performance

Charitable activities

The principal activities carried out by the organisation during the year were:

As the Lead Body:

- Management of subcontracts with Fusion Housing
- Monitoring own and subcontractors' performance and reporting to Kirklees Council
- Maintaining and developing the Advice Kirklees partnership

As a provider of services:

- Provision of a face to face generalist advice service at 1-3 Brook Street, Huddersfield
- Provision of a face to face generalist advice service at Emplre House, Dewsbury
- Operating contact centres at the above locations as part of a new model of advice service delivery in Kirklees
- Provision of a telephone advice service for Kirklees
- Provision of face to face specialist debt advice at the above locations
- Provision of face to face specialist advice services across Kirklees covering the following areas of law: Community Care, Discrimination, Employment, Housing and Welfare Benefits
- Provision of an Employment telephone advice service for Kirklees
- Provision of face to face refugee and asylum support service across Kirklees
- Provision of a Pension Wise service in Partnership with Citizens Advice Manchester and Citizens Advice Wigan (funded by HM Treasury)
- Provision of a face to face and telephone service to support applicants to the EU Settlement Scheme
- Provision of a range of community projects, including outreach advice at community venues across Kirklees
- Provision of training and supervision for a discrimination casework service in North Yorkshire
- Referral and signposting of clients to other advice providers and support agencies

Volunteers play a key role in the delivery of advice services and also contribute to the administration of the organisation.

The organisation produced an Annual Report for the year to March 2021 which provides further detail on the charitable activities carried out, and proposes to produce an updated report for the year to March 2022.

**Report of the Trustees
for the Year Ended 31st March 2022**

STRATEGIC REPORT

Achievement and performance

Covid 19 Crisis Impact

The Covid-19 crisis became evident in March 2020 and the UK entered into lockdown. Kirklees was particularly hard hit by the crisis and was subject to some form of restrictions throughout the period until restrictions lifted in summer 2021.

We were able quite quickly to support home working for staff providing casework services, management and supervision, assisted by specific funding for additional equipment required to support remote working. Our face to face generalist advice service was closed in March 2020 and remained close until September 2021. We were able to maintain telephone advice services working from home and subsequently to re-instate these within government guidelines operating from our offices, and some services such as that supporting people to claim Universal Credit have been re-structured as telephone/web-chat services. Specialist advice services have continued to work remotely and we have developed ways to communicate with clients and to meet funder recording and reporting requirements. There was a drop in demand for some Legal Aid services as a result of changes in the operation of some government departments (Home Office, DWP) and HM Courts and Tribunals Services (HMCTS). There has been an increase in demand for other services, for example for employment advice.

The financial impact of the crisis has been limited. All of our grant funding has been maintained. There has been an adverse impact to our income from Legal Aid, but we were able to obtain a support grant to cover those losses. Indeed, there has been a small amount of additional grant funding to enable us to provide much needed support in some areas of work which fall outside the scope of Legal Aid.

The longer term impact of the crisis is still difficult to assess. There are likely to be changes to ways of working, ways in which advice services are accessed, and to levels of demand. In particular, there are significant backlogs building up in key areas of work such as asylum, housing and debt which are likely to create high levels of demand for services in 2022 and beyond.

Financial review

Financial position

The income for the year to 31 March 2022 totals £1,819,853 (2021: £2,005,736). Expenditure for the year totals £1,765,496 (2021: £1,787,375).

The unrestricted funds show a surplus for the year, after transfers, of £264,532 (2021: £76,572) with unrestricted funds at the year end totalling £679,500 (2021: £414,968). The restricted fund balances were £Nil (2021: £1175 Surplus).

Adjustments for actuarial losses on defined benefit pension schemes are a net gain of £209,000 for the year, in relation to the scheme for Kirklees Citizens Advice & Law Centre. The trustees have followed the guidance of FRS17 in these financial statements and have obtained a professional valuation of the defined benefit scheme. They have included a liability as at 31st March 2022 of £235,000 (2021: £444,000).

**Report of the Trustees
for the Year Ended 31st March 2022**

STRATEGIC REPORT

Financial review

Reserves policy

Reserves are defined as assets less liabilities. For the purposes of the reserves policy, fixed assets, other debtors (comprising work in progress and disbursements) and pension liability are excluded on the basis that they do not impact short-term liquidity. Restricted reserves are also excluded as they are ringfenced for specific purposes.

Reserves may be required in future to cover costs in the following scenarios:

- some funding is paid late
- some funding is discontinued
- to manage an unforeseen emergency
- to provide funds to explore new beneficial opportunities
- to address longer-term liabilities

The organisation policy is to retain 2 - 4 months operating costs (based on budgeted forecast for the year ahead) as reserves. Reserves will be monitored by the Trustee Board on a quarterly basis. The reserves policy will be formally reviewed by the Trustee Board on an annual basis. Strategic objectives are set to ensure the required reserves are maintained.

At 31st March 2022, the level of unrestricted free reserves was £422,265, which is equivalent to 3 months budgeted expenditure (£1,708,777) based on the forecasts for 2022/23. The trustees have reviewed the level of reserves and have established that they are compliant with the above policy. The trustees feel that they would be able to carry on the charitable company's activities even with a significant drop in income.

The organisation's principal funding sources during 2021/22 are shown in note 3 and Restricted Funds are identified in Note 15. All expenditure was incurred in the furtherance of the charitable company's objectives.

Reserves and income received in advance are held in interest-bearing savings accounts with our bankers. The trustees consider it prudent to ensure that all reserves are available at short notice. This therefore precludes the use of medium and long term investments.

Principal risks and uncertainties

The Trustees maintain a strategic business plan which is reviewed annually and updated regularly. This contains an analysis of the various associated risks and a summary set out in an organisation risk assessment matrix. The organisational risk assessment matrix assesses potential consequences, likelihood, and impact. It also sets out policies, procedures and systems to mitigate those risks or manage any potential impact on the organisation should those risks materialise.

The principal risks and uncertainties facing the organisation include:

- Loss of key funding or failure of income streams
- Inconsistent cash flow for Legal Aid work which is paid in arrears when cases are closed
- Low rates of pay for Legal Aid work which increasingly make it difficult to sustain
- Failure to meet quality standards or regulation required by regulatory bodies
- Breach of systems relating to security of data
- Loss or failure of IT systems
- Unplanned loss of key staff
- Lack of trained advice workers, particularly at a specialist level

**Report of the Trustees
for the Year Ended 31st March 2022**

STRATEGIC REPORT

Future plans and developments

Following a significant contraction of services during years of austerity, core funding stabilised and there has been a period of consolidation alongside exploration of new opportunities as they arise. In particular, we have been successful in retaining and increasing contracts for Legal Aid work which were retendered in September 2018 and have allowed for development of a specialist Housing advice service initially in Kirklees and now expanded to include an outreach/remote service covering Calderdale. We have been funded for a refugee and asylum seeker support service and we will receive additional core funding to maintain this in 2022-23. We have provided assistance to people needing to apply to the EU Settlement Scheme through a project funded at least to September 2022. We have also maintained skills and profile in the area of discrimination law and obtained a Legal Aid contract for this work in 2019. The latter allows for discrimination related Employment work. We are mindful of development in digital technology and plan expansion of digital services, including further enhancements to our web site, advice using webchat, and potential development of apps to support advice provision.

We are acutely aware that there is a shortage of specialist social welfare lawyers and that the low level of Legal Aid funding means that it is increasingly difficult to maintain salary levels attractive to qualified legal staff. We are likely to see a reduction in our capacity to undertake Legal Aid work in 2022-23 due to loss of qualified staff. We remain committed to training new solicitors, legal executives and advice staff who can support the important areas of social welfare law we cover and we will continue to lobby for funding to support training of advice staff at all levels.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Kirklees Citizens Advice & Law Centre is a charitable company limited by guarantee, incorporated on 26 July 2001 and registered as a charity on 28 September 2001. The governing documents are the Memorandum and Articles of Association. The organisation was previously called South Kirklees Citizens Advice Bureau, then Kirklees Citizens Advice and was originally established in 1936.

Recruitment and appointment of new trustees

Trustee Board Members are recruited and appointed by an open procedure. Newly appointed trustees are provided with a comprehensive induction to Kirklees Citizens Advice & Law Centre through provision of training courses and mentoring by established trustees. Ongoing training is offered to fulfil their roles.

Organisational structure

Kirklees Citizens Advice & Law Centre is governed by its trustee board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The trustees carry the ultimate responsibility for the conduct of the organisation and for ensuring that it satisfies its legal and contractual obligations. Full trustee board meetings are held at least 6 times each year as well as an annual strategy day. Separate finance, risk, staffing and campaigns subcommittee meetings are held during the year. Day to day operation of the organisation is delegated to the senior management team.

The trustee board is independent from the senior management team. A register of trustee board member's interests is held at the registered office and is available to the public.

Kirklees Law Centre became a wholly owned subsidiary of Kirklees Citizens Advice & Law Centre on 1st April 2014 and merged fully within Kirklees Citizens Advice & Law Centre on 31st March 2019. This merger puts into effect the practical operation of the organisation in recent years and is in line with our medium term strategy.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

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

Kirklees Citizens Advice & Law Centre is a member of the Law Centres Network [LCN], the operating name of the Law Centres Federation, which is the umbrella organisation for Law Centres in England and Wales.

Operating policies are independently determined by the trustee board of Kirklees Citizens Advice in order to fulfil its charitable objectives and comply with the national membership requirements of Citizens Advice and LCN.

The organisation also co-operates with a number of other advice services, local charities and statutory organisations on behalf of its clients. Where a trustee is also a member of another organisation, they may be involved in discussions involving that organisation, but not in the ultimate decision making process.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The organisation has a Risk Assessment and Contingency Planning policy. All risks are assessed on a quarterly basis. New or increased risks are assessed as they are identified. Actions are taken to mitigate any significant risks. This includes policies to ensure the health and safety of staff, volunteers and clients.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04259550 (England and Wales)

Registered Charity number

1088651

Registered office

Units 11-12
Empire House
Wakefield Old Road
Dewsbury
West Yorkshire
WF12 8DJ

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2022**

Trustees

Adrian Hugh Cruden (resigned 19/7/21)
Mohammad Maqsood (Treasurer)
Judith Priestley (Chair)
Mark Robinson (resigned 16/8/21)
Linda Summers
Lesley Reilly
Nathan James Woodhead
Umar Shafat (appointed 15/11/21)
Nicholas Guy Linfoot (appointed 14/3/22)
Carol May McKenna (appointed 18/7/22)

Company Secretary

Nick Whittingham

Auditors

Riley & Co Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshre
HX1 2BW

Bankers

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

Lloyds TSB
75 Commercial Street
Batley
West Yorkshire
WF17 5EQ

Shawbrook Bank
Lutea House
Warley Hill Business Park
The Drive
Great Warley
Brentwood
Essex
CM13 3BE

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Senior Management Team

Nick Whittingham	-	Chief Executive
Lesley Kaye	-	Operations Manager
Darren Grosvenor	-	Compliance Manager
Kirsty Dickinson	-	HR and Campaigns Manager

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Kirklees Citizens Advice and Law Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 18th December 2022 and signed on the board's behalf by:

Mohammad Maqsood - Trustee

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Opinion

We have audited the financial statements of Kirklees Citizens Advice and Law Centre (the 'charitable company') for the year ended 31st March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st 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 United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' 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 the provisions available for small entities, in the circumstances set out in note 18 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, 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 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.

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Our 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 a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

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

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

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

- Making enquiries of management as to where they considered there was a susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the company's remuneration policies.

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

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions;
- Assessed whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias; and
- Investigated the rationale behind significant or unusual transactions.

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

- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims; and
- Reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

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

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

A further description of our responsibilities 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 Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Victoria Atkinson BA FCA (Senior Statutory Auditor)
for and on behalf of Riley & Co Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

19th December 2022

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st March 2022**

	Notes	Unrestricted fund £	Restricted funds £	31/3/22 Total funds £	31/3/21 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Council and Community		839,896	347,223	1,187,119	1,231,986
Money Advice Service		-	258,773	258,773	301,076
Pension Wise		-	108,968	108,968	133,913
Legal Aid activities		264,385	-	264,385	337,561
Investment income	2	608	-	608	1,200
Total		<u>1,104,889</u>	<u>714,964</u>	<u>1,819,853</u>	<u>2,005,736</u>
EXPENDITURE ON					
Charitable activities					
Council and Community	4	742,896	370,993	1,113,889	1,101,865
Transitions		-	-	-	3,809
Money Advice Service		-	255,788	255,788	293,527
Pension Wise		-	108,932	108,932	128,624
Legal Aid activities		286,887	-	286,887	259,550
Total		<u>1,029,783</u>	<u>735,713</u>	<u>1,765,496</u>	<u>1,787,375</u>
NET INCOME/(EXPENDITURE)		75,106	(20,749)	54,357	218,361
Transfers between funds	15	(19,574)	19,574	-	-
Other recognised gains/(losses)					
Actuarial gains/(losses) on defined benefit schemes		209,000	-	209,000	(140,000)
Net movement in funds		264,532	(1,175)	263,357	78,361
RECONCILIATION OF FUNDS					
Total funds brought forward		414,968	1,175	416,143	337,782
TOTAL FUNDS CARRIED FORWARD		<u>679,500</u>	<u>-</u>	<u>679,500</u>	<u>416,143</u>

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Balance Sheet
31st March 2022**

	Notes	31/3/22 £	31/3/21 £
FIXED ASSETS			
Tangible assets	10	41,161	52,066
CURRENT ASSETS			
Debtors	11	558,359	539,923
Cash at bank		<u>451,800</u>	<u>370,884</u>
		1,010,159	910,807
CREDITORS			
Amounts falling due within one year	12	(136,820)	(102,730)
NET CURRENT ASSETS		<u>873,339</u>	<u>808,077</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		914,500	860,143
PENSION LIABILITY	16	(235,000)	(444,000)
NET ASSETS/(LIABILITIES)		<u>679,500</u>	<u>416,143</u>
FUNDS			
Unrestricted funds	15	679,500	414,968
Restricted funds		-	1,175
TOTAL FUNDS		<u>679,500</u>	<u>416,143</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 18th December 2022 and were signed on its behalf by:

Mohammad Maqsood - Trustee

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Cash Flow Statement
for the Year Ended 31st March 2022**

		31/3/22	31/3/21
	Notes	£	£
Cash flows from operating activities			
Cash generated from operations	1	<u>80,308</u>	<u>63,734</u>
Net cash provided by operating activities		<u>80,308</u>	<u>63,734</u>
Cash flows from investing activities			
Interest received		<u>608</u>	<u>1,200</u>
Net cash provided by investing activities		<u>608</u>	<u>1,200</u>
Change in cash and cash equivalents in the reporting period			
		80,916	64,934
Cash and cash equivalents at the beginning of the reporting period			
		<u>370,884</u>	<u>305,950</u>
Cash and cash equivalents at the end of the reporting period			
		<u>451,800</u>	<u>370,884</u>

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Cash Flow Statement
for the Year Ended 31st March 2022**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	31/3/22	31/3/21
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	54,357	218,361
Adjustments for:		
Depreciation charges	10,905	11,004
Interest received	(608)	(1,200)
Increase in debtors	(18,436)	(198,866)
Increase in creditors	34,090	34,435
Net cash provided by operations	<u>80,308</u>	<u>63,734</u>

2. ANALYSIS OF CHANGES IN NET FUNDS	At 1/4/21	Cash flow	At 31/3/22
	£	£	£
Net cash			
Cash at bank	<u>370,884</u>	<u>80,916</u>	<u>451,800</u>
	<u>370,884</u>	<u>80,916</u>	<u>451,800</u>
Total	<u>370,884</u>	<u>80,916</u>	<u>451,800</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable.

Grants where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from investments is included in the year in which it is receivable.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- Over the term of the lease
Fixtures and fittings	- Straight line over 5 years and Straight line over 4 years
Computer equipment	- 100% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of any restricted fund is included in the notes to the financial statements.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The charity participates a defined benefit pension scheme for its employees. The assets of the scheme are held separately from those of the charity in independently administered funds.

Current service costs, past service costs and gains and losses on settlements and curtailments are charged to appropriate resources expended categories in the statement of financial activities. Past service costs are recognised over the vesting period or immediately if the benefits have vested. When a settlement (eliminating all obligations for benefits already accrued) or a curtailment (reducing future obligations as a result of a material reduction in the scheme membership or a reduction in future entitlement) occurs, the obligation and related plan assets are re-measured using current actuarial assumptions and the resultant gain or loss is recognised in the statement of financial activities during the period in which the settlement or curtailment occurs.

The interest cost and the expected return on assets are shown as a net amount as other finance cost or income. Net pension finance costs are allocated to appropriate resources expended categories in the SoFA. Actuarial gains and losses are recognised based on the latest actuarial valuation.

Pension scheme assets are valued at fair value at the balance sheet date. Fair value is based on market price information and in the case of quoted securities is the published bid price. Pension scheme liabilities are measured on an actuarial basis using the projected unit method and are discounted to their present value using a rate equivalent to the current rate of return on a high quality corporate bond of equivalent currency and term to the scheme liabilities. The pension scheme deficit is recognised in full on the balance sheet.

Defined contribution pension schemes

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	31/3/22	31/3/21
	£	£
Deposit account interest	<u>608</u>	<u>1,200</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

3. INCOME FROM CHARITABLE ACTIVITIES

		31/3/22	31/3/21
	Activity	£	£
Grants	Council and Community	5,589	37,726
Project income	Council and Community	1,168,424	1,158,191
Miscellaneous income	Council and Community	13,106	36,069
Project income	Money Advice Service	258,773	301,076
Project income	Pension Wise	108,968	133,913
Project income	Legal Aid activities	264,385	337,561
		<u>1,819,245</u>	<u>2,004,536</u>

Grants received, included in the above, are as follows:

	31/3/22	31/3/21
	£	£
HMRC - Job retention scheme	<u>5,589</u>	<u>37,726</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Council and Community	1,105,552	8,337	1,113,889
Money Advice Service	255,788	-	255,788
Pension Wise	108,932	-	108,932
Legal Aid activities	286,887	-	286,887
	<u>1,757,159</u>	<u>8,337</u>	<u>1,765,496</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

5. SUPPORT COSTS

		Governance costs
		£
Council and Community		<u>8,337</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/3/22	31/3/21
	£	£
Auditors' remuneration	8,240	8,614
Depreciation - owned assets	<u>10,905</u>	<u>11,004</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2022 nor for the year ended 31st March 2021.

During the year the charity has taken out trustees indemnity insurance, the cost shown in these accounts is £799 (2021 : £533).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2022 nor for the year ended 31st March 2021.

8. STAFF COSTS

	31/3/22	31/3/21
	£	£
Wages and salaries	1,208,810	1,194,992
Other pension costs	<u>92,592</u>	<u>91,512</u>
	<u>1,301,402</u>	<u>1,286,504</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

8. STAFF COSTS - continued

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

	31/3/22	31/3/21
Service staff	45	45
Administrative staff	6	4
Management	4	5
Volunteers	29	54
	84	108

No employees received emoluments in excess of £60,000.

The charity had 29 registered volunteers during the year ended 31 March 2022 but only 17 actively volunteered because of Covid restrictions.

The key management personnel of the charity have been identified as the Chief Executive, Compliance Manager, Operations Manager and Projects Manager. The aggregate employment benefits, including employers national insurance and pension contributions, for these key management personnel for the year was £142,718 (2021 - £172,689).

The salaries of these key management are set by annual review and confirmed by the trustees.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Council and Community	797,689	434,297	1,231,986
Money Advice Service	-	301,076	301,076
Pension Wise	-	133,913	133,913
Legal Aid activities	337,561	-	337,561
Investment income	1,199	1	1,200
Total	1,136,449	869,287	2,005,736
EXPENDITURE ON			
Charitable activities			
Council and Community	668,622	433,243	1,101,865
Transitions	-	3,809	3,809
Money Advice Service	-	293,527	293,527
Pension Wise	-	128,624	128,624
Legal Aid activities	259,550	-	259,550
Total	928,172	859,203	1,787,375

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
NET INCOME	208,277	10,084	218,361
Transfers between funds	8,295	(8,295)	-
Other recognised gains/(losses)			
Actuarial gains/(losses) on defined benefit schemes	(140,000)	-	(140,000)
Net movement in funds	<u>76,572</u>	<u>1,789</u>	<u>78,361</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	338,396	(614)	337,782
TOTAL FUNDS CARRIED FORWARD	<u>414,968</u>	<u>1,175</u>	<u>416,143</u>

10. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1st April 2021 and 31st March 2022	<u>276,474</u>	<u>79,448</u>	<u>141,034</u>	<u>496,956</u>
DEPRECIATION				
At 1st April 2021	224,479	79,377	141,034	444,890
Charge for year	10,834	71	-	10,905
At 31st March 2022	<u>235,313</u>	<u>79,448</u>	<u>141,034</u>	<u>455,795</u>
NET BOOK VALUE				
At 31st March 2022	<u>41,161</u>	<u>-</u>	<u>-</u>	<u>41,161</u>
At 31st March 2021	<u>51,995</u>	<u>71</u>	<u>-</u>	<u>52,066</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/22	31/3/21
	£	£
Trade debtors	23,852	8,428
Legal Aid Agency	41,161	18,201
Other debtors	451,074	440,426
Prepayments	42,272	72,868
	<u>558,359</u>	<u>539,923</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/22	31/3/21
	£	£
Trade creditors	20,130	18,556
Social security and other taxes	20,880	21,393
VAT	10,649	10,955
Pension control account	901	859
Accruals and deferred income	84,260	50,967
	<u>136,820</u>	<u>102,730</u>

13. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31/3/22	31/3/21
	£	£
Within one year	103,479	103,479
Between one and five years	291,664	343,143
In more than five years	156,000	208,000
	<u>551,143</u>	<u>654,622</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted funds	31/3/22 Total funds	31/3/21 Total funds
	£	£	£	£
Fixed assets	41,161	-	41,161	52,066
Current assets	1,010,159	-	1,010,159	910,807
Current liabilities	(136,820)	-	(136,820)	(102,730)
Pension liability	(235,000)	-	(235,000)	(444,000)
	<u>679,500</u>	<u>-</u>	<u>679,500</u>	<u>416,143</u>

15. MOVEMENT IN FUNDS

	At 1/4/21 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
General	414,968	284,106	(19,574)	679,500
Restricted funds				
Money Advice Service	-	2,985	(2,985)	-
Pension Wise	-	36	(36)	-
Universal Credit - Help to Claim	-	4	(4)	-
Debt Locum	1,175	2,854	(4,029)	-
EU Settlement Council	-	(63)	63	-
Pathways RAP	-	(26,565)	26,565	-
	<u>1,175</u>	<u>(20,749)</u>	<u>19,574</u>	<u>-</u>
TOTAL FUNDS	<u>416,143</u>	<u>263,357</u>	<u>-</u>	<u>679,500</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

15. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	1,104,889	(1,029,783)	209,000	284,106
Restricted funds				
Money Advice Service	258,773	(255,788)	-	2,985
Pension Wise	108,968	(108,932)	-	36
Universal Credit - Help to Claim	151,796	(151,792)	-	4
Debt Locum	30,007	(27,153)	-	2,854
EU Settlement Council	150,283	(150,346)	-	(63)
Pathways RAP	15,137	(41,702)	-	(26,565)
	<u>714,964</u>	<u>(735,713)</u>	<u>-</u>	<u>(20,749)</u>
TOTAL FUNDS	<u>1,819,853</u>	<u>(1,765,496)</u>	<u>209,000</u>	<u>263,357</u>

Comparatives for movement in funds

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General	338,396	68,277	8,295	414,968
Restricted funds				
Big Lottery - Transitions	3,929	(3,809)	(120)	-
Money Advice Service	-	7,549	(7,549)	-
Pension Wise	(4,308)	5,290	(982)	-
Universal Credit - Help to Claim	(235)	24	211	-
Debt Locum	-	1,175	-	1,175
Digital Transformation	-	(50)	50	-
Employment Casework	-	(66)	66	-
Pathways LCN	-	(10)	10	-
Pathways RAP	-	(21)	21	-
EU Settlement	-	2	(2)	-
	<u>(614)</u>	<u>10,084</u>	<u>(8,295)</u>	<u>1,175</u>
TOTAL FUNDS	<u>337,782</u>	<u>78,361</u>	<u>-</u>	<u>416,143</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	1,136,449	(928,172)	(140,000)	68,277
Restricted funds				
Big Lottery - Transitions	-	(3,809)	-	(3,809)
Money Advice Service	301,076	(293,527)	-	7,549
Pension Wise	133,914	(128,624)	-	5,290
Universal Credit - Help to Claim	155,645	(155,621)	-	24
Debt Locum	30,007	(28,832)	-	1,175
Digital Transformation	13,000	(13,050)	-	(50)
Employment Casework	21,500	(21,566)	-	(66)
Pathways LCN	10,000	(10,010)	-	(10)
EU Settlement Council	132,344	(132,344)	-	-
Pathways RAP	14,863	(14,884)	-	(21)
EU Settlement	56,938	(56,936)	-	2
	<u>869,287</u>	<u>(859,203)</u>	<u>-</u>	<u>10,084</u>
TOTAL FUNDS	<u>2,005,736</u>	<u>(1,787,375)</u>	<u>(140,000)</u>	<u>78,361</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
General	338,396	352,383	(11,279)	679,500
Restricted funds				
Big Lottery - Transitions	3,929	(3,809)	(120)	-
Money Advice Service	-	10,534	(10,534)	-
Pension Wise	(4,308)	5,326	(1,018)	-
Universal Credit - Help to Claim	(235)	28	207	-
Debt Locum	-	4,029	(4,029)	-
Digital Transformation	-	(50)	50	-
Employment Casework	-	(66)	66	-
Pathways LCN	-	(10)	10	-
EU Settlement Council	-	(63)	63	-
Pathways RAP	-	(26,586)	26,586	-
EU Settlement	-	2	(2)	-
	<u>(614)</u>	<u>(10,665)</u>	<u>11,279</u>	<u>-</u>
TOTAL FUNDS	<u>337,782</u>	<u>341,718</u>	<u>-</u>	<u>679,500</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	2,241,338	(1,957,955)	69,000	352,383
Restricted funds				
Big Lottery - Transitions	-	(3,809)	-	(3,809)
Money Advice Service	559,849	(549,315)	-	10,534
Pension Wise	242,882	(237,556)	-	5,326
Universal Credit - Help to Claim	307,441	(307,413)	-	28
Debt Locum	60,014	(55,985)	-	4,029
Digital Transformation	13,000	(13,050)	-	(50)
Employment Casework	21,500	(21,566)	-	(66)
Pathways LCN	10,000	(10,010)	-	(10)
EU Settlement Council	282,627	(282,690)	-	(63)
Pathways RAP	30,000	(56,586)	-	(26,586)
EU Settlement	56,938	(56,936)	-	2
	<u>1,584,251</u>	<u>(1,594,916)</u>	<u>-</u>	<u>(10,665)</u>
TOTAL FUNDS	<u>3,825,589</u>	<u>(3,552,871)</u>	<u>69,000</u>	<u>341,718</u>

The restricted funds of the charity represent monies received and expended for a specific purpose or project, with restrictions imposed by the funder.

Big Lottery - Transitions

Big Lottery funded project to provide support and advice to refugees and asylum seekers in partnership with Refugee Action who act as the lead body for the project.

Money Advice Service

Money Advice Service to offer a specialist debt advice service.

Pension Wise

Government funded guidance service to help people understand their defined contribution pension options.

Universal Credit - Help to Claim

Government funded guidance service to help people claim Universal Support.

Debt Locum

This is a pilot scheme linked to the Money Advice Service funding to provide a specialist debt advice service. The pilot provides a locum adviser available to any of the other MAS funded projects who find themselves short-staffed because of, for example, sickness.

15. MOVEMENT IN FUNDS - continued

Digital Transformation

Digital Transformation funding from the Community Justice Fund was to enable us to transform our specialist case files from a paper-based system to an electronic system to improve efficiency and support remote working.

Employment Casework

Part of our funding from the Community Justice Fund was to provide an employment casework service as the need for employment advice increased during the Covid-19 pandemic.

Pathways LCN

Additional funding from the Community Justice fund obtained through the Law Centres Network allowed continuation of our Pathways project supporting refugees and asylum seekers.

EU Settlement Council

Project to assist EU citizens to apply for settled status under the EU Settlement Scheme. Funded by Home Office.

Pathways RAP

Big Lottery funded project to provide support and advice to refugees and asylum seekers in partnership with Refugee Action who act as the lead body for the project.

EU Settlement

Project to assist EU citizens to apply for settled status under the EU Settlement Scheme. Funded by Home Office though LCN as lead body.

Transfers between funds

The transfers between funds at the year end, represent the transfer of the balances on funding streams that either the charity has to finance from unrestricted funds or is entitled to take credit for the surplus.

16. EMPLOYEE BENEFIT OBLIGATIONS

The West Yorkshire Pension Fund Scheme is funded and is contracted out of the state scheme. The last tri-annual valuation of the scheme took place at 31 March 2019 and was undertaken by professionally qualified actuaries, AON Hewitt, using the projected unit method. The Charity has paid for a valuation of the scheme at 31 March 2022 and the figures below are based on that valuation.

The notional value of the assets of the charity's share of the scheme at 31 March 2022 was £1,127,000; the present value of liabilities was £1,362,000 leaving a net pension liability of £235,000 at 31 March 2022.

The valuation as at 31 March 2022 includes comparative year information for the Scheme as at 31 March 2021.

Contributions

The employer contributions made to the scheme during the year were £7,000 (2021 : £7,000). £Nil was unpaid at the year end.

The employers regular contributions to the Fund for the accounting period ending 31 March 2023 are estimated to be approximately £6,000.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

Key assumptions

The latest actuarial valuation of the Charity's liabilities took place as at 31 March 2019. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method.

The principal assumptions used by the actuary in updating the latest valuation of the Fund for FRS 17 purposes were:

	<u>31 March 2022</u>	<u>31 March 2021</u>
	(%)	(%)
Discount rate	2.70	2.10
Inflation - CPI	2.90	2.70
Pension increases	2.90	2.70
Pension accounts revaluation rate	2.90	2.70
Rate of general increase in salaries	4.15	3.95

Expected return on assets

The approximate split of assets for the Fund as a whole (based on data supplied by the Fund Administering Authority) is shown in the table below. Also shown are the assumed rates of return adopted by the Employer for the purposes of FRS 102.

The charity employs a building block approach in determining the rate of return on Fund assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed rate of return on each asset class is set out within this note. The overall rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the Fund at 31 March 2022.

	<u>Asset split at</u> <u>31 March 2022</u>	<u>Asset split at</u> <u>31 March 2021</u>
	(%)	(%)
Equities	79.8	79.7
Property	4.0	3.8
Government bonds	7.4	8.3
Corporate bonds	4.8	4.6
Cash	2.9	2.0
Other	1.1	1.6
Average Return / Total	100.0	100.0

Reconciliation of funded status to Balance Sheet

	<u>Value as at</u> <u>31 March 2022</u>	<u>Value as at</u> <u>31 March 2021</u>
	£ 's	£ 's
Fair value of assets	1,127	1,030
Present value of funded liabilities	(1,362)	(1,474)
Pension asset / (liability) before consideration of paragraph 41	(235)	(444)

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

Unrecognised asset due to limit in paragraph 41	0	-
Net pension asset/(liability)	(235)	(444)

Analysis of profit and loss charge

	<u>Period ending</u>	
	<u>31 March 2022</u>	
	<u>£ 's</u>	
Current service cost		25
Past service cost		0
Interest cost		9
Expected return on assets		-
Curtailement cost		-
Settlement cost		-
Expense recognised		34

Changes to the present value of liabilities during the accounting period

	<u>Period ending</u>	
	<u>31 March 2022</u>	
	<u>£ 's</u>	
Opening present value of liabilities		1,474
Current service cost		25
Interest cost		31
Contributions by participants		3
Actuarial (gains) / losses on liabilities		(149)
Net benefits paid out		(22)
Past service cost		0
Net increase in liabilities from disposals and acquisitions		-
Curtailements		-
Settlements		-
Closing present value of liabilities		1,362

Changes to the fair value of assets during the accounting period

	<u>Period ending</u>	
	<u>31 March 2022</u>	
	<u>£ 's</u>	
Opening fair value of assets		1,030

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2022**

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

Interest income on assets	22
Actuarial gains / (losses) on assets	87
Contributions by the employer	7
Contributions by participants	3
Net benefits paid out	(22)
Net increase in assets from disposals and acquisitions	-
Settlements	-
Closing fair value of assets	1,127

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2022.

18. FRC ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

19. ULTIMATE CONTROLLING PARTY

The charity is under the control of the board of trustees.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

KIRKLEES CITIZENS ADVICE AND LAW CENTRE

England & Wales - Charity number 1088651

Accounts

REGISTERED COMPANY NUMBER: 04259550 (England and Wales)
REGISTERED CHARITY NUMBER: 1088651

**Report of the Trustees and
Financial Statements
for the Year Ended 31st March 2021
for
KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Riley & Co Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW**

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Contents of the Financial Statements
for the Year Ended 31st March 2021**

	Page
Report of the Trustees	1 to 9
Report of the Independent Auditors	10 to 13
Statement of Financial Activities	14
Balance Sheet	15
Cash Flow Statement	16
Notes to the Cash Flow Statement	17
Notes to the Financial Statements	18 to 32
Detailed Statement of Financial Activities	33 to 34

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2021. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation were amended with the permission of the Charity Commission on 21 January 2009.

These are:

"to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Kirklees and surrounding areas."

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2021**

OBJECTIVES AND ACTIVITIES

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set. Our main beneficiaries are people living in Kirklees who are experiencing poverty, deprivation, social exclusion, disability and ill-health. The services we deliver online, by telephone and face to face are designed to provide information and advice to enable beneficiaries to understand their rights and entitlements and to provide practical support to enable them to access and enforce those rights and entitlements. The majority of our work relates to social welfare law and, in particular, welfare benefits and debt. Our services also provide direct connections to other advice and support services delivered by our partner statutory and voluntary sector agencies where these provide more appropriate assistance.

Success is measured by:

- Overall, the organisation has assisted 33,000 people during 2020-21. This is around two thirds the number assisted in the previous year and reflects the impact of the Covid-19 crisis. However, the number of people assisted compares very favourably to similar organisations in the sector. We can be confident that our service is accessible, effective and good value for money and has been resilient in the face of an unprecedented crisis.
- Face to face services available in key locations across Kirklees. For the year to March 2021 face to face services were, for the most part, not possible because of the Covid-19 crisis and the restrictions imposed. We were able to make special arrangements to see a very small number of particularly vulnerable clients.
- A telephone advice service available to people calling from Kirklees available Monday to Friday during normal office hours. In addition, a specialist employment advice service is available by telephone in the same hours. We have maintained our telephone services and have added additional remote accessibility using email, chat and texting options. In addition, all casework services have operated remotely in this way during the year.
- An online information service available. For this period there were 17,410 unique users of this service.
- Data calculating outcomes of our main services in relation to welfare benefits and debt. For the year to March 2021 we managed total debt to a value of £4.9 million, about two thirds the level of the previous year - this was largely impacted by the suspension of much debt enforcement during the crisis period. In relation to benefits, we found that much of our work relating to disability benefits was reduced because of DWP changes in policy and practice around re-assessment of benefits, but there was a significant increase in work relating to income replacement benefits, principally Universal Credit. It has not been possible this year to assess the value of benefit entitlement arising from our services.
- Data for client satisfaction which demonstrates that, for the year to March 2021, 98% of clients were happy or very happy with the service they received.
- External independent quality audit by a range of respected bodies has validated the quality of our systems and procedures and of the advice we provide.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2021**

STRATEGIC REPORT

Achievement and performance

Charitable activities

The principal activities carried out by the organisation during the year were:

As the Lead Body:

- Management of subcontracts with Fusion Housing
- Monitoring own and subcontractors' performance and reporting to Kirklees Council
- Maintaining and developing the Advice Kirklees partnership

As a provider of services:

- Provision of a face to face generalist advice service at 1-3 Brook Street, Huddersfield
- Provision of a face to face generalist advice service at Empire House, Dewsbury
- Operating contact centres at the above locations as part of a new model of advice service delivery in Kirklees
- Provision of a telephone advice service for Kirklees
- Provision of face to face specialist debt advice at the above locations
- Provision of face to face specialist advice services across Kirklees covering the following areas of law: Community Care, Discrimination, Employment, Housing and Welfare Benefits
- Provision of an Employment telephone advice service for Kirklees
- Provision of face to face specialist Asylum advice and representation from offices in Dewsbury and Huddersfield
- Provision of a Pension Wise service in Partnership with Citizens Advice Manchester and Citizens Advice Wigan (funded by HM Treasury)
- Provision of a refuge and asylum seeker support service in partnership with Refugee Action (Big Lottery funded)
- Provision of a face to face and telephone service to support applicants to the EU Settlement Scheme
- Provision of a range of community projects, including outreach advice at community venues across Kirklees
- Provision of training and supervision for a discrimination casework service in North Yorkshire
- Referral and signposting of clients to other advice providers and support agencies

Volunteers play a key role in the delivery of advice services and also contribute to the administration of the organisation.

The organisation produced an Annual Report for the year to March 2020 which provides further detail on the charitable activities carried out, and proposes to produce an updated report for the year to March 2021.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2021**

STRATEGIC REPORT

Achievement and performance

Covid 19 Crisis Impact

The Covid-19 crisis became evident in March 2020 and the UK entered into lockdown in the last two weeks of the previous financial year. Kirklees has been particularly hard hit by the crisis and has been subject to some form of restrictions throughout the year ended 31st March 2021.

We were able quite quickly to support home working for staff providing casework services, management and supervision, assisted by specific funding for additional equipment required to support remote working. Our face to face generalist advice service was closed in March 2020 and we expect it to remain closed until September 2021. We were able to maintain some telephone advice services working from home and subsequently to re-instate these within government guidelines operating from our offices, and some services such as that supporting people to claim Universal Credit have been re-structured as telephone/web-chat services. Specialist advice services have continued to work remotely and we have developed ways to communicate with clients and to meet funder recording and reporting requirements. There has been a drop in demand for some Legal Aid services as a result of changes in the operation of some government departments (Home Office, DWP) and HMCTS services. There has been an increase in demand for other services, for example for employment advice.

The financial impact of the crisis has been limited. All of our grant funding has been maintained. There has been an adverse impact to our income from Legal Aid, but we were able to obtain a support grant to cover those losses. Indeed, there has been a small amount of additional grant funding to enable us to provide much needed support in some areas of work which fall outside the scope of Legal Aid.

The longer term impact of the crisis is still difficult to assess. There are likely to be changes to ways of working, ways in which advice services are accessed, and to levels of demand. In particular, there are significant backlogs building up in key areas of work such as asylum, housing and debt which are likely to create high levels of demand for services in 2021 and beyond.

Financial review

Financial review

The income for the year to 31 March 2021 totals £2,005,736 (2020: £1,701,868). Expenditure for the year totals £1,787,375 (2020: £1,648,703).

The unrestricted funds show a surplus for the year, after transfers, of £76,572 (2020: £43,439) with unrestricted funds at the year end totalling £414,968 (2020: £338,396). The restricted fund balances, were in surplus by £1,175 (2020: £614 Deficit).

Adjustments for actuarial losses on defined benefit pension schemes are a net loss of £140,000 for the year, in relation to the scheme for Kirklees Citizens Advice & Law Centre. The trustees have followed the guidance of FRS17 in these financial statements and have obtained a professional valuation of the defined benefit scheme. They have included a liability as at 31st March 2021 of £444,000 (2020: £304,000).

**Report of the Trustees
for the Year Ended 31st March 2021**

STRATEGIC REPORT

Financial review

Reserves policy

Reserves are defined as assets less liabilities. For the purposes of the reserves policy, fixed assets, other debtors (comprising work in progress and disbursements) and pension liability are excluded on the basis that they do not impact short-term liquidity. Restricted reserves are also excluded as they are ringfenced for specific purposes.

Reserves may be required in future to cover costs in the following scenarios:

- some funding is paid late
- some funding is discontinued
- to manage an unforeseen emergency
- to provide funds to explore new beneficial opportunities
- to address longer-term liabilities

The organisation policy is to retain 2 - 4 months operating costs (based on budgeted forecast for the year ahead) as reserves. Reserves will be monitored by the Trustee Board on a quarterly basis. The reserves policy will be formally reviewed by the Trustee Board on an annual basis. Strategic objectives are set to ensure the required reserves are maintained.

At 31st March 2021, the level of unrestricted free reserves was £367,651, which is equivalent to 2.5 months budgeted expenditure (£1,767,418) based on the forecasts for 2021/22. The trustees have reviewed the level of reserves and have established that they are compliant with the above policy. The trustees feel that they would be able to carry on the charitable company's activities even with a significant drop in income.

The organisation's principal funding sources during 2020/21 are shown in note 3 and Restricted Funds are identified in Note 15. All expenditure was incurred in the furtherance of the charitable company's objectives.

Reserves and income received in advance are held in interest-bearing savings accounts with our bankers. The trustees consider it prudent to ensure that all reserves are available at short notice. This therefore precludes the use of medium and long term investments.

Principal risks and uncertainties

The Trustees maintain a strategic business plan which is reviewed annually and updated regularly. This contains an analysis of the various associated risks and a summary set out in an organisation risk assessment matrix. The organisational risk assessment matrix assesses potential consequences, likelihood, and impact. It also sets out policies, procedures and systems to mitigate those risks or manage any potential impact on the organisation should those risks materialise.

The principal risks and uncertainties facing the organisation include:

- Loss of key funding or failure of income streams
- Inconsistent cash flow for Legal Aid work which is paid in arrears when cases are closed
- Failure to meet quality standards or regulation required by regulatory bodies
- Breach of systems relating to security of data
- Loss or failure of IT systems
- Unplanned loss of key staff

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2021**

STRATEGIC REPORT

Future plans and developments

Following a significant contraction of services during years of austerity, core funding has now stabilised and there has been a period of consolidation alongside exploration of new opportunities as they arise. In particular, we have been successful in retaining and increasing contracts for Legal Aid work which were retendered in September 2018 and have allowed for development of a specialist Housing advice service initially in Kirklees and now expanded to include an outreach/remote service covering Calderdale. We have been funded for a refugee and asylum seeker support service which we will look to maintain in 2021-22 and we have provided assistance to people needing to apply to the EU Settlement Scheme through a project funded to September 2021. We have also maintained skills and profile in the area of discrimination law and obtained a Legal Aid contract for this work in 2019. The latter allows for discrimination related Employment work and this has been supplemented by a small amount of grant funding this year to support employment advice during the crisis period. We are mindful of development in digital technology and plan expansion of digital services, including further enhancements to our web site, advice using webchat, and potential development of apps to support advice provision.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Kirklees Citizens Advice & Law Centre is a charitable company limited by guarantee, incorporated on 26 July 2001 and registered as a charity on 28 September 2001. The governing documents are the Memorandum and Articles of Association. The organisation was previously called South Kirklees Citizens Advice Bureau, then Kirklees Citizens Advice and was originally established in 1936.

Recruitment and appointment of new trustees

Trustee Board Members are recruited and appointed by an open procedure. Newly appointed trustees are provided with a comprehensive induction to Kirklees Citizens Advice & Law Centre through provision of training courses and mentoring by established trustees. Ongoing training is offered to fulfil their roles.

Organisational structure

Kirklees Citizens Advice & Law Centre is governed by its trustee board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The trustees carry the ultimate responsibility for the conduct of the organisation and for ensuring that it satisfies its legal and contractual obligations. Full trustee board meetings are held at least 6 times each year as well as an annual strategy day. Separate finance, risk, staffing and campaigns subcommittee meetings are held during the year. Day to day operation of the organisation is delegated to the senior management team.

The trustee board is independent from the senior management team. A register of trustee board member's interests is held at the registered office and is available to the public.

Kirklees Law Centre became a wholly owned subsidiary of Kirklees Citizens Advice & Law Centre on 1st April 2014 and merged fully within Kirklees Citizens Advice & Law Centre on 31st March 2019. This merger puts into effect the practical operation of the organisation in recent years and is in line with our medium term strategy.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

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

Kirklees Citizens Advice & Law Centre is a member of the Law Centres Network [LCN], the operating name of the Law Centres Federation, which is the umbrella organisation for Law Centres in England and Wales.

Operating policies are independently determined by the trustee board of Kirklees Citizens Advice in order to fulfil its charitable objectives and comply with the national membership requirements of Citizens Advice and LCN.

The organisation also co-operates with a number of other advice services, local charities and statutory organisations on behalf of its clients. Where a trustee is also a member of another organisation, they may be involved in discussions involving that organisation, but not in the ultimate decision making process.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The organisation has a Risk Assessment and Contingency Planning policy. All risks are assessed on a quarterly basis. New or increased risks are assessed as they are identified. Actions are taken to mitigate any significant risks. This includes policies to ensure the health and safety of staff, volunteers and clients.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04259550 (England and Wales)

Registered Charity number

1088651

Registered office

Units 11-12
Empire House
Wakefield Old Road
Dewsbury
West Yorkshire
WF12 8DJ

Trustees

Gulnaz Akhtar (resigned 31/1/21)
Adrian Hugh Cruden (resigned 19/7/21)
Mohammad Maqsood (Treasurer)
Judith Priestley (Chair)
Mark Robinson (resigned 16/8/21)
Linda Summers
Lesley Reilly (appointed 18/1/21)
Nathan James Woodhead (appointed 15/3/21)

Company Secretary

Nick Whittingham

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Report of the Trustees
for the Year Ended 31st March 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

Riley & Co Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

Bankers

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

Lloyds TSB
75 Commercial Street
Batley
West Yorkshire
WF17 5EQ

Senior Management Team

Nick Whittingham	- Chief Executive
Lesley Kaye	- Operations Manager
Anne Hudson	- Development Manager
Darren Grosvenor	- Compliance Manager
Kirsty Dickinson	- HR and Campaigns Manager

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Kirklees Citizens Advice and Law Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)

Report of the Trustees
for the Year Ended 31st March 2021

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 20th September 2021 and signed on the board's behalf by:


.....
Judith Priestley - Trustee

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Opinion

We have audited the financial statements of Kirklees Citizens Advice and Law Centre (the 'charitable company') for the year ended 31st March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st 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 United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' 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 the provisions available for small entities, in the circumstances set out in note 18 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

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 this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, 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 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.

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

Our 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 a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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:

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

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

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

- Making enquiries of management as to where they considered there was a susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the company's remuneration policies.

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

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions;
- Assessed whether judgements and assumptions made in determining the accounting estimates set out in note 2 were indicative of potential bias; and
- Investigated the rationale behind significant or unusual transactions.

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

- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims; and
- Reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

**Report of the Independent Auditors to the Members of
Kirklees Citizens Advice and Law
Centre (Registered number: 04259550)**

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

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

A further description of our responsibilities 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 Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Victoria Atkinson BA FCA (Senior Statutory Auditor)
for and on behalf of Riley & Co Limited
Statutory Auditor Chartered Accountants
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW



Date: 13 December 2021

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31st March 2021**

	Notes	Unrestricted fund £	Restricted funds £	31/3/21 Total funds £	31/3/20 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
	3				
Council and Community Transitions		797,689	434,297	1,231,986	1,047,544
Money Advice Service		-	301,076	301,076	280,148
Pension Wise		-	133,913	133,913	125,798
Legal Aid activities		337,561	-	337,561	206,555
Investment income	2	1,199	1	1,200	1,761
Total		<u>1,136,449</u>	<u>869,287</u>	<u>2,005,736</u>	<u>1,701,868</u>
EXPENDITURE ON					
Charitable activities					
	4				
Council and Community Transitions		668,622	433,243	1,101,865	972,947
Money Advice Service		-	3,809	3,809	34,959
Pension Wise		-	293,527	293,527	284,089
Legal Aid activities		259,550	128,624	128,624	130,939
		-	-	259,550	225,769
Total		<u>928,172</u>	<u>859,203</u>	<u>1,787,375</u>	<u>1,648,703</u>
NET INCOME		208,277	10,084	218,361	53,165
Transfers between funds	15	8,295	(8,295)	-	-
Other recognised gains/(losses)					
Actuarial gains/(losses) on defined benefit schemes		(140,000)	-	(140,000)	(25,000)
Net movement in funds		76,572	1,789	78,361	28,165
RECONCILIATION OF FUNDS					
Total funds brought forward		338,396	(614)	337,782	309,617
TOTAL FUNDS CARRIED FORWARD		<u><u>414,968</u></u>	<u><u>1,175</u></u>	<u><u>416,143</u></u>	<u><u>337,782</u></u>

The notes form part of these financial statements

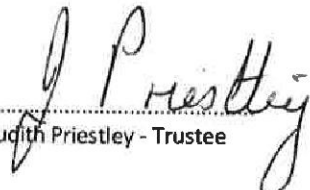
**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE (REGISTERED NUMBER: 04259550)**

**Balance Sheet
31st March 2021**

	Notes	31/3/21 £	31/3/20 £
FIXED ASSETS			
Tangible assets	10	52,066	63,070
CURRENT ASSETS			
Debtors	11	539,923	341,057
Cash at bank		370,884	305,950
		<u>910,807</u>	<u>647,007</u>
CREDITORS			
Amounts falling due within one year	12	(102,730)	(68,295)
NET CURRENT ASSETS		<u>808,077</u>	<u>578,712</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		860,143	641,782
PENSION LIABILITY	16	(444,000)	(304,000)
NET ASSETS/(LIABILITIES)		<u>416,143</u>	<u>337,782</u>
FUNDS	15		
Unrestricted funds		414,968	338,396
Restricted funds		1,175	(614)
TOTAL FUNDS		<u>416,143</u>	<u>337,782</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 20th September 2021 and were signed on its behalf by:


Judith Priestley - Trustee

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Cash Flow Statement
for the Year Ended 31st March 2021**

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	31/3/21	31/3/20	
	£	£	
Net income for the reporting period (as per the Statement of Financial Activities)	218,361	53,165	
Adjustments for:			
Depreciation charges	11,004	16,513	
Interest received	(1,200)	(1,761)	
Increase in debtors	(198,866)	(100,543)	
Increase in creditors	34,435	11,098	
Net cash provided by/(used in) operations	<u>63,734</u>	<u>(21,528)</u>	
2. ANALYSIS OF CHANGES IN NET FUNDS			
	At 1/4/20	Cash flow	At 31/3/21
	£	£	£
Net cash			
Cash at bank	305,950	64,934	370,884
	<u>305,950</u>	<u>64,934</u>	<u>370,884</u>
Total	<u>305,950</u>	<u>64,934</u>	<u>370,884</u>

The notes form part of these financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements
for the Year Ended 31st March 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable.

Grants where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Income from investments is included in the year in which it is receivable.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Improvements to property	- Over the term of the lease
Fixtures and fittings	- Straight line over 5 years and Straight line over 4 years
Computer equipment	- 100% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of any restricted fund is included in the notes to the financial statements.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

1. ACCOUNTING POLICIES - continued

Hire purchase and leasing commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the Balance Sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is shorter.

Pension costs and other post-retirement benefits

The charity participates a defined benefit pension scheme for its employees. The assets of the scheme are held separately from those of the charity in independently administered funds.

Current service costs, past service costs and gains and losses on settlements and curtailments are charged to appropriate resources expended categories in the statement of financial activities. Past service costs are recognised over the vesting period or immediately if the benefits have vested. When a settlement (eliminating all obligations for benefits already accrued) or a curtailment (reducing future obligations as a result of a material reduction in the scheme membership or a reduction in future entitlement) occurs, the obligation and related plan assets are re-measured using current actuarial assumptions and the resultant gain or loss is recognised in the statement of financial activities during the period in which the settlement or curtailment occurs.

The interest cost and the expected return on assets are shown as a net amount as other finance cost or income. Net pension finance costs are allocated to appropriate resources expended categories in the SoFA. Actuarial gains and losses are recognised based on the latest actuarial valuation.

Pension scheme assets are valued at fair value at the balance sheet date. Fair value is based on market price information and in the case of quoted securities is the published bid price. Pension scheme liabilities are measured on an actuarial basis using the projected unit method and are discounted to their present value using a rate equivalent to the current rate of return on a high quality corporate bond of equivalent currency and term to the scheme liabilities. The pension scheme deficit is recognised in full on the balance sheet.

Defined contribution pension schemes

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	31/3/21	31/3/20
	£	£
Deposit account interest	1,200	1,761
	<u> </u>	<u> </u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

3. INCOME FROM CHARITABLE ACTIVITIES

		31/3/21	31/3/20
		£	£
Grants	Council and Community	37,726	-
Project income	Council and Community	1,158,191	1,033,627
Miscellaneous income	Council and Community	36,069	13,917
Project income	Transitions	-	40,062
Project income	Money Advice Service	301,076	280,148
Project income	Pension Wise	133,913	125,798
Project income	Legal Aid activities	337,561	206,555
		<u>2,004,536</u>	<u>1,700,107</u>

Grants received, included in the above, are as follows:

	31/3/21	31/3/20
	£	£
HMRC - Job retention scheme	<u>37,726</u>	<u>-</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Council and Community	1,093,182	8,683	1,101,865
Transitions	3,809	-	3,809
Money Advice Service	293,527	-	293,527
Pension Wise	128,624	-	128,624
Legal Aid activities	259,550	-	259,550
	<u>1,778,692</u>	<u>8,683</u>	<u>1,787,375</u>

5. SUPPORT COSTS

	Governance costs £
Council and Community	<u>8,683</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31/3/21	31/3/20
	£	£
Auditors' remuneration	8,614	8,296
Depreciation - owned assets	11,004	15,028
Depreciation - assets on hire purchase contracts and finance leases	-	1,485
	<u> </u>	<u> </u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2021 nor for the year ended 31st March 2020.

During the year the charity has taken out trustees indemnity insurance, the cost shown in these accounts is £533 (2020 : £519).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2021 nor for the year ended 31st March 2020.

8. STAFF COSTS

	31/3/21	31/3/20
	£	£
Wages and salaries	1,194,992	1,078,765
Other pension costs	91,512	85,645
	<u> </u>	<u> </u>
	<u>1,286,504</u>	<u>1,164,410</u>

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

	31/3/21	31/3/20
Service staff	45	42
Administrative staff	4	4
Management	5	5
Volunteers	54	61
	<u> </u>	<u> </u>
	<u>108</u>	<u>112</u>

No employees received emoluments in excess of £60,000.

The charity had 54 registered volunteers during the year ended 31 March 2021 but only 5 actively volunteered because of Covid restrictions.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

8. STAFF COSTS - continued

The key management personnel of the charity have been identified as the Chief Executive, Compliance Manager, Operations Manager, Projects Manager and Development Manager. The aggregate employment benefits, including employers national insurance and pension contributions, for these key management personnel for the year was £172,689 (2020 - £173,269).

The salaries of these key management are set by annual review and confirmed by the trustees.

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Council and Community	896,620	150,924	1,047,544
Transitions	-	40,062	40,062
Money Advice Service	-	280,148	280,148
Pension Wise	-	125,798	125,798
Legal Aid activities	206,555	-	206,555
Investment income	1,762	(1)	1,761
Total	1,104,937	596,931	1,701,868
EXPENDITURE ON			
Charitable activities			
Council and Community	806,788	166,159	972,947
Transitions	-	34,959	34,959
Money Advice Service	-	284,089	284,089
Pension Wise	-	130,939	130,939
Legal Aid activities	225,769	-	225,769
Total	1,032,557	616,146	1,648,703
NET INCOME/(EXPENDITURE)	72,380	(19,215)	53,165
Transfers between funds	(3,941)	3,941	-
Other recognised gains/(losses)			
Actuarial gains/(losses) on defined benefit schemes	(25,000)	-	(25,000)
Net movement in funds	43,439	(15,274)	28,165
RECONCILIATION OF FUNDS			
Total funds brought forward	294,957	14,660	309,617

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued				
	Unrestricted fund £	Restricted funds £	Total funds £	
TOTAL FUNDS CARRIED FORWARD	<u>338,396</u>	<u>(614)</u>	<u>337,782</u>	
10. TANGIBLE FIXED ASSETS				
	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1st April 2020 and 31st March 2021	<u>276,474</u>	<u>79,448</u>	<u>141,034</u>	<u>496,956</u>
DEPRECIATION				
At 1st April 2020	213,645	79,207	141,034	433,886
Charge for year	<u>10,834</u>	<u>170</u>	<u>-</u>	<u>11,004</u>
At 31st March 2021	<u>224,479</u>	<u>79,377</u>	<u>141,034</u>	<u>444,890</u>
NET BOOK VALUE				
At 31st March 2021	<u>51,995</u>	<u>71</u>	<u>-</u>	<u>52,066</u>
At 31st March 2020	<u>62,829</u>	<u>241</u>	<u>-</u>	<u>63,070</u>
11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR				
	31/3/21 £	31/3/20 £		
Trade debtors	8,428	229		
Legal Aid Agency	18,201	23,982		
Other debtors	440,426	260,391		
VAT	-	2,179		
Prepayments	<u>72,868</u>	<u>54,276</u>		
	<u>539,923</u>	<u>341,057</u>		

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/21	31/3/20
	£	£
Trade creditors	18,556	20,681
Social security and other taxes	21,393	19,484
VAT	10,955	-
Pension control account	859	851
Accruals and deferred income	50,967	27,279
	<u>102,730</u>	<u>68,295</u>

13. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31/3/21	31/3/20
	£	£
Within one year	103,479	103,479
Between one and five years	343,143	394,622
In more than five years	208,000	260,000
	<u>654,622</u>	<u>758,101</u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted funds	31/3/21 Total funds	31/3/20 Total funds
	£	£	£	£
Fixed assets	52,066	-	52,066	63,070
Current assets	909,632	1,175	910,807	647,007
Current liabilities	(102,730)	-	(102,730)	(68,295)
Pension liability	(444,000)	-	(444,000)	(304,000)
	<u>414,968</u>	<u>1,175</u>	<u>416,143</u>	<u>337,782</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

15. MOVEMENT IN FUNDS

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General	338,396	68,277	8,295	414,968
Restricted funds				
Big Lottery - Transitions	3,929	(3,809)	(120)	-
Money Advice Service	-	7,549	(7,549)	-
Pension Wise	(4,308)	5,290	(982)	-
Universal Credit - Help to Claim	(235)	24	211	-
Debt Locum	-	1,175	-	1,175
Digital Transformation	-	(50)	50	-
Employment Casework	-	(66)	66	-
Pathways LCN	-	(10)	10	-
Pathways RAP	-	(21)	21	-
EU Settlement	-	2	(2)	-
	<u>(614)</u>	<u>10,084</u>	<u>(8,295)</u>	<u>1,175</u>
TOTAL FUNDS	<u><u>337,782</u></u>	<u><u>78,361</u></u>	<u><u>-</u></u>	<u><u>416,143</u></u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	1,136,449	(928,172)	(140,000)	68,277
Restricted funds				
Big Lottery - Transitions	-	(3,809)	-	(3,809)
Money Advice Service	301,076	(293,527)	-	7,549
Pension Wise	133,914	(128,624)	-	5,290
Universal Credit - Help to Claim	155,645	(155,621)	-	24
Debt Locum	30,007	(28,832)	-	1,175
Digital Transformation	13,000	(13,050)	-	(50)
Employment Casework	21,500	(21,566)	-	(66)
Pathways LCN	10,000	(10,010)	-	(10)
EU Settlement Council	132,344	(132,344)	-	-
Pathways RAP	14,863	(14,884)	-	(21)
EU Settlement	56,938	(56,936)	-	2
	<u>869,287</u>	<u>(859,203)</u>	<u>-</u>	<u>10,084</u>
TOTAL FUNDS	<u><u>2,005,736</u></u>	<u><u>(1,787,375)</u></u>	<u><u>(140,000)</u></u>	<u><u>78,361</u></u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/20 £
Unrestricted funds				
General	294,957	47,380	(3,941)	338,396
Restricted funds				
Access to Justice	15,000	(15,000)	-	-
Big Lottery - Transitions	(1,173)	5,102	-	3,929
Money Advice Service	-	(3,941)	3,941	-
Pension Wise	833	(5,141)	-	(4,308)
Universal Credit - Help to Claim	-	(235)	-	(235)
	<u>14,660</u>	<u>(19,215)</u>	<u>3,941</u>	<u>(614)</u>
TOTAL FUNDS	<u>309,617</u>	<u>28,165</u>	<u>-</u>	<u>337,782</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	1,104,937	(1,032,557)	(25,000)	47,380
Restricted funds				
Access to Justice	-	(15,000)	-	(15,000)
Big Lottery - Transitions	40,061	(34,959)	-	5,102
Money Advice Service	280,148	(284,089)	-	(3,941)
Pension Wise	125,798	(130,939)	-	(5,141)
Universal Credit - Help to Claim	150,924	(151,159)	-	(235)
	<u>596,931</u>	<u>(616,146)</u>	<u>-</u>	<u>(19,215)</u>
TOTAL FUNDS	<u>1,701,868</u>	<u>(1,648,703)</u>	<u>(25,000)</u>	<u>28,165</u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/19 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General	294,957	115,657	4,354	414,968
Restricted funds				
Access to Justice	15,000	(15,000)	-	-
Big Lottery - Transitions	(1,173)	1,293	(120)	-
Money Advice Service	-	3,608	(3,608)	-
Pension Wise	833	149	(982)	-
Universal Credit - Help to Claim	-	(211)	211	-
Debt Locum	-	1,175	-	1,175
Digital Transformation	-	(50)	50	-
Employment Casework	-	(66)	66	-
Pathways LCN	-	(10)	10	-
Pathways RAP	-	(21)	21	-
EU Settlement	-	2	(2)	-
	<u>14,660</u>	<u>(9,131)</u>	<u>(4,354)</u>	<u>1,175</u>
TOTAL FUNDS	<u><u>309,617</u></u>	<u><u>106,526</u></u>	<u><u>-</u></u>	<u><u>416,143</u></u>

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General	2,241,386	(1,960,729)	(165,000)	115,657
Restricted funds				
Access to Justice	-	(15,000)	-	(15,000)
Big Lottery - Transitions	40,061	(38,768)	-	1,293
Money Advice Service	581,224	(577,616)	-	3,608
Pension Wise	259,712	(259,563)	-	149
Universal Credit - Help to Claim	306,569	(306,780)	-	(211)
Debt Locum	30,007	(28,832)	-	1,175
Digital Transformation	13,000	(13,050)	-	(50)
Employment Casework	21,500	(21,566)	-	(66)
Pathways LCN	10,000	(10,010)	-	(10)
EU Settlement Council	132,344	(132,344)	-	-
Pathways RAP	14,863	(14,884)	-	(21)
EU Settlement	56,938	(56,936)	-	2
	<u>1,466,218</u>	<u>(1,475,349)</u>	<u>-</u>	<u>(9,131)</u>
TOTAL FUNDS	<u><u>3,707,604</u></u>	<u><u>(3,436,078)</u></u>	<u><u>(165,000)</u></u>	<u><u>106,526</u></u>

The restricted funds of the charity represent monies received and expended for a specific purpose or project, with restrictions imposed by the funder.

Access to Justice

To help people claim Universal Credit.

Big Lottery - Transitions

Big Lottery funded project to provide support and advice to refugees and asylum seekers in partnership with Refugee Action who act as the lead body for the project.

Money Advice Service

Money Advice Service to offer a specialist debt advice service.

Pension Wise

Government funded guidance service to help people understand their defined contribution pension options.

Universal Credit - Help to Claim

Government funded guidance service to help people claim Universal Support.

Debt Locum

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

15. MOVEMENT IN FUNDS - continued

This is a pilot scheme linked to the Money Advice Service funding to provide a specialist debt advice service. The pilot provides a locum adviser available to any of the other MAS funded projects who find themselves short-staffed because of, for example, sickness.

Digital Transformation

Digital Transformation funding from the Community Justice Fund was to enable us to transform our specialist case files from a paper-based system to an electronic system to improve efficiency and support remote working.

Employment Casework

Part of our funding from the Community Justice Fund was to provide an employment casework service as the need for employment advice increased during the Covid-19 pandemic.

Pathways LCN

Additional funding from the Community Justice fund obtained through the Law Centres Network allowed continuation of our Pathways project supporting refugees and asylum seekers.

EU Settlement Council

Project to assist EU citizens to apply for settled status under the EU Settlement Scheme. Funded by Home Office.

Pathways RAP

Big Lottery funded project to provide support and advice to refugees and asylum seekers in partnership with Refugee Action who act as the lead body for the project.

EU Settlement

Project to assist EU citizens to apply for settled status under the EU Settlement Scheme. Funded by Home Office though LCN as lead body.

Transfers between funds

The transfers between funds at the year end, represent the transfer of the balances on funding streams that either the charity has to finance from unrestricted funds or is entitled to take credit for the surplus.

16. EMPLOYEE BENEFIT OBLIGATIONS

The West Yorkshire Pension Fund Scheme is funded and is contracted out of the state scheme. The last tri-annual valuation of the scheme took place at 31 March 2019 and was undertaken by professionally qualified actuaries, AON Hewitt, using the projected unit method. The Charity has paid for a valuation of the scheme at 31 March 2021 and the figures below are based on that valuation.

The notional value of the assets of the charity's share of the scheme at 31 March 2021 was £1,030,000; the present value of liabilities was £1,474,000 leaving a net pension liability of £444,000 at 31 March 2021.

The valuation as at 31 March 2021 includes comparative year information for the Scheme as at 31 March 2020.

Contributions

The employer contributions made to the scheme during the year were £7,000 (2020 : £10,000). £Nil was unpaid at the year end.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

The employers regular contributions to the Fund for the accounting period ending 31 March 2022 are estimated to be approximately £7,000.

Key assumptions

The latest actuarial valuation of the Charity's liabilities took place as at 31 March 2019. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method.

The principal assumptions used by the actuary in updating the latest valuation of the Fund for FRS 17 purposes were:

	<u>31 March 2021</u>	<u>31 March 2020</u>
	(%)	(%)
Discount rate	2.10	2.30
Inflation - CPI	2.70	1.90
Pension increases	2.70	1.90
Pension accounts revaluation rate	2.70	1.90
Rate of general increase in salaries **	3.95	3.15

Expected return on assets

The approximate split of assets for the Fund as a whole (based on data supplied by the Fund Administering Authority) is shown in the table below. Also shown are the assumed rates of return adopted by the Employer for the purposes of FRS 102.

The charity employs a building block approach in determining the rate of return on Fund assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed rate of return on each asset class is set out within this note. The overall rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the Fund at 31 March 2021.

	<u>Asset split at</u> <u>31 March 2021</u>	<u>Asset split at</u> <u>31 March</u> <u>2020</u>
	(%)	(%)
Equities	79.7	77.5
Property	3.8	4.5
Government bonds	8.3	9.6
Corporate bonds	4.6	5.1
Cash	2.0	1.9
Other	1.6	1.4
Average Return / Total	100.0	100.0

Reconciliation of funded status to Balance Sheet

	<u>Value as at</u> <u>31 March 2021</u>	<u>Value as at</u> <u>31 March 2020</u>
	£000's	£000's
Fair value of assets	1,030	847
Present value of funded liabilities	(1,474)	(1,151)

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

Pension asset / (liability) before consideration of paragraph 41	(444)	(304)
Unrecognised asset due to limit in paragraph 41	0	-
Net pension asset/(liability)	(444)	(304)

Analysis of profit and loss charge

		<u>Period ending</u> <u>31 March 2021</u> £000's
Current service cost		18
Past service cost		0
Interest cost		7
Expected return on assets		-
Curtailment cost		-
Settlement cost		-
Expense recognised		25

Changes to the present value of liabilities during the accounting period

		<u>Period ending</u> <u>31 March 2021</u> £000's
Opening present value of liabilities		1,151
Current service cost		18
Interest cost		26
Contributions by participants		3
Actuarial (gains) / losses on liabilities		300
Net benefits paid out		(24)
Past service cost		0
Net increase in liabilities from disposals and acquisitions		-
Curtailments		-
Settlements		-
Closing present value of liabilities		1,474

Changes to the fair value of assets during the accounting period

		<u>Period ending</u> <u>31 March 2021</u> £000's
Opening fair value of assets		847
Interest income on assets		19
Actuarial gains / (losses) on assets		178

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Notes to the Financial Statements - continued
for the Year Ended 31st March 2021**

16. EMPLOYEE BENEFIT OBLIGATIONS - continued

Contributions by the employer	7
Contributions by participants	3
Net benefits paid out	(24)
Net increase in assets from disposals and acquisitions	-
Settlements	-
Closing fair value of assets	1.030

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2021.

18. FRC ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

19. ULTIMATE CONTROLLING PARTY

The charity is under the control of the board of trustees.

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Detailed Statement of Financial Activities
for the Year Ended 31st March 2021**

	31/3/21 £	31/3/20 £
INCOME AND ENDOWMENTS		
Investment income		
Deposit account interest	1,200	1,761
Charitable activities		
Grants	37,726	-
Project income	1,930,741	1,686,190
Miscellaneous income	36,069	13,917
	<u>2,004,536</u>	<u>1,700,107</u>
Total incoming resources	2,005,736	1,701,868
EXPENDITURE		
Charitable activities		
Wages and employers NIC	1,194,992	1,078,765
Pensions	91,512	85,645
Rates and water	6,376	6,732
Insurance	4,266	5,545
Light and heat	7,905	13,179
Telephone	26,879	19,464
Postage and stationery	29,140	41,171
Sundries	14,041	18,870
Rent	67,810	79,684
Repairs and maintenance	16,769	22,944
Computer repairs and maintenance	52,407	27,228
Service charge	4,601	7,269
Training and travel	6,175	20,048
NACAB - Information subs	20,348	21,128
NACAB and SKCAB AGM	-	234
Interpretation costs	2,995	3,456
Secondment fee	23,512	13,320
Lead body payments - Fusion	183,382	154,250
Disbursements	14,578	4,809
Depreciation - Improvements to property	10,834	14,858
Depreciation - Fixtures and fittings	170	1,655
	<u>1,778,692</u>	<u>1,640,254</u>
Support costs		

This page does not form part of the statutory financial statements

**KIRKLEES CITIZENS ADVICE AND LAW
CENTRE**

**Detailed Statement of Financial Activities
for the Year Ended 31st March 2021**

	31/3/21	31/3/20
	£	£
Support costs		
Governance costs		
Auditors' remuneration	8,614	8,296
Bank charges	69	153
	<u>8,683</u>	<u>8,449</u>
Total resources expended	<u>1,787,375</u>	<u>1,648,703</u>
Net income	<u>218,361</u>	<u>53,165</u>

This page does not form part of the statutory financial statements