

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE

England & Wales · Charity number 1096130

Details

Other names	BRADFORD AND AIREDALE CITIZENS ADVICE BUREAU, BRADFORD CITIZENS ADVICE BUREAU, Bradford and Airedale Citizens Advice & Law Centre
Status	Registered
Legal form	Charitable company
Company number	04578503
Registered	2003-02-21
Register	View on the Charity Commission register

Contact

Address
Citizens Advice Bureau
31 Manor Row
Bradford
BD1 4PS

Phone
01274758030

Email
admin@bradfordcab.com

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE COMMUNITY IN BRADFORD DISTRICT AND SURROUNDING AREAS ("THE AREA OF BENEFIT") BY THE ADVANCEMENT OF EDUCATION, THE PROTECTION AND PRESERVATION OF HEALTH AND THE RELIEF OF POVERTY, SICKNESS AND DISTRESS.

Activities: Provision of free, independant, impartial and confidential advice

Classification

- **How:** Provides Human Resources, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty
- **Who:** Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

Geography

- **Area of benefit:** THE DISTRICT OF BRADFORD AND SURROUNDING AREAS
- Bradford City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£2,496,493	£2,529,831	£1,382,467	49
2024-03-31	£2,259,839	£2,292,706	£1,422,342	50
2023-03-31	£2,233,888	£2,095,736	£1,455,578	47
2022-03-31	£2,327,792	£2,102,391	£1,317,453	55
2021-03-31	£2,425,994	£2,224,117	£1,063,541	58

Trustees

Name	Role	Appointed
Andrew Charles Northage	Chair	2023-02-27
Atif Waqar Bostan		2020-11-26
Colin Coghill		2023-02-27
Howard Kew		2024-12-04
Robin Walker Lister		2017-06-07
Ruth Beattie		2020-03-04
SHAKIL AZAM		2011-11-28
Simon Robinson		2022-03-02

Accounts

Charity Registration No. 1096130

Company Registration No. 04578503 (England and Wales)

Citizens Advice Bradford & Airedale And Bradford Law Centre Ltd

(A Company Limited By Guarantee)

Annual Report And Financial Statements

For The Year Ended 31 March 2025

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COMPANIES HOUSE

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

S Azam
A Northage
R Lister
R Beattie
A Bostan
S Robinson
H Kew (Appointed 4 December 2024)
U Daraz (Appointed 25 June 2025)
C Coghill

Principal staff

R Wilkinson - Chief Executive

Secretary

R Wilkinson

Charity number

1096130

Company number

04578503

Principal and registered address

31 Manor Row
Bradford
BD1 4PS

Auditor

Azets Audit Services Limited
12 King Street
LS1 2HL

Bankers

Unity Trust Bank plc
4 Brindleyplace
Birmingham
B1 2JB

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

CONTENTS

	Page
Trustees' report	1 - 6
Statement of trustees' responsibilities	7
Independent auditor's report	8 - 10
Statement of financial activities	11
Balance sheet	12
Statement of cash flows	13
Notes to the financial statements	14 - 30

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements 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 Memorandum of Association, the Companies Act 2006 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' (effective 1 January 2019).

Reference and Administrative Details

The Legal and Administrative Information page forms part of this report.

Objectives and activities

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The Charity's objectives are to promote any charitable purpose for the benefit of the community in Bradford District and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

In order to achieve the above objectives, the services aims are:

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

When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

Achievements and performance



CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Achievement and performance (continued)

2024/25 has been another challenging year. We have continued to operate in an environment of rising demand for voluntary sector services, a restrictive funding landscape, and high inflation, all of which have increased the challenges faced by our clients and our own operational costs.

We pay tribute to our staff and volunteers, whose commitment and resilience have enabled us to deliver positive, practical change for people across Bradford and Airedale.

Key priorities for the year:

- Supporting people with welfare benefit advice
- Helping people resolve debt issues
- Addressing housing issues
- Supporting clients with immigration problems

Headline Numbers (2024/25):

- Clients supported: 8,088
- Client contacts: 68,777
- Activities: 43,684
- Outcomes – Income gained for clients: £16,246

Service Channels (2024/25):

- Face-to-Face: 1,735
- Phone: 23,800
- Email: 9,520
- Video Call: 1,144

Demographics:

- Age: Largest group 25–34 (1,700+ clients)
- Gender: 60% female, 40% male
- Disability/Long-term health: 44% yes, 56% no
- Ethnicity: 54% Asian, 28% White, 10% Black, 8% Mixed/Other

Impact Data:

- 96% were experiencing stress, anxiety or depression due to money worries.
- 84% found that money worries negatively impacted their physical health.
- 60% worried about losing their home.

After receiving support:

- 87% felt we had helped solve their money worries.
- 85% felt less stressed or anxious.
- 79% could better afford essentials like heating, food and transport.
- 71% understood how to manage their finances better.

Service Delivery Improvements:

- Telephone remained the first point of contact for most clients.
- Walk-in and video conferencing services were maintained and expanded.
- Interpreter access improved, including BSL support.

Cost Restructuring Programme (2024/25):

In response to significant financial pressures and the need to ensure long-term sustainability, the organisation undertook a major cost restructuring programme during 2024/25. This included multiple redundancy consultations across teams, delinking from the NJC pay system, and targeted reductions in staffing with a focus on retaining key skills. Staff engagement was positive, and morale remained strong despite challenges.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2025

Achievement and performance (continued)

Late in the year, the organisation secured new investment from the Energy Redress Fund to deliver Energy Advice, creating new roles which mitigated redundancy impacts. The programme was designed to protect core services and client access, and to position the organisation for future stability.

Fundraising

The organisation does not actively fundraise from the public. All donations are voluntary, and no professional fundraisers are engaged. No complaints or regulatory breaches have been reported.

Principal Funders in 2024/25:

- Bradford Metropolitan District Council (BDMC)
- Money and Pensions Service (via Citizens Advice)
- Legal Aid Agency
- VCS Alliance
- Health Partnerships
- Energy Redress Fund (for delivery of Energy Advice services)

Financial review

The net expenditure for the year before actuarial gains amounted to £33,338 (2024: net expenditure of £32,867). Total funds at 31 March 2025 stood at £1,382,467 (2024: £1,422,342) of which £15,658 (2024: £1,723) were restricted.

Reserves Policy

The trustees have established a policy whereby the unrestricted funds, not committed or invested in tangible fixed assets and not designated, being the free reserves held by the charity, should be three to six months of expenditure, which equates to £632,458 - £1,264,916 in general funds. At this level the Trustees believe they would be able to continue the operations of the charity. At present the free reserves amount to £1,139,158 (2024: £1,162,608), which within the target level of reserves. The trustees will review the policy annually.

Pension Liability

The charity participates in The Pensions Trust Growth Plan scheme and has an obligation to pay a past service deficit contribution, this is payable monthly in addition to future service contributions. The pension liability at the year end stands at £10,164 which is the present value of the deficit reduction contributions payable under the agreement.

Going Concern

We have set out above a review of financial performance and the charity's general reserves position. Our planning process, including financial projections, takes into consideration the decision by Bradford Metropolitan District Council decision through the recommissioning to continue to contract for the delivery of advice until March 2027, and confirms that we have adequate resources going forward. We have a reasonable expectation that we will be able to continue in operational existence for the foreseeable future and the financial statements have been prepared on the basis that the charity is a going concern.

Risk Management

The trustees have reviewed their procedures in the light of corporate governance guidance contained within the Statement of Recommended Practice 'Accounting and Reporting by Charities'.

A risk assessment report is contained within the business plan and anticipates potential changes to the environment in which the organisation is working and highlights how these would impact on its services. In addition, it produces a risk register, based on a matrix supplied by Citizens Advice – the national association. The organisational Risk Register is reviewed and updated at each Trustee Board meeting.

The trustees are satisfied that systems are in place to mitigate the charity's exposure to the major risks to which it is exposed.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Risk Management (continued)

Citizens Advice Bradford & Airedale and Bradford Law Centre faces a range of operational risks and the key to successful risk management is to identify potential risks, the likelihood of them occurring and then obviate their impact. The risk register is a formal statement of Citizens Advice Bradford & Airedale and Bradford Law Centre's risk management strategy and how the impact of potential risks can be minimised. Identifying the risks is a principal element of risk management and has been given detailed and careful consideration. Areas that are covered in this process include:

- activities and services undertaken by the organisation
- our objectives
- targets and outputs required by funders and others
- the operating structure
- external factors (statutory obligations, relationships with funders)
- comparisons with other CABs/comparable organisations
- past performance and previous risks encountered.

Citizens Advice Bradford & Airedale and Bradford Law Centre's objectives, its internal organisation and the environment in which it operates are continually evolving and as a result, the risks it faces are not constant. Organisational success derives, in part, from successful risk taking and so the purpose of internal control is to help manage and control risk appropriately rather than to eliminate it.

The Trustee Board recognises its role as the ultimate authority in the governance of the organisation and that the management team and staff recognises that they operate with delegated authority.

The following measures will help minimise the risks inherent in any large and diverse voluntary sector organisation which relies on a diverse range of funding to meet all its commitments:

- Effective appraisal of the Chief Executive and Management Team.
- Internal management and supervisory controls that minimise risk of failing to deliver on existing grant agreements and contracts.
- Staff awareness of sources of funding and the consequences arising from any failure to deliver services in line with grant agreements and contracts.
- The effective use of probationary periods, annual appraisals, staff supervision and HR policies to promptly identify and deal with issues of concern.
- Engagement of DLP to provide HR advice & support.
- Regular case sheet checking, IFRs, training to ensure quality and independent QAA assessments.
- Regular review and analysis of statistics to ensure targets are met.
- Maintain good relationships with funders to identify potential future funding problems and potential funding opportunities.
- Ensure adequate financial reserves.
- Monthly financial monitoring against annual budget.
- Good communication between volunteers, staff, the Management Team and the Trustee Board.
- Maintaining independence and political neutrality to avoid conflict of interests.

Plans for the future

Strategic priorities for 2025/26 include:

- Continuing to strengthen financial sustainability through diversified funding
- Expanding digital access and support for clients, including remote advice channels
- Investing in staff wellbeing and development following the cost restructuring programme
- Enhancing partnerships with local organisations to improve referral pathways
- Monitoring and responding to emerging needs in welfare benefits, housing, debt, and immigration advice

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2025

Structure, governance and management

Citizens Advice Bradford & Airedale and Bradford Law Centre is a charitable company limited by guarantee and was set up by a Memorandum of Association on 31 October 2002. The charitable company commenced operations on 1 April 2003 after acquiring the assets of the unincorporated Organisation founded in 1962. The Organisation changed its Name from Bradford and Airedale Citizens Advice Bureau to Citizens Advice Bradford & Airedale and Bradford Law Centre on the 3 February 2016 following the acquisition of Bradford Law Centre.

The organisation is constituted under a Memorandum of Association dated 31 October 2002 (updated in March 2022 and are based on the model Articles of Association provided by Citizens Advice Nationally) and is registered charity number 1096130.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements are set out on the Charity Information page.

The management of the organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

Members' Liability

The trustees of the bureau guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

Organisation Structure

The Trustee Board is responsible for the strategic direction of the organisation with certain powers delegated to the Finance and Personnel committees. The Chief Executive works closely with the trustees to agree organisational priorities and is responsible for ensuring that the organisation meets its contractual, legal and membership obligations. Five service managers are responsible for the delivery of services as specified in accordance with quality and contractual requirements. In addition to its 50 paid staff, the organisation has around 10 volunteers who work in a variety of roles.

During 2024/25, a management restructure was initiated to strengthen organisational infrastructure, align leadership capacity with operational needs, and support the implementation of the cost restructuring programme.

Recruitment and Appointment of Management Committee

The management of the organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

Trustee Induction & Training

New trustees are provided with an induction pack containing information about the organisation, the work it carries out and the national Citizens Advice network. Induction meetings are held by the Chair of the Trustee Board and the Chief Executive, covering:

- The role and obligations of trustees.
- Governing documents including the Memorandum and Articles.
- The Organisation's aims and objectives and the membership requirements of Citizens Advice.
- The Organisation's financial position and funding sources.
- Future plans and objectives.

Trustees are also invited to attend training and conferences run by Citizens Advice at regional and national levels.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Key management personnel remuneration

The pay of the Chief Executive and Senior Management Team is reviewed annually and is normally increased in line with inflation and comparable roles within the sector.

Related Parties

All trustees give their time voluntarily. Any expenses reclaimed by trustees from the charity are set out in note 6 to the financial statements.

Auditor

The auditor, Azets Audit Services Limited, is deemed to be reappointed under section 487(2) of the Companies Act 2006.

Small Company Rules

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

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.

Signed by:

A Northage
Trustee
Dated: 17 December 2025

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2025

The trustees, who are also the directors of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

Opinion

We have audited the financial statements of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd (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 the 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, 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 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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.

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 for the financial statements

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.

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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

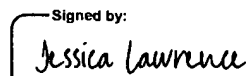
In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias; and
- Performing audit work over the timing and recognition of income and in particular whether it has been recorded in the correct accounting period.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

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.

Signed by:

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Jessica Lawrence (Senior Statutory Auditor)
Azets Audit Services Limited

22 December 2025

Chartered Accountants
Statutory Auditor

12 King Street
Leeds
LS1 2HL

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
Income from:					
Charitable activities	3	1,940,831	555,662	2,496,493	2,259,839
Total income		<u>1,940,831</u>	<u>555,662</u>	<u>2,496,493</u>	<u>2,259,839</u>
Expenditure on:					
Charitable activities	4	1,847,932	681,899	2,529,831	2,292,706
Total expenditure		<u>1,847,932</u>	<u>681,899</u>	<u>2,529,831</u>	<u>2,292,706</u>
Net income/(expenditure) before transfers		92,899	(126,237)	(33,338)	(32,867)
Gross transfers between funds	16	(140,172)	140,172	-	-
Net (expenditure)/income for the year		<u>(47,273)</u>	<u>13,935</u>	<u>(33,338)</u>	<u>(32,867)</u>
Other recognised gains and losses					
Actuarial loss on defined benefit pension schemes	13	(6,537)	-	(6,537)	(369)
Net movement in funds		<u>(53,810)</u>	<u>13,935</u>	<u>(39,875)</u>	<u>(33,236)</u>
Fund balances at 1 April 2024		<u>1,420,619</u>	<u>1,723</u>	<u>1,422,342</u>	<u>1,455,578</u>
Fund balances at 31 March 2025	18	<u><u>1,366,809</u></u>	<u><u>15,658</u></u>	<u><u>1,382,467</u></u>	<u><u>1,422,342</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

A full comparative Statement of Financial Activities for the year ended 31 March 2024 is shown in note 22 of these Financial Statements.

The notes on pages 14 - 30 also comprise part of these Financial Statements.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	10		234,188		258,011
Current assets					
Debtors	11	445,310		296,389	
Cash at bank and in hand		865,142		1,171,620	
		<u>1,310,452</u>		<u>1,468,009</u>	
Creditors: amounts falling due within one year	12	<u>(155,636)</u>		<u>(303,678)</u>	
Net current assets			<u>1,154,816</u>		<u>1,164,331</u>
Total assets less current liabilities			<u>1,389,004</u>		<u>1,422,342</u>
Creditors: amounts falling due after more than one year	13		(6,537)		-
Net assets			<u><u>1,382,467</u></u>		<u><u>1,422,342</u></u>
Income funds					
Restricted funds	18		15,658		1,723
Unrestricted funds	19		1,366,809		1,420,619
			<u>1,382,467</u>		<u>1,422,342</u>

The notes on pages 14 - 30 also comprise part of these Financial Statements.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Trustees on 17 December 2025

Signed by:

AD2DAB5DE4B147F...
 A Northage
 Trustee

Company Registration No. 04578503

**CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW
CENTRE LTD**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash (used in)/generated from operations	20	(306,478)		232,509	
Net (decrease)/increase in cash and cash equivalents		(306,478)		232,509	
Cash and cash equivalents at beginning of year		1,171,620		939,111	
Cash and cash equivalents at end of year		<u>865,142</u>		<u>1,171,620</u>	

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity information

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 31 Manor Row, Bradford, BD1 4PS.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Articles of Association, 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 £1.

The financial statements have been prepared under the historical cost convention, modified to include the 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

General unrestricted funds - are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds - are subject to specific conditions by donors as to how they may be used. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised in the Statement of Financial Activities ("SoFA") 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.

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

Cash donations are recognised in the SoFA 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 is recognised at the time of the donation.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the financial statements.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

1 Accounting policies (Continued)

1.5 Expenditure

Expenditure, which includes attributable VAT which cannot be recovered, is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

Governance costs, included in support costs, include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements and are allocated to charitable activities.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

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:

Freehold land and buildings	Nil
Short leasehold improvements	Over the remaining life of the lease
Plant and equipment	33% straight line

Freehold land is not depreciated. The trustees consider that the residual value of the freehold building, at the end of its expected economic life, is expected to be such that any depreciation, including accumulated depreciation, would be immaterial and as such no depreciation is charged on freehold buildings.

1.7 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.

1.8 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

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.

1.9 Taxation

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, the Charity is potentially entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

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.

The charity contributes to The Growth Plan administered by TPT Retirement Solutions. The Plan is a multi-employer pension plan. It is not possible in the normal course of events to identify on a reasonable and consistent basis the charity's share of underlying assets and liabilities. In accordance with Charities SORP (FRS 102) the obligation to make good the deficit by way of deficit contributions has been recognised in these Financial Statements at fair value.

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.

Key sources of estimation uncertainty

Defined benefit pension scheme

The charity is a member of a multi-employer defined benefit scheme. The charity has recognised its liability under the deficit recovery plan at fair value which is based on the recommendations of the scheme actuary. The actuary uses certain critical assumptions, such as discount rate, mortality and expected rates of return when setting the deficit recovery plan for the scheme at each triennial review.

Depreciation of Freehold buildings

The trustees consider that the residual value of the freehold building, at the end of its expected economic life, is expected to be such that any depreciation, including accumulated depreciation, would be immaterial and as such no depreciation is charged on freehold buildings.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

3 Charitable activities

	2025 £	2024 £
Grants, contracts and fees	2,496,493	2,259,839
Analysis by fund		
Unrestricted funds	1,940,831	1,593,016
Restricted funds	555,662	666,823
	<u>2,496,493</u>	<u>2,259,839</u>
Grants, contracts and fees		
BMDC Lot 1 (Equality Together)	22,000	22,000
BMDC Lot 3	472,098	472,098
BMDC Lot 5	785,046	786,777
ICB Welfare Benefits Advice	6,555	12,809
Money and Pensions Service Funded Debt Advice Project	321,208	320,541
Legal Aid Agency	391,048	253,612
Yorkshire Building Society	30,205	11,996
Universal Credit: Help to Claim	-	220,589
IOTLS	104,472	75,663
EU Funding	-	2,500
Foodbank Bradford North	46,500	-
Northern Power Grid	113,750	26,750
Northern Gas	110,000	-
CitA COL	24,800	15,000
Debt Modernisation fund	-	8,955
Wellbeing Project	16,738	21,888
2nd Tier Immigration Helpline	20,342	-
Keighley Pathways	7,000	6,708
Justice first fellowship	5,000	-
Other	19,731	1,953
	<u>2,496,493</u>	<u>2,259,839</u>

Restricted grants, contracts and fees for the current and previous year are detailed in note 18 to the Financial Statements.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

4 Charitable activities

	2025 £	2024 £
Staff costs	1,705,322	1,569,919
Other staff and volunteer costs	21,933	13,802
Office and IT costs	131,030	114,664
Premises costs	117,186	124,609
Other	119,461	109,993
Sub-contract agency services	206,811	193,469
	<u>2,301,743</u>	<u>2,126,456</u>
Share of support costs (see note 6)	216,654	156,537
Share of governance costs (see note 6)	11,434	9,713
	<u>2,529,831</u>	<u>2,292,706</u>
Analysis by fund		
Unrestricted funds	1,847,932	1,529,511
Restricted funds	681,899	763,195
	<u>2,529,831</u>	<u>2,292,706</u>

5 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	8,800	7,200
Depreciation of owned tangible fixed assets	23,823	23,823
	<u>23,823</u>	<u>23,823</u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

6 Support costs

	Support costs	Governance costs	2025	Support costs	Governance costs	2024	Basis of allocation
	£	£	£	£	£	£	
Staff costs	73,286	-	73,286	67,468	-	67,468	FTE
Other staff and volunteer costs	761	-	761	416	-	416	FTE
Office and IT costs	111,019	-	111,019	58,330	-	58,330	FTE
Premises costs	5,036	-	5,036	5,393	-	5,393	FTE
Depreciation	23,823	-	23,823	23,823	-	23,823	Direct
Other	2,729	-	2,729	1,107	-	1,107	FTE
Audit fees	-	8,800	8,800	-	7,200	7,200	
Accountancy	-	2,600	2,600	-	2,500	2,500	
Legal and professional	-	34	34	-	13	13	
	<u>216,654</u>	<u>11,434</u>	<u>228,088</u>	<u>156,537</u>	<u>9,713</u>	<u>166,250</u>	

Governance costs includes fees payable to the auditors of £8,800 (2024: £7,200) for audit fees, net of VAT, along with a further £2,600 (2024: £2,500) for other services provided.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

7 Trustees

Other than disclosed in note 17, none of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2024: none).

No travel expense were reimbursed to trustees during the year (2024: £nil).

8 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	49	50
	<u>49</u>	<u>50</u>
Employment costs	2025	2024
	£	£
Wages and salaries	1,565,858	1,440,854
Social security costs	144,445	134,639
Pension costs	68,305	61,894
	<u>1,778,608</u>	<u>1,637,387</u>

The cost of sub-contract agency services was £206,811 (2024: £193,469) as disclosed in note 4.

The key management personnel of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd are the Trustees, Chief Executive, two Specialist Services Managers, two Generalist Services Managers and a Project Manager for both financial years. The aggregate employment benefits, including employer's national insurance and pension contributions of the key management personnel of the charity were £309,261 (2024: £225,231).

There were no employees in the current or prior year whose remuneration was £60,000 or more.

9 Taxation

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

10 Tangible fixed assets

	Freehold land and buildings	Short leasehold improvements	Total
	£	£	£
Cost			
At 1 April 2024	212,350	243,021	455,371
At 31 March 2025	212,350	243,021	455,371
Depreciation and impairment			
At 1 April 2024	-	197,360	197,360
Depreciation charged in the year	-	23,823	23,823
At 31 March 2025	-	221,183	221,183
Carrying amount			
At 31 March 2025	212,350	21,838	234,188
At 31 March 2024	212,350	45,661	258,011

Freehold land included within freehold land and buildings has an estimated cost of £63,705 (2024: £63,705).

11 Debtors

	2025	2024
	£	£
Amounts falling due within one year:		
Trade debtors	213,053	153,797
Prepayments and accrued income	232,257	142,592
	445,310	296,389

12 Creditors: amounts falling due within one year

	note	2025	2024
		£	£
Other taxation and social security		50,959	65,329
Trade creditors		57,995	51,070
Other creditors		43,055	182,825
Pension scheme deficit obligations	14	3,627	4,454
		155,636	303,678

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

13 Creditors: amounts falling due after more than one year	note	2025 £	2024 £
Pension scheme deficit obligations	14	6,537	-

14 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to the statement of financial activity in respect of defined contribution schemes was £56,894 (2024: £56,894), at the balance sheet date contributions of £10,164 (2024: £4,454) were outstanding.

Defined benefit scheme

The company also participates in The Growth Plan, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for it in accordance with Charities SORP (FRS102) by providing for the present value of all contribution to make good the deficit.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Present Value of Obligation

	2025 £000's	2024 £000's	2023 £000's
Present value of obligation	10	5	10

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

14 Retirement benefit schemes

(Continued)

Reconciliation of opening and closing provision

	2025 £000's	2024 £000's
Provision at the start of the year	5	10
Unwinding of discount	-	-
Deficit contributions paid	-	(5)
Actuarial re-measurements:		
– Impact of any change in assumptions	5	-
– Amendments to the contribution schedule	-	-
	<u>10</u>	<u>5</u>
Provision at end of year	<u>10</u>	<u>5</u>
Amounts falling due within one year (note 12)	5	5
Amounts falling due after more than one year (note 13)	5	-
	<u>10</u>	<u>5</u>

Income and expenditure impact

	2025 £000's	2024 £000's
Interest expense	-	-
Actuarial re-measurements:		
– Impact of any change in assumptions	-	-
– Amendments to the contribution schedule	-	-
	<u>-</u>	<u>-</u>

Deficit Contributions Schedule

The following schedule details the future deficit contributions agreed between the charity and the scheme. These contributions have been used to derive the charity's balance sheet liability applying the discount factor noted below:

	2025 £000's	2024 £000's	2023 £000's
Year 1	5	5	5
Year 2	5	-	5
	<u>5</u>	<u>-</u>	<u>5</u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

14 Retirement benefit schemes (Continued)

Assumptions	2025 %	2024 %	2023 %
Discount rate	<u>4.84</u>	<u>5.31</u>	<u>5.52</u>

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

15 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025 £	2024 £
Within one year	36,296	34,022
Between two and five years	4,296	33,179
	<u>40,592</u>	<u>67,201</u>

16 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 £	Gains and losses £	At 31 March 2025 £
General funds	<u>1,420,619</u>	<u>1,940,831</u>	<u>(1,847,932)</u>	<u>(140,172)</u>	<u>(6,537)</u>	<u>1,366,809</u>
Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	Gains and losses £	At 31 March 2024 £
General funds	<u>1,437,803</u>	<u>1,593,016</u>	<u>(1,529,511)</u>	<u>(80,320)</u>	<u>(369)</u>	<u>1,420,619</u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

17 Related party transactions

Transactions with related parties

A sibling of a trustee was employed by the charity in the year as a Debt Advisor. The employment is on the charity's normal terms and conditions, and the trustee concerned takes no part in appointment or remuneration decisions.

There were no other related party transactions in the current or the previous financial year which require disclosure.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

18 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.

	Movement in funds				Balance at 1 April 2024	Movement in funds			Balance at 31 March 2025
	Balance at 1 April 2023	Income	Expenditure	Transfers		Income	Expenditure	Transfers	
	£	£	£	£	£	£	£	£	
Money and Pension Services Fund Debt									
Advice Project	-	320,540	(384,466)	63,926	-	321,208	(423,976)	102,768	
Universal Credit: Help to Claim	-	220,589	(227,833)	7,244	-	-	-	-	
IOTLS	-	75,663	(73,940)	-	1,723	104,472	(107,528)	1,333	
Legal Aid Training Scheme	-	6,380	(11,322)	4,942	-	19,189	(48,065)	28,876	
Debt Modernisation	-	8,954	(11,025)	2,071	-	-	-	-	
BMDC - IT equipment	4,948	-	(5,296)	348	-	-	-	-	
ICB Welfare Benefits Advice	-	12,809	(13,385)	576	-	6,555	(6,590)	35	
The VCS alliance	12,827	21,888	(35,928)	1,213	-	16,738	(21,239)	4,501	
2nd Tier Immigration Helpline	-	-	-	-	-	36,000	(20,342)	-	
Foodbank Bradford North	-	-	-	-	-	46,500	(49,129)	2,629	
Justice First Fellowship	-	-	-	-	-	5,000	(5,030)	30	
	<u>17,775</u>	<u>666,823</u>	<u>(763,195)</u>	<u>80,320</u>	<u>1,723</u>	<u>555,662</u>	<u>(681,899)</u>	<u>140,172</u>	
								<u>15,658</u>	

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

18 Restricted funds

(Continued)

Purpose of restricted funds:

Money and Pensions Service Funded Debt Advice Project - funds 6 caseworkers to deliver debt advice to the financially excluded.

Universal Credit: Help to Claim - funding from the Department for Work and Pensions (DWP) to assist with the Universal Credit Support project.

IOTLS - funding from Access To Justice for the Improving Outcomes Through Legal support (IOTLS) scheme.

Legal Aid Training Scheme - funding restricted for training.

Debt Modernisation - funding from National Citizens Advice for IT equipment for the debt service.

BMDC - IT equipment – funding from BMDC for purchase of IT equipment.

The ICB Welfare Benefits Project - funds advice to clients in the BD2 and BD3 areas of the City through the GP Surgeries and Social Providers.

The VCS Alliance – funding to deliver Welfare Benefits Advice to clients from the 3 City Community Health Partnerships. Advice will help reduce the instance of stress, depression and other associated illnesses as a result of Debt.

2nd Tier Immigration Helpline - for the delivery of a consultancy helpline to the Citizens Advice.

Foodbank Bradford North - offering an access point for people in Bradford and surrounding areas who are facing personal crises and in need of timely information, advice & guidance, also to provide bespoke and holistic advice and support for those identified as facing destitution who are accessing the foodbank

Where required, transfers have been made from unrestricted funds to cover shortfalls in project funding.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

19 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total Unrestricted funds 2025 £	Restricted funds 2024 £	Total 2024 £
Fund balances at 31 March 2025:					
Tangible fixed assets	234,188	-	234,188	-	258,011
Net current assets	1,139,158	15,658	1,154,816	1,723	1,164,331
Long term liabilities	(6,537)	-	(6,537)	-	-
	<u>1,366,809</u>	<u>15,658</u>	<u>1,382,467</u>	<u>1,723</u>	<u>1,422,342</u>

20 Cash generated from operations

	2025 £	2024 £
Net income before other recognised gains / (losses)	(33,338)	(32,867)
Depreciation and impairment of tangible fixed assets	23,823	23,823
Adjustments for the defined benefit pension scheme	(827)	(5,449)
Increase/decrease in debtors	(148,921)	63,843
(Decrease)/increase in creditors	(147,215)	183,159
Cash (absorbed by)/generated from operations	<u>(306,478)</u>	<u>232,509</u>

21 Analysis of changes in net funds

The charity had no debt during the current or previous year.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

22 Comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	Total 2024 £
<u>Income from:</u>			
Charitable activities	1,593,016	666,823	2,259,839
<u>Expenditure on:</u>			
Charitable activities	1,529,511	763,195	2,292,706
Total expenditure	1,529,511	763,195	2,292,706
Net income/(expenditure) before transfers	63,505	(96,372)	(32,867)
Gross transfers between funds	(80,320)	80,320	-
Net (expenditure)/income for the year	(16,815)	(16,052)	(32,867)
Other recognised gains and losses			
Actuarial gain on defined benefit pension schemes	(369)	-	(369)
Net movement in funds	(17,184)	(16,052)	(33,236)
Fund balances at 1 April 2023	1,437,803	17,775	1,455,578
Fund balances at 31 March 2024	1,420,619	1,723	1,422,342

Accounts

Charity Registration No. 1096130

Company Registration No. 04578503 (England and Wales)

Citizens Advice Bradford & Airedale And Bradford Law Centre Ltd

(A Company Limited By Guarantee)

Annual Report And Financial Statements

For The Year Ended 31 March 2024

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

S Azam
A Northage
R Lister
R Beattie
A Bostan
S Robinson
C Coghill

Principal staff

R Wilkinson - Chief Executive (appointed on 11 May 2023)
A Taylor - Chief Executive (resigned on 31 May 2023)

Secretary

R Wilkinson - (appointed on 11 May 2023)
A Taylor (resigned on 31 May 2023)

Charity number

1096130

Company number

04578503

Principal address and registered address

31 Manor Row
Bradford
BD1 4PS

Auditor

Azets Audit Services Limited
12 King Street

LS1 2HL

Bankers

Unity Trust Bank plc
4 Brindleyplace
Birmingham
B1 2JB

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

CONTENTS

	Page
Trustees' report	1 - 6
Statement of trustees' responsibilities	7
Independent auditor's report	8 - 10
Statement of financial activities	11
Balance sheet	12
Statement of cash flows	13
Notes to the financial statements	14 - 29

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

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 Memorandum of Association, the Companies Act 2006 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' (effective 1 January 2019).

Reference and Administrative Details

The Legal and Administrative Information page forms part of this report.

Objectives and activities

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The Charity's objectives are to promote any charitable purpose for the benefit of the community in Bradford District and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

In order to achieve the above objectives, the services aims are:

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

More detail on how the Charity will achieve its aims and objectives along with how these are measured annually are contained within the Business Plan.

When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

Achievements and performance

2023/24 has been another challenging year. We are working in an environment of rising demand for voluntary sector services (especially those supporting people on low incomes), a restrictive funding environment, and high inflation, which not only increases the severity of the challenges our clients face, but also increases our costs.

We would like to pay tribute to our staff team who continue to do excellent work in extremely difficult circumstances, helping to bring positive, practical change to people's lives across Bradford and Airedale. In the year, to ensure we concentrated support on those most in need, we took a decision to focus most of our work on four areas:

Supporting people with welfare benefit claims

- Helping people to resolve debt issues
- Helping to address housing issues
- Support with immigration problems

As always, our impartial advice was provided for free and in confidence.

We are proud to have achieved the following during the year:

- We supported 5,008 individual clients
- We helped them address 36,965 different issues (more than 7 per person)
- As a result, people benefitted from increased income or better managed debt of £9,976,389 (an average of £1,992 per person supported)

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2024

Achievement and performance (continued)

Within these figures:

- 70% of our work was focused on helping clients access their benefit entitlements and/or to get emergency support from food banks
- 12% was focused on debt or consumer issues
- 5% was dealing with housing issues
- 1% was supporting people with immigration problems

We know that living in poverty and/or debt can have a profound impact on people's lives. From research undertaken with a small sample of our debt and benefit clients during the year, we know that:

- 96% were experiencing stress, anxiety or depression due to money worries
- 84% found that money worries also negatively impacted their physical health
- 60% worried about losing their home

Thankfully, we also know that our work can make a life-changing difference. The same people told us that, after our support:

- 87% felt we had helped solve their money worries
- 85% felt less stressed or anxious
- 79% could better afford essentials like heating, food and transport
- 71% understood how to manage their finances better

We pay tribute to the resilience and courage of our clients, and their ability to achieve a better life by overcoming difficult circumstances.

Although our service is inevitably oversubscribed due to the scale of need and the constraints on funding, we have worked hard to improve access to support, our client experience – and to ensure we have data to support continuous improvement.

Telephone has remained the first point of contact for most of our clients, but we also offer a walk-in service for those who need it. We have introduced a new Video Conferencing service for clients who need support with interpreters (including BSL) – this enables the interpreter to attend the appointment via video link, which has significantly increased the availability of interpreters and helped to reduce our costs.

We could do nothing without our kind funders, and we would like to thank our funders for their continued support in what is a very difficult time for everyone. It is essential that we can continue to provide high quality services to our clients, and to show the difference our support makes to their lives.

Our principal funder remains Bradford Metropolitan District Council (BDMC), which continues to give us significant levels of finance enabling us to provide open door and specialist advice in a range of settings and locations across the district.

Other funders we would like to thank include:

- Equality Together through their lot 1 contract with BDMC subcontracted us to provide advice in Mental Health support venues.
- The Money Advice and Pension Service, through Citizens Advice, funds our Face-to-Face Debt advice project, which employs 5 caseworkers to deliver debt advice to the financially excluded. This project has had a significant impact on our work and has allowed us to help many additional clients.
- The Legal Aid Agency fund Housing, Immigration and Asylum work under the Legal Aid scheme and Housing Court Duty Scheme.
- The VCS Alliance – funding to deliver Welfare Benefits Advice to clients from the 3 City Community.
- Health Partnerships. Advice will help reduce the instance of stress, depression and other associated illnesses due to Debt.
- New investors towards the end of the period included the Northern Power Grid to deliver Welfare Benefits advice and the Northern Gas Network to deliver advice on money related problems

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2024

Achievement and performance (continued)

We continue to develop and improve our outcome monitoring processes and are pleased to be able to share more client impact data in this report than in previous years.

The year saw some key Governance and Leadership changes. We welcomed a new Chief Executive, Richard Wilkinson, who has worked within the Citizens Advice network for 22 years and has 10 years' experience as a Chief Executive in another local Citizens Advice. We also appointed a new Chair and Treasurer from within the existing Board members.

Fundraising

The organisation does not actively fundraise from the public, no professional fundraisers or commercial participators are engaged. Where donations are received this is on a voluntary basis from individuals and is not actively sought. Fundraising in the charity sector has been regulated by the Fundraising Regulator (FR) since 2015 but the organisation is not specifically registered. The Trustee Board is not aware of any failure by the Charity to comply with this regulation and no complaints have been received in relation to any form of fundraising.

Financial review

The net expenditure for the year before actuarial gains amounted to £32,867 (2023: net income of £138,152). Total funds at 31 March 2024 stood at £1,442,342 (2023: £1,455,578) of which £1,723 (2023: £17,775) were restricted.

Reserves Policy

The trustees have established a policy whereby the unrestricted funds, not committed or invested in tangible fixed assets and not designated, being the free reserves held by the charity, should be three to six months of expenditure, which equates to £573,177 - £1,146,353 in general funds. At this level the Trustees believe they would be able to continue the operations of the charity. At present the free reserves amount to £1,162,608 (2023: £1,155,969), which is above the target level of reserves. The trustees will review the policy annually.

Pension Liability

The charity participates in The Pensions Trust Growth Plan scheme and has an obligation to pay a past service deficit contribution, this is payable monthly in addition to future service contributions. The pension liability at the year end stands at £4,454 which is the present value of the deficit reduction contributions payable under the agreement.

Going Concern

We have set out above a review of financial performance and the charity's general reserves position. Our planning process, including financial projections, takes into consideration the decision by Bradford Metropolitan District Council decision through the recommissioning to continue to contract for the delivery of advice until March 2028, and confirms that we have adequate resources going forward. We have a reasonable expectation that we will be able to continue in operational existence for the foreseeable future and the financial statements have been prepared on the basis that the charity is a going concern.

Risk Management

The trustees have reviewed their procedures in the light of corporate governance guidance contained within the Statement of Recommended Practice 'Accounting and Reporting by Charities'.

A risk assessment report is contained within the business plan and anticipates potential changes to the environment in which the organisation is working and highlights how these would impact on its services. In addition, it produces a risk register, based on a matrix supplied by Citizens Advice – the national association. The organisational Risk Register is reviewed and updated at each Trustee Board meeting.

The trustees are satisfied that systems are in place to mitigate the charity's exposure to the major risks to which it is exposed.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2024

Risk Management (continued)

Citizens Advice Bradford & Airedale and Bradford Law Centre faces a range of operational risks and the key to successful risk management is to identify potential risks, the likelihood of them occurring and then obviate their impact. The risk register is a formal statement of Citizens Advice Bradford & Airedale and Bradford Law Centre's risk management strategy and how the impact of potential risks can be minimised. Identifying the risks is a principal element of risk management and has been given detailed and careful consideration. Areas that are covered in this process include:

- activities and services undertaken by the organisation
- our objectives
- targets and outputs required by funders and others
- the operating structure
- external factors (statutory obligations, relationships with funders)
- comparisons with other CABs/comparable organisations
- past performance and previous risks encountered.

Citizens Advice Bradford & Airedale and Bradford Law Centre's objectives, its internal organisation and the environment in which it operates are continually evolving and as a result, the risks it faces are not constant. Organisational success derives, in part, from successful risk taking and so the purpose of internal control is to help manage and control risk appropriately rather than to eliminate it.

The Trustee Board recognises its role as the ultimate authority in the governance of the organisation and that the management team and staff recognises that they operate with delegated authority.

The following measures will help minimise the risks inherent in any large and diverse voluntary sector organisation which relies on a diverse range of funding to meet all its commitments:

- Effective appraisal of the Chief Executive and Management Team.
- Internal management and supervisory controls that minimise risk of failing to deliver on existing grant agreements and contracts.
- Staff awareness of sources of funding and the consequences arising from any failure to deliver services in line with grant agreements and contracts.
- The effective use of probationary periods, annual appraisals, staff supervision and HR policies to promptly identify and deal with issues of concern.
- Engagement of DLP to provide HR advice & support.
- Regular case sheet checking, IFRs, training to ensure quality and independent QAA assessments.
- Regular review and analysis of statistics to ensure targets are met.
- Maintain good relationships with funders to identify potential future funding problems and potential funding opportunities.
- Ensure adequate financial reserves.
- Monthly financial monitoring against annual budget.
- Good communication between volunteers, staff, the Management Team and the Trustee Board.
- Maintaining independence and political neutrality to avoid conflict of interests.

Plans for the future

Over the next 12 months we will constantly evaluate service delivery to ensure we minimise risk whilst trying to provide services that meet the need of as many clients as possible. This will include making changes to our delivery model in order to meet client needs more effectively.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2024

Structure, governance and management

Citizens Advice Bradford & Airedale and Bradford Law Centre is a charitable company limited by guarantee and was set up by a Memorandum of Association on 31 October 2002. The charitable company commenced operations on 1 April 2003 after acquiring the assets of the unincorporated Organisation founded in 1962. The Organisation changed its Name from Bradford and Airedale Citizens Advice Bureau to Citizens Advice Bradford & Airedale and Bradford Law Centre on the 3 February 2016 following the acquisition of Bradford Law Centre.

The organisation is constituted under a Memorandum of Association dated 31 October 2002 (updated in March 2022 and are based on the model Articles of Association provided by Citizens Advice Nationally) and is registered charity number 1096130.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements are set out on the Charity Information page.

The management of the organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

Members' Liability

The trustees of the bureau guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

Organisation Structure

The Trustee Board is responsible for the strategic direction of the organisation with certain powers delegated to the Finance and Personnel committees. The Chief Executive works closely with the trustees to agree organisational priorities and is responsible for ensuring that the organisation meets its contractual, legal and membership obligations. Five service managers are responsible for the delivery of services as specified in accordance with quality and contractual requirements. In addition to its 50 paid staff, the organisation has around 10 volunteers who work in a variety of roles.

In 24/25 a restructure of the management team is taking place to provide greater organisational infrastructure in order to develop the business

Recruitment and Appointment of Management Committee

The management of the organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

Trustee Induction & Training

New trustees are provided with an induction pack containing information about the organisation, the work it carries out and the national Citizens Advice network. Induction meetings are held by the Chair of the Trustee Board and the Chief Executive, covering:

- The role and obligations of trustees.
- Governing documents including the Memorandum and Articles.
- The Organisation's aims and objectives and the membership requirements of Citizens Advice.
- The Organisation's financial position and funding sources.
- Future plans and objectives.

Trustees are also invited to attend training and conferences run by Citizens Advice at regional and national levels.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2024

Key management personnel remuneration

The pay of the Chief Executive and Senior Management Team is reviewed annually and is normally increased in line with inflation and comparable roles within the sector.

Related Parties

All trustees give their time voluntarily. Any expenses reclaimed by trustees from the charity are set out in note 6 to the financial statements.

Auditor

The auditor, Azets Audit Services Limited, is deemed to be reappointed under section 487(2) of the Companies Act 2006.

Small Company Rules

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

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.

Andrew Northage

A Northage

Trustee

Dated: 4 December 2024

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

The trustees, who are also the directors of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

Opinion

We have audited the financial statements of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd (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 the 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, 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 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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.

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 for the financial statements

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.

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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias; and
- Performing audit work over the timing and recognition of income and in particular whether it has been recorded in the correct accounting period.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

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.

Jessica Lawrence

Jessica Lawrence (Senior Statutory Auditor)
Azets Audit Services Limited

09/12/2024

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Chartered Accountants
Statutory Auditor

12 King Street
Leeds
LS1 2HL

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Income from:					
Charitable activities	3	1,593,016	666,823	2,259,839	2,233,888
Total income		1,593,016	666,823	2,259,839	2,233,888
Expenditure on:					
Charitable activities	4	1,529,511	763,195	2,292,706	2,095,736
Total expenditure		1,529,511	763,195	2,292,706	2,095,736
Net income/(expenditure) before transfers		63,505	(96,372)	(32,867)	138,152
Gross transfers between funds	16	(80,320)	80,320	-	-
Net (expenditure)/income for the year		(16,815)	(16,052)	(32,867)	138,152
Other recognised gains and losses					
Actuarial loss on defined benefit pension schemes	13	(369)	-	(369)	(27)
Net movement in funds		(17,184)	(16,052)	(33,236)	138,125
Fund balances at 1 April 2023		1,437,803	17,775	1,455,578	1,317,453
Fund balances at 31 March 2024	17	1,420,619	1,723	1,422,342	1,455,578

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

A full comparative Statement of Financial Activities for the year ended 31 March 2023 is shown in note 20 of these Financial Statements.

The notes on pages 14 - 29 also comprise part of these Financial Statements.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	9		258,011		281,834
Current assets					
Debtors	10	296,389		360,232	
Cash at bank and in hand		1,171,620		939,111	
		1,468,009		1,299,343	
Creditors: amounts falling due within one year	11	(303,678)		(121,514)	
Net current assets			1,164,331		1,177,829
Total assets less current liabilities			1,422,342		1,459,663
Creditors: amounts falling due after more than one year	12		-		(4,085)
Net assets			1,422,342		1,455,578
Income funds					
Restricted funds	16		1,723		17,775
Unrestricted funds	17		1,420,619		1,437,803
			1,422,342		1,455,578

The notes on pages 15 - 30 also comprise part of these Financial Statements.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Trustees on 4 December 2024

Andrew Northage

A Northage
Trustee

Company Registration No. 04578503

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from/(used in) operations	18	232,509		(13,214)	
Net increase/(decrease) in cash and cash equivalents		232,509		(13,214)	
Cash and cash equivalents at beginning of year		939,111		952,325	
Cash and cash equivalents at end of year		1,171,620		939,111	

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity information

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 31 Manor Row, Bradford, BD1 4PS.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Articles of Association, 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 £1.

The financial statements have been prepared under the historical cost convention, modified to include the 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

General unrestricted funds - are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds - are subject to specific conditions by donors as to how they may be used. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised in the Statement of Financial Activities ("SoFA") 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.

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

Cash donations are recognised in the SoFA 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 is recognised at the time of the donation.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the financial statements.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure, which includes attributable VAT which cannot be recovered, is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

Governance costs, included in support costs, include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements and are allocated to charitable activities.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

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:

Freehold land and buildings	Nil
Short leasehold improvements	Over the remaining life of the lease
Plant and equipment	33% straight line

Freehold land is not depreciated. The trustees consider that the residual value of the freehold building, at the end of its expected economic life, is expected to be such that any depreciation, including accumulated depreciation, would be immaterial and as such no depreciation is charged on freehold buildings.

1.7 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.

1.8 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

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.

1.9 Taxation

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, the Charity is potentially entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

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.

The charity contributes to The Growth Plan administered by TPT Retirement Solutions. The Plan is a multi-employer pension plan. It is not possible in the normal course of events to identify on a reasonable and consistent basis the charity's share of underlying assets and liabilities. In accordance with Charities SORP (FRS 102) the obligation to make good the deficit by way of deficit contributions has been recognised in these Financial Statements at fair value.

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.

Key sources of estimation uncertainty

Defined benefit pension scheme

The charity is a member of a multi-employer defined benefit scheme. The charity has recognised its liability under the deficit recovery plan at fair value which is based on the recommendations of the scheme actuary. The actuary uses certain critical assumptions, such as discount rate, mortality and expected rates of return when setting the deficit recovery plan for the scheme at each triennial review.

Depreciation of Freehold buildings

The trustees consider that the residual value of the freehold building, at the end of its expected economic life, is expected to be such that any depreciation, including accumulated depreciation, would be immaterial and as such no depreciation is charged on freehold buildings.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Charitable activities

	2024 £	2023 £
Grants, contracts and fees	2,259,839	2,233,888
Analysis by fund		
Unrestricted funds	1,593,016	1,573,643
Restricted funds	666,823	660,245
	2,259,839	2,233,888
Grants, contracts and fees		
BMDC Lot 1 (Equality Together)	22,000	20,800
BMDC Lot 3	472,098	472,099
BMDC Lot 5	786,777	745,420
ICB Welfare Benefits Advice	12,809	12,357
Money and Pensions Service Funded Debt Advice Project	320,541	317,733
Legal Aid Agency	253,612	211,947
Yorkshire Building Society	11,996	-
Universal Credit: Help to Claim	220,589	259,784
IOTLS	75,663	-
EU Funding	2,500	15,500
BMDC - IT equipment	-	30,995
Northern Power Grid	26,750	-
Warm spaces programme	-	80,000
CitA COL	15,000	-
Debt Modernisation fund	8,955	-
Wellbeing Project	21,888	-
Access to Justice	-	14,672
Keighley Pathways	6,708	46,958
Other	1,953	5,622
	2,259,839	2,233,888

Restricted grants, contracts and fees for the current and previous year are detailed in note 16 to the Financial Statements.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

4 Charitable activities

	2024	2023
	£	£
Staff costs	1,569,919	1,347,113
Other staff and volunteer costs	13,802	18,046
Office and IT costs	114,664	105,176
Premises costs	124,609	87,401
Other	109,993	89,813
Sub-contract agency services	193,469	280,465
	<u>2,126,456</u>	<u>1,928,014</u>
Share of support costs (see note 5)	156,537	158,709
Share of governance costs (see note 5)	9,713	9,013
	<u>2,292,706</u>	<u>2,095,736</u>
Analysis by fund		
Unrestricted funds	1,529,511	1,381,291
Restricted funds	763,195	714,445
	<u>2,292,706</u>	<u>2,095,736</u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

5 Support costs	Support Governance costs		2024		Support costs		Governance costs		2023		Basis of allocation
	£	£	£	£	£	£	£	£	£		
Staff costs	67,468	-	67,468	57,892	-	57,892	FTE	57,892	FTE		
Other staff and volunteer costs	416	-	416	776	-	776	FTE	776	FTE		
Office and IT costs	58,330	-	58,330	69,625	-	69,625	FTE	69,625	FTE		
Premises costs	5,393	-	5,393	3,756	-	3,756	FTE	3,756	FTE		
Depreciation	23,823	-	23,823	25,420	-	25,420	Direct	25,420	Direct		
Other	1,107	-	1,107	1,240	-	1,240	FTE	1,240	FTE		
Audit fees	-	7,200	7,200	-	6,500	6,500		6,500			
Accountancy	-	2,500	2,500	-	2,500	2,500		2,500			
Legal and professional	-	13	13	-	13	13		13			
	156,537	9,713	166,250	158,709	9,013	167,722		167,722			

Governance costs includes fees payable to the auditors of £7,200 (2023: £6,500) for audit fees, net of VAT, along with a further £2,500 (2023: £2,500) for other services provided.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2023: none).

No travel expense were reimbursed to trustees during the year (2023: £nil).

7 Employees

The average monthly number of employees during the year was:

	2024	2023
	Number	Number
	50	47
	=====	=====
Employment costs	2024	2023
	£	£
Wages and salaries	1,440,854	1,239,889
Social security costs	134,639	112,218
Pension costs	61,894	52,898
	=====	=====
	1,637,387	1,405,005
	=====	=====

The cost of sub-contract agency services was £193,469 (2023: £280,465) as disclosed in note 4.

The key management personnel of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd are the Trustees, Chief Executive, two Specialist Services Managers, two Generalist Services Managers and a Project Manager for both financial years. The aggregate employment benefits, including employer's national insurance and pension contributions of the key management personnel of the charity were £225,231 (2023: £262,478).

The number of employees whose annual remuneration was £60,000 or more were:

	2024	2023
	Number	Number
£60,000 - £70,000	-	1
	=====	=====

8 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

9 Tangible fixed assets

	Freehold land and buildings	Short leasehold improvements	Plant and equipment	Total
	£	£	£	£
Cost				
At 1 April 2023	212,350	238,229	4,792	455,371
At 31 March 2024	212,350	238,229	4,792	455,371
Depreciation and impairment				
At 1 April 2023	-	168,745	4,792	173,537
Depreciation charged in the year	-	23,823	-	23,823
At 31 March 2024	-	192,568	4,792	197,360
Carrying amount				
At 31 March 2024	212,350	45,661	-	258,011
At 31 March 2023	212,350	69,484	-	281,834

Freehold land included within freehold land and buildings has an estimated cost of £63,705 (2023: £63,705).

10 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Trade debtors	153,797	220,812
Prepayments and accrued income	142,592	139,420
	296,389	360,232

11 Creditors: amounts falling due within one year

	note	2024	2023
		£	£
Other taxation and social security		65,329	26,634
Trade creditors		51,070	66,821
Other creditors		182,825	22,610
Pension scheme deficit obligations	13	4,454	5,449
		303,678	121,514

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

12 Creditors: amounts falling due after more than one year

	note	2024 £	2023 £
Pension scheme deficit obligations	13	-	4,085

13 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to the statement of financial activity in respect of defined contribution schemes was £56,894 (2023: £47,898), at the balance sheet date contributions of £4,454 (2023: £8,928) were outstanding.

Defined benefit scheme

The company also participates in The Growth Plan, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for it in accordance with Charities SORP (FRS102) by providing for the present value of all contribution to make good the deficit.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Present Value of Obligation

	2024 £000's	2023 £000's	2020 £000's
Present value of obligation	5	10	15

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

13 Retirement benefit schemes

(Continued)

Reconciliation of opening and closing provision

	2024 £000's	2023 £000's
Provision at the start of the year	10	15
Unwinding of discount	-	-
Deficit contributions paid	(5)	(5)
Actuarial re-measurements:		
– Impact of any change in assumptions	-	-
– Amendments to the contribution schedule	-	-
	—	—
Provision at end of year	5	10
	====	====
Amounts falling due within one year (note 11)	5	5
Amounts falling due after more than one year (note 12)	-	5
	—	—
	5	10
	====	====

Income and expenditure impact

	2024 £000's	2023 £000's
Interest expense	-	-
Actuarial re-measurements:		
– Impact of any change in assumptions	-	-
– Amendments to the contribution schedule	-	-
	—	—
	-	-
	====	====

Deficit Contributions Schedule

The following schedule details the future deficit contributions agreed between the charity and the scheme. These contributions have been used to derive the charity's balance sheet liability applying the discount factor noted below:

	2024 £000's	2023 £000's	2022 £000's
Year 1	5	5	5
Year 2	-	5	5
Year 3	-	-	5
Year 4	-	-	-
Year 5	-	-	-
	====	====	====

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

13 Retirement benefit schemes

(Continued)

Assumptions

	2024	2023	2022
	%	%	%
Discount rate	5.31	5.52	2.35

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

14 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024	2023
	£	£
Within one year	34,022	34,022
Between two and five years	33,179	62,605
	67,201	96,627

15 Related party transactions

Transactions with related parties

During the year the charity entered into the following transactions with related parties:

Pam Essler, a Trustee until 3 March 2023, is also a Trustee of Communication Action Bradford & District. Total rents of £19,988 were paid to Communication Action Bradford & District in the prior year for office space.

There are no other related party transactions in the current or the previous financial year.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2022		Movement in funds		Transfers		Balance at 1 April 2023		Movement in funds		Transfers		Balance at 31 March 2024	
	£	£	Income	Expenditure	£	£	£	£	Income	Expenditure	£	£	£	£
Money and Pension Services Fund Debt Advice Project	-	317,733	(383,418)	65,685	-	-	-	-	320,540	(384,466)	63,926	-	-	-
Universal Credit: Help to Claim	-	259,785	(265,712)	5,927	-	-	-	-	220,589	(227,833)	7,244	-	-	-
IOTLS	-	-	-	-	-	-	-	-	75,663	(73,940)	-	-	1,723	-
Legal Aid Training Scheme	-	-	-	-	-	-	-	-	6,380	(11,322)	4,942	-	-	-
Debt Modernisation	-	-	-	-	-	-	-	-	8,954	(11,025)	2,071	-	-	-
BMDC - IT equipment	-	30,995	(26,047)	-	-	4,948	-	-	-	(5,296)	348	-	-	-
ICB Welfare Benefits Advice	-	12,357	(12,720)	363	-	-	-	-	12,809	(13,385)	576	-	-	-
The VCS alliance	-	39,375	(26,548)	-	-	12,827	-	-	21,888	(35,928)	1,213	-	-	-
	-	660,245	(714,445)	71,975	17,775	666,823	80,320	1,723						

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

16 Restricted funds

(Continued)

Purpose of restricted funds:

Money and Pensions Service Funded Debt Advice Project - funds 6 caseworkers to deliver debt advice to the financially excluded.

Universal Credit: Help to Claim - funding from the Department for Work and Pensions (DWP) to assist with the Universal Credit Support project.

IOTLS - funding from Access To Justice for the Improving Outcomes Through Legal support (IOTLS) scheme.

Legal Aid Training Scheme - funding restricted for training.

Debt Modernisation - funding from National Citizens Advice for IT equipment for the debt service.

BMDC - IT equipment – funding from BMDC for purchase of IT equipment.

The ICB Welfare Benefits Project - funds advice to clients in the BD2 and BD3 areas of the City through the GP Surgeries and Social Providers.

The VCS Alliance – funding to deliver Welfare Benefits Advice to clients from the 3 City Community Health Partnerships. Advice will help reduce the instance of stress, depression and other associated illnesses as a result of Debt.

Where required, transfers have been made from unrestricted funds to cover shortfalls in project funding.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

17 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fund balances at 31 March 2024:						
Tangible fixed assets	258,011	-	258,011	281,834	-	281,834
Net current assets	1,162,608	1,723	1,164,331	1,160,054	17,775	1,177,829
Long term liabilities	-	-	-	(4,085)	-	(4,085)
	<u>1,420,619</u>	<u>1,723</u>	<u>1,422,342</u>	<u>1,437,803</u>	<u>17,775</u>	<u>1,455,578</u>

18 Cash generated from operations

	2024 £	2023 £
Net income before other recognised gains / (losses)	(32,867)	138,152
Depreciation and impairment of tangible fixed assets	23,823	25,420
Adjustments for the defined benefit pension scheme	(5,449)	(5,449)
Decrease/(increase) in debtors	63,843	(140,995)
Increase/(decrease) in creditors	183,159	(30,342)
Cash generated by/(used in) operations	<u>232,509</u>	<u>(13,214)</u>

19 Analysis of changes in net funds

The charity had no debt during the current or previous year.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

20 Comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	Total 2023 £
<u>Income from:</u>			
Charitable activities	1,573,643	660,245	2,233,888
<u>Expenditure on:</u>			
Charitable activities	1,381,291	714,445	2,095,736
Total expenditure	1,381,291	714,445	2,095,736
Net income/(expenditure) before transfers	192,352	(54,200)	138,152
Gross transfers between funds	(71,975)	71,975	-
Net income for the year	120,377	17,775	138,152
Other recognised gains and losses			
Actuarial gain on defined benefit pension schemes	(27)	-	(27)
Net movement in funds	120,350	17,775	138,125
Fund balances at 1 April 2022	1,317,453	-	1,317,453
Fund balances at 31 March 2023	1,437,803	17,775	1,455,578

**Citizens Advice Bradford & Airedale
and Bradford Law Centre**
31 Manor Row, Bradford, BD1 4PS

Admin: 01274 758030
General Tel Advice: 08082 787 828
Fax: 01274 390939

citizensadvice.org.uk/local/bradford-airedale

Jessica Lawrence
Azets Audit Services Limited
12 King Street
Leeds
LS1 2HL

Dear Sirs

The following representations are made based on enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your audit of the charitable company's financial statements for the year ended 31 March 2024. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

GENERAL

1. We have fulfilled our responsibilities as Trustees as set out in the terms of your engagement letter dated 18 March 2024, under the companies Act 2006 and the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
2. All the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records.
3. All the accounting records have been made available to you for the purpose of your audit. We have provided you with unrestricted access to all appropriate persons within the charitable company, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with The Charity Commission.

Chief Executive Richard Wilkinson

Citizens Advice Bradford and Airedale and Bradford Law Centre

A company limited by guarantee. Registered number: 4578503 England. Registered office: 31 Manor Row, Bradford, BD1 4PS

Charity Registration number: 1096130. VAT Registration number: 319815092

Authorised and regulated by the financial conduct authority FRN 617517

Our Immigration Advisers are regulated by the Office of the Immigration Service Commissioner (OISC) (No.N201 600 012).

Our solicitors are authorised and regulated by the SRA. We do not accept service of documents by fax or email.



ADJUSTMENTS & DISCLOSURES

4. The financial statements are free of material misstatements, including omissions.
5. We have reviewed and approved all audit adjustments made in the financial statements. (See appendix 1 for details of such audit adjustments)
6. We have reviewed and approved all disclosures made in the financial statements and we are not aware of any other matters which require disclosure in order to comply with the requirements of applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

INTERNAL CONTROL AND FRAUD

7. We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.
8. We have disclosed to you all instances of known or suspected fraud affecting the charitable company involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements.
9. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the charitable company's financial statements communicated by current or former employees, analysts, regulators or others.

ASSETS AND LIABILITIES

10. The charitable company has satisfactory title to all assets and there are no liens or encumbrances on the charitable company's assets except for those that are disclosed in the notes to the financial statements.
11. There were no changes in fixed assets during the year ended 31 March 2024 other than those disclosed in the accounts.
12. We have reviewed the residual values attached to fixed assets and confirm they are still appropriate and reasonable reflections of these assets condition and usage.
13. All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
14. We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.
15. We confirm that all bank accounts have been disclosed to you and are included within the financial statements.
16. We confirm that the charitable company has not contracted for any capital expenditure other than as disclosed in the financial statements.

ACCOUNTING ESTIMATES

17. The methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework.

LOANS AND ARRANGEMENTS

18. The charitable company has not granted any advances or credits to, or made guarantees on behalf of, directors other than those disclosed in the financial statements.

LEGAL CLAIMS

19. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed in the financial statements.

LAWS AND REGULATIONS

20. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements and disclosures, including non-compliance matters:
 - a. Involving financial impropriety;
 - b. Related to laws or regulations that have a direct effect on the determination of material amounts and disclosures in the charitable company's financial statements;
 - c. Related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the charitable company's business, its ability to continue in business, or to avoid material penalties; and
 - d. Involving management, or employees who have significant roles in internal control, or others.
21. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements, and there have been no communications from regulatory agencies or government representatives concerning investigations or allegations of non-compliance, other than those already disclosed.

RELATED PARTIES

22. Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and we confirm that such information is complete. We are not aware of any other matters which require disclosure in order to comply with legislative and accounting standards requirements.

SUBSEQUENT EVENTS

23. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

GOING CONCERN

24. We believe that the charitable company's financial statements should be prepared on a going concern basis on the grounds that existing cash reserves or current and future sources of funding or support will be more than adequate for the charitable company's needs.
25. We also confirm our plans for future action(s) required to enable the charitable company to continue as a going concern are feasible.
26. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charitable company's ability to continue as a going concern need to be made in the financial statements.

GRANTS AND DONATIONS

27. All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

28. Restricted income relates to:

- a. Money and Pension Services Fund Debt Advice Project £320,541
- b. Universal Credit: Help to Claim £220,589
- c. CCG Welfare Benefits Advice £12,809
- d. Debt Modernisation Fund - £8,955
- e. IOTLS – £375,663
- f. Legal Aid Training Scheme - £6,381
- g. Wellbeing Project - £21,888

DISCLOSURE OF INFORMATION TO THE AUDITOR

- 29. We acknowledge our legal responsibilities regarding disclosure of information to you as auditor and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware.
- 30. Each Trustee has taken all the steps that they ought to have taken as a Trustee to make themselves aware of any relevant audit information and to establish that you are aware of that information.

SPECIFIC REPRESENTATIONS

- 31. We confirm the following specific representations made to you during your audit relating to:
 - a. We confirm that the market value of the land and buildings at 31 Manor Row is in excess of its book value of £212,350 such that the carrying value is not impaired.

Yours faithfully

Andrew Northage

.....

Signed on behalf of the board of Trustees by:

Trustee:

Date: 4 December 2024

Appendix 1 – Corrected misstatements

No	Detail	Assets	Liabilities	Equity	Profit / (loss)
		Dr / (Cr) £	Dr / (Cr) £	Dr / (Cr) £	Dr / (Cr) £
Details of adjusted audit differences					
1	Being to correct the pension creditor	-	(369)	-	369
Total		-	(369)	-	369

Accounts

Charity Registration No. 1096130

Company Registration No. 04578503 (England and Wales)

Citizens Advice Bradford & Airedale And Bradford Law Centre Ltd

(a Company Limited by Guarantee)

Annual Report And Financial Statements

For The Year Ended 31 March 2023

THURSDAY



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16/11/2023

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COMPANIES HOUSE

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	S Azam A Northage R Lister R Beattie A Bostan S Robinson C Coghill (appointed on 27 February 2023) P Essler (resigned on 3 March 2023) J Crouch (resigned on 3 March 2023)
Principal staff	R Wilkinson - Chief Executive (appointed on 11 May 2023) A Taylor - Chief Executive (resigned on 31 May 2023)
Secretary	R Wilkinson - (appointed on 11 May 2023) A Taylor (resigned on 31 May 2023)
Charity number	1096130
Company number	04578503
Principal address and registered address	31 Manor Row Bradford BD1 4PS
Bankers	Unity Trust Bank plc 4 Brindleyplace Birmingham B1 2JB

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

CONTENTS

	Page
Trustees' report	1 - 6
Statement of trustees' responsibilities	7
Independent auditor's report	8 - 10
Statement of financial activities	11
Balance sheet	12
Statement of cash flows	13
Notes to the financial statements	14 - 29

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

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 Memorandum of Association, the Companies Act 2006 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' (effective 1 January 2019).

The legal and administrative information forms part of this trustees report.

Objectives and activities

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The Charity's objectives are to promote any charitable purpose for the benefit of the community in Bradford District and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

In order to achieve the above objectives, the services aims are:

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

More detail on how the Charity will achieve its aims and objectives along with how these are measured annually are contained within the Business Plan.

When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

Achievements and performance

The year 2022/23 saw the emergence of the service from the covid period and enabled learning around new technologies to inform service delivery

Obviously as well as focusing on staff wellbeing, the Trustee Board, in its planning for 2022/23 and beyond, never lost sight of the primary objective of the organisation, namely, to provide free, confidential, impartial and independent advice to the residents of Bradford Metropolitan District. With this in mind a great deal of thought went into service redesign and the efficiency and accessibility improvements that could be made for clients by learning lessons for service delivery changes during Covid lockdown.

Since lockdown restrictions have been lifted, we have taken the decision to continue with telephone being the first point of contact. We no longer offer face to face drop-in sessions as these resulted in clients needing to wait for long periods, queues outside the office in bad weather and generally increased clients' stress levels and dissatisfaction. The new model means that all clients initially access via a telephone triage. The enquiry is then either dealt with immediately (if urgent) or the client is offered self-help, a telephone appointment, a telephone ring back, a video conference appointment or a face-to-face appointment. Obviously, when introducing this system, it was recognised that not all clients would be able to access our service using telephone and as such we still offer a walk-in triage service for clients who are unable to use the telephone.

We have also used our new Video Conference equipment for interpreting (including BSL) for this service. The client attends our office along with our adviser, and the interpreter attends via phone or videoconference. This approach has significantly increased the availability of interpreters and has reduced the cost to the organisation as we no longer pay for travel and waiting time for the interpreter.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2023

Given the current economic climate we, along with most other voluntary sector agencies, have been very concerned about funding. I would like to thank our funders for their continued support in what is a very difficult time for everyone. It is essential that the organisation continues to provide high quality services and to show the outcome of our interventions on clients' lives. We have continued to develop our outcome monitoring information and now collect data about the additional income we have secured for our clients and the debts we have managed on our clients' behalf. This has resulted in some very impressive figures and clearly demonstrating the positive social impact we have on the local community and economy. During 2022/23 clients accessing our services secured £9.9m in additional income and we assisted them in getting £3.1m in debt written off. Both figures were significantly higher than previous years.

Through 2022/23, as a result of adopting to the new Memorandum and Articles in the previous year we were able to continue with some governance related meetings taking place remotely.

The organisation continues to work in partnership with a variety of different funders. The principal funder is Bradford Metropolitan District Council (BMDC), which continues to give us significant levels of finance allowing us to provide open door and specialist advice in a range of settings.

Other funders include:

- Equality Together through their lot 1 contract with BMDC subcontracted us to provide advice in Mental Health support venues.
- The Money Advice and Pension Service, through Citizens Advice, funds our Face-to-Face Debt advice project, which employs 7 caseworkers to deliver debt advice to the financially excluded. This project has had a significant impact on our work and has allowed us to help a large number of additional clients.
- DWP, through Citizens Advice fund our Universal Credit, Help to Claim service.
- The Legal Aid Agency fund Housing, Immigration and Asylum work under the Legal Aid scheme and Housing Court Duty Scheme.
- The VCS Alliance – funding to deliver Welfare Benefits Advice to clients from the 3 City Community Health Partnerships. Advice will help reduce the instance of stress, depression and other associated illnesses as a result of Debt

We are grateful to all our funders whose continued support enables us to provide a valuable service to the local community. We are mindful of the difficulties for funders in the current economic climate. We are particularly grateful to those organisations and individuals who donate money to the Organisation.

Fundraising

The organisation does not actively fundraise from the public, no professional fundraisers or commercial participators are engaged. Where donations are received this is on a voluntary basis from individuals and is not actively sought. Fundraising in the charity sector has been regulated by the Fundraising Regulator (FR) since 2015 but the organisation is not specifically registered. The Trustee Board is not aware of any failure by the Charity to comply with this regulation and no complaints have been received in relation to any form of fundraising.

Financial review

The net income for the year before actuarial gains amounted to £138,152 (2022: £225,401). Total funds at 31 March 2023 stood at £1,455,578 (2022: £1,317,453). The financial position of the charity is satisfactory.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2023

Reserves Policy

The trustees have established a policy whereby the unrestricted funds, not committed or invested in tangible fixed assets and not designated, being the free reserves held by the charity, should be between three and six months of expenditure, which equates to between £523,934 and £1,047,868 in general funds. At this level the Trustees believe they would be able to continue the operations of the charity. At present the free reserves amount to £1,155,969 (2022: £1,010,199), which is just above the upper target level of reserves which the Trustees deem appropriate in the context of the current challenging financial circumstances. The trustees will review the policy annually.

Pension Liability

The charity participates in The Pensions Trust Growth Plan scheme and has an obligation to pay a past service deficit contribution, this is payable monthly in addition to future service contributions. The pension liability at the year end stands at £9,354 which is the present value of the deficit reduction contributions payable under the agreement.

Going Concern

We have set out above a review of financial performance and the charity's general reserves position. Our planning process, including financial projections, takes into consideration the decision by Bradford Metropolitan District Council decision through the recommissioning to continue to contract for the delivery of advice until March 2028, and confirms that we have adequate resources going forward. We have a reasonable expectation that we will be able to continue in operational existence for the foreseeable future and the financial statements have been prepared on the basis that the charity is a going concern.

Risk Management

The trustees have reviewed their procedures in the light of corporate governance guidance contained within the Statement of Recommended Practice 'Accounting and Reporting by Charities'.

A risk assessment report is contained within the business plan and anticipates potential changes to the environment in which the organisation is working and highlights how these would impact on its services. In addition, it produces a risk register, based on a matrix supplied by Citizens Advice – the national association. The organisational Risk Register is reviewed and updated at each Trustee Board meeting.

The trustees are satisfied that systems are in place to mitigate the charity's exposure to the major risks to which it is exposed.

Citizens Advice Bradford & Airedale and Bradford Law Centre faces a range of operational risks and the key to successful risk management is to identify potential risks, the likelihood of them occurring and then obviate their impact. The risk register is a formal statement of Citizens Advice Bradford & Airedale and Bradford Law Centre's risk management strategy and how the impact of potential risks can be minimised. Identifying the risks is a principal element of risk management and has been given detailed and careful consideration. Areas that are covered in this process include:

- activities and services undertaken by the organisation
- our objectives
- targets and outputs required by funders and others
- the operating structure
- external factors (statutory obligations, relationships with funders)
- comparisons with other CABs/comparable organisations
- past performance and previous risks encountered.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2023

Citizens Advice Bradford & Airedale and Bradford Law Centre's objectives, its internal organisation and the environment in which it operates are continually evolving and as a result, the risks it faces are not constant. Organisational success derives, in part, from successful risk taking and so the purpose of internal control is to help manage and control risk appropriately rather than to eliminate it.

The Trustee Board recognises its role as the ultimate authority in the governance of the organisation and that the management team and staff recognises that they operate with delegated authority.

The following measures will help minimise the risks inherent in any large and diverse voluntary sector organisation which relies on a diverse range of funding to meet all its commitments:

- Effective appraisal of the Chief Executive and Management Team.
- Internal management and supervisory controls that minimise risk of failing to deliver on existing grant agreements and contracts.
- Staff awareness of sources of funding and the consequences arising from any failure to deliver services in line with grant agreements and contracts.
- The effective use of probationary periods, annual appraisals, staff supervision and HR policies to promptly identify and deal with issues of concern.
- Engagement of DLP to provide HR advice & support.
- Regular case sheet checking, IFRs, training to ensure quality and independent QAA assessments.
- Regular review and analysis of statistics to ensure targets are met.
- Maintain good relationships with funders to identify potential future funding problems and potential funding opportunities.
- Ensure adequate financial reserves.
- Monthly financial monitoring against annual budget.
- Good communication between volunteers, staff, the Management Team and the Trustee Board.
- Maintaining independence and political neutrality to avoid conflict of interests.

Plans for the future

Over the next 12 months we will constantly evaluate service delivery to ensure we minimise risk whilst trying to provide services that meet the need of as many clients as possible. During the year we will look to expand service delivery and reintroduce face to face services when appropriate. We are fortunate in that our funders are being extremely supportive and there have been no proposals to cut funding for the 2023/24 year.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2023

Structure, governance and management

Citizens Advice Bradford & Airedale and Bradford Law Centre is a charitable company limited by guarantee and was set up by a Memorandum of Association on 31 October 2002. The charitable company commenced operations on 1 April 2003 after acquiring the assets of the unincorporated Organisation founded in 1962. The Organisation changed its Name from Bradford and Airedale Citizens Advice Bureau to Citizens Advice Bradford & Airedale and Bradford Law Centre on the 3 February 2016 following the acquisition of Bradford Law Centre.

The organisation is constituted under a Memorandum of Association dated 31 October 2002 (updated in March 2022 and are based on the model Articles of Association provided by Citizens Advice Nationally) and is registered charity number 1096130.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements are set out on the Charity Information page

The management of the organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements are set out on the Charity Information page.

The management of the organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

Members' Liability

The trustees of the bureau guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

Organisation Structure

The Trustee Board is responsible for the strategic direction of the organisation with certain powers delegated to the Finance and Personnel committees. The Chief Executive works closely with the trustees to agree organisational priorities and is responsible for ensuring that the organisation meets its contractual, legal and membership obligations. Five service managers are responsible for the delivery of services as specified in accordance with quality and contractual requirements. In addition to its 55 paid staff, the organisation has around 10 volunteers who work in a variety of roles.

2021/22 was a challenging year given the Covid restrictions. This meant that we were unable to work with our volunteer team, however we maintained regular contact and commenced a retraining program in 2021 to ensure that volunteers can return to the offices as soon as Covid restrictions were lifted.

Recruitment and Appointment of Management Committee

The management of the organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2023

Trustee Induction & Training

New trustees are provided with an induction pack containing information about the organisation, the work it carries out and the national Citizens Advice network. Induction meetings are held by the Chair of the Trustee Board and the Chief Executive, covering:

- The role and obligations of trustees.
- Governing documents including the Memorandum and Articles.
- The Organisation's aims and objectives and the membership requirements of Citizens Advice.
- The Organisation's financial position and funding sources.
- Future plans and objectives.

Trustees are also invited to attend training and conferences run by Citizens Advice at regional and national levels.

Key management personnel remuneration

The pay of the Chief Executive and Senior Management Team is reviewed annually and is normally increased in line with inflation and comparable roles within the sector.

Related Parties

All trustees give their time voluntarily. Any expenses reclaimed by trustees from the charity are set out in note 6 to the financial statements.

Auditor

The auditor, , is deemed to be reappointed under section 487(2) of the Companies Act 2006.

Small Company Rules

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

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.

Andrew Northage

.....
A Northage

Trustee

Dated: 10/11/2023.....

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The trustees, who are also the directors of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

Opinion

We have audited the financial statements of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the 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, 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 2023 and of 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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.

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 for the financial statements

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.

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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias; and
- Performing audit work over the timing and recognition of income and in particular whether it has been recorded in the correct accounting period.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

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.

Jessica Lawrence

Jessica Lawrence (Senior Statutory Auditor)
for and on behalf of

10/11/2023

Chartered Accountants
Statutory Auditor

33 Park Place

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Income from:					
Charitable activities	3	1,573,643	660,245	2,233,888	2,327,792
Total income		<u>1,573,643</u>	<u>660,245</u>	<u>2,233,888</u>	<u>2,327,792</u>
Expenditure on:					
Charitable activities	4	1,381,291	714,445	2,095,736	2,102,391
Total expenditure		<u>1,381,291</u>	<u>714,445</u>	<u>2,095,736</u>	<u>2,102,391</u>
Net income/(expenditure) before transfers		192,352	(54,200)	138,152	225,401
Gross transfers between funds	16	(71,975)	71,975	-	-
Net income for the year		<u>120,377</u>	<u>17,775</u>	<u>138,152</u>	<u>225,401</u>
Other recognised gains and losses					
Actuarial (loss)/gain on defined benefit pension schemes	13	(27)	-	(27)	28,511
Net movement in funds		<u>120,350</u>	<u>17,775</u>	<u>138,125</u>	<u>253,912</u>
Fund balances at 1 April 2022		<u>1,317,453</u>	-	<u>1,317,453</u>	<u>1,063,541</u>
Fund balances at 31 March 2023	17	<u><u>1,437,803</u></u>	<u><u>17,775</u></u>	<u><u>1,455,578</u></u>	<u><u>1,317,453</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

A full comparative Statement of Financial Activities for the year ended 31 March 2022 is shown in note 20 of these Financial Statements.

The notes on pages 14 - 29 also comprise part of these Financial Statements.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	9		281,834		307,254
Current assets					
Debtors	10	360,232		219,237	
Cash at bank and in hand		939,111		952,325	
		<u>1,299,343</u>		<u>1,171,562</u>	
Creditors: amounts falling due within one year	11	<u>(121,514)</u>		<u>(151,856)</u>	
Net current assets			<u>1,177,829</u>		<u>1,019,706</u>
Total assets less current liabilities			<u>1,459,663</u>		<u>1,326,960</u>
Creditors: amounts falling due after more than one year	12		(4,085)		(9,507)
Net assets			<u><u>1,455,578</u></u>		<u><u>1,317,453</u></u>
Income funds					
Restricted funds	16		17,775		-
Unrestricted funds			<u>1,437,803</u>		<u>1,317,453</u>
	17		<u><u>1,455,578</u></u>		<u><u>1,317,453</u></u>

The notes on pages 15 - 30 also comprise part of these Financial Statements.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Trustees on 10/11/2023 and signed on its behalf by:

Andrew Northage

.....
A Northage
Trustee

Company Registration No. 04578503

**CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW
CENTRE LTD**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash (used in)/generated from operations	18	(13,214)		69,530	
Net (decrease)/increase in cash and cash equivalents		(13,214)		69,530	
Cash and cash equivalents at beginning of year		952,325		882,795	
Cash and cash equivalents at end of year		<u>939,111</u>		<u>952,325</u>	

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity information

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 31 Manor Row, Bradford, BD1 4PS.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Articles of Association, 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 £1.

The financial statements have been prepared under the historical cost convention, modified to include the 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

General unrestricted funds - are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds - are subject to specific conditions by donors as to how they may be used. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised in the Statement of Financial Activities ("SoFA") 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.

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

Cash donations are recognised in the SoFA 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 is recognised at the time of the donation.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the financial statements.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies **(Continued)**

1.5 Expenditure

Expenditure, which includes attributable VAT which cannot be recovered, is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

Governance costs, included in support costs, include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements and are allocated to charitable activities.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

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:

Freehold land and buildings	Nil
Short leasehold improvements	Over the remaining life of the lease
Plant and equipment	33% straight line

Freehold land is not depreciated. The trustees consider that the residual value of the freehold building, at the end of its expected economic life, is expected to be such that any depreciation, including accumulated depreciation, would be immaterial and as such no depreciation is charged on freehold buildings.

1.7 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.

1.8 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

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.

1.9 Taxation

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, the Charity is potentially entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies (Continued)

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.

The charity contributes to The Growth Plan administered by TPT Retirement Solutions. The Plan is a multi-employer pension plan. It is not possible in the normal course of events to identify on a reasonable and consistent basis the charity's share of underlying assets and liabilities. In accordance with Charities SORP (FRS 102) the obligation to make good the deficit by way of deficit contributions has been recognised in these Financial Statements at fair value.

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.

Key sources of estimation uncertainty

Defined benefit pension scheme

The charity is a member of a multi-employer defined benefit scheme. The charity has recognised its liability under the deficit recovery plan at fair value which is based on the recommendations of the scheme actuary. The actuary uses certain critical assumptions, such as discount rate, mortality and expected rates of return when setting the deficit recovery plan for the scheme at each triennial review.

Depreciation of Freehold buildings

The trustees consider that the residual value of the freehold building, at the end of its expected economic life, is expected to be such that any depreciation, including accumulated depreciation, would be immaterial and as such no depreciation is charged on freehold buildings.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Charitable activities

	2023 £	2022 £
Grants, contracts and fees	2,233,888	2,327,792
Analysis by fund		
Unrestricted funds	1,573,643	1,561,948
Restricted funds	660,245	765,844
	<u>2,233,888</u>	<u>2,327,792</u>
Grants, contracts and fees		
BMDC Lot 1 (Equality Together)	20,800	23,400
BMDC Lot 3	472,099	530,507
BMDC Lot 5	745,420	837,642
CCG Welfare Benefits Advice	12,357	11,917
Money and Pensions Service Funded Debt Advice Project	317,733	462,032
Legal Aid Agency	211,947	127,723
Universal Credit: Help to Claim	259,784	283,567
NPG Energy Advice	-	7,750
EU Funding	15,500	31,500
BMDC - IT equipment	30,995	-
No Child cold	-	578
Warm spaces' programme	80,000	-
Access to Justice	14,672	-
Keighley Pathways	46,958	8,458
Other	5,622	2,718
	<u>2,233,888</u>	<u>2,327,792</u>

Restricted grants, contracts and fees for the current and previous year are detailed in note 14 to the Financial Statements.

**CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW
CENTRE LTD**

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	2023	2022
	£	£
Staff costs	1,347,113	1,412,558
Other staff and volunteer costs	18,046	12,889
Office and IT costs	105,176	110,693
Premises costs	87,401	93,820
Other	89,813	61,932
Sub-contract agency services	280,465	289,478
	<u>1,928,014</u>	<u>1,981,370</u>
Share of support costs (see note 5)	158,709	114,431
Share of governance costs (see note 5)	9,013	6,590
	<u>2,095,736</u>	<u>2,102,391</u>
Analysis by fund		
Unrestricted funds	1,381,291	1,336,547
Restricted funds	714,445	765,844
	<u>2,095,736</u>	<u>2,102,391</u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

5 Support costs	Support costs	Governance costs	2023	Support costs	Governance costs	2022	Basis of allocation
	£	£	£	£	£	£	
Staff costs	57,892	-	57,892	39,131	-	39,131	FTE
Other staff and volunteer costs	776	-	776	307	-	307	FTE
Office and IT costs	69,625	-	69,625	44,333	-	44,333	FTE
Premises costs	3,756	-	3,756	4,032	-	4,032	FTE
Depreciation	25,420	-	25,420	25,420	-	25,420	Direct
Other	1,240	-	1,240	1,208	-	1,208	FTE
Audit fees	-	6,500	6,500	-	4,200	4,200	
Accountancy	-	2,500	2,500	-	1,950	1,950	
Legal and professional	-	13	13	-	440	440	
	<u>158,709</u>	<u>9,013</u>	<u>167,722</u>	<u>114,431</u>	<u>6,590</u>	<u>121,021</u>	

Governance costs includes fees payable to the auditors of £6,500 (2022: £4,200) for audit fees, net of VAT, along with a further £2,500 (2022: £1,950) for other services provided.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2022: none).

No travel expense were reimbursed to trustees during the year (2022: £nil).

7 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	47	55
	<u>47</u>	<u>55</u>
Employment costs	2023	2022
	£	£
Wages and salaries	1,239,889	1,284,966
Social security costs	112,218	108,156
Pension costs	52,898	58,567
	<u>1,405,005</u>	<u>1,451,689</u>

The cost of sub-contract agency services was £280,465 (2022: £289,478) as disclosed in note 4.

The key management personnel of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd are the Trustees, Chief Executive, two Specialist Services Managers, two Generalist Services Managers and a Project Manager for both financial years. The aggregate employment benefits, including employer's national insurance and pension contributions of the key management personnel of the charity were £262,478 (2022: £250,325).

The number of employees whose annual remuneration was £60,000 or more were:

	2023 Number	2022 Number
£60,000 - £70,000	1	-
	<u>1</u>	<u>-</u>

8 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

9 Tangible fixed assets

	Freehold land and buildings	Short leasehold improvements	Plant and equipment	Total
	£	£	£	£
Cost				
At 1 April 2022	212,350	238,229	4,792	455,371
At 31 March 2023	212,350	238,229	4,792	455,371
Depreciation and impairment				
At 1 April 2022	-	144,923	3,194	148,117
Depreciation charged in the year	-	23,822	1,598	25,420
At 31 March 2023	-	168,745	4,792	173,537
Carrying amount				
At 31 March 2023	212,350	69,484	-	281,834
At 31 March 2022	212,350	93,306	1,598	307,254

Freehold land included within freehold land and buildings has an estimated cost of £63,705 (2022: £63,705).

10 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	220,812	154,702
Prepayments and accrued income	139,420	64,535
	360,232	219,237

11 Creditors: amounts falling due within one year

	note	2023	2022
		£	£
Other taxation and social security		26,634	32,729
Trade creditors		66,821	44,717
Other creditors		22,610	68,961
Pension scheme deficit obligations	13	5,449	5,449
		121,514	151,856

Unpaid pension contributions totaling £8,928 (2022: £14,956) were outstanding and included within other creditors.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Creditors: amounts falling due after more than one year

	note	2023 £	2022 £
Pension scheme deficit obligations	13	4,085	9,507

13 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to the statement of financial activity in respect of defined contribution schemes was £47,898 (2022: £53,567), at the balance sheet date contributions of £8,928 (2022: £14,956) were outstanding.

Defined benefit scheme

The company also participates in The Growth Plan, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for it in accordance with Charities SORP (FRS102) by providing for the present value of all contribution to make good the deficit.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Present Value of Obligation

	2023 £000's	2022 £000's	2020 £000's
Present value of obligation	10	15	58

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

13 Retirement benefit schemes (Continued)

Reconciliation of opening and closing provision

	2023 £000's	2022 £000's
Provision at the start of the year	15	58
Unwinding of discount	-	-
Deficit contributions paid	(5)	(15)
Actuarial re-measurements:		
– Impact of any change in assumptions	-	-
– Amendments to the contribution schedule	-	28
Provision at end of year	<u>10</u>	<u>15</u>
Amounts falling due within one year (note 11)	5	5
Amounts falling due after more than one year (note 12)	5	10
	<u>10</u>	<u>15</u>

Income and expenditure impact

	2023 £000's	2022 £000's
Interest expense	-	-
Actuarial re-measurements:		
– Impact of any change in assumptions	-	-
– Amendments to the contribution schedule	-	28
	<u>-</u>	<u>28</u>

Deficit Contributions Schedule

The following schedule details the future deficit contributions agreed between the charity and the scheme. These contributions have been used to derive the charity's balance sheet liability applying the discount factor noted below:

	2023 £000's	2022 £000's	2021 £000's
Year 1	5	5	14
Year 2	5	5	15
Year 3	-	5	15
Year 4	-	-	14
Year 5	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Retirement benefit schemes

(Continued)

Assumptions

	2023	2022	2021
	%	%	%
Discount rate	5.52	2.35	0.66
	<u> </u>	<u> </u>	<u> </u>

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

14 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023	2022
	£	£
Within one year	34,022	52,339
Between two and five years	62,605	91,038
	<u> </u>	<u> </u>
	<u>96,627</u>	<u>143,377</u>

15 Related party transactions

Transactions with related parties

During the year the charity entered into the following transactions with related parties:

Pam Essler, a Trustee, is also a Trustee of Communication Action Bradford & District. Total rents of £19,988 (2022: £20,906) were paid to Communication Action Bradford & District for office space.

There are no other related party transactions in the current or the previous financial year.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Transfers	Balance at 31 March 2023
	Balance at 1 April 2021	Income	Expenditure	Balance at 1 April 2022	Income	Expenditure		
	£	£	£	£	£	£	£	£
Money and Pension Services Fund Debt Advice Project	-	462,032	(462,032)	-	317,733	(383,418)	65,685	-
Universal Credit: Help to Claim	-	283,567	(283,567)	-	259,785	(265,712)	5,927	-
NPG energy advice	-	7,750	(7,750)	-	-	-	-	-
No Child Cold	-	578	(578)	-	-	-	-	-
BMDC - IT equipment	-	-	-	-	30,995	(26,047)	-	4,948
CCG Welfare Benefits Advice	-	-	-	-	12,357	(12,720)	363	-
The VCS alliance	-	-	-	-	39,375	(26,548)	-	12,827
	-	765,844	(765,844)	-	660,245	(714,445)	71,975	17,775

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Restricted funds

(Continued)

Purpose of restricted funds:

Money and Pensions Service Funded Debt Advice Project - funds 10 caseworkers to deliver debt advice to the financially excluded.

Universal Credit: Help to Claim - funding from the Department for Work and Pensions (DWP) to assist with the Universal Credit Support project.

NPG Energy advice – funding to deliver public awareness raising presentations aimed at vulnerable consumers, offering information about getting good deals on energy, and assessing help and advice available from energy suppliers and Government for those struggling to pay their bills.

No Child Cold – funding to allow the organization in partnership with BMDC to give grants to families who were struggling with additional utility costs due to home schooling during the Covid Pandemic.

The VCS Alliance – funding to deliver Welfare Benefits Advice to clients from the 3 City Community Health Partnerships. Advice will help reduce the instance of stress, depression and other associated illnesses as a result of Debt.

BMDC - IT equipment – funding from BMDC for purchase of IT equipment.

The CCG Welfare Benefits Project - funds advice to clients in the BD2 and BD3 areas of the City through the GP Surgeries and Social Providers.

Where required, transfers have been made from unrestricted funds to cover shortfalls in project funding.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

17 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022
	£	£	£	£	£
Fund balances at 31 March 2023:					
Tangible fixed assets	281,834	-	281,834	307,254	307,254
Net current assets	1,160,054	17,775	1,177,829	1,019,706	1,019,706
Long term liabilities	(4,085)	-	(4,085)	(9,507)	(9,507)
	<u>1,437,803</u>	<u>17,775</u>	<u>1,455,578</u>	<u>-</u>	<u>1,317,453</u>

18 Cash generated from operations

	2023	2022
	£	£
Net income before other recognised gains / (losses)	138,152	225,401
Depreciation and impairment of tangible fixed assets	25,420	25,420
Adjustments for the defined benefit pension scheme	(5,449)	(14,280)
Increase in debtors	(140,995)	(35,753)
Decrease in creditors	(30,342)	(131,258)
Cash (absorbed by)/generated from operations	<u>(13,214)</u>	<u>69,530</u>

19 Analysis of changes in net funds

The charity had no debt during the current or previous year.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

20 Comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	Total 2022 £
<u>Income from:</u>			
Charitable activities	1,561,948	765,844	2,327,792
Total income	<u>1,561,948</u>	<u>765,844</u>	<u>2,327,792</u>
<u>Expenditure on:</u>			
Charitable activities	1,336,547	765,844	2,102,391
Total expenditure	<u>1,336,547</u>	<u>765,844</u>	<u>2,102,391</u>
Net income for the year	225,401	-	225,401
Other recognised gains and losses			
Actuarial gain on defined benefit pension schemes	28,511	-	28,511
Net movement in funds	253,912	-	253,912
Fund balances at 1 April 2021	1,063,541	-	1,063,541
Fund balances at 31 March 2022	<u>1,317,453</u>	<u>-</u>	<u>1,317,453</u>

Accounts

Charity Registration No. 1096130

Company Registration No. 04578503 (England and Wales)

Citizens Advice Bradford & Airedale And Bradford Law Centre Ltd

(a Company Limited by Guarantee)

Annual Report And Financial Statements

For The Year Ended 31 March 2022

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	P Essler S Azam A Northage R Lister J Crouch R Beattie A Bostan S Robinson	(Appointed 2 March 2022)
Principal staff	A Taylor - Chief Executive	
Secretary	A Taylor	
Charity number	1096130	
Company number	04578503	
Principal address and registered address	31 Manor Row Bradford BD1 4PS	
Auditor	Azets Audit Services Limited Triune Court Monks Cross Drive York YO32 9GZ	
Bankers	Unity Trust Bank plc 4 Brindleyplace Birmingham B1 2JB	

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

CONTENTS

	Page
Trustees' report	1 - 7
Statement of trustees' responsibilities	8
Independent auditor's report	9 - 12
Statement of financial activities	13
Balance sheet	14
Statement of cash flows	15
Notes to the financial statements	16 - 31

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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 Memorandum of Association, the Companies Act 2006 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' (effective 1 January 2019).

The legal and administrative information forms part of this trustees report.

Objectives and activities

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The Charity's objectives are to promote any charitable purpose for the benefit of the community in Bradford District and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

In order to achieve the above objectives, the services aims are:

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

More detail on how the Charity will achieve its aims and objectives along with how these are measured annually are contained within the Business Plan.

When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

Achievements and performance

The year 2021/22 has been another challenging year with the continuation of Covid restrictions and the uncertainty around the ongoing public health risk. We started the year with all of our face to face advice services being closed and the majority of staff home working. Following significant risk assessments and consultation as the year progressed we saw a gradual return to working from the office for all staff, initially for 1 day per week and then for 3 days per week for most staff. The investment made in new technology and the lessons learned during Covid lockdown periods resulted in us being able to develop our working practices. This has resulted in us being able to offer staff a hybrid working model delivering a significant improvement in flexibility and work life balance which we hope will be reflected by improved staff retention.

Obviously as well as focusing on staff wellbeing, the Trustee Board, in its planning for 2021/22 and beyond, never lost site of the primary objective of the organisation, namely, to provide free, confidential, impartial and independent advice to the residents of Bradford Metropolitan District. With this in mind a great deal of thought went into service redesign and the efficiency and accessibility improvements that could be made for clients by learning lessons for service delivery changes during Covid lockdown.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

During the Covid lockdown the service significantly increased its staffing level of our Telephone Advice Service, this meant that access was improved, allowing us to introduce a model of the telephone being the primary contact method. Since lockdown restrictions have been lifted, we have taken the decision to continue with this access method. We no longer offer face to face drop-in sessions as these resulted in clients needing to wait for long period, queue outside the office in bad weather and generally increased clients' stress levels and dissatisfaction. The new model means that all clients initially access via a telephone triage. The enquiry is then either dealt with immediately (if urgent) or the client is offered self-help, a telephone appointment, a telephone ring back, a video conference appointment or a face-to-face appointment. Obviously, when introducing this system, it was recognised that not all clients would be able to access using telephone and as such we still offer a walk-in triage service for clients who are unable to use the telephone. This triage service will result in the same service offering.

We have also used our new Video Conference equipment for interpreting (including BSL) for this service. The client attends our office along with our adviser, and the interpreter attends via phone or videoconference. This approach has significantly increased the availability of interpreters and has reduced the cost to the organisation as we no longer pay for travel and waiting time for the interpreter.

The organisation is still working with Bradford Metropolitan District Council (BMDC) to evaluate face-to-face outreach service provision. At the end of the year we reintroduced dedicated services to the community mental health venues (offering a mix of telephone, video and face to face where needed) but we have not restarted any of our GP outreach services.

The staff team continue to be extremely flexible and client focused and have been fantastic in responding to the changing situations very quickly, allowing us to ensure that we put the welfare of our clients at the forefront of our service delivery. We have built excellent partnerships, ensuring that we are able to continue to help the most excluded groups. It has been good to see the return to the organisation of a number of our long serving volunteers and we would specifically like to thank them for bearing with us through the past 18 months. We hope that we are now able to redevelop the volunteer aspect of our service delivery. We would like to thank all the paid and voluntary staff for their hard work over the last 12 months. Without their commitment it would be impossible to provide a high quality service to clients.

Given the current economic climate we, along with most other voluntary sector agencies, have been very concerned about funding. I would like to thank our funders for their continued support in what is a very difficult time for everyone. It is essential that the organisation continues to provide high quality services and to show the outcome of our interventions on clients' lives. We have continued to develop our outcome monitoring information and now collect data about the additional income we have secured for our clients and the debts we have managed on our clients' behalf. This has resulted in some very impressive figures and clearly demonstrates the positive social impact we have on the local community and economy. During 2021/22 we secured £3,199,279 in additional income for our clients and assisted them in managing £4,232,422 in debt. Both figures were significantly higher than previous years.

The 2021/22 financial year ended with our AGM, where the members approved adopting Citizens Advice new Model Articles of Association. This was an evolution of the old model updating it for changes to legislation and most significantly giving the opportunity to hold hybrid meetings. The ability to hold virtual and hybrid meeting was hugely beneficial during Covid restrictions and has resulted in significantly increased attendance at Board meetings.

The organisation continues to work in partnership with a variety of different funders. The principal funder is Bradford Metropolitan District Council (BMDC), which continues to give us significant levels of finance allowing us to provide open door and specialist advice in a range of settings.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Other funders include:

- Equality Together through their lot 1 contract with BMDC subcontracted us to provide advice in Mental Health support venues.
- The Money and Pension Service, through Citizens Advice, funds our Face-to-Face Debt advice project, which employs 10 caseworkers to deliver debt advice to the financially excluded. This project has had a significant impact on our work and has allowed us to help a large number of additional clients.
- DWP, through Citizens Advice fund our Universal Credit, Help to Claim service.
- The Legal Aid Agency fund Housing, Immigration and Asylum work under the Legal Aid scheme and Housing Court Duty Scheme.
- Leeds Community Foundation & Give Bradford – funding for the No Child Cold Scheme that allowed us to work in partnership with BMDC to provide households in Bradford with fuel top up grants.
- BMDC & EUSS Stronger Communities funding – funding advice to help clients complete the EU Settlement Scheme Application.
- Community Justice Fund – Covid funding was provided by the Community Justice fund to support the continued provision of our Legal Aid work and to upgrade our IT systems.

We are grateful to all our funders whose continued support enables us to provide a valuable service to the local community. We are mindful of the difficulties for funders in the current economic climate. We are particularly grateful to those organisations and individuals who donate money to the Organisation.

Fundraising

The organisation does not actively fundraise from the public, no professional fundraisers or commercial participators are engaged. Where donations are received this is on a voluntary basis from individuals and is not actively sought. Fundraising in the charity sector has been regulated by the Fundraising Regulator (FR) since 2015 but the organisation is not specifically registered. The Trustee Board is not aware of any failure by the Charity to comply with this regulation and no complaints have been received in relation to any form of fundraising.

Financial review

The net income for the year before actuarial gains amounted to £225,401 (2021: £201,877). Total funds at 31 March 2022 stood at £1,317,453 (2021: £1,063,541), all of which is unrestricted. The financial position of the charity is satisfactory.

Reserves Policy

The trustees have established a policy whereby the unrestricted funds, not committed or invested in tangible fixed assets and not designated, being the free reserves held by the charity, should be three months of expenditure, which equates to £526,000 in general funds. At this level the Trustees believe they would be able to continue the operations of the charity. At present the free reserves amount to £1,010,199 (2021: £730,867) (after deducting fixed assets), which is above the target level of reserves. The trustees will review the policy annually.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Pension Liability

The charity participates in The Pensions Trust Growth Plan scheme and has an obligation to pay a past service deficit contribution, this is payable monthly in addition to future service contributions. The pension liability at the year end stands at £14,956 which is the present value of the deficit reduction contributions payable under the agreement.

Going Concern

We have set out above a review of financial performance and the charity's general reserves position. Our planning process, including financial projections, takes into consideration the decision by Bradford Metropolitan District Council to extend our contract for the delivery of advice to March 2023, and confirms that we have adequate resources going forward. We have a reasonable expectation that we will be able to continue in operational existence for the foreseeable future and the financial statements have been prepared on the basis that the charity is a going concern.

Risk Management

The trustees have reviewed their procedures in the light of corporate governance guidance contained within the Statement of Recommended Practice 'Accounting and Reporting by Charities'.

A risk assessment report is contained within the business plan and anticipates potential changes to the environment in which the organisation is working and highlights how these would impact on its services. In addition it produces a risk register, based on a matrix supplied by Citizens Advice – the national association. The organisational Risk Register is reviewed and updated at each Trustee Board meeting.

The principal risks facing the organisation are uncertainty around the impact of the Coronavirus crisis that hit the UK in March 2020 and continued through the 2021/22 financial year. Whilst the restrictions started to be lifted in 2021 the organisation was faced with the challenges around learning and embracing new methods of working during the lockdown along with planning the return to standard operating models which continuing to ensure staff and public safety. This has impacted on all areas of the business, including

- Changes to the volumes and patterns of demand for advice services.
- Health and safety requirements for the staff team.
- Changes to working methods, including a move to home working and more recently a hybrid model of working.
- Changes to the methods of access to advice services for clients.
- Increased use of technology in a way to not exclude.
- Additional funding requirements.
- Economic and political uncertainty.

The trustees are satisfied that systems are in place to mitigate the charity's exposure to the major risks to which it is exposed.

Citizens Advice Bradford & Airedale and Bradford Law Centre faces a range of operational risks and the key to successful risk management is to identify potential risks, the likelihood of them occurring and then obviate their impact. The risk register is a formal statement of Citizens Advice Bradford & Airedale and Bradford Law Centre's risk management strategy and how the impact of potential risks can be minimised. Identifying the risks is a principal element of risk management and has been given detailed and careful consideration. Areas that covered in this process include:

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

- activities and services undertaken by the organisation
- our objectives
- targets and outputs required by funders and others
- the operating structure
- external factors (statutory obligations, relationships with funders)
- comparisons with other CABs/comparable organisations
- past performance and previous risks encountered.

Citizens Advice Bradford & Airedale and Bradford Law Centre's objectives, its internal organisation and the environment in which it operates are continually evolving and as a result, the risks it faces are not constant. Organisational success derives, in part, from successful risk taking and so the purpose of internal control is to help manage and control risk appropriately rather than to eliminate it.

The Trustee Board recognises its role as the ultimate authority in the governance of the organisation and that the management team and staff recognises that they operate with delegated authority.

The following measures will help minimise the risks inherent in any large and diverse voluntary sector organisation which relies on a diverse range of funding to meet all its commitments:

- Effective appraisal of the Chief Executive and Management Team.
- Internal management and supervisory controls that minimise risk of failing to deliver on existing grant agreements and contracts.
- Staff awareness of sources of funding and the consequences arising from any failure to deliver services in line with grant agreements and contracts.
- The effective use of probationary periods, annual appraisals, staff supervision and HR policies to promptly identify and deal with issues of concern.
- Engagement of DLP to provide HR advice & support.
- Regular case sheet checking, IFRs, training to ensure quality and independent QAA assessments.
- Regular review and analysis of statistics to ensure targets are met.
- Maintain good relationships with funders to identify potential future funding problems and potential funding opportunities.
- Ensure adequate financial reserves.
- Monthly financial monitoring against annual budget.
- Good communication between volunteers, staff, the Management Team and the Trustee Board.
- Maintaining independence and political neutrality to avoid conflict of interests.

Plans for the future

Over the next 12 months we will constantly evaluate service delivery to ensure we minimise risk whilst trying to provide services that meet the need of as many clients as possible. During the year we will look to expand service delivery and reintroduce face to face services when appropriate. We are fortunate in that our funders are being extremely supportive and there have been no proposals to cut funding for the 2022/23 year.

In April 2022 our main funding contracts were given a 12 month extension as a result of Covid pressures and other external influences, this included our BMDC contract, Universal Credit help to claim and MaPS advice funding. This has meant that service planning for 2022/23 has focused very much on consolidating and modernising our offerings to clients. We await further details of the commissioning process from our main funders before we can fully identify service delivery gaps and strategically plan for future developments. Given our very positive working relationships with our main funders we hope to be actively involved with the service planning process prior to commissioning.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management

Citizens Advice Bradford & Airedale and Bradford Law Centre is a charitable company limited by guarantee and was set up by a Memorandum of Association on 31 October 2002. The charitable company commenced operations on 1 April 2003 after acquiring the assets of the unincorporated Organisation founded in 1962. The Organisation changed its Name from Bradford and Airedale Citizens Advice Bureau to Citizens Advice Bradford & Airedale and Bradford Law Centre on the 3 February 2016 following the acquisition of Bradford Law Centre.

The organisation is constituted under a Memorandum of Association dated 31 October 2002 (updated in March 2022 and are based on the model Articles of Association provided by Citizens Advice Nationally) and is registered charity number 1096130.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements are set out on the Charity Information page.

The management of the organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

Members' Liability

The trustees of the bureau guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

Organisation Structure

The Trustee Board is responsible for the strategic direction of the organisation with certain powers delegated to the Finance and Personnel committees. The Chief Executive works closely with the trustees to agree organisational priorities and is responsible for ensuring that the organisation meets its contractual, legal and membership obligations. Five service managers are responsible for the delivery of services as specified in accordance with quality and contractual requirements. In addition to its 55 paid staff, the organisation has around 10 volunteers who work in a variety of roles.

2021/22 has been a challenging year given the Covid restrictions. This has meant that we have been unable to work with our volunteer team, however we have maintained regular contact and commenced a retraining program in 2021 to ensure that volunteers can return to the offices as soon as Covid restrictions are lifted.

Recruitment and Appointment of Management Committee

The management of the organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

Trustee Induction & Training

New trustees are provided with an induction pack containing information about the organisation, the work it carries out and the national Citizens Advice network. Induction meetings are held by the Chair of the Trustee Board and the Chief Executive, covering:

- The role and obligations of trustees.
- Governing documents including the Memorandum and Articles.
- The Organisation's aims and objectives and the membership requirements of Citizens Advice.
- The Organisation's financial position and funding sources.
- Future plans and objectives.

Trustees are also invited to attend training and conferences run by Citizens Advice at regional and national levels.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Key management personnel remuneration

The pay of the Chief Executive and Senior Management Team is reviewed annually and is normally increased in line with inflation and comparable roles within the sector.

Related Parties

All trustees give their time voluntarily. Any expenses reclaimed by trustees from the charity are set out in note 6 to the financial statements.

Auditor

Azets Audit Services Limited were appointed auditor to the company following their acquisition of the trade of Garbutt & Elliott Audit Limited on 1 December 2021 and in accordance with s487(2) of the Companies Act 2006 they are deemed reappointed annually.

Small Company Rules

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

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.

P.M.Essler

P Essler

Trustee

Dated: 21 September 2022

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

The trustees, who are also the directors of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

Opinion

We have audited the financial statements of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the 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, 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 2022 and of 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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.

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.

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

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.

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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

Extent to which the audit was considered capable of detecting irregularities, including fraud

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience, through discussion with the trustees and other management, and from inspection of the charitable company's regulatory and legal correspondence. We discussed with the trustees and other management the policies and procedures regarding compliance with laws and regulations. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance during the audit.

The charitable company is subject to laws and regulations that directly affect the financial statements including financial reporting legislation (including related companies and charities legislation), pensions legislation, taxation legislation and further laws and regulations that could indirectly affect the financial statements, comprising environmental, health and safety and employment legislation. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the trustees and other management and inspection of regulatory and legal correspondence, if any. These procedures did not identify any potentially material actual or suspected non-compliance.

To identify risks of material misstatement due to fraud we considered the opportunities and incentives and pressures that may exist within the charitable company to commit fraud. Our risk assessment procedures included: enquiry of trustees and other management to understand the high level policies and procedures in place to prevent and detect fraud, reading Board minutes and considering performance targets and incentive schemes in place for management. We communicated identified fraud risks throughout our team and remained alert to any indications of fraud during the audit.

As a result of these procedures we identified the greatest potential for fraud in the following areas:

- income recognition and in particular the risk that income is recognised in the wrong reporting period or that restricted income is incorrectly recognised as unrestricted income; and
- subjective accounting estimates.

Fraud risks arise due to a desire to present the results in a certain way in order to meeting funding expectations or funders requirements.

As required by auditing standards we also identified and addressed the risk of management override of controls. We performed the following procedures to address the risks of fraud identified:

- identifying and testing high risk journal entries through vouching the entries to supporting documentation;
- assessing significant accounting estimates for bias;
- testing the recognition of income and in particular that it was appropriately recognised or deferred; and
- review of minutes and correspondence to identify omission or inconsistency on the financial statements.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

In addition, as with any audit, there remained a higher risk of non-detection of fraud, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. Our audit procedures are designed to detect material misstatement. We are not responsible for preventing non-compliance or fraud and cannot be expected to detect non-compliance with all laws and regulations.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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.

Azets Audit Services Limited

Laura Masheder (Senior Statutory Auditor)
for and on behalf of Azets Audit Services Limited

22/09/2022
.....

Chartered Accountants
Statutory Auditor

Triune Court
Monks Cross Drive
York
YO32 9GZ

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Income from:					
Donations		-	-	-	1,123
Charitable activities	3	1,561,948	765,844	2,327,792	2,424,871
Total income		1,561,948	765,844	2,327,792	2,425,994
Expenditure on:					
Charitable activities	4	1,336,547	765,844	2,102,391	2,224,117
Net income for the year		225,401	-	225,401	201,877
Other recognised gains and losses					
Actuarial gain/(loss) on defined benefit pension schemes		28,511	-	28,511	(1,975)
Net movement in funds		253,912	-	253,912	199,902
Fund balances at 1 April 2021		1,063,541	-	1,063,541	863,639
Fund balances at 31 March 2022		1,317,453	-	1,317,453	1,063,541

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

A full comparative Statement of Financial Activities for the year ended 31 March 2021 is shown in note 19 of these Financial Statements.

The notes on pages 16 - 31 also comprise part of these Financial Statements.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	8		307,254		332,674
Current assets					
Debtors	9	219,237		183,484	
Cash at bank and in hand		952,325		882,795	
		<u>1,171,562</u>		<u>1,066,279</u>	
Creditors: amounts falling due within one year	10	<u>(151,856)</u>		<u>(292,278)</u>	
Net current assets			1,019,706		774,001
Total assets less current liabilities			<u>1,326,960</u>		<u>1,106,675</u>
Creditors: amounts falling due after more than one year	11		(9,507)		(43,134)
Net assets			<u><u>1,317,453</u></u>		<u><u>1,063,541</u></u>
Income funds					
Unrestricted funds			1,317,453		1,063,541
			<u><u>1,317,453</u></u>		<u><u>1,063,541</u></u>

The notes on pages 16 - 31 also comprise part of these Financial Statements.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Trustees on 21 September 2022

P.M.Essler

P Essler
Trustee

Company Registration No. 04578503

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	17		69,530		547,804
Investing activities					
Purchase of tangible fixed assets		-		(4,792)	
Net cash used in investing activities			-		(4,792)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			69,530		543,012
Cash and cash equivalents at beginning of year			882,795		339,783
Cash and cash equivalents at end of year			952,325		882,795

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity information

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 31 Manor Row, Bradford, BD1 4PS.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Articles of Association, 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 £1.

The financial statements have been prepared under the historical cost convention, modified to include the 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 acknowledge that there is some risk around the ongoing funding of the charity. Contractual funding with BDMC ends in March 2023 and a tender for funding after this is ongoing. The charity has a strong relationship with its funders and is in a strong position to put in a bid which continues to enhance the offer to clients.

Despite the trustees confidence of success of the bid, should the charity be unsuccessful the organisation would change very significantly. Due to the contractual nature and legal obligations on the transfer of contracts, primarily around staff, the cost base would respond rapidly. Given this and the reserves brought forward the trustees consider that the charity would remain a going concern for a period of at least 12 months from the date of signing these financial statements. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

General unrestricted funds - are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds - are subject to specific conditions by donors as to how they may be used. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised in the Statement of Financial Activities ("SoFA") 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.

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

Cash donations are recognised in the SoFA 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 is recognised at the time of the donation.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the financial statements.

1.5 Expenditure

Expenditure, which includes attributable VAT which cannot be recovered, is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

Governance costs, included in support costs, include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements and are allocated to charitable activities.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

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:

Freehold buildings	2% straight line
Short leasehold improvements	Over the remaining life of the lease
Plant and equipment	33% straight line

Freehold land is not depreciated. The trustees consider that the residual value of the freehold building, at the end of its expected economic life, is expected to be such that any depreciation, including accumulated depreciation, would be immaterial.

1.7 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.8 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.

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.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies (Continued)

Derecognition of financial liabilities

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

1.9 Taxation

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, the Charity is potentially entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

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.

The charity contributes to The Growth Plan administered by TPT Retirement Solutions. The Plan is a multi-employer pension plan. It is not possible in the normal course of events to identify on a reasonable and consistent basis the charity's share of underlying assets and liabilities. In accordance with Charities SORP (FRS 102) the obligation to make good the deficit by way of deficit contributions has been recognised in these Financial Statements at fair value.

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.

Key sources of estimation uncertainty

Defined benefit pension scheme

The charity is a member of a multi-employer defined benefit scheme. The charity has recognised its liability under the deficit recovery plan at fair value which is based on the recommendations of the scheme actuary. The actuary uses certain critical assumptions, such as discount rate, mortality and expected rates of return when setting the deficit recovery plan for the scheme at each triennial review.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

3 Charitable activities

	2022 £	2021 £
Grants, contracts and fees	2,327,792	2,424,313
Other income	-	558
	<u>2,327,792</u>	<u>2,424,871</u>
Analysis by fund		
Unrestricted funds	1,561,948	1,557,163
Restricted funds	765,844	867,708
	<u>2,327,792</u>	<u>2,424,871</u>
Grants, contracts and fees		
BMDC Lot 1 (Equality Together)	23,400	23,400
BMDC Lot 2 (Family Action)	-	1,233
BMDC Lot 3	530,507	549,006
BMDC Lot 5	837,642	862,640
CCG Welfare Benefits Advice	11,917	-
Money and Pensions Service Funded Debt Advice Project	462,032	428,693
Legal Aid Agency	127,723	78,498
Universal Credit: Help to Claim	283,567	250,549
NPG Energy Advice	7,750	15,406
EU Funding	31,500	25,375
Community Justice Fund	-	63,200
No Child Cold	578	85,186
The VCS Alliance	-	9,184
National CA - Covid Capacity	-	8,710
Outreach Services	-	5,625
Keighley Pathways	8,458	7,000
Other	2,718	10,608
	<u>2,327,792</u>	<u>2,424,313</u>

Restricted grants, contracts and fees for the current and previous year are detailed in note 13 to the Financial Statements.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

4 Charitable activities

	2022 £	2021 £
Staff costs	1,412,558	1,405,722
Other staff and volunteer costs	12,889	12,316
Office and IT costs	110,693	68,724
Premises costs	93,820	91,253
Other	61,932	114,841
Sub-contract agency services	289,478	362,632
	<u>1,981,370</u>	<u>2,055,488</u>
Share of support costs (see note 5)	114,431	162,854
Share of governance costs (see note 5)	6,590	5,775
	<u>2,102,391</u>	<u>2,224,117</u>
Analysis by fund		
Unrestricted funds	1,336,547	1,356,409
Restricted funds	765,844	867,708
	<u>2,102,391</u>	<u>2,224,117</u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

5 Support costs	Support Governance costs		2022		Support costs		Governance costs		2021		Basis of allocation
	£	£	£	£	£	£	£	£	£		
Staff costs	39,131	-	39,131	47,093	-	-	47,093	FTE			
Other staff and volunteer costs	307	-	307	84	-	-	84	FTE			
Office and IT costs	44,333	-	44,333	83,675	-	-	83,675	FTE			
Premises costs	4,032	-	4,032	3,922	-	-	3,922	FTE			
Depreciation	25,420	-	25,420	25,420	-	-	25,420	Direct			
Other	1,208	-	1,208	2,660	-	-	2,660	FTE			
Audit fees	-	4,200	4,200	-	3,885	-	3,885				
Accountancy	-	1,950	1,950	-	1,890	-	1,890				
Legal and professional	-	440	440	-	-	-	-				
	<u>114,431</u>	<u>6,590</u>	<u>121,021</u>	<u>162,854</u>	<u>5,775</u>	<u>168,629</u>					

Governance costs includes fees payable to the auditors of £4,200 (2021: £3,885) for audit fees, net of VAT, along with a further £1,950 (2021: £1,890) for other services provided.

Office and IT costs in 2021 included significant one off costs incurred to mobilise remote service delivery.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2021: none).

No travel expense were reimbursed to trustees during the year (2021: £nil).

7 Employees

The average monthly number of employees during the year was:

	2022	2021
	Number	Number
	55	58
	<u>55</u>	<u>58</u>
Employment costs	2022	2021
	£	£
Wages and salaries	1,284,966	1,276,028
Redundancy costs	-	20,180
Social security costs	108,156	99,327
Defined contribution pension costs	58,567	57,280
	<u>1,451,689</u>	<u>1,452,815</u>
	<u>1,451,689</u>	<u>1,452,815</u>

No employee earned over £60,000 or more during the year (2021: no employee).

The cost of sub-contract agency services was £289,478 (2021: £362,632) as disclosed in note 4.

The key management personnel of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd are the Trustees, Chief Executive, two Specialist Services Managers, two Generalist Services Managers and a Project Manager for both financial years. The aggregate employment benefits, including employer's national insurance and pension contributions of the key management personnel of the charity were £250,325 (2021: £225,360).

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

8 Tangible fixed assets

	Freehold buildings £	Short leasehold improvements £	Plant and equipment £	Total £
Cost				
At 1 April 2021	212,350	238,229	4,792	455,371
At 31 March 2022	212,350	238,229	4,792	455,371
Depreciation and impairment				
At 1 April 2021	-	121,100	1,597	122,697
Depreciation charged in the year	-	23,823	1,597	25,420
At 31 March 2022	-	144,923	3,194	148,117
Carrying amount				
At 31 March 2022	212,350	93,306	1,598	307,254
At 31 March 2021	212,350	117,129	3,195	332,674

Freehold land with an estimated cost of £63,705 (2021: £63,705) is not depreciated.

9 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	154,702	137,227
Prepayments and accrued income	64,535	46,257
	219,237	183,484

10 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	32,729	26,333
Trade creditors	44,717	53,635
Other creditors	68,961	197,697
Pension scheme deficit obligations	5,449	14,613
	151,856	292,278

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

11 Creditors: amounts falling due after more than one year

	2022	2021
	£	£
Pension scheme deficit obligations	9,507	43,134

12 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to the statement of financial activity in respect of defined contribution schemes was £58,567 (2021: £57,280), at the balance sheet date contributions of £9,719 (2021: £8,953) were outstanding.

Defined benefit scheme

The company participates in The Growth Plan, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for it in accordance with Charities SORP (FRS102) by providing for the present value of all contribution to make good the deficit.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Present Value of Obligation

	2022	2021	2020
	£000's	£000's	£000's
Present value of obligation	15	58	68

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

12 Retirement benefit schemes (Continued)

Reconciliation of opening and closing provision

	2022 £000's	2021 £000's
Provision at the start of the year	58	68
Unwinding of discount	-	2
Deficit contributions paid	(15)	(14)
Actuarial re-measurements:		
– Impact of any change in assumptions	-	2
– Amendments to the contribution schedule	28	-
	<u>15</u>	<u>58</u>
Provision at end of year	<u><u>15</u></u>	<u><u>58</u></u>
Amounts falling due within one year (note 10)	5	14
Amounts falling due after more than one year (note 11)	10	44
	<u>15</u>	<u>58</u>
	<u><u>15</u></u>	<u><u>58</u></u>

Income and expenditure impact

	2022 £000's	2021 £000's
Interest expense	-	1
Actuarial re-measurements:		
– Impact of any change in assumptions	-	2
– Amendments to the contribution schedule	28	-
	<u>(28)</u>	<u>2</u>
	<u><u>(28)</u></u>	<u><u>2</u></u>

Deficit Contributions Schedule

The following schedule details the future deficit contributions agreed between the charity and the scheme. These contributions have been used to derive the charity's balance sheet liability applying the discount factor noted below:

	2022 £000's	2021 £000's	2020 £000's
Year 1	5	14	14
Year 2	5	15	15
Year 3	5	15	15
Year 4	-	14	16
Year 5	-	-	13
	<u><u>15</u></u>	<u><u>58</u></u>	<u><u>68</u></u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

12 Retirement benefit schemes (Continued)

Assumptions

	2022 %	2021 %	2020 %
Discount rate	<u>2.35</u>	<u>0.66</u>	<u>2.53</u>

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Movement in funds		Movement in funds		
	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Money and Pension Services Fund Debt Advice Project	-	428,693	(428,693)	-	462,032	(462,032)	-
Universal Credit: Help to Claim	-	250,549	(250,549)	-	283,567	(283,567)	-
NPG energy advice	-	15,406	(15,406)	-	7,750	(7,750)	-
The VCS alliance	-	9,184	(9,184)	-	-	-	-
Access to Justice	-	63,200	(63,200)	-	-	-	-
No Child Cold	-	85,186	(85,186)	-	578	(578)	-
National CA - Covid Capacity	-	8,710	(8,710)	-	-	-	-
CCG Welfare Benefits Advice	-	-	-	-	11,917	(11,917)	-
Other	-	6,780	(6,780)	-	-	-	-
	-	867,708	(867,708)	-	765,844	(765,844)	-

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Restricted funds

(Continued)

Purpose of restricted funds:

Money and Pensions Service Funded Debt Advice Project - funds 10 caseworkers to deliver debt advice to the financially excluded.

Universal Credit: Help to Claim - funding from the Department for Work and Pensions (DWP) to assist with the Universal Credit Support project.

NPG Energy advice – funding to deliver public awareness raising presentations aimed at vulnerable consumers, offering information about getting good deals on energy, and assessing help and advice available from energy suppliers and Government for those struggling to pay their bills.

The VCS Alliance – funding to deliver Welfare Benefits Advice to clients from the 3 City Community Health Partnerships. Advice will help reduce the instance of stress, depression and other associated illnesses as a result of Debt.

Access to Justice – funding provided to support the organization through the Covid restrictions. The funding was provided to assist in upgrading ICT equipment to facilitate Home Working and also to support Salaries for Staff engaged on our Legal Aid Contract whilst income was significantly reduced from the LAA contract due to the impact of Covid on the court services.

No Child Cold – funding to allow the organization in partnership with BMDC to give grants to families who were struggling with additional utility costs due to home schooling during the Covid Pandemic.

National CA – Covid Capacity – funding provided to support the organization upgrading ICT equipment to facilitate staff Home Working during Covid restrictions.

The CCG Welfare Benefits Project - funds advice to clients in the BD2 and BD3 areas of the City through the GP Surgeries and Social Providers.

Where required, transfers have been made from unrestricted funds to cover shortfalls in project funding.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

14 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022:					
Tangible assets	307,254	-	307,254	332,674	332,674
Current assets/ (liabilities)	1,019,706	-	1,019,706	774,001	774,001
Long term liabilities	(9,507)	-	(9,507)	(43,134)	(43,134)
	<u>1,317,453</u>	<u>-</u>	<u>1,317,453</u>	<u>1,063,541</u>	<u>1,063,541</u>

15 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	52,339	53,900
Between two and five years	91,038	103,555
	<u>143,377</u>	<u>157,455</u>

16 Related party transactions

Transactions with related parties

During the year the charity entered into the following transactions with related parties:

Pam Essler, a Trustee, is also a Trustee of Communication action Bradford & district. Total rents of £20,906 (2021: £20,971) were paid to Keighley Voluntary Service for office space.

There are no other related party transactions in the current or the previous financial year.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

17	Cash generated from operations	2022	2021
		£	£
	Net income before other recognised gains / (losses)	225,401	201,877
	Depreciation and impairment of tangible fixed assets	25,420	25,420
	Adjustments for the defined benefit pension scheme	(14,280)	(12,651)
	(Increase)/decrease in debtors	(35,753)	162,976
	(Decrease)/increase in creditors	(131,258)	170,182
	Cash generated from operations	69,530	547,804

18 Analysis of changes in net funds
The charity had no debt during the current or previous year.

19 Comparative Statement of Financial Activities

	Unrestricted funds	Restricted funds	Total 2021
	£	£	£
<u>Income from:</u>			
Donations	1,123	-	1,123
Charitable activities	1,557,163	867,708	2,424,871
	1,558,286	867,708	2,425,994
<u>Expenditure on:</u>			
Charitable activities	1,356,409	867,708	2,224,117
	201,877	-	201,877
Net income for the year			
Other recognised gains and losses			
Actuarial gain on defined benefit pension schemes	(1,975)	-	(1,975)
	199,902	-	199,902
Net movement in funds			
Fund balances at 1 April 2020	863,639	-	863,639
Fund balances at 31 March 2021	1,063,541	-	1,063,541

Accounts

Charity Registration No. 1096130

Company Registration No. 04578503 (England and Wales)

Citizens Advice Bradford & Airedale And Bradford Law Centre Ltd

(a Company Limited by Guarantee)

Annual Report And Financial Statements

For The Year Ended 31 March 2021

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	P Essler R Stinton (resigned 6 February 2021) S Azam A Northage R Lister J Crouch R Beattie A Boston (appointed 26 November 2020)
Principal staff	A Taylor - Chief Executive
Secretary	A Taylor
Charity number	1096130
Company number	04578503
Principal and registered office	31 Manor Row Bradford BD1 4PS
Auditor	Garbutt & Elliott Audit Limited 33 Park Place Leeds LS1 2RY
Bankers	Unity Trust Bank plc 4 Brindleyplace Birmingham B1 2HB

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

CONTENTS

	Page
Trustees' report	1 - 7
Statement of trustees' responsibilities	8
Independent auditor's report	9 - 12
Statement of financial activities	13
Balance sheet	14
Statement of cash flows	15
Notes to the financial statements	16 - 30

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

Reference and Administrative Details

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 Memorandum of Association, the Companies Act 2006 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

The legal and administrative information forms part of this trustees report.

Objectives and activities

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The Charity's objects are to promote any charitable purpose for the benefit of the community in Bradford District and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

In order to achieve the above objectives the services aims are:

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

More detail on how the Charity will achieve its aims and objectives along with how these are measured annually are contained within the Business Plan.

When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

Achievements and performance

The year 2020/21 has been a challenging year, the year started with Covid Restrictions being introduced across the country. This resulted in all of our face to face advice services being closed and the majority of staff switching to home working. Covid has resulted in a huge change in our service delivery model and has required a significant capital investment to facilitate this. We were fortunate to secure grants from the Law Centre Network and Community Justice fund that allowed us to issue new laptops to all staff and upgrade our telephone system to facilitate home working. We have managed to sustain the volume of advice interactions from previous years but have switched to providing Generalist and Specialist Advice services over the telephone. This experience has allowed us to consider new service delivery models for the post Covid environment. In late 2020 we also invested in Video Conferencing equipment which has allowed us to provide face to face advice to clients over video – this approach will allow us to provide much more efficient advice services at outreach locations in the future.

Whilst Covid has proven hugely challenging for us the staff team have been fantastic and have responded to changing situations very quickly, allowing us to ensure that we put the welfare of our clients at the forefront of our service delivery. We have built excellent partnerships, ensuring that we are able to continue to help the most excluded groups. A good example of this is our work with Bradford Metropolitan District Council ("BMDC") and other local trusts and voluntary sector agencies coming together to distribute fuel top up grants to the most excluded clients with children, ensuring that families can afford to heat their homes through the winter whilst children are home schooling.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

During 2020/21 our Legal Aid funded specialist Housing and Asylum work was hit by the Covid restrictions with income being reduced significantly. We were fortunate to secure a grant from the Community Justice Fund to cover some of our running costs.

The year started with the Coronavirus pandemic hitting the UK. Services were severely disrupted, and the organisation took the decision to close all face to face services at the end of March 2020. All but a skeleton staff team at the Manor Row Office transitioned to working from home. Advice services (both Generalist and Specialist) have continued to be provided over the telephone and web with video conference advice being introduced at the end of the year. The organisation will respond appropriately to government restrictions and will provide the most appropriate services to continue to meet client demands as we move into 2021/22, and we hope to be able to reintroduce face to face advice very soon.

Given the current economic climate we, along with most other voluntary sector agencies, have been very concerned about funding. I would like to thank our funders for this continued support in what is a very difficult time for everyone. It is essential that the organisation continues to provide high quality services and to show the outcome of our interventions on client's lives. We have continued to develop our outcome monitoring information and now collect data about the additional income we have secured for our clients and the debts we have managed on our clients' behalf. This has resulted in some very impressive figures and clearly demonstrates the positive social impact we have on the local community and economy. During 2020/21 we secured £804,641 in additional income for our clients, and we managed £3,187,087 in debts. Both of these figures were significantly lower than previous years due to the impact of Covid restrictions.

I would like to thank all the paid and voluntary staff for their hard work over the last 12 months. Without their commitment it would be impossible to provide the high quality service to clients.

The organisation continues to work in partnership with a variety of different funders. The principal funder is Bradford Metropolitan District Council, which continues to give us significant levels of funding enabling us to provide open door and specialist advice in a range of settings including GP Surgeries, Community Centres and generalist appointment services at our Bradford, Shipley and Keighley offices. Given the Covid Restrictions over the past 12 months, face to face services in GP Surgeries, Community Centres and in our offices have been closed – but these have been replaced by a significant increase in telephone advice capacity and the introduction of Webchat and advice via Video Conference.

Other funders include:

- Equality Together through their lot 1 contract with BMDC subcontracted us to provide advice in Mental Health support venues
- The Money and Pension Service, through Citizens Advice, funds our Face to Face Debt advice project, which employs 10 caseworkers to deliver debt advice to the financially excluded. This project has had a significant impact on our work and has allowed us to help a large number of additional clients
- DWP, through Citizens Advice fund our Universal Credit, Help to Claim service
- The Legal Aid Agency fund Housing, Immigration and Asylum work under the Legal Aid scheme
- Community Justice Fund – Covid funding was provided by the Community Justice fund to support the continued provision of our Legal Aid work and to upgrade our IT systems

We are grateful to all our funders whose continued support enables us to provide a valuable service to the local community. We are mindful of the difficulties for funders in the current economic climate. We are particularly grateful to those organisations and individuals who donate money to the organisation.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Fundraising

The organisation does not actively fundraise from the public, no professional fundraisers or commercial participators are engaged. Where donations are received this is on a voluntary basis from individuals and is not actively sought. Fundraising in the charity sector has been regulated by the Fundraising Regulator (FR) since 2015 but the organisation is not specifically registered. The Trustee Board is not aware of any failure by the Charity to comply with this regulation and no complaints have been received in relation to any form of fundraising.

Financial review

The net income for the year before actuarial gains amounted to £201,877 (2020: £154,809), Total funds at 31 March stood at £1,063,541 (2020: £863,639). The financial position of the charity is satisfactory.

Reserves Policy

The trustees have established a policy whereby the unrestricted funds, not committed or invested in tangible fixed assets and not designated, being the free reserves held by the charity, should be three months of expenditure, which equates to £556,000 in general funds. At this level the Trustees believe they would be able to continue the operations of the charity. At present the free reserves amount to £730,867 (after deducting fixed assets), which is above the target level of reserves. The trustees will review the policy annually.

Pension Liability

The charity participates in The Pensions Trust Growth Plan scheme and has an obligation to pay a past service deficit contribution, this is payable monthly in addition to future service contributions. The pension liability at the year end stands at £57,747 which is the present value of the deficit reduction contributions payable under the agreement.

Going Concern

We have set out above a review of financial performance and the charity's general reserves position. Our planning process, including financial projections, takes into consideration the decision by Bradford Metropolitan District Council to extend our contract for the delivery of advice to March 2022, and confirms that we have adequate resources going forward. We have a reasonable expectation that we will be able to continue in operational existence for the foreseeable future and the financial statements have been prepared on the basis that the charity is a going concern.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Risk Management

The trustees have reviewed their procedures in the light of corporate governance guidance contained within the Statement of Recommended Practice 'Accounting and Reporting by Charities'.

A risk assessment report is contained within the business plan and anticipates potential changes to the environment in which the organisation is working and highlights how these would impact on its services. In addition it produces a risk register, based on a matrix supplied by Citizens Advice – the national association. The organisational Risk Register is reviewed and updated at each Trustee Board meeting.

The principal risks facing the organisation are uncertainty around the impact of the Coronavirus crisis that hit the UK in March 2020 and continued throughout the 2020/21 financial year. This has impacted on all areas of the business, including

- Changes to the volumes and patterns of demand for advice services
- Health and safety requirements for the staff team
- Changes to working methods, including a move to home working
- Methods of access to advice services for clients
- Increased use of technology in a way to not exclude
- Additional funding requirements
- Economic and political uncertainty.

The trustees are satisfied that systems are in place to mitigate the charity's exposure to the major risks to which it is exposed.

Citizens Advice Bradford & Airedale and Bradford Law Centre faces a range of operational risks and the key to successful risk management is to identify potential risks, the likelihood of them occurring and then obviate their impact. The Risk Register is a formal statement of Citizens Advice Bradford & Airedale and Bradford Law Centre risk management strategy and how the impact of potential risks can be minimised. Identifying the risks is an important element of risk management and has been given detailed and careful consideration. Areas which have been covered in this process include:

- activities and services undertaken by the organisation
- our objectives
- targets and outputs required by funders and others
- the operating structure
- external factors (statutory obligations, relationships with funders)
- comparisons with other CABx/comparable organisations
- past performance and previous risks encountered.

Citizens Advice Bradford & Airedale and Bradford Law Centre's objectives, its internal organisation and the environment in which it operates are continually evolving and as a result, the risks it faces are not constant. Organisational success derives in part, from successful risk taking and so the purpose of internal control is to help manage and control risk appropriately rather than to eliminate it.

The Trustee Board recognises its role as the ultimate authority with regard to the governance of the organisation and that the management team and staff recognise that they operate with delegated authority.

The following measures will help minimise the risks inherent in any large and diverse voluntary sector organisation which relies on a diverse range of funding to meet all its commitments:

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

- Effective appraisal of the Chief Executive and Management Team
- Internal management and supervisory controls which minimise risk of failing to deliver on existing grant agreements and contracts
- Staff awareness of sources of funding and the consequences arising from any failure to deliver services in line with grant agreements and contracts
- The effective use of probationary periods, Annual Appraisals, staff supervision and HR policies to promptly identify and deal with issues of concern
- Regular case sheet checking, IFRs, training to ensure quality and independent QAA assessments
- Regular review and analysis of statistics to ensure targets are met
- Maintain good relationships with funders to identify potential future funding problems and potential funding opportunities
- Ensure adequate financial reserves
- Monthly financial monitoring against annual budget
- Good communication between volunteers, staff, the Management Team and the Trustee Board
- Maintaining independence and political neutrality to avoid conflict of interests.

Plans for the future

The Coronavirus pandemic has meant that the plans for the future of the organisation are very difficult to forecast. Priorities are obviously to respond to Central Government guidance and to focus on the Health and Safety of the staff team and clients. We will constantly evaluate service delivery to ensure we minimise risk whilst trying to provide services that meet the need of as many clients as possible. The year started with all face to face services closing and staff working from home. During the year we will look to expand service delivery and reintroduce face to face services when appropriate. We are fortunate in that our funders are being extremely supportive and there have been no proposals to cut funding.

We will seek to learn from the current service restructure to learn from the new service delivery methods and we will look to learn from our experience and integrate new ways of working into the post pandemic service delivery.

Structure, governance and management

Citizens Advice Bradford & Airedale and Bradford Law Centre is a charitable company limited by guarantee and was set up by a Memorandum of Association on 31 October 2002. The charitable company commenced operations on 1 April 2003 after acquiring the assets of the unincorporated Organisation founded in 1962. The Organisation changed its Name from Bradford and Airedale Citizens Advice Bureau to Citizens Advice Bradford & Airedale and Bradford Law Centre on the 3 February 2016 following the acquisition of Bradford Law Centre.

The organisation is constituted under a Memorandum of Association dated 31 October 2002 (Updated 3 February 2016 to reflect Name Change) and is registered charity number 1096130.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements are set out on the Charity Information page.

The management of the organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

Members' Liability

The trustees of the bureau guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

Organisation Structure

The trustee board is responsible for the strategic direction of the organisation with certain powers delegated to the Finance and Personnel Committees. The Chief Executive works closely with the trustees to agree organisational priorities and is responsible for ensuring that the organisation meets its contractual, legal and membership obligations. Five Service Managers are responsible for the delivery of services as specified in accordance with quality and contractual requirements. In addition to its 58 paid staff, the organisation has around 70 volunteers who work in a variety of roles throughout the organisation. Volunteer advisers are central to the organisation's service delivery strategy and the training and support of volunteers is a key element of the organisation's activities.

2020/21 has been a challenging year given the Covid restrictions. This has meant that we have been unable to work with our volunteer team, however we have maintained regular contact and commenced a retraining program in March 2021 to ensure that volunteers can return to the offices as soon as Covid restrictions are lifted.

Trustee Induction & Training

New trustees are provided with an induction pack containing information about the organisation, the work it carries out and the national Citizens Advice network. Induction meetings are held by the Chair of the Trustee Board and the Chief Executive, covering:

- The role and obligations of trustees.
- Governing documents including the Memorandum and Articles.
- The Organisation's aims and objectives and the membership requirements of Citizens Advice.
- The Organisation's financial position and funding sources.
- Future plans and objectives.

Trustees are also invited to attend training and conferences run by Citizens Advice at regional and national levels.

Key management personnel remuneration

The pay of the President and Senior Management Team is reviewed annually and is normally increased in line with inflation and comparable roles within the sector.

Related Parties

All trustees give their time voluntarily. Any expenses reclaimed by trustees from the charity are set out in note 6 to the accounts.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Auditor

Garbutt & Elliott Audit Limited were reappointed as auditor to the charitable company and have indicated their willingness to stand for reappointment at the annual general meeting.

Small Company Rules

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

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.

P.M. Essler

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P Essler

Trustee 11/10/2021

Dated:

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2021

The trustees, who are also the directors of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

Opinion

We have audited the financial statements of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the 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, 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 2021 and of 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

Matters on which we are required to report by exception

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.

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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

Extent to which the audit was considered capable of detecting irregularities, including fraud

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our general commercial and sector experience, through discussion with the directors and other management, and from inspection of the charitable company's regulatory and legal correspondence. We discussed with the trustees and other management the policies and procedures regarding compliance with laws and regulations. We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance during the audit.

The charitable company is subject to laws and regulations that directly affect the financial statements including financial reporting legislation (including related companies and charities legislation), pensions legislation, taxation legislation and further laws and regulations that could indirectly affect the financial statements, comprising environmental, health and safety and employment legislation, and, in the current climate, Covid regulations. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the directors and other management and inspection of regulatory and legal correspondence, if any. These procedures did not identify any potentially material actual or suspected non-compliance.

To identify risks of material misstatement due to fraud we considered the opportunities and incentives and pressures that may exist within the charitable company to commit fraud. Our risk assessment procedures included: enquiry of trustees and other management to understand the high level policies and procedures in place to prevent and detect fraud, reading Board minutes and considering performance targets and incentive schemes in place for management. We communicated identified fraud risks throughout our team and remained alert to any indications of fraud during the audit.

As a result of these procedures we identified the greatest potential for fraud in the following areas:

- income recognition and in particular the risk that income is recognised in the wrong reporting period or that restricted income is incorrectly recognised as unrestricted income; and
- subjective accounting estimates

Both fraud risks arise due to a potential desire to present weaker results due to an incentive to obtain further funding.

As required by auditing standards we also identified and addressed the risk of management override of controls. We performed the following procedures to address the risks of fraud identified:

- identifying and testing high risk journal entries through vouching the entries to supporting documentation;
- assessing significant accounting estimates for bias; and
- testing the recognition of income and in particular that it was appropriately recognised or deferred.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

In addition, as with any audit, there remained a higher risk of non-detection of fraud, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. Our audit procedures are designed to detect material misstatement. We are not responsible for preventing non-compliance or fraud and cannot be expected to detect non-compliance with all laws and regulations.

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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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.

Garbutt & Elliott Audit Limited

Laura Mashedor (Senior Statutory Auditor)
for and on behalf of Garbutt & Elliott Audit Limited

19/10/2021
.....

Chartered Accountants
Statutory Auditor

33 Park Place
Leeds
LS1 2RY

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
<u>Income from:</u>					
Donations		1,123	-	1,123	238
Charitable activities	3	1,557,163	867,708	2,424,871	2,482,573
Total income		<u>1,558,286</u>	<u>867,708</u>	<u>2,425,994</u>	<u>2,482,811</u>
<u>Expenditure on:</u>					
Charitable activities	4	1,356,409	867,708	2,224,117	2,328,002
Net income for the year		201,877	-	201,877	154,809
Other recognised gains and losses					
Actuarial (loss)/gain on defined benefit pension schemes		(1,975)	-	(1,975)	1,856
Net movement in funds		<u>199,902</u>	<u>-</u>	<u>199,902</u>	<u>156,665</u>
Fund balances at 1 April 2020		863,639	-	863,639	706,974
Fund balances at 31 March 2021		<u><u>1,063,541</u></u>	<u><u>-</u></u>	<u><u>1,063,541</u></u>	<u><u>863,639</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

A full comparative Statement of Financial Activities for the year ended 31 March 2020 is shown in note 18 of these Financial Statements.

The notes on pages 16 - 30 also comprise part of these Financial Statements.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	8		332,674		353,302
Current assets					
Debtors	9	183,484		346,460	
Cash at bank and in hand		882,795		339,783	
			1,066,279		686,243
Creditors: amounts falling due within one year	10		(292,278)		(121,671)
Net current assets			774,001		564,572
Total assets less current liabilities			1,106,675		917,874
Creditors: amounts falling due after more than one year	11		(43,134)		(54,235)
Net assets			1,063,541		863,639
Income funds					
Unrestricted funds			1,063,541		863,639
			1,063,541		863,639

The notes on pages 16-30 also comprise part of these Financial Statements.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Trustees on 11/10/2021

P.M. Essler

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P Essler
Trustee

Company Registration No. 04578503

**CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW
CENTRE LTD**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	16		547,804		(25,202)
Investing activities					
Purchase of tangible fixed assets		(4,792)		-	
Net cash used in investing activities					
			(4,792)		-
Net cash used in financing activities					
			-		-
Net increase/(decrease) in cash and cash equivalents					
			543,012		(25,202)
Cash and cash equivalents at beginning of year			339,783		364,985
Cash and cash equivalents at end of year			<u>882,795</u>		<u>339,783</u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Charity information

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 31 Manor Row, Bradford, BD1 4PS .

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". 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 £1.

The financial statements have been prepared under the historical cost convention, modified to include the 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. Whilst the global economy has been significantly impacted by the COVID-19 virus, the charity still has reserves sufficient to meet its immediate requirements. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

General unrestricted funds - are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds - are subject to specific conditions by donors as to how they may be used. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised in the Statement of Financial Activities ("SoFA") 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 in the SoFA 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 is recognised at the time of the donation.

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

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the financial statements.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (Continued)

1.5 Expenditure

Expenditure, which includes attributable VAT which cannot be recovered, is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

Governance costs, included in support costs, include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements and are allocated to charitable activities.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

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:

Freehold land and buildings	2% straight line
Leasehold improvements	10% straight line
Plant and equipment	33% straight line

Freehold land is not depreciated. The trustees consider that the residual value of the freehold building, at the end of its expected economic life, is expected to be such that any depreciation, including accumulated depreciation, would be immaterial.

1.7 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.

1.8 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.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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.

Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

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.

1.9 Taxation

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, the Charity is potentially entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (Continued)

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.

The charity contributes to The Growth Plan administered by TPT Retirement Solutions. The Plan is a multi-employer pension plan. It is not possible in the normal course of events to identify on a reasonable and consistent basis the charity's share of underlying assets and liabilities. In accordance with Charities SORP (FRS 102) the obligation to make good the deficit by way of deficit contributions has been recognised in these Financial Statements at fair value.

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.

Key sources of estimation uncertainty

Defined benefit pension scheme

The charity is a member of a multi-employer defined benefit scheme. The charity has recognised its liability under the deficit recovery plan at fair value which is based on the recommendations of the scheme actuary. The actuary uses certain critical assumptions, such as discount rate, mortality and expected rates of return when setting the deficit recovery plan for the scheme at each triennial review.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

3 Charitable activities

	2021 £	2020 £
Grants, contracts and fees	2,424,313	2,482,292
Other income	558	281
	<u>2,424,871</u>	<u>2,482,573</u>
Analysis by fund		
Unrestricted funds	1,557,163	1,717,942
Restricted funds	867,708	764,631
	<u>2,424,871</u>	<u>2,482,573</u>
Grants, contracts and fees		
BMDC Lot 1 (Equality Together)	23,400	25,992
BMDC Lot 2 (Family Action)	1,233	7,400
BMDC Lot 3	549,006	579,536
BMDC Lot 5	862,640	915,059
BMDC - OISC - Translation	-	(11,047)
Money and Pensions Service Funded Debt Advice Project	428,693	490,107
Legal Aid Agency	78,498	180,888
Universal Credit: Help to Claim	250,549	266,962
NPG Energy Advice	15,406	7,562
EU Funding	25,375	5,625
Weymouth Centre Outreach	-	7,500
Community Justice Fund	63,200	-
No Child Cold	85,186	-
The VCS Alliance	9,184	-
National CA - Covid Capacity	8,710	-
Outreach Services	5,625	-
Keighley Pathways	7,000	6,708
Other	10,608	-
	<u>2,424,313</u>	<u>2,482,292</u>

Restricted grants, contracts and fees for the current and previous year are detailed in note 13 to the Financial Statements.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

	2021 £	2020 £
Staff costs	1,405,722	1,550,378
Other staff and volunteer costs	12,316	24,652
Office costs	68,724	68,250
Premises costs	91,253	114,532
Other	114,841	77,837
Sub-contract agency services	362,632	320,750
	<u>2,055,488</u>	<u>2,156,399</u>
Share of support costs (see note 5)	162,854	166,029
Share of governance costs (see note 5)	5,775	5,574
	<u>2,224,117</u>	<u>2,328,002</u>
Analysis by fund		
Unrestricted funds	1,356,409	1,551,692
Restricted funds	867,708	776,310
	<u>2,224,117</u>	<u>2,328,002</u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5 Support costs	Support Governance costs		2021		Support costs		Governance costs		2020		Basis of allocation
	£	£	£	£	£	£	£	£	£		
Staff costs	47,093	-	47,093	56,019	-	56,019	FTE				
Other staff and volunteer costs	84	-	84	710	-	710	FTE				
Office costs	83,675	-	83,675	69,225	-	69,225	FTE				
Premises costs	3,922	-	3,922	5,044	-	5,044	FTE				
Depreciation	25,420	-	25,420	23,823	-	23,823	Direct				
Other	2,660	-	2,660	11,208	-	11,208	FTE				
Audit fees	-	3,885	3,885	-	3,700	3,700					
Accountancy	-	1,890	1,890	-	1,800	1,800					
Legal and professional	-	-	-	-	53	53					
Other	-	-	-	-	21	21					
	162,854	5,775	168,629	166,029	5,574	171,603					

Governance costs includes fees payable to the auditors of £3,885 (2020 - £3,700) for audit fees, net of VAT, along with a further £1,890 (2020 - £1,800) for other services provided.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2020: none).

No travel expense were reimbursed to trustees during the year (2020: £nil).

7 Employees

The average monthly number of employees during the year was:

	2021	2020
	Number	Number
	58	63
	<u>58</u>	<u>63</u>
Employment costs	2021	2020
	£	£
Wages and salaries	1,276,028	1,426,377
Redundancy costs	20,180	-
Social security costs	99,327	120,233
Other pension costs	57,280	59,787
	<u>1,452,815</u>	<u>1,606,397</u>
	<u>1,452,815</u>	<u>1,606,397</u>

No employee earned £60,000 or more during the year (2020: no employee).

The cost of sub-contract agency services was £362,632 (2020: £320,750) as disclosed in note 4.

The key management personnel of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd are the Trustees, Chief Executive, two Specialist Services Managers, two Generalist Services Managers and a Project Manager for both financial years. The aggregate employment benefits, including employer's national insurance and pension contributions of the key management personnel of the charity were £225,360 (2020: £231,642).

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

8 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Plant and equipment £	Total £
Cost				
At 1 April 2020	212,350	238,229	-	450,579
Additions	-	-	4,792	4,792
At 31 March 2021	212,350	238,229	4,792	455,371
Depreciation and impairment				
At 1 April 2020	-	97,277	-	97,277
Depreciation charged in the year	-	23,823	1,597	25,420
At 31 March 2021	-	121,100	1,597	122,697
Carrying amount				
At 31 March 2021	212,350	117,129	3,195	332,674
At 31 March 2020	212,350	140,952	-	353,302

Freehold land is not depreciated.

9 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	137,227	290,595
Prepayments and accrued income	46,257	55,865
	183,484	346,460

10 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	26,333	26,884
Trade creditors	53,635	23,269
Other creditors	197,697	57,330
Pension scheme deficit obligations	14,613	14,188
	292,278	121,671

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

11 Creditors: amounts falling due after more than one year	2021	2020
	£	£
Pension scheme deficit obligations	43,134	54,235
	<u> </u>	<u> </u>

12 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to the statement of financial activity in respect of defined contribution schemes was £57,280 (2020: £59,787), at the balance sheet date contributions of £8,953 (2020: £155) were outstanding.

Defined benefit scheme

The company participates in The Pensions Trust Growth Plan, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for it in accordance with Charities SORP (FRS102) by providing for the present value of all contribution to make good the deficit.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Present Value of Obligation

	2021	2020	2019
	£000's	£000's	£000's
Present value of obligation	58	68	83
	<u> </u>	<u> </u>	<u> </u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

12 Retirement benefit schemes (Continued)

Reconciliation of opening and closing provision

	2021 £000's	2020 £000's
Provision at the start of the year	68	83
Unwinding of discount	2	1
Deficit contributions paid	(14)	(14)
Actuarial re-measurements:		
– Impact of any change in assumptions	2	(2)
– Amendments to the contribution schedule	-	
	<u>58</u>	<u>68</u>
Provision at end of year	<u><u>58</u></u>	<u><u>68</u></u>
Amounts falling due within one year (note 10)	14	14
Amounts falling due after more than one year (note 11)	44	54
	<u>58</u>	<u>68</u>
	<u><u>58</u></u>	<u><u>68</u></u>

Income and expenditure impact

	2021 £000's	2020 £000's
Interest expense	1	1
Actuarial re-measurements:		
– Impact of any change in assumptions	2	2
– Amendments to the contribution schedule	-	-
	<u>2</u>	<u>2</u>
	<u><u>2</u></u>	<u><u>2</u></u>

Deficit Contributions Schedule

The following schedule details the future deficit contributions agreed between the charity and the scheme. These contributions have been used to derive the charity's balance sheet liability applying the discount factor noted below:

	2021 £000's	2020 £000's	2019 £000's
Year 1	14	14	14
Year 2	15	15	14
Year 3	15	15	15
Year 4	14	16	15
Year 5	-	13	16
Year 6	-	-	13
	<u><u>14</u></u>	<u><u>15</u></u>	<u><u>14</u></u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

12 Retirement benefit schemes (Continued)

Assumptions

	2021	2020	2019
	%	%	%
Discount rate	0.66	3	1
	<u> </u>	<u> </u>	<u> </u>

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

13 Restricted funds

Current year	Movement in funds			
	Balance at 1 April 2020	Income Expenditure	Balance at 31 March 2021	
	£	£	£	
Money and Pensions Service Funded Debt advice Project	-	428,693	(428,693)	-
Universal Credit : Help to Claim	-	250,549	(250,549)	-
NPG energy advice	-	15,406	(15,406)	-
The VCS alliance	-	9,184	(9,184)	-
Access to Justice	-	63,200	(63,200)	-
No Child Cold	-	85,186	(85,186)	-
National CA - Covid Capacity	-	8,710	(8,710)	-
Other	-	6,780	(6,780)	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	-	867,708	(867,708)	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

13 Restricted funds (Continued)

Prior year	Movement in funds			Balance at 31 March 2020 £
	Balance at 1 April 2019 £	Income £	Expenditure £	
Money Advice Service - Debt Advice Project	-	490,107	(490,107)	-
Universal Credit : Help to Claim - Setup grant	11,679	266,962	(278,641)	-
NPG energy advice	-	7,562	(7,562)	-
	11,679	764,631	(776,310)	-
	11,679	764,631	(776,310)	-

Purpose of restricted funds:

Money and Pensions Service Funded Debt Advice Project - funds 10 caseworkers to deliver debt advice to the financially excluded.

Universal Credit: Help to Claim - funding from the Department for Work and Pensions (DWP) to assist with the Universal Credit Support project.

NPG Energy advice – funding to deliver public awareness raising presentations aimed at vulnerable consumers, offering information about getting good deals on energy, and assessing help and advice available from energy suppliers and Government for those struggling to pay their bills.

The VCS Alliance – funding to deliver Welfare Benefits Advice to clients from the 3 City Community Health Partnerships. Advice will help reduce the instance of stress, depression and other associated illnesses as a result of Debt.

Access to Justice – funding provided to support the organization through the Covid restrictions. The funding was provided to assist in upgrading ICT equipment to facilitate Home Working and also to support Salaries for Staff engaged on our Legal Aid Contract whilst income was significantly reduced from the LAA contract due to the impact of Covid on the court services.

No Child Cold – funding to allow the organization in partnership with BMDC to give grants to families who were struggling with additional utility costs due to home schooling during the Covid Pandemic.

National CA – Covid Capacity – funding provided to support the organization upgrading ICT equipment to facilitate staff Home Working during Covid restrictions.

Where required, transfers have been made from unrestricted funds to cover shortfalls in project funding.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020
	£	£	£	£	£
Fund balances at 31 March 2021:					
Tangible assets	332,674	-	332,674	353,302	353,302
Current assets/ (liabilities)	774,001	-	774,001	564,572	564,572
Long term liabilities	(43,134)	-	(43,134)	(54,235)	(54,235)
	<u>1,063,541</u>	<u>-</u>	<u>1,063,541</u>	<u>863,639</u>	<u>863,639</u>

15 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021	2020
	£	£
Within one year	53,900	57,149
Between two and five years	103,555	176,224
In over five years	-	29,064
	<u>157,455</u>	<u>262,437</u>

16 Cash generated from operations

	2021	2020
	£	£
Net income before other recognised gains / (losses)	201,877	154,809
Depreciation and impairment of tangible fixed assets	25,420	23,823
Adjustments for the defined benefit pension scheme	(12,651)	(12,752)
Decrease/(increase) in debtors	162,976	(139,678)
Increase/(decrease) in creditors	170,182	(51,404)
Cash generated by/(used in) operations	<u>547,804</u>	<u>(25,202)</u>

17 Analysis of changes in net funds

The charity had no debt during the current or previous year.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021**

18 Comparative Statement of Financial Activities

	Unrestricted funds £	Restricted funds £	Total 2020 £
<u>Income from:</u>			
Donations	238	-	238
Charitable activities	1,717,942	764,631	2,482,573
Total income	1,718,180	764,631	2,482,811
<u>Expenditure on:</u>			
Charitable activities	1,551,692	776,310	2,328,002
Net income/(expenditure) for the year	166,488	(11,679)	154,809
<u>Other recognised gains and losses</u>			
Actuarial gain on defined benefit pension schemes	1,856	-	1,856
Net movement in funds	168,344	(11,679)	156,665
Fund balances at 1 April 2019	695,295	11,679	706,974
Fund balances at 31 March 2020	863,639	-	863,639