

REGISTERED COMPANY NUMBER: 04349637 (England and Wales)
REGISTERED CHARITY NUMBER: 1092972

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022
FOR
PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU

Miller Roskell Limited
17 Victoria Road East
Thornton Cleveleys
Lancashire
FY5 5HT

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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FOR THE YEAR ENDED 31 MARCH 2022**

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**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 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 31 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

Our aims are:

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

We provide free, confidential, independent advice to help people overcome their problems. We are a voice for our clients and consumers on the issues that matter to them. We value diversity, champion equality, and challenge discrimination and harassment

To meet these aims we deliver a range of advice and information services direct to the public across the city.

Preston & District Citizens Advice Bureau strives to provide individuals and communities with opportunities to achieve their full potential by providing accessible quality services, which alleviate poverty and inequality.

The Charity is committed to relieving injustice and creating an environment which values clients, staff and volunteers. Preston & Districts Citizens Advice Bureau aims to provide the advice people need for the problems they face and to improve the policies and practices that affect people's lives.

We are a local Charity and Company limited by guarantee serving the local communities of Preston & District. We belong to the largest multi-generic advice-giving network in the country. We are independent and provide free, confidential impartial advice to everyone regardless of race, gender, sexuality, religion, sexual orientation, or disability.

We aim to give local people a service, which meets local needs, and which is flexible, and demand driven. We aim to understand partners' goals and demonstrate effective and efficient use of resources. The Trustees meet at least four times per year plus the Annual General Meeting to manage the affairs of the Charity. When required an Executive Board meet with regard to Finance and Personnel, reporting to the main Trustees' meeting. Ms Saima Abrar and Ms Rayhana Hafejee, the Joint Chief Officers, are responsible for the daily running of the Charity. The Charity's work is carried out at its principal office at the Town Hall Annexe, Birley Street, Preston PR1 2QE by paid employees assisted by volunteers who give generously of their time.

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Paid and volunteer staff undertakes the Charity's work. The Advisers undertake a high quality-training programme. The generalist advice service provides individuals with information, advice and assistance in all areas including debt, housing, immigration and nationality, employment, welfare benefits, relationship breakdown, consumer, health, education and financial management. A case management system (CASEBOOK) and other software including QB Welfare Benefits calculation package support the Charity.

The Charity has again managed its resources with prudence to provide the community with a wide range of advice and information services at generalist and specialist levels and has secured external funding to enhance the core services. Bureau services are available five days per week.

This year the bureau generalist and specialist advice services have delivered telephone and webchat services and have taken the opportunities working with local partners to resume face to face services through outreach sessions held at host sites in community venues.

The Money Advice and Pensions Service, United Utilities Trust Fund and British Gas Energy Trust provide funding for debt advice and energy efficiency advice. The Money Advice and Fuel Poverty teams have been proactive in developing strong partnerships and links with the Local Authority Community Engagement and the Council tax recovery Team and good working practices are in place to enable clients' problems to be dealt effectively and expediently.

The Charity's Business and Development Plan covers the period 2022 to 2025. The overriding principle of the plan is to ensure services are accessible to all. Partnership working is one of the main priorities and the Charity actively supports local working with partners, from community, statutory and voluntary sectors.

Volunteer recruitment is ongoing with training being another key priority. We work with our national organisation to answer out of area calls through the national helpline Adviceline, Help to Claim project and the Debt Helpline. Staff and volunteers have adapted quickly to continue giving advice. We maintain business continuity with a combination of office and home working

The challenges are opportunities; time to reflect and review how we respond to changing needs of our clients, services and staff.

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

FINANCIAL REVIEW

Principal funding sources

Details of income and expenditure for the period are shown in the Statement of Financial Activities. The Charity receives a contribution to its core activities and help in kind from Preston City Council, British Gas Trust Fund United Utilities Trust Fund, and receives restricted funding from the MaPS Mainstream Debt Advice and Increased Capacity Projects to provide support for specialist face to face money advice and the DWP Help to Claim Project (Universal Credit).

Funds received from the MaPS Debt Advice Projects and the DWP Help to Claim Project are restricted for use in the staffing and running of the designated specialist services and are not used for any other purpose.

Funding from the British Gas Energy Trust Fund and United Utilities Trust fund are restricted for the use in staffing and running costs to provide debt advice, complete Trust Fund applications and provide energy efficiency advice service and are not used for any other purposes.

The Project and Exit Fund's aim is to meet immediate operational needs and is invested to achieve the maximum return for an acceptable level of risk. As a registered charity the Bureau only makes authorised investments. As at the year-end date the Trustees considered that there were no funds available to invest. The Charity's investments are reviewed at least every twelve months

Reserves policy

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Bureau's current activities while consideration is given to ways in which additional funds may be raised.

FUTURE DEVELOPMENT

The Charity is aware that it must continue to strengthen funding of its core services to be able to bid for external monies. The Charity is also aware that regional and national funding agencies view consortium bids more favourably.

Partnership work and consortium bids will be developed with Citizens Advice Bureaux in the Lancashire area as well as in partnership with other local organisations. Broadening the services, we offer and how we deliver these services is one of our prime objectives over the next year. To this end, it is recognised that our aim is to improve accessibility to the service using information technology including telephone provision and web chat and to develop different methods of access. The Charity is continually aiming to develop new projects to promote the concept of 'access for all'.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

It is registered as a charity under Charity Commission number 1092972. The Directors of the company are also charity trustees for the purposes of charity law and under the company's articles known as management committee members.

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The Board Members apart from one Trustee, who must be nominated by Preston City Council, appoint the Trustees, who are also all Directors of the company.

Re-appointment of Trustees is provided for under the normal Companies Act rules on an annual basis at the Charity's Annual General Meeting. The Trustee Board are mindful when appointing new Trustees of the skills and abilities required to run the Charity effectively. Following initial discussions with the Chair about the nature and purpose of the Charity potential new Trustees are nominated to the Trustee Board and duly elected to the board.

Induction and training of new trustees

At the time of their appointment new Trustees are provided with a pack of information including copies of the Charity's formal documents and latest financial information, together with copies of pertinent literature from the Charities Commission. The New Trustee Induction pack is provided by the Charity's national organisation.

Risk management

The Charity has an annual budget approved by the Trustees. There is a regular consideration of the financial results by the Trustees including the review of variances from budget and comparison with benchmarks. The appropriate segregation of duties and delegation of authority has been put into place and there is a regular consideration of new risks facing the charity and the steps needed to deal with these.

The Trustees have assessed the major risks, to which the charity is exposed, in particular those related to the operation and finance of the Charity, to ensure that systems are in place to mitigate exposure to those risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04349637 (England and Wales)

Registered Charity number

1092972

Registered office

Town Hall Annexe
Birley Street
Preston
Lancashire
PR1 2QE

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

Trustees

Trustees and Directors

The following are both Trustees and Directors:

Mr P Woodburn - Chair
Mr W Shannon - Vice Chair

In addition, Mr Peter Metcalf MBE was as a Trustee and Director until his resignation in November 2022.

The following are Trustees:

Mrs J Moore Elected Member
Mr P Crowe Elected Member
Ms J Barker - Representative LCC Welfare Rights Office
Cllr E Atkins- Representative Preston City Council

In addition, Mr I Member was a Trustee until his untimely death in October 2022 and Mrs H Butterworth until her resignation in November 2022.

Bureau Representative

Mrs S Piggott

Company Secretary

Mrs J M Pearson

Independent Examiner

D. Miller FCCA
Association of Chartered Certified Accountants
Miller Roskell Limited
17 Victoria Road East
Thornton Cleveleys
Lancashire
FY5 5HT

PUBLIC BENEFIT

All the funds received by the Charity are used in providing services mentioned in our objects and activities for the benefit of the communities of Preston and District. Preston & District Citizens Advice Bureau is a member of 'Citizens Advice', a network of independent UK charities that helps people resolve their money, legal and other problems by providing information and advice and by influencing policymakers. It works entirely in the public interest. The Trustees of Preston & District Citizens Advice Bureau believe they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission. This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

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

Approved by order of the board of trustees on 23rd November 2022 and signed on its behalf by:



.....

P Woodburn - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

Independent examiner's report to the trustees of Preston And District Citizens Advice Bureau ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Association of Chartered Certified Accountants which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



D. Miller FCCA
Association of Chartered Certified Accountants
Miller Roskell Limited
17 Victoria Road East
Thornton Cleveleys
Lancashire
FY5 5HT

Date: 14 December 2022

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Generalist		45,039	-	45,039	43,596
Money advice		-	48,594	48,594	47,925
British Gas Energy Trust Fund		-	98,400	98,400	97,850
United Utilities		-	26,250	26,250	13,126
Help to claim		-	95,965	95,965	95,378
MaPS- Trainee		-	34,466	34,466	15,841
Other income		-	-	-	17,984
Total		45,039	303,675	348,714	331,700
EXPENDITURE ON					
Charitable activities					
Generalist		14,489	-	14,489	44,408
Money advice		-	48,594	48,594	47,925
Equipment		118	-	118	158
British Gas Energy Trust Fund		-	98,400	98,400	97,850
United Utilities		-	26,250	26,250	13,126
Help to claim		-	95,965	95,965	95,378
MaPS- Trainee		-	34,466	34,466	15,841
Total		14,607	303,675	318,282	314,686
NET INCOME		30,432	-	30,432	17,014
RECONCILIATION OF FUNDS					
Total funds brought forward		106,499	-	106,499	89,485
TOTAL FUNDS CARRIED FORWARD		<u>136,931</u>	<u>-</u>	<u>136,931</u>	<u>106,499</u>

The notes form part of these financial statements

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**BALANCE SHEET
31 MARCH 2022**

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	5	355	473
CURRENT ASSETS			
Debtors	6	5,106	4,853
Cash at bank		<u>146,695</u>	<u>107,522</u>
		151,801	112,375
CREDITORS			
Amounts falling due within one year	7	(15,225)	(6,349)
NET CURRENT ASSETS		<u>136,576</u>	<u>106,026</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>136,931</u>	<u>106,499</u>
NET ASSETS		<u>136,931</u>	<u>106,499</u>
FUNDS	9		
Unrestricted funds:			
Generalist		42,166	27,761
Equipment		355	473
Redundancy fund		29,410	53,265
Project and Exit Fund		<u>65,000</u>	<u>25,000</u>
TOTAL FUNDS		<u>136,931</u>	<u>106,499</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.


The notes form part of these financial statements

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**BALANCE SHEET - continued
31 MARCH 2022**

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 23rd Nov 2022
and were signed on its behalf by:

A handwritten signature in dark ink, appearing to be 'P Woodburn', written over a dotted line.

P Woodburn - Trustee

The notes form part of these financial statements

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

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.

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.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

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 each fund is included in the notes to the financial statements.

Covid 19

As with all charities worldwide, uncertainties have arisen due to the COVID 19 pandemic. The Charity has been affected throughout the financial year by the impact of the Coronavirus. It has modified its operational practices and together with the receipt of Government support, the Charity has not suffered any detrimental financial effect. Its robust financial model has assisted in making the Charity resilient to the impact of COVID 19.

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

2. NET INCOME/(EXPENDITURE)

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

	2022	2021
	£	£
Depreciation - owned assets	<u>118</u>	<u>157</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

Trustees' expenses

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

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Generalist	43,596	-	43,596
Money advice	-	47,925	47,925
British Gas Energy Trust Fund	-	97,850	97,850
United Utilities	-	13,126	13,126
Help to claim	-	95,378	95,378
MaPS- Trainee	-	15,841	15,841
Other income	<u>17,984</u>	<u>-</u>	<u>17,984</u>
Total	61,580	270,120	331,700
EXPENDITURE ON			
Charitable activities			
Generalist	44,408	-	44,408
Money advice	-	47,925	47,925
Equipment	158	-	158
British Gas Energy Trust Fund	-	97,850	97,850
United Utilities	-	13,126	13,126
Help to claim	-	95,378	95,378
MaPS- Trainee	-	15,841	15,841
Total	44,566	270,120	314,686

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME	17,014	-	17,014
RECONCILIATION OF FUNDS			
Total funds brought forward	89,485	-	89,485
TOTAL FUNDS CARRIED FORWARD	<u>106,499</u>	<u>-</u>	<u>106,499</u>

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2021 and 31 March 2022	<u>5,546</u>	<u>30,354</u>	<u>35,900</u>
DEPRECIATION			
At 1 April 2021	5,450	29,977	35,427
Charge for year	<u>24</u>	<u>94</u>	<u>118</u>
At 31 March 2022	<u>5,474</u>	<u>30,071</u>	<u>35,545</u>
NET BOOK VALUE			
At 31 March 2022	<u>72</u>	<u>283</u>	<u>355</u>
At 31 March 2021	<u>96</u>	<u>377</u>	<u>473</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	3,133	3,792
Prepayments and accrued income	<u>1,973</u>	<u>1,061</u>
	<u>5,106</u>	<u>4,853</u>

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	1,760	674
Social security and other taxes	3,762	4,361
Other creditors	<u>9,703</u>	<u>1,314</u>
	<u>15,225</u>	<u>6,349</u>

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Fixed assets	355	-	355	473
Current assets	151,801	-	151,801	112,375
Current liabilities	<u>(15,225)</u>	<u>-</u>	<u>(15,225)</u>	<u>(6,349)</u>
	<u>136,931</u>	<u>-</u>	<u>136,931</u>	<u>106,499</u>

9. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
Generalist	27,761	30,550	(16,145)	42,166
Equipment	473	(118)	-	355
Redundancy fund	53,265	-	(23,855)	29,410
Project and Exit Fund	<u>25,000</u>	<u>-</u>	<u>40,000</u>	<u>65,000</u>
	<u>106,499</u>	<u>30,432</u>	<u>-</u>	<u>136,931</u>
TOTAL FUNDS	<u>106,499</u>	<u>30,432</u>	<u>-</u>	<u>136,931</u>

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

9. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Generalist	45,039	(14,489)	30,550
Equipment	-	(118)	(118)
	45,039	(14,607)	30,432
Restricted funds			
Money advice	48,594	(48,594)	-
British Gas Energy Trust Fund	98,400	(98,400)	-
United Utilities	26,250	(26,250)	-
Help to Claim	95,965	(95,965)	-
MaPS - Trainee	34,466	(34,466)	-
	303,675	(303,675)	-
TOTAL FUNDS	<u>348,714</u>	<u>(318,282)</u>	<u>30,432</u>

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
Generalist	2,209	25,552	27,761
Equipment	631	(158)	473
Redundancy fund	61,645	(8,380)	53,265
Project and Exit Fund	25,000	-	25,000
	89,485	17,014	106,499
TOTAL FUNDS	<u>89,485</u>	<u>17,014</u>	<u>106,499</u>

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

9. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Generalist	61,580	(36,028)	25,552
Equipment	-	(158)	(158)
Redundancy fund	-	(8,380)	(8,380)
	61,580	(44,566)	17,014
Restricted funds			
Money advice	47,925	(47,925)	-
British Gas Energy Trust Fund	97,850	(97,850)	-
United Utilities	13,126	(13,126)	-
Help to Claim	95,378	(95,378)	-
MaPS - Trainee	15,841	(15,841)	-
	270,120	(270,120)	-
TOTAL FUNDS	331,700	(314,686)	17,014

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				
Generalist	2,209	56,102	16,145	42,166
Equipment	631	(276)	-	355
Redundancy fund	61,645	(8,380)	(23,855)	29,410
Project and Exit Fund	25,000	-	40,000	65,000
	89,485	47,446	-	136,931
TOTAL FUNDS	89,485	47,446	-	136,931

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

9. 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 £	Movement in funds £
Unrestricted funds			
Generalist	106,619	(50,517)	56,102
Equipment	-	(276)	(276)
Redundancy fund	-	(8,380)	(8,380)
	106,619	(59,173)	47,446
Restricted funds			
Money advice	96,519	(96,519)	-
British Gas Energy Trust Fund	196,250	(196,250)	-
United Utilities	39,376	(39,376)	-
Help to Claim	191,343	(191,343)	-
MaPS - Trainee	50,307	(50,307)	-
	573,795	(573,795)	-
TOTAL FUNDS	680,414	(632,968)	47,446

10. CONTINGENT LIABILITIES

There were no contingent liabilities at 31 March 2022 or 31 March 2021.

11. CAPITAL COMMITMENTS

	2022 £	2021 £
Contracted but not provided for in the financial statements	-	-

12. RELATED PARTY DISCLOSURES

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

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

13. FUNDS

UNRESTRICTED FUNDS

Generalist fund

The above is comprised of funding received from Preston City Council.

Equipment fund

The value of the fund represents the value of tangible fixed assets held by the Charity.

The balance at the year end in the fund was £355.

Redundancy fund

The Redundancy fund is an amount designated by the Trustees. The value of the reserve represents the value of reserve required to meet the Charity's obligations to pay redundancy should the Charity cease to operate.

The balance at the year end in the fund was £29,410.

Project and Exit fund

This fund is for the new, existing outreach and money advice projects specifically for implementing a three month exit strategy at the end of the funding periods to allow for exploration and bidding for other funding streams.

The balance at the year end in the fund was £65,000.

RESTRICTED FUNDS

Money advice fund

The above is comprised of funding received from the Money Advice Services Debt Advice Project. Funding is restricted to face-to-face specialist money advice within the terms of the contract.

The balance at the year end in the fund was £nil.

Help to Claim - Universal Credit

The above is comprised of funding received from the Department of Works and Pension Help to Claim Project. Funding is restricted for delivery of the Help to Claim project through face to face, telephone and webchat within the terms of the contract.

The balance at the year end in the fund was £nil.

British Gas Energy Trust Fund

The above fund is restricted to deliver Fuel Debt and other poverty related advice within the terms of the contract.

The balance at the year end in the fund was £nil.

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

13. FUNDS - continued

MaPS Increased Capacity Funding

Funding for the money advice services provided by the Money and Pension Services Increased Capacity Funding from December 2020 – March 2022 was restricted to fund a trainee Money Advice Caseworker and was delivered within the terms of the contract

The balance at the year end in the fund was £nil.

United Utilities Trust Fund

The above fund is restricted to deliver water debt and other poverty related issues within the terms of the contract

The balance at the year end was £nil.

