

Charity Registration No. 1096130

Company Registration No. 04578503 (England and Wales)

Citizens Advice Bradford & Airedale And Bradford Law Centre Ltd

(A Company Limited By Guarantee)

Annual Report And Financial Statements

For The Year Ended 31 March 2024

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

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

Principal staff

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

Secretary

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

Charity number

1096130

Company number

04578503

Principal address and registered address

31 Manor Row
Bradford
BD1 4PS

Auditor

Azets Audit Services Limited
12 King Street

LS1 2HL

Bankers

Unity Trust Bank plc
4 Brindleyplace
Birmingham
B1 2JB

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

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

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum of Association, the Companies Act 2006 and 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' (effective 1 January 2019).

Reference and Administrative Details

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

Objectives and activities

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

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

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

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

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

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

Achievements and performance

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

We would like to pay tribute to our staff team who continue to do excellent work in extremely difficult circumstances, helping to bring positive, practical change to people's lives across Bradford and Airedale.

In the year, to ensure we concentrated support on those most in need, we took a decision to focus most of our work on four areas:

Supporting people with welfare benefit claims

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

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

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

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2024**

Achievement and performance (continued)

Within these figures:

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

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

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

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

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

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

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

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

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

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

Other funders we would like to thank include:

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2024

Achievement and performance (continued)

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

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

Fundraising

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

Financial review

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

Reserves Policy

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

Pension Liability

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

Going Concern

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

Risk Management

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

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

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2024

Risk Management (continued)

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

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

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

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

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

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

Plans for the future

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

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

FOR THE YEAR ENDED 31 MARCH 2024

Structure, governance and management

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

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

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

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

Members' Liability

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

Organisation Structure

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

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

Recruitment and Appointment of Management Committee

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

Trustee Induction & Training

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

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

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2024**

Key management personnel remuneration

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

Related Parties

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

Auditor

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

Small Company Rules

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

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.

Andrew Northage

A Northage

Trustee

Dated: 4 December 2024

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

The trustees, who are also the directors of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the financial statements of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

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

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

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

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees for the financial statements

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

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

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

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

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

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

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

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

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Jessica Lawrence

Jessica Lawrence (Senior Statutory Auditor)
Azets Audit Services Limited

09/12/2024

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Chartered Accountants
Statutory Auditor

12 King Street
Leeds
LS1 2HL

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

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

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

All income and expenditure derive from continuing activities.

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

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

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

BALANCE SHEET

AS AT 31 MARCH 2024

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

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

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

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

Andrew Northage

A Northage
Trustee

Company Registration No. 04578503

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

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

Charity information

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

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Articles of Association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention, modified to include the certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

1.4 Income

Income is recognised in the Statement of Financial Activities ("SoFA") when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

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

Cash donations are recognised in the SoFA on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

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

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

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

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

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

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Impairment of financial assets

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

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

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

Derecognition of financial assets

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

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.9 Taxation

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

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

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Defined benefit pension scheme

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

Depreciation of Freehold buildings

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Charitable activities

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

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

4 Charitable activities

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

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

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

6 Trustees

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

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

7 Employees

The average monthly number of employees during the year was:

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

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

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

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

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

8 Taxation

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

9 Tangible fixed assets

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

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

10 Debtors

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

11 Creditors: amounts falling due within one year

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

12 Creditors: amounts falling due after more than one year

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

13 Retirement benefit schemes

Defined contribution schemes

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

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

Defined benefit scheme

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

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

Present Value of Obligation

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

13 Retirement benefit schemes

(Continued)

Reconciliation of opening and closing provision

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

Income and expenditure impact

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

Deficit Contributions Schedule

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

	2024 £000's	2023 £000's	2022 £000's
Year 1	5	5	5
Year 2	-	5	5
Year 3	-	-	5
Year 4	-	-	-
Year 5	-	-	-
	<u>5</u>	<u>5</u>	<u>5</u>

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

13 Retirement benefit schemes

(Continued)

Assumptions

	2024 %	2023 %	2022 %
Discount rate	5.31	5.52	2.35

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

14 Operating lease commitments

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

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

15 Related party transactions

Transactions with related parties

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

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

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

16 Restricted funds

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

	Balance at 1 April 2022 £	Movement in funds			Transfers £	Balance at 1 April 2023 £	Movement in funds			Transfers £	Balance at 31 March 2024 £
		Income £	Expenditure £				Income £	Expenditure £			
Money and Pension Services Fund Debt Advice Project	-	317,733	(383,418)		65,685	-	320,540	(384,466)		63,926	-
Universal Credit: Help to Claim	-	259,785	(265,712)		5,927	-	220,589	(227,833)		7,244	-
IOTLS	-	-	-		-	-	75,663	(73,940)		-	1,723
Legal Aid Training Scheme	-	-	-		-	-	6,380	(11,322)		4,942	-
Debt Modernisation	-	-	-		-	-	8,954	(11,025)		2,071	-
BMDC - IT equipment	-	30,995	(26,047)		-	4,948	-	(5,296)		348	-
ICB Welfare Benefits Advice	-	12,357	(12,720)		363	-	12,809	(13,385)		576	-
The VCS alliance	-	39,375	(26,548)		-	12,827	21,888	(35,928)		1,213	-
	-	660,245	(714,445)		71,975	17,775	666,823	(763,195)		80,320	1,723

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

16	Restricted funds	(Continued)
Purpose of restricted funds:		
Money and Pensions Service Funded Debt Advice Project - funds 6 caseworkers to deliver debt advice to the financially excluded.		
Universal Credit: Help to Claim - funding from the Department for Work and Pensions (DWP) to assist with the Universal Credit Support project.		
IOTLS - funding from Access To Justice for the Improving Outcomes Through Legal support (IOTLS) scheme.		
Legal Aid Training Scheme - funding restricted for training.		
Debt Modernisation - funding from National Citizens Advice for IT equipment for the debt service.		
BMDC - IT equipment – funding from BMDC for purchase of IT equipment.		
The ICB Welfare Benefits Project - funds advice to clients in the BD2 and BD3 areas of the City through the GP Surgeries and Social Providers.		
The VCS Alliance – funding to deliver Welfare Benefits Advice to clients from the 3 City Community Health Partnerships. Advice will help reduce the instance of stress, depression and other associated illnesses as a result of Debt.		
Where required, transfers have been made from unrestricted funds to cover shortfalls in project funding.		

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

17 Analysis of net assets between funds

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

18 Cash generated from operations

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

19 Analysis of changes in net funds

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

CITIZENS ADVICE BRADFORD & AIREDALE AND BRADFORD LAW CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

20 Comparative Statement of Financial Activities

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

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

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

citizensadvice.org.uk/local/bradford-airedale

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

Dear Sirs

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

GENERAL

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

Chief Executive Richard Wilkinson

Citizens Advice Bradford and Airedale and Bradford Law Centre

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

Charity Registration number: 1096130. VAT Registration number: 319815092

Authorised and regulated by the financial conduct authority FRN 617517

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

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



ADJUSTMENTS & DISCLOSURES

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

INTERNAL CONTROL AND FRAUD

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

ASSETS AND LIABILITIES

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

ACCOUNTING ESTIMATES

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

LOANS AND ARRANGEMENTS

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

LEGAL CLAIMS

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

LAWS AND REGULATIONS

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

RELATED PARTIES

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

SUBSEQUENT EVENTS

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

GOING CONCERN

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

GRANTS AND DONATIONS

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

28. Restricted income relates to:

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

DISCLOSURE OF INFORMATION TO THE AUDITOR

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

SPECIFIC REPRESENTATIONS

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

Yours faithfully

Andrew Northage

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Signed on behalf of the board of Trustees by:

Trustee:

Date: 4 December 2024

Appendix 1 – Corrected misstatements

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