

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

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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 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.

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.

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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:

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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.

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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 £
<u>Income from:</u>					
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
<u>Expenditure on:</u>					
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	(151,856)		(292,278)	
Net current assets			1,019,706		774,001
Total assets less current liabilities			1,326,960		1,106,675
Creditors: amounts falling due after more than one year	11		(9,507)		(43,134)
Net assets			<u>1,317,453</u>		<u>1,063,541</u>
Income funds					
Unrestricted funds			1,317,453		1,063,541
			<u>1,317,453</u>		<u>1,063,541</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	-	47,093	-	47,093	FTE
	Other staff and volunteer costs	307	-	84	-	84	FTE
	Office and IT costs	44,333	-	83,675	-	83,675	FTE
	Premises costs	4,032	-	3,922	-	3,922	FTE
	Depreciation	25,420	-	25,420	-	25,420	Direct
	Other	1,208	-	2,660	-	2,660	FTE
	Audit fees	-	4,200	-	3,885	3,885	
	Accountancy	-	1,950	-	1,890	1,890	
	Legal and professional	-	440	-	-	-	
		114,431	6,590	162,854	5,775	168,629	

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 Number	2021 Number
	55	58
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
	1,451,689	1,452,815

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 £000's	2021 £000's	2020 £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	-
Provision at end of year	15	58
Amounts falling due within one year (note 10)	5	14
Amounts falling due after more than one year (note 11)	10	44
	15	58

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	-
	(28)	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:

	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

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	2.35 <u> </u>	0.66 <u> </u>	2.53 <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.

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		Balance at	Movement in funds		Balance at	Movement in funds		Balance at
	Income	Expenditure	Income	Expenditure	1 April 2020	Income	Expenditure	1 April 2021	Income	Expenditure	31 March 2022
	£	£	£	£	£	£	£	£	£	£	£
Money and Pension Services Fund Debt Advice Project	-	428,693	-	(428,693)	-	428,693	(428,693)	-	462,032	(462,032)	-
Universal Credit: Help to Claim	-	250,549	-	(250,549)	-	250,549	(250,549)	-	283,567	(283,567)	-
NPG energy advice	-	15,406	-	(15,406)	-	15,406	(15,406)	-	7,750	(7,750)	-
The VCS alliance	-	9,184	-	(9,184)	-	9,184	(9,184)	-	-	-	-
Access to Justice	-	63,200	-	(63,200)	-	63,200	(63,200)	-	-	-	-
No Child Cold	-	85,186	-	(85,186)	-	85,186	(85,186)	-	578	(578)	-
National CA - Covid Capacity	-	8,710	-	(8,710)	-	8,710	(8,710)	-	-	-	-
CCG Welfare Benefits Advice	-	-	-	-	-	-	-	-	11,917	(11,917)	-
Other	-	6,780	-	(6,780)	-	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 2022 £	Unrestricted funds 2021 £	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>-</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
Total income	1,558,286	867,708	2,425,994
<u>Expenditure on:</u>			
Charitable activities	1,356,409	867,708	2,224,117
Net income for the year	201,877	-	201,877
Other recognised gains and losses			
Actuarial gain on defined benefit pension schemes	(1,975)	-	(1,975)
Net movement in funds	199,902	-	199,902
Fund balances at 1 April 2020	863,639	-	863,639
Fund balances at 31 March 2021	1,063,541	-	1,063,541