

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

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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 Masheder (Senior Statutory Auditor)
for and on behalf of Garbutt & Elliott Audit Limited**

19/10/2021
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**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		<u>201,877</u>	<u>-</u>	<u>201,877</u>	<u>154,809</u>
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		<u>863,639</u>	<u>-</u>	<u>863,639</u>	<u>706,974</u>
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	
		<u>1,066,279</u>		<u>686,243</u>	
Creditors: amounts falling due within one year	10	<u>(292,278)</u>		<u>(121,671)</u>	
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			<u>1,063,541</u>		<u>863,639</u>
Income funds					
Unrestricted funds			1,063,541		863,639
			<u>1,063,541</u>		<u>863,639</u>

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			882,795		339,783

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 costs £	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 Number	2020 Number
	58	63
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
	1,452,815	1,606,397

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

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 £000's	2020 £000's	2019 £000's
Present value of obligation	58	68	83

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	-	-
Provision at end of year	58	68
Amounts falling due within one year (note 10)	14	14
Amounts falling due after more than one year (note 11)	44	54
	58	68

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	-	-
	2	2

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

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

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	Balance at 1 April 2020 £	Movement in funds		Balance at 31 March 2021 £
		Income	Expenditure	
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)	-
	-	867,708	(867,708)	-

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	Balance at 1 April 2019 £	Movement in funds		Balance at 31 March 2020 £
		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)	-
	<u>11,679</u>	<u>764,631</u>	<u>(776,310)</u>	<u>-</u>

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
Other recognised gains and losses			
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