

Company no. 4389411
Charity no. 1096398

**Citizens Advice Stroud & Cotswold
Districts Limited**

**Report and Unaudited Financial
Statements**

31 March 2022

Citizens Advice Stroud & Cotswold Districts Limited

Reference and administrative details

For the year ended 31 March 2022

Company number	4389411																												
Charity number	1096398																												
Registered office and operational address	Unit 8 1st Floor Brunel Mall London Road Stroud Gloucestershire GL5 2BP																												
Trustees	<p>Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:</p> <table><tr><td>Martin Cook</td><td>appointed 6 October 2021</td></tr><tr><td>Gordon Craig</td><td></td></tr><tr><td>Claire Feehily</td><td></td></tr><tr><td>Carolyn Folley</td><td>appointed 6 October 2021</td></tr><tr><td>John Hammond</td><td></td></tr><tr><td>Juliet Kilty</td><td></td></tr><tr><td>Barry O'Driscoll</td><td>appointed 6 October 2021</td></tr><tr><td>Elaine McCarthy</td><td>resigned 1 May 2022</td></tr><tr><td>Beatrix Pitel</td><td>appointed 6 October 2021</td></tr><tr><td>Simon Pitt</td><td>appointed 6 October 2021</td></tr><tr><td></td><td>resigned 24 January 2022</td></tr><tr><td>Martyn Price</td><td>appointed 6 October 2021</td></tr><tr><td>Sarah Quinn</td><td>resigned 26 January 2022</td></tr><tr><td>Jane Whaley</td><td>appointed 6 October 2021</td></tr></table>	Martin Cook	appointed 6 October 2021	Gordon Craig		Claire Feehily		Carolyn Folley	appointed 6 October 2021	John Hammond		Juliet Kilty		Barry O'Driscoll	appointed 6 October 2021	Elaine McCarthy	resigned 1 May 2022	Beatrix Pitel	appointed 6 October 2021	Simon Pitt	appointed 6 October 2021		resigned 24 January 2022	Martyn Price	appointed 6 October 2021	Sarah Quinn	resigned 26 January 2022	Jane Whaley	appointed 6 October 2021
Martin Cook	appointed 6 October 2021																												
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Martyn Price	appointed 6 October 2021																												
Sarah Quinn	resigned 26 January 2022																												
Jane Whaley	appointed 6 October 2021																												
Chief executive officer and company secretary	Elizabeth Hall																												
Bankers	<table><tr><td>Unity Trust Bank PO Box 7193 Planetary Road Willenhall WV1 9DG</td><td>NatWest Bank Buildings, George Street Stroud Gloucester GL5 3DT</td></tr><tr><td>Scottish Widows Bank PO Box 883 Leeds LS1 9TY</td><td></td></tr></table>	Unity Trust Bank PO Box 7193 Planetary Road Willenhall WV1 9DG	NatWest Bank Buildings, George Street Stroud Gloucester GL5 3DT	Scottish Widows Bank PO Box 883 Leeds LS1 9TY																									
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Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD																												

Citizens Advice Stroud & Cotswold Districts Limited

Report of the trustees

For the year ended 31 March 2022

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Structure, governance and management

Governing document

The organisation is a registered charity. It became incorporated on 7 March 2002 as a company limited by guarantee with charitable status and is governed by its Memorandum and Articles of Association. The name of the organisation was changed, on 13th September 2016, to Citizens Advice Stroud & Cotswold Districts Limited and the Articles of Association were amended accordingly. The Articles of Association were further amended on 21 December 2020 to permit and regulate remote meetings.

Recruitment and appointment of trustees

Trustees are recruited from the local community, with particular individuals and communities targeted depending on the skills or knowledge gaps identified by serving Trustees. Interested individuals are required to submit a statement of their experience and qualifications and go through a selection process operated by the Chair of Trustees and then elected by the charity's membership at the annual general meeting. Additional Trustees may be co-opted by the Board of Trustees during the year.

During 2021, the Trustees reviewed the present structure and diversity of the Board and commenced a recruitment drive for new Trustees from the local area, local community groups and stakeholders.

A very positive response resulted in the recruitment of seven new Trustees who were elected at the annual general meeting in October 2021.

The Board has been most impressed by the interest, experience and quality of the new Trustees and is confident that the new Board will be able to develop and continue to meet the challenges that face Citizens Advice in these uncertain times.

Trustee induction and training

There are induction procedures for new trustees to make them aware of their role and training is offered throughout their term of office.

Trustees are encouraged to attend appropriate external training events where these will facilitate the understanding of their role.

Organisational structure

Citizens Advice Stroud & Cotswold Districts Limited is an independent member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Citizens Advice appoints a representative who is invited to attend the Board as a non-voting member.

The charity is governed through a Trustee Board. Trustees who have held office during the year are listed on page 1. The Articles of Association provide for a minimum of three and a maximum of twenty-one Trustees.

Citizens Advice Stroud & Cotswold Districts Limited

Report of the trustees

For the year ended 31 March 2022

The voluntary Board of Trustees governs the charity and defines overall policy and future strategy. It also monitors performance, risk and the quality of service. The Board is ultimately responsible for the financial control of the organisation and for financial reporting to its members and others. All Trustees have a responsibility to safeguard the resources of the organisation, and to use them in an economical and effective way furthering the work of the charity. The Trustee Board meets every two months at least, in addition to holding its Annual General Meeting.

The Board has two sub-committees, the Finance and Risk sub-committee and the HR sub-committee which meet regularly throughout the year. These discuss and work on issues in more detail and make recommendations to the Board. Only the full Board can make decisions, but the Board can delegate authority to a sub-committee to make a decision on a specific issue. The Finance and Risk sub-committee of the Board has delegated responsibility for receiving and scrutinising the quarterly financial reports, annual budget, all other financial issues and the organisational risk log, and making recommendations to the full Board.

The Trustee Board discusses the finances on a quarterly basis. Financial Reports are circulated in advance of Board meetings and are scrutinised in detail by the Finance and Risk sub-committee. Day to day management of the charity is delegated to the Chief Executive Officer. In addition, there is an experienced team of paid staff and volunteers who are key to the service offered by the charity. Decisions are made by the Trustee Board in line with the Business Development Plan and are reviewed at least annually.

The Senior Leadership Team meet to review progress against targets and the Charity's financial position and to discuss issues referred to them by the Trustee Board. Reports and recommendations are then taken to the full Board for approval, and their implementation is organised by the Chief Executive Officer and the staff team. There are regular staff, volunteer and Senior Leadership Team meetings which ensure that progress is being made against targets. There is an Annual General Meeting, which involves the staff team, Trustee Board, members, and other stakeholders.

The day to day service is delivered by a team of 56 volunteers assisted by a small team of paid staff. In addition, the service is supported by a number of volunteer fundraisers and dedicated research and campaign group members. In the Cotswold District, the charity operates under the name of Citizens Advice Cotswold District from its main office in Cirencester. Pre-Covid, the charity operated from outreach advice outlets in Tetbury and Moreton-in-March and these have now reopened. In the Stroud District, the charity operates under the name of Citizens Advice Stroud District from its main office in Stroud. Pre-pandemic, there were outreach advice outlets in Berkeley, Dursley, Nailsworth, Stonehouse and Wotton-under-Edge. Post-Covid, the following outreaches have now opened: Dursley; Stonehouse APT; Wotton-under-Edge (in a new venue at the Keepers Community Hub) and Paganhill Community Hub.

Key risks and uncertainties

The organisation actively monitors its risk profile by way of a risk register, which identifies the principal risks, the likelihood of occurrence and their potential impact on the work of the charity. The register, together with the wider risk landscape and environment is regularly considered by the Finance and Risk sub-committee, which meets at every two months, and thereafter by the Board.

Citizens Advice Stroud & Cotswold Districts Limited

Report of the trustees

For the year ended 31 March 2022

Key risks and issues currently being actively managed are:

- The continuing impact of the Covid-19 pandemic upon colleagues, operational service provision and funding opportunities;
- The recruitment and retention of staff and volunteers;
- The financial landscape and need to secure funding for the service in the longer term, especially for our core service;
- The year ahead is likely to be even more challenging, as the cost of living crisis continues, with an anticipated increase in demand for debt, energy and welfare benefits advice alongside a difficult funding climate; and
- Managing demand for our face to face service as people expect offices to be open alongside telephone and email advice.

Objectives and activities

Objects

The Charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the Districts of Stroud, Cotswold, Gloucestershire and surrounding areas.

In furtherance of these objectives, the company provides advice and information via a variety of communication channels. Our aims are focused on:

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

Our service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. We value diversity, promote equality and challenge discrimination.

The charity has developed its own vision statement to reflect its ambition to become the leading advice service across Stroud and Cotswold Districts:

A caring, dynamic and skilful organisation reaching out to every corner of the community to supply quality advice and support.... The advice service of choice!

Ensuring our work delivers our aims

A robust and forward-thinking review of the organisation took place when the 2021/24 Business Plan was produced. The 2021/24 plan provided an opportunity to reset and refocus the organisation and build solid and lasting foundations, after a particularly challenging year.

The business plan for 2022/25 seeks to embed the progress made in 2021/22 and reinforce our ambition to become the leading advice service across Stroud and Cotswold Districts, providing accessible, high-quality advice, advocacy and information services, which meet the changing needs of our geographically dispersed communities.

How our activities deliver public benefit

Our main activities and who we try to help are described below. All our charitable activities focus on providing the advice people need for the problems they face and are undertaken specifically to provide public benefit. The Board of Trustees has had due regard to the Charity Commission guidance on public benefit and have complied with the duty in section 4 of the Charities Act 2011.

Citizens Advice Stroud & Cotswold Districts Limited

Report of the trustees

For the year ended 31 March 2022

Achievements and performance

Advice and information services

The main areas of charitable activity are:

- the provision of general advice and information services;
- the provision of specialist advice and casework services in the debt and welfare benefits categories of social welfare law;
- the provisions of specialist advice and employment services in employment issues; and
- the provision of advice in relation to the EU Settlement Scheme.

During 2021-22, we offered advice and information in the following ways:

- Telephone – we continued to offer our freephone telephone helplines. The lines were covered on a rota basis between the hours of 10am and 4pm from Monday to Friday.
- Clients were given a diagnostic assessment first where we aimed to resolve their issue if possible. Should full advice be needed clients could be given telephone appointments. Clients who needed debt or benefit casework services have been dealt with remotely via telephone and email advice as well as face to face where needed.
- Email advice – clients can ask for email advice via our website.
- Face to face – we saw some clients face to face at appointment when they could not access telephone or email advice due to one or more of the following:
 - A lack of telephone or email access including mobile phone reception and capability issues;
 - A vulnerability that made remote advice difficult;
 - The client's case was so complex that telephone advice would lead to a slower resolution of the case or a potential negative impact on the outcome for client; and
 - The client needed to be seen face to face for an adviser to assess capability or give full advice.

We also endeavoured to advise clients who come to the offices with an urgent issue on the day – either in person, via telephone or via Teams video link on a dedicated PC.

In addition to general advice, the following specialist services were provided in 2021-22:

- Specialist debt advice funded by the Money Advice and Pensions Service and St James's Place;
- Specialist mental health casework funded by Nationwide;
- We were funded for homelessness prevention money advice for Stroud residents by Stroud District Council;
- We received funding from the Office of the Police and Crime Commissioner to support clients experiencing domestic abuse;
- Specialist welfare benefits advice was funded through the Good Things Foundation and a generous donation from an anonymous donor;
- Specialist advice on the EU Settlement Scheme was funded by the Home Office through a partnership with Gloucestershire County Council, North and West Gloucestershire Citizens Advice and GARAS;
- Energy advice (we had two specialist energy advisers during this year) was funded by national Citizens Advice energy projects and a Smart Meter GB project with North and West Gloucestershire Citizens Advice;
- We also had volunteer employment specialists who continued to be busy; and
- We had 3 dedicated foodbank advisers who gave generalist advice to clients referred by the Stroud, North Cotswold and Cirencester Foodbanks. These advisers are funded by the Foodbanks themselves.

Citizens Advice Stroud & Cotswold Districts Limited

Report of the trustees

For the year ended 31 March 2022

Whilst we aim to empower clients to resolve their problems using the advice we give, many of our clients need additional support in order to achieve a solution. This may be due to the vulnerability of the client, the complexity of the problems or a combination of the two.

Whilst we endeavour to resolve a client's issue as quickly as possible, we do not limit clients to a set number of appointments or to a limited timescale that they can access our help. Where needed and with the appropriate consent, we contact third parties on behalf of clients by making telephone calls or writing letters.

Some clients will need appointments over several weeks or months with multiple specialists within the organisation. For example a client with debt issues may need not only debt advice, but specialist benefits advice and support as well as specialist energy advice to maximise their income and ensure that their income will be sufficient to avoid further debt issues in the future.

Contribution of Volunteers and Paid Staff

The charity's success could not have been achieved without the hard work and dedication of volunteers and staff. The Trustee Board and senior leadership team recognise the tremendous contribution made by the charity's volunteers in advising the public and administering the service without which the service could not operate. Throughout 2021/22 the service employed 29 paid workers and 90 volunteers (including fundraisers) together delivering projects in addition to the core service.

Volunteers represent the indispensable core of the service for without them there would not be a Citizens Advice service.

We have been fortunate that during the pandemic a high percentage of volunteers were prepared to work remotely and that many volunteers continued with volunteering with us at the same time as managing increased caring responsibilities for friends, neighbours and family members.

In pre pandemic times, the volunteer advisers and receptionists contributed, on average, 7 hours per week each. However, during the last two years, we are very aware that many volunteers and staff members worked for many more hours than they did when we were in the offices. We are very grateful to everyone for their commitment to our clients and the running of our service.

Volunteers also bring many other skills to the service. Citizens Advice Stroud & Cotswold Districts has continued to recruit and train staff and volunteers throughout the pandemic. However, along with other local Citizens Advice, we are aware that training remotely could be difficult and this limited the number of new advisers that were recruited and retained. We consistently review our training offer to ensure that we provide an accessible and welcoming place to volunteer.

Who used and benefited from our services?

During the reporting year the organisation:

- Supported 5,067 clients across 18,464 issues.
The number of clients supported and the number of issues in 2021-22 are higher than in 2020-21. The number of issues rises each year and may be indicative of more complex problems being dealt with. This is representative of the experience of our advisers who manage a high number of complex cases, which cannot be resolved through our advice alone;
- Generated a total of £572,321 in additional income for clients, primarily through tax credits, benefits or salaries. Welfare benefits and tax credits made up a total of 31.5% of the issues we have supported on;

Citizens Advice Stroud & Cotswold Districts Limited

Report of the trustees

For the year ended 31 March 2022

- Helped 761 households with debt advice making people's lives more sustainable;
- Assisted 313 households with utilities and communications issues, including energy issues. 179 clients were giving advice on managing fuel debts;
- £312,354 of debt was written off by negotiating with creditors, obtaining Debt Relief Orders and giving advice on budgeting and £10,184 worth of repayments were rescheduled. In partnership with Cotswold District Council, we distributed £60,000 of funds to clear priority debts for Cotswold households who had incurred priority debts as a result of Covid and referred such households to CDC for further financial support with their Council Tax arrears;
- We delivered the Household Support Fund for Families for Cotswold District Council – distributing over £30,000 of support with energy and wider essentials and over £10,000 in supermarket vouchers for support with the cost of food;
- Assisted 394 households with utilities and communications issues, including energy issues. 294 clients were given advice on managing fuel debts;
- Advised 553 clients on employment issues, including rights under the schemes introduced due to Covid (furlough and the Self Employment Income Support Scheme), disputes, redundancy and dismissal;
- Advised 158 clients who had experienced discrimination, hate and/or gender violence and abuse; and
- Was a partner agency with Gloucestershire County Council, North and West Gloucestershire Citizens Advice and GARAS delivering advice to clients who needed to apply to the EU Settlement Scheme.

Our staff and volunteers assist a wide range of clients:

- 46% of clients reported that they were disabled or had a long term health condition; and
- We helped clients across a wide age range – with clients in all age categories from 15-19 to 95-99.

Factors affecting the achievement of objectives

The year ending 31st March 2022 continued to be a challenging year for Citizens Advice Stroud & Cotswold District as the Covid-19 pandemic continued. The guidance to work from home was not lifted until July 2021 and was reintroduced in December 2021 until 19 January 2022. Balancing remote working with the need to open the offices to ensure vulnerable and disadvantaged clients can access advice proved to be a challenge.

Financial review

The Trustees have continued to focus on delivering a cost-effective service that meets the needs of our clients. The Charity was fortunate to receive funding above that expected from a number of sources in 2021/22 resulting in a surplus for the year. The EUSS project that was scheduled to end on 30 September 2021 was extended for a further six months, we agreed a grant with Stroud District Foodbank for a dedicated adviser and received funding for the full year from Cotswold District Council. We were successful in our applications for several Covid related grants.

The reserves of the Charity have grown in recent years with additional funding and unexpected salary savings due to vacant posts. The Trustees have reviewed our reserves policy and aim to only hold reserves sufficient to cover expected funding gaps for the next 3 years. This allows us to consider a funding programme in 2022/23 that will allow us to replace outdated IT infrastructure and improve services to our clients.

Citizens Advice Stroud & Cotswold Districts Limited

Report of the trustees

For the year ended 31 March 2022

Income for the year was £730,808. We spent £591,780 giving a surplus of £139,028. The surplus will be used to support the charity in 2022-23. The charity has total reserves of £576,653 – please see the breakdown on page 14 for further details.

We are very grateful to everyone who has contributed to the organisation, be that from donations, legacies, grants and voluntary effort. During the year we received funding from Citizens Advice, Stroud District Council, Cotswold District Council, Gloucestershire County Council, the Home Office, Good Things Foundation, the Julia and Hans Rausing Trust, Nationwide, Police Crime Commissioner for Gloucestershire, St James's Place, North Cotswolds Foodbank, Cirencester Foodbank, Stroud District Foodbank, Stroud Town Council and other Town and Parish Councils.

We continue to receive core funding from Stroud District Council, Cotswold District Council and Gloucestershire County Council and thank them for their ongoing support. We are also grateful to those local town and parish councils who have been able to make grants available to us, during the last two difficult years.

We received a grant from the Good Things Foundation to support clients using HMRC's online services. We continue to receive a grant from Stroud District Council for preventing homelessness through debt advice. We also received funding from national Citizens Advice for energy advice, the Help to Claim project and funding for a debt trainee under the Money Advice and Pensions Service Increasing Capacity project. We received a grant from the Office of the Police Crime Commissioner to support clients experiencing domestic abuse. We also received funding from the Home Office for the EU Settlement Scheme project with partner agencies in Gloucestershire. The North Cotswold Foodbank, the Cirencester Foodbank and the Stroud District Foodbank have each funded a dedicated foodbank adviser for foodbank clients in their respective areas.

We are grateful to our two district-based, volunteer led, fundraising groups. Whilst Covid -19 has had an impact on their ability to raise money through street collections and fundraising activity, they have continued to find innovative ways to raise funds, increase our profile and promoted the organisation.

In addition, we are grateful to the local businesses who have supported our work, whether indirectly through the provision of reduced-rate services or premises, or through donations.

At the meeting in May 2022, the Trustee Board approved the funding and expenditure budgets for 2022/23.

Stroud PR and Fundraising Committee

Due to Covid restrictions, our Committee has again been restricted in the amount we have been able to do over the last year.

However, we managed to have a Street Collection in Stroud in October 2021 where we handed out leaflets to inform as many as possible that our service was still available, at least by phone and email and also raised around £250.

As a charity, we were heartened by the continued financial support given over this time. In particular, we requested help to equip our outreach offices with computers so they could start to reopen. Many computers had been used so that volunteers could work from home but this meant there was a need to re-equip the outreach offices. The response was much appreciated.

Citizens Advice Stroud & Cotswold Districts Limited

Report of the trustees

For the year ended 31 March 2022

Plans for 2022/23:

- We planned to hold a piano concert which was offered to us. We are grateful to Clare Hammond and the Gloucestershire Youth Orchestra for the concert that was held on 21st May 2022;
- Continue our Street Collections;
- Maintain our quarterly informative articles to Village Magazines and local newspapers; and
- Seek to find new donors as we recognise that some, who have so faithfully supported us for so many years, are no longer with us.

With the help of our supporters we have continued to raise, with gift aid, £24,000.

Friends of Cotswold Citizens Advice

In December the Friends changed their charity registered name from Friends of Cirencester CAB to Friends of Cotswold Citizens Advice, to accord more closely with the current Citizens Advice branding. There was no change to the charity's main purpose, which is to support the Citizens Advice service in Cirencester and the surrounding Cotswold District.

Due to Covid, it was not possible to arrange any fundraising events during the year, and, as the Phoenix Festival was cancelled, we were unable to have our promotional stand there. Despite this, and thanks to the generosity of donors, the Friends were able to assist Cotswold Citizens Advice with grants totalling some £27,500. Payments were made to help with the cost of the Money Advice service; to assist with the cost of an adviser at the Cirencester foodbank; to provide a small "crisis fund", and towards IT equipment and other expenses.

The Friends organised a street collection in Cirencester for Cotswold Citizens Advice in December. Unfortunately, it was a cold, windy day, and although there was a market, footfall in town was low. Further street collections are planned, to raise funds and to promote the service.

We do need more volunteers to help on occasion with our events and activities. Anyone interested is asked to contact us at FOCCAB@gmail.com.

Reserves policy

The reserves policy for Citizens Advice Stroud & Cotswold Districts is reviewed annually by the Board. We maintain free reserves at such a level as: (i) to provide adequate working capital in the event of potential changes of funding from major funders, (ii) to meet staff redundancy costs and premises costs should the organisation have to severely reduce in size, (iii) Provision for settlement of The Pension Trust Employer Debt, in the event that the organisation is forced to close and has no active employees in The Pension Trust, (iv) to mitigate some key risks facing the charity. In particular, the target level for free reserves aims to give a reasonable chance of survival should one of these risks occur: it is recognised that it is not possible, nor it is intended, to protect against every risk. The Board assesses the Charity's target and actual reserves annually. When the level of reserves is materially different from the target level, the Board will determine what action should be taken.

Our reserves target is £182,672. We measure free reserves as total assets less endowments, restricted funds, designated reserves, undepreciated fixed assets and any approved budget deficits. Our free reserves at 31 March 2022 were £100,786.

Citizens Advice Stroud & Cotswold Districts Limited

Report of the trustees

For the year ended 31 March 2022

Future plans

The Trustee Board approved the Business Plan for 2022-25 in March 2022. The Business Plan seeks to embed and build on the progress made in 2021/22.

The Action plan continues to be based on the five areas of focus in Citizens Advice “Future of Advice Strategic Framework” (2019-2022/3): Advice, Advocacy, Technology, Sustainability and Culture. Key aims for the next 12 months include:

- To ensure that we deliver clear, consistent, empathetic, empowering, tailored and seamless good quality advice;
- To review how we deliver our services post pandemic, with a focus on reaching more people through visible and accessible advice services, embedded in communities across Stroud and Cotswold districts;
- To stabilise and embed the staffing structure so that everyone is clear on roles, line management, accountability and delivery;
- To foster an increased sense of individual and collective responsibility, ownership and accountability at all levels of organisation;
- To invest more in our people, so that they feel valued and supported and see CASCD as a great place to work and volunteer;
- The streamlining of our Support Services (back-office functions) to make best use of existing resources, skills and expertise as well as technological efficiencies; and
- The review of our financial sustainability, seeking alternative sources of funding to help us to meet the evolving future needs of our clients and communities.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with 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).

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 income and expenditure of the charity for that period. In preparing those 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 accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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 Stroud & Cotswold Districts Limited

Report of the trustees

For the year ended 31 March 2022

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 14 October 2022 and signed on their behalf by

Claire Feehily - Chair

Independent examiner's report

To the trustees of

Citizens Advice Stroud & Cotswold Districts Limited

I report to the trustees on my examination of the accounts of Citizens Advice Stroud & Cotswold Districts Limited (the charitable company) for the year ended 31 March 2022, which are set out on pages 13 to 32.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Date: 17 October 2022

Alison Godfrey FCA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Citizens Advice Stroud & Cotswold Districts Limited

Statement of financial activities *(incorporating an income and expenditure account)*

For the year ended 31 March 2022

	Note	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Income from:					
Donations and legacies	3	36,000	30,928	66,928	84,042
Charitable activities	4	343,568	319,842	663,410	529,736
Other trading activities		-	399	399	196
Investments		-	71	71	70
Total income		<u>379,568</u>	<u>351,240</u>	<u>730,808</u>	<u>614,044</u>
Expenditure on:					
Raising funds		-	38,758	38,758	68,849
Charitable activities		<u>358,824</u>	<u>194,198</u>	<u>553,022</u>	<u>434,010</u>
Total expenditure	5	<u>358,824</u>	<u>232,956</u>	<u>591,780</u>	<u>502,859</u>
Net income		20,744	118,284	139,028	111,185
Transfers between funds		3,122	(3,122)	-	-
Other recognised gains:					
Gains on remeasurement of defined benefit pension scheme		<u>-</u>	<u>13,554</u>	<u>13,554</u>	<u>3,108</u>
Net movement in funds	7	23,866	128,716	152,582	114,293
Reconciliation of funds:					
Total funds brought forward		<u>113,204</u>	<u>310,867</u>	<u>424,071</u>	<u>309,778</u>
Total funds carried forward		<u><u>137,070</u></u>	<u><u>439,583</u></u>	<u><u>576,653</u></u>	<u><u>424,071</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 15 to the accounts.

Citizens Advice Stroud & Cotswold Districts Limited

Balance sheet

As at 31 March 2022

	Note	£	2022 £	2021 £
Fixed assets				
Tangible assets	10		6,477	13,513
Current assets				
Debtors	11	39,019		40,169
Cash at bank and in hand		573,648		440,034
		612,667		480,203
Liabilities				
Creditors: amounts falling due within 1 year	12	(39,232)		(52,832)
Net current assets			573,435	427,371
Total assets less current liabilities			579,912	440,884
Provisions for liabilities	13		(3,259)	(16,813)
Net assets	14		576,653	424,071
Funds	15			
Restricted funds			137,070	113,204
Unrestricted funds				
Designated funds			282,835	167,673
General funds			156,748	143,194
Total charity funds			576,653	424,071

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

Citizens Advice Stroud & Cotswold Districts Limited

Balance sheet

As at 31 March 2022

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 14 October 2022 and signed on their behalf by

Claire Feehily - Chair

Citizens Advice Stroud & Cotswold Districts Limited

Statement of cash flows

For the year ended 31 March 2022

	2022	2021
	£	£
Cash flows from operating activities:		
Net movement in funds	152,582	114,293
<i>Adjustments for:</i>		
Depreciation	7,036	7,329
Interest received	(71)	(70)
Decrease / (increase) in debtors	1,150	(21,690)
Increase / (decrease) in creditors	(13,600)	20,695
Increase / (decrease) in provisions	(13,554)	(3,108)
Net cash provided by / (used in) operating activities	<u>133,543</u>	<u>117,449</u>
Cash flows from investing activities:		
Dividends, interest and rents from investments	<u>71</u>	<u>70</u>
Net cash provided by / (used in) investing activities	<u>71</u>	<u>70</u>
Increase / (decrease) in cash and cash equivalents in the year	133,614	117,519
Cash and cash equivalents at the beginning of the year	<u>440,034</u>	<u>322,515</u>
Cash and cash equivalents at the end of the year	<u><u>573,648</u></u>	<u><u>440,034</u></u>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies

a) Basis of preparation

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

Citizens Advice Stroud & Cotswold Districts Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern. The charity has been able to increase its reserves over recent years and we recently changed our reserves policy to aim to hold enough reserves to cover expected shortfalls for the next 3 years. This leaves us in the fortunate position to have additional funds that we are aiming to spend this year to improve our services. On this basis the trustees consider that the charity will continue as a going concern for a period of at least 12 months from the date on which these financial statements are approved.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

e) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

f) Expenditure and irrecoverable VAT

Expenditure 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. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

g) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the following basis, which is an estimate of staff time:

	2022	2021
Raising funds	7.3%	11.6%
Charitable activities	92.7%	88.4%

h) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Computer equipment	3 years straight line
Fixtures and fittings	20% reducing balance

Items of equipment are capitalised where the purchase price exceeds £1,000.

i) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

k) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

l) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

m) Conduit funding

Conduit funds are monies received for third parties and do not belong to the charity. The incoming funds and outgoing payments are excluded from the Statement of Financial Activities. Any conduit funds in hand at the year end are shown as creditors in the accounts.

n) Pension costs (defined contribution)

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charitable company to the fund. The charitable company has no liability under the scheme other than for the payment of those contributions.

o) Pension costs (defined benefit)

The charitable company participates in a multi-employer defined benefit pension scheme. It is not possible for the charitable company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. The scheme is therefore accounted for as a defined contribution scheme. A provision is recognised in these accounts for the net present value of future contributions payable under the scheme (see note 13). The valuation is determined with reference to the charity's pension provider, TPT Retirement Solutions.

p) Finance and operating leases

Rentals payable under operating leases are charged to the SOFA over the period in which the cost is incurred. The charity has no finance leases.

Notes to the financial statements

For the year ended 31 March 2022

1. Accounting policies (continued)

q) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying 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 if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are depreciation as described in note 1 (h) and the pension provision as per note 1 (o).

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2021 Total £
Income from:			
Donations and legacies	-	84,042	84,042
Charitable activities	256,682	273,054	529,736
Other trading activities	-	196	196
Investments	-	70	70
Total income	256,682	357,362	614,044
Expenditure on:			
Raising funds	-	68,849	68,849
Charitable activities	259,999	174,011	434,010
Total expenditure	259,999	242,860	502,859
Net income / (expenditure)	(3,317)	114,502	111,185
Transfers between funds	39,152	(39,152)	-
Other recognised gains / (losses):			
Gains / (losses) on remeasurement of defined benefit pension scheme	-	3,108	3,108
Net movement in funds	35,835	78,458	114,293

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

3. Income from donations

	Restricted £	Unrestricted £	2022 Total £	2021 Total £
Donations	36,000	30,031	66,031	30,909
Legacies	-	-	-	50,000
Fundraising	-	897	897	3,133
Total income from donations	36,000	30,928	66,928	84,042

All income from donations in the prior year was unrestricted.

4. Income from charitable activities

	Restricted £	Unrestricted £	2022 Total £
Stroud District Council - core funding	-	125,000	125,000
Cotswold District Council - core funding	-	70,920	70,920
Help 2 Claim	28,235	-	28,235
St James Place Foundation	12,000	-	12,000
Stroud District Council - housing related debt	25,274	-	25,274
Gloucestershire County Council - EU settlement scheme and core funding	51,821	52,935	104,756
Covid grants	-	23,577	23,577
Citizens Advice - money advice service	41,893	-	41,893
North Cotswold Foodbank	10,659	-	10,659
Cirencester Foodbank	9,750	-	9,750
Stroud Foodbank	21,252	-	21,252
Citizens Advice - energy advice program	14,952	-	14,952
Town and Parish Councils	-	15,660	15,660
Citizens Advice - BESN / BESW - energy project	5,063	-	5,063
Good Things Foundation	4,800	-	4,800
Other grants	-	11,250	11,250
Julia and Hans Rausing Trust	-	15,000	15,000
Police & Crime Commissioner for Gloucester	5,000	-	5,000
Cotswold District Council - household support fund	36,869	5,500	42,369
Gloucester County Council for benefits	20,000	-	20,000
Cotswold District Council - covid hardship fund	50,000	-	50,000
North Cotswold Foodbank	6,000	-	6,000
Total income from charitable activities	343,568	319,842	663,410

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

4. Income from charitable activities (continued)

Prior period comparative:

	Restricted £	Unrestricted £	2021 Total £
Stroud District Council - core funding	-	125,000	125,000
Help Through Crisis	85,175	-	85,175
Cotswold District Council - core funding	-	66,420	66,420
Help 2 Claim	31,013	-	31,013
St James Place Foundation	30,925	10,000	40,925
Stroud District Council - housing related debt	25,260	-	25,260
Gloucestershire County Council - EU settlement scheme and core funding	11,800	25,000	36,800
Covid grants	-	24,909	24,909
Citizens Advice - money advice service	19,858	-	19,858
North Cotswold Foodbank	11,991	-	11,991
Cirencester Foodbank	7,250	-	7,250
Citizens Advice - energy advice program	12,390	-	12,390
Town and Parish Councils	-	9,325	9,325
Citizens Advice - BESN / BESW - energy project	9,000	-	9,000
Good Things Foundation	7,020	-	7,020
Other grants	-	6,900	6,900
Julia and Hans Rausing Trust	-	5,500	5,500
Police & Crime Commissioner for Gloucester	5,000	-	5,000
Total income from charitable activities	256,682	273,054	529,736

Government grants

The charitable company receives government grants, defined as funding from local, town and parish Councils, and the Police & Crime Commissioner to fund charitable activities. The total value of such grants in the period ending 31 March 2022 was £314,789 (2021: £280,914). There are no unfulfilled conditions or contingencies attaching to these grants.

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

5. Total expenditure

	Raising funds £	Charitable activities £	Support and governance £	2022 Total £
Staff costs (note 8)	21,334	272,205	71,376	364,915
Grants paid (note 6)	-	85,853	-	85,853
Staff and volunteer expenses	-	2,227	-	2,227
Staff and volunteer training	-	875	-	875
Staff recruitment expenses	-	1,135	-	1,135
Premises costs	-	-	47,262	47,262
Communications & IT	-	-	18,927	18,927
General office	-	-	22,053	22,053
Finance costs	-	-	21,570	21,570
Consultancy costs	3,078	7,695	4,617	15,390
Governance costs	-	-	4,537	4,537
Depreciation costs	-	-	7,036	7,036
Sub-total	24,412	369,990	197,378	591,780
Allocation of support and governance costs	<u>14,346</u>	<u>183,032</u>	<u>(197,378)</u>	<u>-</u>
Total expenditure	<u>38,758</u>	<u>553,022</u>	<u>-</u>	<u>591,780</u>

Total governance costs were £4,537 (2021: £4,147).

Prior period comparative

	Raising funds £	Charitable activities £	Support and governance £	2021 Total £
Staff costs (note 8)	26,867	205,655	89,231	321,753
Grants paid (note 6)	-	20,836	-	20,836
Staff and volunteer expenses	-	1,792	-	1,792
Staff and volunteer training	-	1,182	-	1,182
Staff recruitment expenses	-	1,505	-	1,505
Premises costs	-	-	41,553	41,553
Communications & IT	-	-	14,238	14,238
General office	299	-	22,729	23,028
Finance costs	-	-	21,013	21,013
Consultancy costs	15,205	364	28,914	44,483
Governance costs	-	-	4,147	4,147
Depreciation costs	-	-	7,329	7,329
Sub-total	42,371	231,334	229,154	502,859
Allocation of support and governance costs	<u>26,478</u>	<u>202,676</u>	<u>(229,154)</u>	<u>-</u>
Total expenditure	<u>68,849</u>	<u>434,010</u>	<u>-</u>	<u>502,859</u>

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

6. Grants payable

	2022	2021
	£	£
Grants payable to institutions:		
Chum Neighbourhood Project	-	8,376
GL11 Community	-	8,000
Stroud Bereford Group	2,100	4,460
	<hr/>	<hr/>
Total grants payable to institutions	2,100	20,836
Grants payable to individuals:	83,753	-
	<hr/>	<hr/>
Total grants payable	85,853	20,836
	<hr/> <hr/>	<hr/> <hr/>

All grants are paid to fund charitable activities. The grants shown above do not include any contribution to core costs.

7. Net movement in funds

This is stated after charging:

	2022	2021
	£	£
Depreciation	7,036	7,329
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	Nil
Independent examiners' remuneration:		
▪ Independent examination (including VAT)	3,480	3,000
	<hr/> <hr/>	<hr/> <hr/>

8. Staff costs and numbers

Staff costs were as follows:

	2022	2021
	£	£
Salaries and wages	325,564	288,200
Social security costs	22,574	17,894
Pension costs	16,777	15,659
	<hr/>	<hr/>
	364,915	321,753
	<hr/> <hr/>	<hr/> <hr/>

Included within the prior year salaries and wages above are termination and redundancy payments of £12.9k. No equivalent costs were incurred in the current year.

No employee earned more than £60,000 during the year.

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

8. Staff costs and numbers (continued)

The key management personnel of the charitable company comprise the Trustees, Chief Executive Officer, and Advice Service Managers. The total emoluments paid to key management personnel, including termination payments and invoiced costs paid to the interim Chief Executive, for the year was £102,878 (2021: £144,812).

	2022	2021
	No.	No.
Average head count	<u>19.4</u>	<u>15.3</u>

9. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

10. Tangible fixed assets

	Computer equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2021	29,352	27,361	56,713
Additions in year	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2022	<u>29,352</u>	<u>27,361</u>	<u>56,713</u>
Depreciation			
At 1 April 2021	20,817	22,383	43,200
Charge for the year	<u>6,040</u>	<u>996</u>	<u>7,036</u>
At 31 March 2022	<u>26,857</u>	<u>23,379</u>	<u>50,236</u>
Net book value			
At 31 March 2022	<u>2,495</u>	<u>3,982</u>	<u>6,477</u>
At 31 March 2021	<u>8,535</u>	<u>4,978</u>	<u>13,513</u>

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

11. Debtors

	2022	2021
	£	£
Trade debtors	4,250	-
Prepayments	8,307	9,513
Accrued income	26,462	30,656
	39,019	40,169

12. Creditors : amounts due within 1 year

	2022	2021
	£	£
Trade creditors	1,323	6,021
Accruals	29,799	44,431
Other taxation and social security	5,460	585
Other creditors	2,650	1,795
	39,232	52,832

13. Pension provision

The charitable company participates in a multi-employer defined benefit pension scheme. Provision has been made for the net present value of future contributions payable by the charity. The provision is valued based on information provided by TPT Retirement Solutions (dated 31 March 2022). The latest full actuarial valuation of the scheme was dated 30 September 2017 and required participating employers to pay additional contributions to the scheme. The movement on the provision is recognised on the SoFA as an other recognised (gain) / loss.

	2022	2021
	£	£
Provision at the start of the year	16,813	19,921
Movement in the year	(13,554)	(3,108)
Provision at the end of the year	3,259	16,813

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

14. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	6,477	6,477
Current assets	137,070	282,835	192,762	612,667
Current liabilities	-	-	(39,232)	(39,232)
Provisions	-	-	(3,259)	(3,259)
Net assets at 31 March 2022	<u>137,070</u>	<u>282,835</u>	<u>156,748</u>	<u>576,653</u>
Prior period comparative				
	Restricted funds £	Designated funds £	General funds £	Total funds £
Tangible fixed assets	-	-	13,513	13,513
Current assets	113,204	167,673	199,326	480,203
Current liabilities	-	-	(52,832)	(52,832)
Provisions	-	-	(16,813)	(16,813)
Net assets at 31 March 2021	<u>113,204</u>	<u>167,673</u>	<u>143,194</u>	<u>424,071</u>

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

15. Movements in funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers and other gains £	At 31 March 2022 £
Restricted funds					
Housing related debt advice	-	25,274	(23,915)	-	1,359
Stroud benefits	34,068	40,800	(19,317)	-	55,551
Cotswold money advice	-	24,000	(17,469)	-	6,531
Mental health debt	43,589	-	(30,281)	-	13,308
Universal credit help to claim	13,781	28,235	(28,534)	-	13,482
Money advice service	1,150	41,893	(44,660)	1,617	-
Energy advice program	4,898	14,952	(15,138)	-	4,712
European Union settlement scheme	-	51,821	(53,298)	1,477	-
Foodbanks	8,935	49,661	(34,200)	-	24,396
Office of the Police and Crime Commissioner	-	5,000	(5,028)	28	-
Big Energy Saving Network / Big Energy Saving Winter	6,783	5,063	(1,131)	-	10,715
Household support fund	-	36,869	(36,869)	-	-
Covid Hardship fund	-	50,000	(48,984)	-	1,016
North Cotswold Foodbank fund	-	6,000	-	-	6,000
Total restricted funds	113,204	379,568	(358,824)	3,122	137,070
Unrestricted funds					
<i>Designated funds:</i>					
Stroud IT fund	6,675	-	(6,040)	-	635
Stroud advice	160,998	214,942	(128,797)	(2,061)	245,082
Cotswolds advice	-	136,298	(98,119)	(1,061)	37,118
<i>Total designated funds</i>	167,673	351,240	(232,956)	(3,122)	282,835
General funds	143,194	-	-	13,554	156,748
Total unrestricted funds	310,867	351,240	(232,956)	10,432	439,583
Total funds	424,071	730,808	(591,780)	13,554	576,653

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

15. Movements in funds (continued)

Purposes of restricted funds

Housing related debt advice	To provide advice and support on housing related debt to clients in Stroud and district and in the Cotswold district.
Stroud benefits	Funding from the Good Things Foundation to support people to get the information and advice they need from HMRC including helping them to use new online systems.
Cotswolds money advice	Specialist casework advice to people in the Cotswolds with money problems to help them to maximise their income, reduce their debts and increase their confidence and competence in managing their financial affairs.
Mental health debt	To provide funding to improve access to finance related advice for people with mental ill health.
Universal credit help to claim	The Citizens Advice Help to Claim service provides clients with advice and support in the early stages of a Universal Credit claim up until the first full payment is made.
Money advice service	Funding for trainee debt adviser to increase the capacity of debt advice in order to meet predicted increased demand for debt advice as a result of Covid-19.
Energy advice program	Funding to provide one-to-one advice to clients in fuel poverty, or in a fuel poverty risk group.
European Union settlement scheme	Funding to provide advice and practical support to vulnerable EU, EEA and Swiss citizens living in Gloucestershire to help them make their EU Settlement Scheme application.
Foodbanks	Funding to provide advice to clients of Cirencester and North Cotswolds Foodbanks.

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

15. Movements in funds (continued)

Purposes of restricted funds (continued)

Office of the Police and Crime Commissioner	Funding to support victims of domestic abuse.
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Big Energy Saving Network / Big Energy Saving Winter	Funding to help vulnerable consumers to reduce their energy costs, and to run a campaign to raise awareness of energy issues.
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Household support fund	Funds allocated from Cotswold District Council of the Household Support Fund to distribute to eligible families with children.
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Covid Hardship fund	Funds allocated from Cotswold District Council to enable the write off of priority debts for clients affected by the Covid-19 pandemic
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North Cotswold Foodbank fund	An emergency grants fund transferred from the North Cotswold Foodbank to assist clients with emergency financial aid e.g. for fuel, transport and utilities.
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Purposes of designated funds

Stroud IT fund	For the purchase of new computer equipment for the Stroud district.
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Stroud advice	Funds raised are designated for the use by the Bureau in the Stroud and District local government area.
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Cotswold advice	Funds raised are designated for the use by the Bureau in the Cotswold and District local government area.
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Purpose of transfers between funds

The transfers from the Stroud advice and Cotswold advice designated funds to the three restricted funds are to top up overspends on these projects.

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

15. Movements in funds (continued)

Prior period comparative

	At 1 April 2020 £	Income £	Expenditure £	Transfers and other gains £	At 31 March 2021 £
Restricted funds					
Housing related debt advice	422	25,260	(36,475)	10,793	-
Help through crises	14,731	85,175	(99,906)	-	-
Stroud benefits	10,543	25,945	(2,420)	-	34,068
Cotswold money advice	-	12,000	(28,532)	16,532	-
Mental health debt	51,673	-	(8,084)	-	43,589
Universal credit help to claim	-	31,013	(17,232)	-	13,781
Money advice service	-	19,858	(18,708)	-	1,150
Energy advice program	-	12,390	(7,492)	-	4,898
European Union settlement scheme	-	11,800	(20,586)	8,786	-
Foodbanks	-	19,241	(10,306)	-	8,935
Office of the Police and Crime Commissioner	-	5,000	(8,041)	3,041	-
Big Energy Saving Network / Big Energy Saving Winter	-	9,000	(2,217)	-	6,783
Total restricted funds	77,369	256,682	(259,999)	39,152	113,204
Unrestricted funds					
<i>Designated funds:</i>					
Stroud IT fund	12,715	-	(6,040)	-	6,675
Stroud advice	78,318	253,924	(129,766)	(41,478)	160,998
Cotswolds advice	1,290	103,438	(107,054)	2,326	-
EBDX project	21,700	-	-	(21,700)	-
<i>Total designated funds</i>	114,023	357,362	(242,860)	(60,852)	167,673
General funds	118,386	-	-	24,808	143,194
Total unrestricted funds	232,409	357,362	(242,860)	(36,044)	310,867
Total funds	309,778	614,044	(502,859)	3,108	424,071

Citizens Advice Stroud & Cotswold Districts Limited

Notes to the financial statements

For the year ended 31 March 2022

16. Operating lease commitments

The charity had operating leases at the year end with total future minimum lease payments as follows:

	2022 £	2021 £
Amount falling due:		
Within 1 year	27,959	30,687
Within 1 - 5 years	<u>35,740</u>	<u>56,616</u>
	<u>63,699</u>	<u>87,303</u>

17. Conduit funding

	2022 £	2021 £
Balance at start of year	1,795	1,265
Funding received during year	6,526	4,326
Funding distributed during year	<u>(5,709)</u>	<u>(3,796)</u>
Balance at end of year	<u>2,612</u>	<u>1,795</u>

Conduit funds are monies received for third parties and do not belong to the charity. The charity passes them through the accounts under a unique project code as a service to other charities to help their charitable purposes, but does not claim gift aid nor has control over their use. The receipts and payments referred to above have been excluded from the Statement of Financial Activities. The balance held at the end of the year is included in other creditors (note 12).

18. Contingent liability

The charity is party to a multi-employer pension scheme with The Pension Trust. The estimated debt on withdrawal (£75 debt) for CAB Stroud & District has been calculated to be £31,902. This figure has an effective date of 30 September 2021. In the prior year the contingent liability was estimated to be £48,930 (effective 30 September 2020). The charity currently has no intention of withdrawing from the scheme.

19. Related party transactions

There were no related party transactions in the current or prior year.