

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 2025
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 2025**

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**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**REPORT OF THE TRUSTEES
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 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 2025**

ACHIEVEMENTS 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, National Energy Advice Programme, Cadent 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 Lancashire Council, statutory and Voluntary organisations and the Council tax recovery Team and good working practices are in place to enable clients' problems to be dealt effectively and expediently.

Funding from MacMillan Fund is to support cancer patients and their families who face financial and other issues; funding from Yorkshire Building Society and UCLAN support our generalist advice services.

The Charity's Business and Development Plan covers the period 2024 to 2027. 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.

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 British Gas Trust Fund, Macmillan trust Fund, Cadent and Yorkshire Building Society and receives restricted funding from the MaPS Mainstream Debt Advice to provide support for specialist face to face money advice.

Funds received from the MaPS Debt Advice Projects 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 is 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 purpose.

All restricted income is applied strictly in accordance with funder requirements.

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.

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

FINANCIAL REVIEW

Reserves policy

The Board aims to maintain sufficient reserves to meet operational commitments and manage unforeseen risks. 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.

The Generalist fund comprises contributions from funders who support our money advice services and energy efficiency advice services including MAPS, British Gas Trust Fund, Lancashire County Council and Cadent with help in kind funding from Preston City Council.

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

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

This Project Exit fund is for the 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 Relocation fund is an amount designated by the Trustees to investigate the possibility of relocating the local office. The feasibility of purchasing suitable premises will be considered with the opportunity of renting surplus office space to other local voluntary organisations, if applicable. The review commenced in 2024/25. The Trustees will review the level of reserve in future years based on the viability of this project and the availability of surplus funds.

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.

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.

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.

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Board sets strategy and oversees governance, risk management, and financial responsibility. Day-to-day management is delegated to the joint Chief Officers, supported by paid staff and volunteers. The Charity utilises Citizens Advice quality standards, CASEBOOK case management including QB Welfare Benefits calculation package which support the Charity.

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 and covers the following matters:

- Their legal responsibilities under charity and company law,
- Safeguarding, data protection and confidentiality
- Citizens Advice governance and operational requirements
- An overview of the Charity's strategic plan, funding, and risk framework.

Trustees are appointed in accordance with the governing document.

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 review the major strategic, operational and financial risks facing the Charity. Key areas of focus include:

- Funding stability and diversification;
- Safeguarding and data protection;
- Maintaining service quality and volunteer capacity;
- IT security and cyber risk;
- Compliance with Citizens Advice national standards.

Mitigation measures include internal controls, insurance, policies reviewed annually, secure case management systems, and staff/volunteer training.

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 2025**

Trustees

Trustees and Directors

Mr P Woodburn - Chair
Mr P Crowe - Vice Chair
Mrs J M Pearson - Elected Member/Treasurer
Mrs E Gregory - Elected Member
Mr M Bradley - Elected Member

Preston City Council Representative

Councillor Z Coupland

Company Secretary

Mrs J M Pearson

Independent Examiner

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

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 5 November 2025 and signed on its behalf by:

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

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 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since 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 member of the 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
The Association of Chartered Certified Accountants

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

5 November 2025

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Generalist		141,725	-	141,725	164,002
Money advice		-	55,860	55,860	47,196
British Gas Energy Trust		-	126,700	126,700	94,800
Yorkshire Building Society		-	19,716	19,716	18,900
Cadent		39,416	-	39,416	39,000
MacMillan		24,723	-	24,723	26,277
Investment income		-	-	-	-
Other income		8,987	2,520	11,507	6,350
Total		<u>214,851</u>	<u>204,796</u>	<u>419,647</u>	<u>396,525</u>
EXPENDITURE ON					
Charitable activities					
Generalist		41,911	-	41,911	42,801
Money advice		-	55,860	55,860	47,196
Equipment		50	-	50	66
British Gas Energy Trust		-	129,221	129,221	94,800
Yorkshire Building Society		-	19,715	19,715	18,900
Cadent		39,417	-	39,417	39,000
MacMillan		24,723	-	24,723	26,277
Total		<u>106,101</u>	<u>204,796</u>	<u>310,897</u>	<u>269,040</u>
NET INCOME		108,750	-	108,750	127,485
RECONCILIATION OF FUNDS					
Total funds brought forward		267,333	-	267,333	139,848
TOTAL FUNDS CARRIED FORWARD		<u><u>376,083</u></u>	<u><u>-</u></u>	<u><u>376,083</u></u>	<u><u>267,333</u></u>

The notes form part of these financial statements

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**BALANCE SHEET
31 MARCH 2025**

	Notes	2025 £	2024 £
FIXED ASSETS			
Tangible assets	5	150	200
CURRENT ASSETS			
Debtors	6	26,388	76,872
Cash at bank		373,702	289,382
		<u>400,090</u>	<u>366,254</u>
CREDITORS			
Amounts falling due within one year	7	(24,157)	(99,121)
NET CURRENT ASSETS		<u>375,933</u>	<u>267,133</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>376,083</u>	<u>267,333</u>
NET ASSETS		<u>376,083</u>	<u>267,333</u>
FUNDS	9		
Unrestricted funds:			
Generalist		56,933	46,133
Equipment		150	200
Redundancy		44,000	46,000
Project Exit		75,000	75,000
Relocation Fund		200,000	100,000
		<u>376,083</u>	<u>267,333</u>
TOTAL FUNDS		<u>376,083</u>	<u>267,333</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 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.

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**BALANCE SHEET - continued
31 MARCH 2025**

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 5 November 2025 and were signed on its behalf by:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above the name P Woodburn.

P Woodburn - Trustee

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

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.

2. NET INCOME/(EXPENDITURE)

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

	2025	2024
	£	£
Depreciation - owned assets	50	66
	<u>50</u>	<u>66</u>

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Payments of £2,820 (2024: £4,035) were made to Mrs J M Pearson, a Trustee, in respect of consultancy services provided.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Generalist	164,002	-	164,002
Money advice	-	47,196	47,196
British Gas Energy Trust	-	94,800	94,800
Yorkshire Building Society	-	18,900	18,900
Cadent	39,000	-	39,000
MacMillan	26,277	-	26,277
Other income	6,350	-	6,350
Total	<u>235,629</u>	<u>160,896</u>	<u>396,525</u>
EXPENDITURE ON			
Charitable activities			
Generalist	42,801	-	42,801
Money advice	-	47,196	47,196
Equipment	66	-	66
British Gas Energy Trust	-	94,800	94,800
Yorkshire Building Society	-	18,900	18,900
Cadent	39,000	-	39,000
MacMillan	26,277	-	26,277
Total	<u>108,144</u>	<u>160,896</u>	<u>269,040</u>
NET INCOME	127,485	-	127,485
RECONCILIATION OF FUNDS			
Total funds brought forward	139,848	-	139,848
TOTAL FUNDS CARRIED FORWARD	<u>267,333</u>	<u>-</u>	<u>267,333</u>

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

5. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2024 and 31 March 2025	5,546	30,354	35,900
DEPRECIATION			
At 1 April 2024	5,505	30,195	35,700
Charge for year	10	40	50
At 31 March 2025	5,515	30,235	35,750
NET BOOK VALUE			
At 31 March 2025	31	119	150
At 31 March 2024	41	159	200

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade debtors	24,673	75,853
Prepayments and accrued income	1,715	1,019
	26,388	76,872

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade creditors	2,228	2,935
Social security and other taxes	3,348	2,924
Other creditors	18,581	93,262
	24,157	99,121

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
Fixed assets	150	-	150	200
Current assets	400,090	-	400,090	366,254
Current liabilities	(24,157)	-	(24,157)	(99,121)
	376,083	-	376,083	267,333

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

9. MOVEMENT IN FUNDS

	At 1.4.24 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
Unrestricted funds				
Generalist	46,133	108,800	(98,000)	56,933
Equipment	200	(50)	-	150
Redundancy	46,000	-	(2,000)	44,000
Project Exit	75,000	-	-	75,000
Relocation Fund	100,000	-	100,000	200,000
	<u>267,333</u>	<u>108,750</u>	<u>-</u>	<u>376,083</u>
TOTAL FUNDS	<u>267,333</u>	<u>108,750</u>	<u>-</u>	<u>376,083</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Generalist	150,711	(41,911)	108,800
Equipment	-	(50)	(50)
Cadent	39,417	(39,417)	-
MacMillan	24,723	(24,723)	-
	<u>214,851</u>	<u>(106,101)</u>	<u>108,750</u>
Restricted funds			
Money advice	55,860	(55,860)	-
British Gas Energy Trust	129,221	(129,221)	-
Yorkshire Building Society	19,715	(19,715)	-
	<u>204,796</u>	<u>(204,796)</u>	<u>-</u>
TOTAL FUNDS	<u>419,647</u>	<u>(310,897)</u>	<u>108,750</u>

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
Generalist	41,379	127,551	(122,797)	46,133
Equipment	266	(66)	-	200
Redundancy	33,203	-	12,797	46,000
Project Exit	65,000	-	10,000	75,000
Relocation Fund	-	-	100,000	100,000
	<u>139,848</u>	<u>127,485</u>	<u>-</u>	<u>267,333</u>
TOTAL FUNDS	<u>139,848</u>	<u>127,485</u>	<u>-</u>	<u>267,333</u>

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

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	170,352	(42,801)	127,551
Equipment	-	(66)	(66)
Cadent	39,000	(39,000)	-
MacMillan	26,277	(26,277)	-
	<u>235,629</u>	<u>(108,144)</u>	<u>127,485</u>
Restricted funds			
Money advice	47,196	(47,196)	-
British Gas Energy Trust	94,800	(94,800)	-
Yorkshire Building Society	18,900	(18,900)	-
	<u>160,896</u>	<u>(160,896)</u>	<u>-</u>
TOTAL FUNDS	<u>396,525</u>	<u>(269,040)</u>	<u>127,485</u>

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

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
Unrestricted funds				
Generalist	41,379	236,351	(220,797)	56,933
Equipment	266	(116)	-	150
Redundancy	33,203	-	10,797	44,000
Project Exit	65,000	-	10,000	75,000
Relocation Fund	-	-	200,000	200,000
	<u>139,848</u>	<u>236,235</u>	<u>-</u>	<u>376,083</u>
TOTAL FUNDS	<u>139,848</u>	<u>236,235</u>	<u>-</u>	<u>376,083</u>

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

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	321,063	(84,712)	236,351
Equipment	-	(116)	(116)
Cadent	78,417	(78,417)	-
MacMillan	51,000	(51,000)	-
	<u>450,480</u>	<u>(214,245)</u>	<u>236,235</u>
Restricted funds			
Money advice	103,056	(103,056)	-
British Gas Energy Trust	224,021	(224,021)	-
Yorkshire Building Society	38,615	(38,615)	-
	<u>365,692</u>	<u>(365,692)</u>	<u>-</u>
TOTAL FUNDS	<u>816,172</u>	<u>(579,937)</u>	<u>236,235</u>

10. RELATED PARTY DISCLOSURES

Other than as detailed at Note 3 there were no related party transactions for the year ended 31 March 2025 and the year ended 31 March 2024

11. FUNDS

UNRESTRICTED FUNDS

Generalist

The above fund comprises contributions from funders who support our money advice services and energy efficiency advice services including MAPS, British Gas Trust Fund, Lancashire County Council and Cadent with help in kind funding from Preston City Council.

Equipment

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

The balance at the year end in the fund was £150.

Redundancy

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

The balance at the year end in the fund was £44,000.

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

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

11. FUNDS - continued

Project Exit

This fund is for the 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 £75,000.

Relocation Fund

The above fund is an amount designated by the Trustees to investigate the possibility of relocating the local office. The feasibility of purchasing suitable premises will be considered with the opportunity of renting surplus office space to other local voluntary organisations, if applicable. The review commenced in 2024/25. The Trustees will review the level of reserve in future years based on the viability of this project and the availability of surplus funds.

The balance at the year end in the fund was £200,000.

Cadent

The above fund provides funding for debt advice and energy efficiency advice.

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

MacMillan

The above fund is to support cancer patients and their families who face financial and other issues.

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

RESTRICTED FUNDS

Money advice

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.

British Gas Energy Trust

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.

United Utilities Trust

The above fund is restricted to deliver water debt and other poverty related issues within the terms of the contract which ended in September 2022.

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 2025**

11. FUNDS - continued

LCC Fuel Department

The above fund was restricted to deliver fuel voucher schemes and fuel poverty related issues.

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

Yorkshire Building Society

The above fund was restricted to deliver generalist advice services based in the Yorkshire Building Society office within the terms of the contract.

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

**PRESTON AND DISTRICT CITIZENS
ADVICE BUREAU**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2025**

	2025 £	2024 £
INCOME AND ENDOWMENTS		
Charitable activities		
Grants	408,140	390,175
Other income		
Other income	11,507	6,350
Total incoming resources	419,647	396,525
EXPENDITURE		
Charitable activities		
Wages	198,687	169,917
Rates, accommodation & phone	18,303	19,672
Insurance	565	566
Volunteer travel expenses	8,923	6,366
Computer expenses	4,258	7,641
Postage, stationery & advertising	3,946	4,323
Accountancy	2,033	1,442
Cleaning and sundry expenses	2,520	100
Depreciation of tangible fixed assets	50	66
	239,285	210,093
Support costs		
Management		
Wages	49,670	42,478
Governance costs		
Subscriptions	4,256	4,062
Other costs	696	518
Accountancy/ Consultancy	16,990	11,889
	21,942	16,469
Total resources expended	310,897	269,040
Net income	108,750	127,485

This page does not form part of the statutory financial statements