

Registered Charity number 1101576
Company registration number 4876990

*Scott
Vevers*

Chartered Accountants

Bridport and District Citizens Advice Bureau

(A Company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023



**Bridport and District Citizens Advice Bureau
Reference and Administrative Details
for the Year Ended 31 March 2023**

Name of Charity Bridport and District Citizens Advice Bureau
Charity number 1101576
Company number 4876990
Registered office 45 South Street, Bridport, Dorset DT6 3NY
Outstations Tuesdays - Bridport Library, Bridport, DT6 3NY
 Wednesdays - Town Council Office, Church Street, Lyme Regis, DT7 3BS
 Fridays - Prout Bridge Project, 6 Prout Bridge, Beaminster, DT8 3AY

| DIRECTORS/TRUSTEES | ROLE | DATE CO- OPTED AS TRUSTEE | DATE LAST ELECTED AT AGM | DATE RESIGNED |
|--------------------|-----------------------|---------------------------------|--------------------------------|------------------|
| Tony Rogers | | 25.11.2015 | 26.07.2021 | |
| Stephen Godfrey | | 10.11.2014 | 13.07.2020 | 24.01.2023 |
| Sue McLaney | | 09.05.2017 | 26.07.2021 | |
| Graham Smith | | 20.08.2019 | 11.07.2022 | |
| Colin McReavie | Treasurer | 26.05.2020 | 13.07.2020 | |
| Richard Jones | | 12.11.2019 | 13.07.2020 | 01.06.2022 |
| Sylvia Barker | | 10.11.2020 | 26.07.2021 | |
| William G Jones | | 08.02.2022 | 11.07.2022 | |
| David Gibson | Chair from 01.06.2022 | 08.02.2022 | 11.07.2022 | |
| Sue Pemberton | | 06.02.2023 | | |
| Lester Parrott | | 09.05.2023 | | |

The bureau was sad to receive news of the death of Steve Godfrey who passed away on 24.01.2023

COMPANY SECRETARY

Sue McLaney From 01.06.2022

| EX OFFICIO MEMBERS | ROLE | ELECTED BY |
|------------------------|----------------------|--------------------------|
| Jeremy Clark | Relationship Manager | National Citizens Advice |
| Cllr Ian Bark | Observer | Bridport Town Council |
| Cllr Alan Dawkins | Observer | Beaminster Town Council |
| Cllr Cheryl Reynolds | Observer | Lyme Regis Town Council |
| Cllr Caroline Aldridge | Observer | Lyme Regis Town Council |
| Cllr Sarah Williams | Observer | Dorset Council |
| Rovam Wickremasinghe | Chief Officer | |
| Martin Wood | Staff Representative | Staff |
| Kate Goldrick | Representative | Bureau Volunteer |

Chief Officer Rovam Wickremasinghe

Bank CAF Bank, 25 Kings Hill Ave, Kings Hill, West Malling, Kent, ME19 4JQ

Independent Examiners Scott Vevers Ltd, 65 East Street, Bridport, Dorset, DT6 3LB

Solicitors Nantes, 36 East Street, Bridport, Dorset, DT6 3LH

Bridport and District Citizens Advice Bureau

Report of the Trustees' for the Year Ended 31 March 2023

The directors and trustees present their report and financial statements for the year to 31 March 2023 which are also prepared to meet the requirements for the directors' report and accounts for Companies Act purposes. The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published in October 2019.

1 OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in Bridport, Beaminster, Lyme Regis and surrounding villages by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Activities

The principal activity of Bridport and District Citizens Advice Bureau is the provision of free, confidential, independent and impartial advice, information and counsel for members of the public, ensuring that individuals do not suffer through a lack of knowledge or an inability to express their needs effectively. Bridport and District Citizens Advice Bureau aims to exercise a responsible influence on the development of social policies and services.

Public Benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

Contribution of volunteers

As at 31 March 2023 there were 79 people associated with the bureau, made up as follows:

8 Trustees
12 Paid staff
4 Volunteer supervisors
44 Volunteer advisers
11 Volunteer support staff

As always, we must stress our admiration and gratitude to our volunteers, without whom there wouldn't be a bureau.

2 ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

We helped 2,832 clients with 8,831 separate issues in 2022/23. Benefits and debt accounted for 48% of the issues people sought help with. We continue to see large numbers of food bank and charitable support issues both locally and through our involvement in the national Trussell Trust Help through Hardship project. We also saw a continued trend in increasing numbers of housing problems. We work with many vulnerable people and many clients report a disability (9%) or long term health problem (44%). Many vulnerable clients require in depth help and often have multiple problems. We are committed to multi channel service delivery including phone, email and video-calling, but which also protects face to face services for the most vulnerable. The Bridport office operates a 5 day a week drop-in service with weekly outreaches in Lyme Regis, Beaminster and Bridport library and provide home visits as appropriate.

Bridport and District Citizens Advice Bureau

Report of the Trustees' for the Year Ended 31 March 2023

We were involved with Citizens Advice in Dorset's tender bid for the Dorset Council Information Advice and Guidance contract. We were delighted to be awarded the contract and are now in year 2 of a 3 plus 2 year agreement. This gives stability to the core service in Dorset. Project work in 2022-23, adding value to our core service, included Money Advice and Pension Service funding to increase our capacity for debt advice. This funding, which started in November 2020, allowed us to continue training and developing a full time debt worker and has helped us to manage the rising debt workload. Funding for this project ended in January 2023. We received continuation funding for another year for the Trussell Trust Help through Hardship project which assists clients needing income maximisation advice and access to food e-voucher referrals. We maintained our Wessex Water project to assist people who have problems managing their water bills and obtained funding to provide energy advice to support vulnerable people facing problems with rising energy costs. We were delighted to achieve a 3 year grant from Henry Smith in the year to expand our welfare benefits project from April 2023. This will allow us to provide further specialist benefit services, including appeals representation, to cover more areas of deprivation. We were able to fund a new volunteer co-ordinator role thanks to funding from Dorset Community Foundation and Dorset Council supported our capacity for debt work through an additional grant.

In regular, independent surveys of our clients' experience of the service through the year, 85% of those surveyed reported that we helped them find a way forward with their problem, 77% said their problem had been resolved, 79% found our service easy to access, while 88% of clients would recommend us to others. These results were all better than the national averages. We make positive impacts on the lives of our clients through, for example, reduced stress and improved finances following advice. Of those surveyed 69% said that following advice from us their mental health had improved. Our assistance resulted in financial gains of nearly £700,000 and £334,000 in debts written off for our clients in 2022-23.

Our quality of advice and client satisfaction are monitored on a quarterly basis and we achieved excellent results in 2022-2023. The office holds an Advice Quality Standards accreditation in generalist advice, telephone help and welfare benefits casework.

One of our aims is to responsibly influence the policies and practices that affect our clients. Research and Campaigns activities have included promoting Scams Awareness week, campaigning on the cost of living crisis and engaging with our MP. These areas will continue to be our focus over the coming year, with ongoing high energy prices, inflation still at high levels and increasing issues with affordability of housing. Our publicity team produces regular local press articles to keep the public informed of topical issues and we have greatly improved our social media presence particularly Facebook.

Recruitment of additional volunteers has improved post the Covid pandemic and we have invested significantly in our IT capabilities in order to continue to offer hybrid working and maintain good services for clients. We are grateful to our existing volunteers who have adapted to the different ways of working implemented since the pandemic. Our fundraising team has been successful in achieving a number of grants including support for project work, core costs and training. We would like to thank, the Access to Justice Foundation, Alice Ellen Cooper Dean Foundation, Arnold Clark, BAVLAP, Bridport, Beaminster and Lyme Regis Town Councils, Bridport Car Boot Fund, Bridport Rotary Club, Citizens Advice in Dorset, Dorset Community Foundation, Hall and Woodhouse, Lions Club, Lodgers PPC, Morrisons, National Citizens Advice, Parish Councils, Prout Bridge Project, Money Advice and Pensions Service, Trussell Trust, Wessex Water, West Dorset Mencap and our main funder, Dorset Council, for financial assistance and support in 2022-23.

Bridport and District Citizens Advice Bureau

Report of the Trustees' for the Year Ended 31 March 2023

We continue to work closely with Citizens Advice in Dorset on the Dorset Adviceline which provides a much needed service, with increasing demand over the last year, a joint website linking the Citizens Advice in Dorset Council area, a single point of contact email access for third parties and partners to be able to refer clients into the service easily and assist in the service delivery plan.

3 FINANCIAL REVIEW

Financial Position

The bureau has concluded the year in a healthy financial position. Overall there was a surplus of £16,759 (2021/2022 £1,425) for the year ended 31 March 2023.

Total income was £269,992 (2021/22 £246,319). Despite some concerns over the funding environment, this was our second most successful year ever in terms of fundraising.

Total expenditure was £253,233 (2021/22 £244,894). Costs have increased by £8,339, even though salary related costs are slightly lower than last year. Travel and other staff and volunteer related costs are £2,468 ahead of last year as most have returned to the office and we continue to service our outreach locations. Our utilities costs are £2,358 ahead of prior year reflecting an increase in electricity prices. We have updated our books and subscriptions so expenditure is £2,500 higher than 2021/22, and our Fund Raising and Publicity charges are £1,716 are higher than the prior year. In addition our expenditure includes £2,049 (£nil in 2021/22) of grants and disbursements of which most have been funded by either Bavlax or the Bridport Lions.

At the end of the year the total funds stood at £219,474 (2021/22 £202,715). General unrestricted funds were £156,863 (2021/22 £150,615); £10,681 represented the net book value of fixed assets leaving free reserves of £146,182.

In addition to this there are unrestricted designated funds of £42,000 (2021/22 £42,000). The Trustees have recognised the risk to future grant receipts from the recently formed Dorset Council so have allocated £12,000 to this specific risk, £10,000 to Property and Equipment and £20,000 as a contingency to cover statutory liabilities payable to employees in the event of bureau closure. This is not to say that we expect this to happen in the foreseeable future. Note that a new lease has yet to be negotiated with our landlord Wessex Water.

The lack of an increase in our core grant over a considerable number of years previously, and for the lifetime of the new contract, means that we have to find alternative ways of covering inflationary increases to our core costs. We continue to attempt to diversify our sources of funding and a group of our Trustees has this specific responsibility.

Principal Funding Sources

Our principal source of funding is Dorset Council; they provided 36.8% of the Bureau's income, when income via Citizens Advice in Dorset is included. The contract for delivering the Dorset Council Information Advice and Guidance contract is held by Citizens Advice in Dorset from 1 October 2021. CAiD distribute the funding to the three Dorset Local Citizens Advice offices through a service level agreement with each office. The contract is for three years with a review and a further two years if the Council are satisfied with the contract performance. Other sources of income were Bridport Town Council, Lyme Regis Town Council, Beaminster Town Council, Local Parishes, and other charitable bodies shown in the notes on pages 15, 16 and 17.

Investment Policy

Paragraph 4.15 of its Memorandum of Association gives Bridport and District Citizens Advice Bureau the power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification. The Bureau does not invest surplus funds, but does maintain a policy of holding resources in excess of requirement in an interest earning account.

Bridport and District Citizens Advice Bureau Report of the Trustees' for the Year Ended 31 March 2023

Funds in Deficit

Losses on all funds in deficit have been charged against General Reserves in the year. Where projects cover their marginal costs but do not cover their fully apportioned cost (i.e. including general overheads) it is sometimes decided that the project should be carried out as it has a benefit to the local community.

Reserves Policy

Bridport and District Citizens Advice is required to ensure that free monies are available in each financial year to meet any foreseeable contingency. Bridport and District Citizens Advice estimates income for 2 years ahead and will try to ensure that this is derived from as wide a variety of sources as possible.

Bridport and District Citizens Advice has a policy to hold a minimum General Reserve of £125,000. The basis for this level is to cover termination costs in the event of the bureau ceasing to operate (costs would be incurred in relation to the premises and to employees) and to cover 6 months operating costs.

4 STRUCTURE, GOVERNANCE & MANAGEMENT

Governing document

Bridport and District Citizens Advice Bureau is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to one pound. At 31 March 2023 the company had 15 members entitled to vote. Bridport and District Citizens Advice Bureau is governed by its Memorandum and Articles of Association.

The registered name of the charity is Bridport and District Citizens Advice Bureau. It was incorporated as a company limited by guarantee on 26 August 2003. Bridport and District Citizens Advice Bureau commenced operations on 1 July 2004 at which date the assets and liabilities of the unincorporated Bridport & District Citizens Advice Bureau were acquired.

Recruitment, appointment of trustees

The trustees, who are drawn from the local community, are elected by members of the Bureau (individuals who are not paid or volunteer workers at the Bureau, and any body corporate or unincorporated association interested in furthering the work of the Charity and whose application for membership has been approved by the Trustee Board) at the Annual General Meeting unless nominated by member organisations or co-opted by the Trustee Board.

All elected trustees must retire from office at the third Annual General Meeting following the Annual General Meeting at which they were elected, but may stand for re-election. All nominated and co-opted trustees shall retire from office at the third Annual General Meeting following the ordinary meeting of the Trustee Board at which they were appointed but may be re-appointed.

Organisational structure

Bridport and District Citizens Advice Bureau is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. These policies are implemented by the Bureau management. The trustees carry the ultimate responsibility for the conduct of Bridport and District Citizens Advice Bureau and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day to day operation of the organisation to senior management and to subcommittees controlled by trustees. The Trustee Board is independent from management. A register of Trustees' interests is maintained at the registered office and is available to the public.

Bridport and District Citizens Advice Bureau is a member 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.

**Bridport and District Citizens Advice Bureau
Report of the Trustees' for the Year Ended 31 March 2023**

The Bureau also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients.

Major Risks

Bridport and District Citizens Advice Bureau has worked on a Risk Management exercise. The trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks.

Included in external risks is that of loss of funding. Whilst the funding from Dorset County Council has now been secured through CAiD for the 3 years commencing 1st October 2021, our share of that funding will decrease over this period, following the adoption by CAiD of a new funding allocation formula, based on population and deprivation metrics. Nevertheless our current 3 year plan shows that we are able to maintain our reserves at an acceptable level, providing the contract is extended.

We lease our premises from Wessex Water. Our lease has expired and we will be negotiating its renewal. We are confident that we will be treated as sitting tenants.

Internal risks are minimised by the implementation of procedures for the authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board on 24/07/2023..... and signed on their behalf by:



Dave Gibson
Chair of Trustees

Bridport and District Citizens Advice Bureau
Independent Examiner's Report to the trustees of Bridport and District Citizens
Advice Bureau

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 8 to 17.

Responsibilities and basis of report

As the charity trustees of the 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').

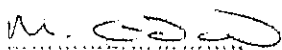
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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

I have completed my examination. I confirm that no 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 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.



Mr. M. J. Cridland B.A. (Hons) F.C.A.
Scott Vevers Ltd
Chartered Accountants and Registered Auditors
65 East Street
Bridport
Dorset
DT6 3LB

Date: 24/07/23.

Bridport and District Citizens Advice Bureau
Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

| | | Unrestricted funds | Restricted funds | Total funds 2023 | Total funds 2022 |
|--|-------|--------------------|------------------|------------------|------------------|
| | Notes | £ | £ | £ | £ |
| Income and endowments from: | | | | | |
| Donations and grants | 2 | 32,604 | 236,800 | 269,404 | 245,969 |
| Investments: UK bank interest received | 3 | 588 | - | 588 | 350 |
| Total income and endowments | | <u>33,192</u> | <u>236,800</u> | <u>269,992</u> | <u>246,319</u> |
| Expenditure on: | | | | | |
| Raising funds: Fundraising and publicity costs | | 1,192 | 684 | 1,876 | 160 |
| Charitable activities: Operation of Bureau | | 25,084 | 226,273 | 251,357 | 244,734 |
| Total expenditure | 4 | <u>26,276</u> | <u>226,957</u> | <u>253,233</u> | <u>244,894</u> |
| Net income for the year | 5 | 6,916 | 9,843 | 16,759 | 1,425 |
| Transfers between funds | | (668) | 668 | - | - |
| Net movement in funds | | <u>6,248</u> | <u>10,511</u> | <u>16,759</u> | <u>1,425</u> |
| Reconciliation of funds | | | | | |
| Funds brought forward | | 192,615 | 10,100 | 202,715 | 201,290 |
| Funds carried forward | 11 | <u>198,863</u> | <u>20,611</u> | <u>219,474</u> | <u>202,715</u> |

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 10 to 17 form an integral part of these financial statements.

Bridport and District Citizens Advice Bureau
(Registration number: 4876990)
Balance Sheet as at 31 March 2023

| | | 2023 | | 2022 | |
|--|-------|----------------|----------------|----------------|----------------|
| | Notes | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 7 | | 10,681 | | 10,112 |
| Current assets | | | | | |
| Debtors | 8 | 792 | | 7,698 | |
| Short term deposits | | 78,661 | | 78,242 | |
| Cash at bank and in hand | | 134,113 | | 112,753 | |
| | | <u>213,566</u> | | <u>198,693</u> | |
| Liabilities | | | | | |
| Creditors: amounts falling due within one year | 9 | (4,773) | | (6,090) | |
| Net current assets | | | 208,793 | | 192,603 |
| Net assets | 10 | | <u>219,474</u> | | <u>202,715</u> |
| Funds of the charity | | | | | |
| Restricted income funds | 11 | | 20,611 | | 10,100 |
| Unrestricted income funds | | | | | |
| General funds | 11 | 156,863 | | 150,615 | |
| Designated funds | 11 | 42,000 | | 42,000 | |
| Total unrestricted income funds | | | <u>198,863</u> | | <u>192,615</u> |
| | 10 | | <u>219,474</u> | | <u>202,715</u> |

For the financial year ending 31 March 2023, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of the accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

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

The financial statements were approved by the Board on 24/07/2023 and signed on their behalf by:



Dave Gibson (Chair)



Colin McReavie (Treasurer)

The notes on pages 10 to 17 form an integral part of these financial statements.

Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2023

1 Summary of significant accounting policies

a) General Information and basis of preparation

Bridport and District Citizens Advice Bureau is a private charitable company limited by guarantee and incorporated in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to promote any charitable purpose for the benefit of the community in Bridport, Beaminster, Lyme Regis and surrounding villages by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these accounts are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Income

All income is recognised when the charity is entitled to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount can be measured reliably.

All monetary donations and gifts are included in full in the statement of financial activities when receivable provided that there are no restrictions imposed by the donor as to the timing of the related expenditure, in which case recognition is deferred until the conditions have been met.

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements.

c) Expenditure

Expenditure is recognised on an accruals basis as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure includes any VAT which cannot be fully recovered.

All expenditure which is directly related to the provision of advice services is included within charitable activities. Other costs incurred have been allocated between charitable activities, and fundraising and publicity. Where such costs relate to more than one functional cost category they have been split on an estimate of time basis.

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2023

d) Overhead Apportionment

Direct salaries and other direct costs are charged to the relevant projects. Support cost overheads are where possible apportioned to projects in a consistent way so as to absorb the total of management, administration, office, premises, governance and other costs across restricted and unrestricted projects.

e) Tangible Fixed Assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended. A fixed asset register is maintained which records enhancement to the building fixtures and fittings as well as office & IT equipment purchases.

f) Depreciation and amortisation

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset over an expected useful life as follows:

| Asset class | Depreciation method and rate |
|----------------------------------|-------------------------------------|
| Fixtures, fittings and equipment | 5 year straight line |

g) Debtors and creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

h) Funds

Income received for purposes specified by the donor is included in a separate restricted fund against which appropriate expenditure is allocated.

Designated funds are allocated out of unrestricted funds by the Trustees for specific purposes. The use of such funds is at the Trustees' discretion.

i) Pensions

The charity operated a defined contribution group personal pension plan for those employees who wished to participate. This plan is now closed to new employees. Payments are charged to the statement of financial activities in the period in which they are incurred. Pensions are also contributed in respect of employees eligible under government auto-enrolment rules.

j) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

k) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2023

2 Donations and grants

| | Unrestricted funds £ | Restricted funds £ | Total funds 2023 £ | Total funds 2022 £ |
|--|----------------------------|--------------------------|--------------------------|--------------------------|
| Government and public authority grants | 22,540 | 133,938 | 156,478 | 184,528 |
| Charitable Trusts | 4,303 | 99,931 | 104,234 | 59,622 |
| Donations | 5,761 | 2,931 | 8,692 | 1,819 |
| | <u>32,604</u> | <u>236,800</u> | <u>269,404</u> | <u>245,969</u> |

3 Investments: UK bank interest receivable

Income from UK bank interest was wholly attributable to unrestricted funds in both years.

4 Total expenditure

| | Fundraising and publicity £ | Cost of Charitable activities £ | Total 2023 £ | Total 2022 £ |
|--------------------------------|-----------------------------------|--|--------------------|--------------------|
| Staff costs | - | 200,066 | 200,066 | 201,717 |
| Recruitment & training | - | 7,932 | 7,932 | 9,166 |
| Travel | - | 1,625 | 1,625 | 62 |
| Other staff & volunteer costs | - | 1,245 | 1,245 | 340 |
| Premises | - | 12,791 | 12,791 | 14,024 |
| Utilities | - | 5,865 | 5,865 | 3,507 |
| Insurance | - | 1,487 | 1,487 | 2,469 |
| Telephone & communications | - | 4,777 | 4,777 | 2,502 |
| Printing, postage & stationery | - | 1,413 | 1,413 | 1,379 |
| Books & information | - | 5,124 | 5,124 | 2,624 |
| Equipment costs | - | - | - | 15 |
| Computer software | - | 113 | 113 | 351 |
| Fundraising and publicity | 1,876 | - | 1,876 | 160 |
| Legal and professional fees | - | 2,112 | 2,112 | 1,834 |
| Depreciation | - | 4,549 | 4,549 | 4,414 |
| Sundries | - | 209 | 209 | 330 |
| Grants and Disbursements | - | 2,049 | 2,049 | - |
| | <u>1,876</u> | <u>251,357</u> | <u>253,233</u> | <u>244,894</u> |

Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2023

5 Net Income for the year

| | 2023 | 2022 |
|---|--------------|--------------|
| | £ | £ |
| This is stated after charging: | | |
| Depreciation | 4,549 | 4,414 |
| Accountants' fees - independent examination | 1,450 | 1,400 |
| Accountants' fees - other services | 438 | 270 |
| | <u>6,437</u> | <u>6,084</u> |

6 Information regarding employees and trustees

| | 2023 | 2022 |
|-----------------------|----------------|----------------|
| | £ | £ |
| Wages and salaries | 185,350 | 186,406 |
| Social security costs | 9,369 | 9,627 |
| Pension costs | 5,346 | 5,684 |
| | <u>199,065</u> | <u>201,717</u> |

The average number of employees, analysed by function was:

| | 2023 | 2022 |
|-------------------------------|-------------|-------------|
| | no | no |
| Charitable activities | 10 | 11 |
| Management and administration | 1 | 1 |
| | <u>11</u> | <u>12</u> |

No employee received remuneration of more than £60,000.

Trustees receive no remuneration for their duties. Trustee indemnity insurance has been purchased. There were no trustees for whom benefits were accruing under pension schemes.

Pension schemes for employees are operated on a defined contributions basis. There is a Standard Life scheme to which the Bureau contributes 5% of pensionable earnings. This scheme is closed to new members. There are also contributions made in respect of the auto-enrolment scheme which are paid into Nest, the scheme set up by the Government for this purpose. The assets of the schemes are held separately from those of the Bureau in independently administered funds. The pension cost shown in the accounts represents contributions payable by the Bureau and amounted to £5,346 (2021/22 £5,684). There were no contributions payable or outstanding at the year end.

Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2023

7 Fixed assets

| | Fixtures, fittings & equipment £ |
|---------------------------|---|
| Cost | |
| At 1 April 2022 | 58,959 |
| Additions | 5,118 |
| | <hr/> |
| At 31 March 2023 | <u>64,077</u> |
| Depreciation | |
| At 1 April 2022 | 48,847 |
| Charge for the year | 4,549 |
| | <hr/> |
| At 31 March 2023 | <u>53,396</u> |
| Net book value | |
| At 31 March 2023 | <u><u>10,681</u></u> |
| At 31 March 2022 | <u><u>10,112</u></u> |

8 Debtors

| | 2023 £ | 2022 £ |
|--------------------------------|-------------------|-------------------|
| Prepayments and accrued income | 792 | 7,698 |
| | <hr/> | <hr/> |
| | <u>792</u> | <u>7,698</u> |

9 Creditors - amounts falling due within one year

| | 2023 £ | 2022 £ |
|-----------------|-------------------|-------------------|
| Trade creditors | 331 | 135 |
| Accruals | 4,442 | 5,955 |
| | <hr/> | <hr/> |
| | <u>4,773</u> | <u>6,090</u> |

Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2023

10 Analysis of net assets between funds

| | General funds £ | Designated funds £ | Restricted funds £ | Total funds £ |
|---------------------|-----------------------|--------------------------|--------------------------|---------------------|
| Fixed assets | 10,681 | - | - | 10,681 |
| Current assets | 150,955 | 42,000 | 20,611 | 213,566 |
| Current liabilities | (4,773) | - | - | (4,773) |
| Net assets | <u>156,863</u> | <u>42,000</u> | <u>20,611</u> | <u>219,474</u> |

11 Funds

| | At 1 April 2022 £ | Income £ | Expenditure £ | Fund transfers £ | At 31 March 2023 £ |
|--|-------------------------|----------------|------------------|------------------------|--------------------------|
| Restricted funds | | | | | |
| Dorset Council Contract | - | 74,856 | 74,856 | - | - |
| Dorset Council Projects Via Caid | - | 24,413 | 24,421 | 8 | - |
| Dorset Community Foundation | - | 7,038 | 3,808 | - | 3,230 |
| Trussell Trust Help to Claim | - | 47,673 | 50,845 | 3,172 | - |
| Westway | - | 4,277 | 4,277 | - | - |
| Access to Justice – Benefits Supervisor | - | 14,672 | 9,703 | (4,969) | - |
| Mencap | - | 1,053 | 1,463 | 410 | - |
| Hall and Woodhouse | - | 1,000 | - | - | 1,000 |
| Lions Club DRO's | - | 650 | 450 | - | 200 |
| Alice Ellen Cooper Foundation | 9,167 | - | 9,294 | 127 | - |
| Nat CitA Cost of Living | - | 15,000 | - | - | 15,000 |
| Send | - | 8,093 | 8,093 | - | - |
| CiTA – MaPs Debt Trainee | 933 | 35,294 | 38,147 | 1,920 | - |
| Bavlap | - | 1,361 | 680 | - | 681 |
| Hospital Fund | - | 920 | 920 | - | - |
| Car Boot Fund – Smart Phones | - | 500 | - | - | 500 |
| | <u>10,100</u> | <u>236,800</u> | <u>226,957</u> | <u>668</u> | <u>20,611</u> |

Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2023

11 Funds (continued)

| | At 1 April 2022 £ | Income £ | Expenditure £ | Fund transfers £ | At 31 March 2023 £ |
|---------------------------|-------------------------|----------------|------------------|------------------------|--------------------------|
| Unrestricted funds | | | | | |
| Designated funds: | | | | | |
| Property/ equipment fund | 10,000 | - | - | - | 10,000 |
| Local Government reorg. | 12,000 | - | - | - | 12,000 |
| Statutory Liabilities | 20,000 | - | - | - | 20,000 |
| General funds | 150,615 | 33,192 | 26,276 | (668) | 156,863 |
| | <u>192,615</u> | <u>33,192</u> | <u>26,276</u> | <u>(668)</u> | <u>198,863</u> |
| Total funds | <u>202,715</u> | <u>269,992</u> | <u>253,233</u> | <u>-</u> | <u>219,474</u> |

Purposes of funds:

RESTRICTED FUNDS

Wessex Water - TAP - Wessex Water awarded us a grant to support some of their customers in financial difficulties onto more advantageous tariffs/schemes.

Westwey – Income Maximization - Following the introduction of Universal Credit in the local area. Dorset Council has funded 1.1 full-time equivalent caseworkers across West Dorset & Weymouth. The Bridport position is 5 hours per week.

Trussell Trust - A national project between Citizens Advice and the Trussell Trust to assist claimants access Trussell Trust food bank e vouchers and income maximisation advice to alleviate hardship. A small number of Local Citizens Advice staff the helpline with Bridport's allocation was 1.4 FTE at the start of the year and 1 FTE by the project end March 2023.

Dorset Community Foundation - funding for a volunteer co-ordinator post.

Mencap – funding to provide a dedicated face-to-face and phone-line advice service for people with a learning disability.

Alice Ellen Cooper Dean Charitable Foundation - this funding was carried forward from the prior year to support the costs of employing a benefits specialist.

Arnold Clark - we received unrestricted funding which has supported core costs.

Bridport Town Council - we received a grant from the Town Council for improvements to internal lighting in our main office.

Bridport Town Council Car Boot Fund – mobile phone purchases.

CITA MaPS - Debt Trainee. We received 10 months funding for a full time trainee debt adviser.

Dorset Council – This funding is to provide general advice but under the terms of the Service Level Agreement has to be shown as restricted.

Dorset Council via CAID – County Data Officer - This funding is to provide general advice but under the terms of the Service Level Agreement has to be shown as restricted. The project ended 19 December 2021.

Dorset Council via CAID - funding to support cost of living advice, Ukrainian resettlement work, income generation.

Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2023

11 Funds (continued)

DESIGNATED FUNDS

Property/equipment Fund – This reserve is to cover future expenditure on our South Street office.

Local Government reorganisation - to cover the risk of future reductions in council funding.

Statutory Liabilities – to cover employee termination payments if they became necessary.

12 Leasing commitments

At 31 March 2023 the Bureau had no commitments under non-cancellable operating leases. We will be negotiating a lease for future years with our landlord Wessex Water.

13 Related party transactions and control

There were no related party transactions requiring disclosure in either year.

14 Financial Instruments

| | 2023 £ | 2022 £ |
|--|----------------|----------------|
| Categorisation of financial instruments: | | |
| Financial assets that are debt instrument measured at amortised cost | <u>212,774</u> | <u>190,995</u> |
| Financial liabilities measured at amortised cost | <u>4,773</u> | <u>6,090</u> |