

**Registered number: 05063463**  
**Charity number: 1102964**

**SHEPWAY CITIZENS ADVICE BUREAU**

**(A company limited by guarantee)**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2024**

**SHEPWAY CITIZENS ADVICE BUREAU**  
**(A company limited by guarantee)**

**CONTENTS**

|   | Page    |
|---|---------|
| <b>Reference and administrative details of the Charity, its Trustees and Directors and advisers</b> | 1       |
| <b>Trustees' report</b>   | 2 - 8   |
| <b>Independent examiner's report</b>  | 9       |
| <b>Statement of financial activities</b>  | 10      |
| <b>Balance sheet</b>  | 11      |
| <b>Notes to the financial statements</b>  | 12 - 26 |
| <br>The following pages do not form part of the statutory financial statements:                     |         |
| <b>Detailed Statement of Financial Activities</b>   | 27      |

**SHEPWAY CITIZENS ADVICE BUREAU**  
**(A company limited by guarantee)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND DIRECTORS AND  
ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2024**

|                                  |  |
|----------------------------------|--|
| <b>Trustees</b>                  | N Oakes<br>J Keller<br>A Petrie, Chairman<br>B Rainsley<br>F Boland<br>V Mckay<br>C Gillen<br>N Whitehead (appointed 27 April 2023)<br>M Redmond (appointed 19 October 2023) |
| <b>Company registered number</b> | 05063463   |
| <b>Charity registered number</b> | 1102964  |
| <b>Registered office</b>         | Units 4-6 Princes Gate<br>George Lane<br>Folkestone<br>Kent<br>CT20 1RH  |
| <b>Company secretary</b>         | J Jones  |
| <b>Accountants</b>               | Magee Gammon<br>Chartered Accountants<br>Henwood House<br>Henwood<br>Ashford<br>Kent<br>TN24 8DH   |

## **SHEPWAY CITIZENS ADVICE BUREAU**

**(A company limited by guarantee)**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2024**

The Trustees present their annual report together with the financial statements of the Charity for the year 1 April 2023 to 31 March 2024. The annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

#### **Objectives and activities**

##### **a. Policies and objectives**

The Citizens Advice service aims to:

- Provide the advice people need for the problems they face
- Improve the policies and practices that affect people's lives
- Campaign locally and nationally to influence government and organisations to bring about positive change in policies and laws
- Ensure that we respond to the needs of our community

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

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Our vision**

Shepway Citizens Advice is an independent local charity. Our organisation is a mix of paid staff and volunteers, with volunteers being the key to the delivery of our core/generalist service and paid staff delivering supervisory and specialist services. We work to help prevent the problems of inequality of society and ensure that people are able to secure their rights by:

- Providing advice, information and guidance to everyone in Folkestone and Hythe and the surrounding areas in Kent on their rights and responsibilities
- Improving the policies and practices that affect people's lives.

##### **c. Our objectives**

To be proactive in:

- Making advice easily accessible
- Providing information, advice and advocacy that is targeted to the needs of the community
- Exercising a responsible influence over local and national policies.

To ensure the service is:

- Meeting the needs of the population of Folkestone & Hythe District
- Independent
- Free of charge
- Confidential
- Impartial
- Easily accessible

**SHEPWAY CITIZENS ADVICE BUREAU**  
**(A company limited by guarantee)**

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

**Objectives and activities (continued)**

**d. Social investments**

We provide general and specialist advice in the following areas: welfare benefits, debt, housing, employment and immigration. Additionally, we also provide representation and litigation services for housing.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit and in particular to its supplementary public benefit guidance.

**e. Our aims**

We aim to:

- Focus on the needs of the client and the community
- Develop individuals through volunteering and training

In order to assist in preventing:

- Poverty
- Homelessness
- Discrimination
- Unfair treatment

**f. Volunteers**

The Charity receives help and support in the form of voluntary assistance in advising the public and administering the Charity. Excluding Trustees, who are also Volunteers, 7 volunteers have contributed work valued at an estimated £50,000 to the service during previous years. Following a loss of Volunteers during the pandemic we are slowly building up our volunteer contingent and volunteer work has increased but is still not at pre-pandemic levels. The Charity is therefore continuing to prioritise the recruitment and training of further volunteers in order to return to the level of volunteer work previous to the pandemic.

**Achievements and performance**

**a. Charitable activities**

Citizens Advice Shepway dealt with a total of 2,700 clients in 2023/24 helping them to resolve 4,400 issues (2022/23: 2,500 clients and 4,000 issues were also dealt with). 50% of these problems were in relation to debt and welfare benefits, including Universal Credit, with a further 25% of problems relating to housing and employment problems. These problems not only impact on the socio economic wellbeing of individuals but also on the community – so enabling residents to deal with them not only supports individuals, but also supports the financial and social wellbeing of communities. This has been particularly important due to the pandemic and cost of living increases.

**b. Investment performance**

The Charity does not currently hold any material investments.

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

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

**Achievements and performance (continued)**

**c. Internal and external factors**

The Charity is only too well aware of the financial pressures experienced by its major funders, and in view of this, has taken active measures to seek additional sources of funding for its services.

Additional resources have been deployed since the balance sheet date to recover outstanding work in progress on the LAA contract, and it remains a priority to continue to ensure recovery of monies from the LAA is maximised to maintain and support cashflow and minimise amounts owed.

**Financial review**

**a. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

**b. Reserves policy**

Shepway Citizens Advice is required to ensure that free monies are available in each financial year to meet any reasonably foreseeable contingency. The Charity will maintain a projection of income for at least one year ahead, in accordance with the terms of two of our main sponsors, and will ensure that funding continues to be derived from as wide a variety of sources possible.

In the event of the cessation of one or more funding streams, Shepway Citizens Advice will take the action necessary to ensure the viability of the organisation, and to maintain the provision of a good quality advice service.

Funding for future pay awards has also to be met from reserves as our two main sources of funding, the Folkestone & Hythe District Council grant and the Legal Aid Agency civil contract, are not index linked. In reviewing the potential costs that could arise should a significant reduction in income be incurred, the Trustees have determined that 'free' reserves should be maintained equal to at least 3 months of normal operating expenditure. The Charity is holding 4 months of free reserves (2023: 3 months).

**c. Deficit**

No funds were in deficit at the balance sheet date.

**d. Material investments policy**

As required in its Articles, paragraph 3.19, in furtherance of its objectives, and for no other purposes, the Charity has the power to invest any monies not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

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

**e. Financial position**

**Income**

Incoming resources in the year were £234,820 (2023: £191,185) an increase on the previous year of £43,635. Major funders: LAA £93,926, Folkestone & Hythe DC £67,800, Trussell Trust £20,549, Rainbow Centre £14,880, UKSPF Projects £20,000 and Citizens Advice £15,000.

Main changes to the previous year were:

|                     | £'000 |                 |
|---------------------|-------|-----------------|
| Trussell Trust      | 19    |                 |
| Citizens Advice     | 15    |                 |
| Legal Aid Authority | 5     |                 |
| UKSPF               | 20    |                 |
| Access to Justice   | -15   | Grant concluded |
| Total               | 44    |                 |

**Expenditure**

Total expenditure incurred during the year was £247,861 (2023: £237,235), an increase on the previous year of £10,625.

Main changes to the previous year were:

|                               | £'000 |
|-------------------------------|-------|
| Payroll vacancies during year | 14.8  |
| Electricity                   | 1.9   |
| Office overheads              | -1.8  |
| Other                         | -1.8  |
| Fixed assets                  | -1.9  |
| Total                         | 11.2  |

**Reserves**

Overall this generated a deficit in the year of £13,041 (2023: a deficit of £46,050). At 31 March 2024, total Reserves were £129,322 which is represented as unrestricted funds.

**Structure, governance and management**

**a. Governing document**

The Charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 4 March 2004 and is a registered charity number 1102964.

**b. Methods of appointment or election of Trustees**

Trustees, who are also directors of the Company, are recruited via a process which includes an interview with the Chair of the Board. They are then either elected at an AGM or co-opted by the Trustee Board. A separate process agreed by the Trustee Board is followed for election of the Chair.

**SHEPWAY CITIZENS ADVICE BUREAU**  
**(A company limited by guarantee)**

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

**Structure, governance and management (continued)**

**c. Organisational structure and decision-making policies**

Shepway Citizens Advice is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the Charity. The Trustees carry the ultimate responsibility for the conduct of Shepway Citizens Advice 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.

The Trustee Board annually assesses and reviews its performance in order to ensure its effectiveness and achievement of its objectives.

The Trustee Board is independent from management. A register of members' interests is maintained at the registered office and is available to the public.

**d. Policies adopted for the induction and training of Trustees**

Newly appointed Trustees are provided with a comprehensive induction to Shepway CAB through the provision of an induction pack, visits to the organisation and access to resources provided by Citizens Advice.

**e. Related party relationships**

Shepway Citizens Advice is a member of Citizens Advice, the operating name of the National Association of Citizens Advice, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of Shepway Citizens Advice in order to fulfil its charitable objectives and comply with the national membership requirements.

The Charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the Trustees holds the position of Trustee/Director of another charity, they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

**f. Risk management**

The trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Shepway Citizens Advice has worked on a Corporate Risk Management exercise. A risk management strategy and risk register are agreed by the Trustee Board. 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. To that end, Shepway Citizens Advice is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks. This was particularly the case over the past 2 years when additional risk register addendums and assessments were incorporated into the risk assessment process to continually review and manage the risks associated with the pandemic.

Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The Charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery of all operational aspects of the charitable Company. These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.



**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

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

**Structure, governance and management (continued)**

**g. Data Protection – Statement of internal control**

The local Citizens Advice trustee board oversee the information security of all personal information of our clients, staff, funders and strategic partners that is processed. The local Citizens Advice hold joint responsibility for client data that is held in our case management system, with the national Citizens Advice Service. An information assurance management team exists to ensure the confidentiality, integrity and availability of all personal and sensitive data is maintained to a level which is compliant with the requirements the General Data Protection Regulation and Data Protection Act 2018.

**Plans for future periods**

**Future Developments**

Future developments are largely governed by our Annual Reviews of our client and community profiles and our Community Advice Needs Analysis in order to ensure that any developments are relevant to the environment in which we work.

**Working with others**

We will regularly assess opportunities for working in partnership with other organisations, including pursuing joint funding.

**Multi Channel**

We continue to work to increase the channels through which clients can access our service and though drop in services have remained suspended, pre booked face to face appointments have been resumed in order to ensure that those who need them can access them. We will also continue to work to:

- Increase telephone access to local residents through continuing to deliver a local telephone advice service as well as contributing to the delivery of the Citizens Advice national advice line.
- Extend our on-line presence and access through our Facebook page and our website and continue to provide email advice.

**Outreach services**

Our commitment to developing outreach services in the Marsh area continues but this has not been possible to achieve due to, so far, being unable to secure the necessary funding to support any such initiative. However, our Foodbank Advice Service now means that we regularly attend the Foodbank in Lydd on the Marsh and in other areas of the Folkestone and Hythe district. We also provide advice by telephone and email to people living in these rural isolated areas and prioritise appointments for people coming from the Marsh area.

**Other services / development areas**

Other service areas that we will aim to look at over the next three years will include:

**Emerging needs**

We will proactively monitor and assess emerging needs in order to ensure we respond and change to provide services that are relevant and focused on the needs of the people of Folkestone and Hythe and the surrounding areas.

**Maintaining and increasing access to our services**

We will do this by continuing to prioritise the recruitment and training of volunteers into the service.

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

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

**Plans for future periods (continued)**

Communications

We have worked to increase the quality and quantity of our external communications so that we can publicise legislative and policy changes in order to ensure we increase the number of people that we can reach and that we increase our profile in the community. We now have volunteers supporting this and have developed press contacts within the local media.

**Members' liability**

The Members of the Charity guarantee to contribute an amount not exceeding £1 to the assets of the Charity in the event of winding up.

**Statement of Trustees' responsibilities**

The Trustees (who are also the 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 (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial period. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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

Approved by order of the members of the board of Trustees on 25 July 2024 and signed on their behalf by:



**A Petrie**  
(Chair of Trustees)

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2024**

**Independent examiner's report to the Trustees of Shepway Citizens Advice Bureau ('the Charity')**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the Trustees of the Charity (and 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 Charity 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 Charity's accounts 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:

1. accounting records were not kept in respect of the Charity 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed: 

Roland Parry

Dated: 25 July 2024

FCA

Magee Gammon, Chartered Accountants, Henwood House, Henwood, Ashford, Kent, TN24 8DH

# SHEPWAY CITIZENS ADVICE BUREAU

(A company limited by guarantee)

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2024

|                                    | Note | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>funds<br>2024<br>£ | Total<br>funds<br>2023<br>£ |
|------------------------------------|------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>                |      |                                    |                                  |                             |                             |
| Donations and legacies             | 3    | 2,220                              | -                                | 2,220                       | 2,669                       |
| Charitable activities              | 4    | 161,726                            | 68,881                           | 230,607                     | 187,055                     |
| Investments                        | 5    | 1,993                              | -                                | 1,993                       | 1,461                       |
| <b>Total income</b>                |      | <b>165,939</b>                     | <b>68,881</b>                    | <b>234,820</b>              | <b>191,185</b>              |
| <b>Expenditure on:</b>             |      |                                    |                                  |                             |                             |
| Charitable activities              | 6    | 197,432                            | 50,429                           | 247,861                     | 237,235                     |
| <b>Total expenditure</b>           |      | <b>197,432</b>                     | <b>50,429</b>                    | <b>247,861</b>              | <b>237,235</b>              |
| <b>Net movement in funds</b>       |      | <b>(31,493)</b>                    | <b>18,452</b>                    | <b>(13,041)</b>             | <b>(46,050)</b>             |
| <b>Reconciliation of funds:</b>    |      |                                    |                                  |                             |                             |
| Total funds brought forward        |      | 142,363                            | -                                | 142,363                     | 188,413                     |
| Net movement in funds              |      | (31,493)                           | 18,452                           | (13,041)                    | (46,050)                    |
| <b>Total funds carried forward</b> |      | <b>110,870</b>                     | <b>18,452</b>                    | <b>129,322</b>              | <b>142,363</b>              |

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

The notes on pages 12 to 26 form part of these financial statements.

**SHEPWAY CITIZENS ADVICE BUREAU**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 05063463**

**BALANCE SHEET**  
**AS AT 31 MARCH 2024**

|  | Note | 2024<br>£             | 2023<br>£             |
|--|------|-----------------------|-----------------------|
| <b>Fixed assets</b>                            |      |                       |                       |
| Tangible assets                                | 11   | 1,038                 | 1,101                 |
| <b>Current assets</b>                          |      |                       |                       |
| Debtors  | 12   | 105,482               | 71,540                |
| Cash at bank and in hand                       |      | 32,081                | 94,436                |
|  |      | <u>137,563</u>        | <u>165,976</u>        |
| Creditors: amounts falling due within one year | 13   | (9,279)               | (24,714)              |
| <b>Net current assets</b>                      |      | <u>128,284</u>        | <u>141,262</u>        |
| <b>Total net assets</b>                        |      | <u><u>129,322</u></u> | <u><u>142,363</u></u> |
| <b>Charity funds</b>                           |      |                       |                       |
| Restricted funds                               | 15   | 18,452                | -                     |
| Unrestricted funds                             | 15   | 110,870               | 142,363               |
| <b>Total funds</b>                             |      | <u><u>129,322</u></u> | <u><u>142,363</u></u> |


The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 25 July 2024 and signed on their behalf by:



**A Petrie**  
 (Chair of Trustees)



**N Oakes**

The notes on pages 12 to 26 form part of these financial statements.

**SHEPWAY CITIZENS ADVICE BUREAU**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**1. General information**

Shepway Citizens Advice Bureau is a private company limited by guarantee. The company registration number is 05063463 and the registered office is Units 4-6 Princes Gate, George Lane, Folkestone, Kent, England, CT20 1RH.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Shepway Citizens Advice Bureau 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.

**2.2 Income**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the company 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 company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company 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.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised and refer to the Trustees' Report for more information about their contribution.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Charity which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

## **SHEPWAY CITIZENS ADVICE BUREAU**

**(A company limited by guarantee)**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

## **2. Accounting policies (continued)**

### **2.3 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

All expenditure is inclusive of irrecoverable VAT.

### **2.4 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 institution with whom the funds are deposited.

### **2.5 Taxation**

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### **2.6 Tangible fixed assets and depreciation**

Tangible fixed assets costing £500 or more are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating the Income and Expenditure Account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

|                       |                                   |
|-----------------------|-----------------------------------|
| Property improvements | - 20% straight line basis         |
| Plant and machinery   | - 33% and 20% straight line basis |

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**2. Accounting policies (continued)**

**2.7 Debtors**

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

**2.8 Cash at bank and in hand**

Cash at bank and 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.

**2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**2.10 Financial instruments**

The Charity 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 measured at amortised cost using the effective interest method.

**2.11 Operating leases**

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

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.



## SHEPWAY CITIZENS ADVICE BUREAU

(A company limited by guarantee)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

#### 2. Accounting policies (continued)

##### 2.12 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

##### 2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

##### 2.14 Irrecoverable VAT

The Bureau recovers VAT in accordance with an agreed partial exemption method.

#### 3. Income from donations and legacies

|                   | Unrestricted<br>funds<br>2024<br>£ | Total<br>funds<br>2024<br>£ | Total<br>funds<br>2023<br>£ |
|-------------------|------------------------------------|-----------------------------|-----------------------------|
| Donations         | 2,220                              | 2,220                       | 2,669                       |
| <i>Total 2023</i> | 2,669                              | 2,669                       |                             |

#### 4. Income from charitable activities

|                                | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>funds<br>2024<br>£ | Total<br>funds<br>2023<br>£ |
|--------------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Community Advice & Information | 161,726                            | 68,881                           | 230,607                     | 187,055                     |
| <i>Total 2023</i>              | 157,585                            | 29,470                           | 187,055                     |                             |

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**5. Investment income**

|                          | Unrestricted<br>funds<br>2024<br>£ | Total<br>funds<br>2024<br>£ | Total<br>funds<br>2023<br>£ |
|--------------------------|------------------------------------|-----------------------------|-----------------------------|
| Deposit account interest | 1,993                              | 1,993                       | 1,461                       |
| <i>Total 2023</i>        | <i>1,461</i>                       | <i>1,461</i>                |                             |

**6. Analysis of expenditure on charitable activities**

**Summary by fund type**

|  | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|--|------------------------------------|----------------------------------|--------------------|--------------------|
| Charitable Activities                      | 195,218                            | 50,429                           | 245,647            | 235,202            |
| Expenditure on generating voluntary income | 2,214                              | -                                | 2,214              | 2,033              |
| <b>Total 2024</b>                          | <b>197,432</b>                     | <b>50,429</b>                    | <b>247,861</b>     | <b>237,235</b>     |
| <i>Total 2023</i>                          | <i>187,627</i>                     | <i>49,608</i>                    | <i>237,235</i>     |                    |

**Summary by expenditure type**

|  | Staff costs<br>2024<br>£ | Depreciation<br>2024<br>£ | Other costs<br>2024<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|--|--------------------------|---------------------------|--------------------------|--------------------|--------------------|
| Charitable Activities                      | 190,396                  | 903                       | 54,348                   | 245,647            | 235,202            |
| Expenditure on generating voluntary income | 2,214                    | -                         | -                        | 2,214              | 2,033              |
| <b>Total 2024</b>                          | <b>192,610</b>           | <b>903</b>                | <b>54,348</b>            | <b>247,861</b>     | <b>237,235</b>     |
| <i>Total 2023</i>                          | <i>176,935</i>           | <i>3,032</i>              | <i>57,268</i>            | <i>237,235</i>     |                    |

# SHEPWAY CITIZENS ADVICE BUREAU

(A company limited by guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 7. Analysis of expenditure by activities

|  | Activities<br>undertaken<br>directly<br>2024<br>£ | Total<br>funds<br>2024<br>£ | Total<br>funds<br>2023<br>£ |
|--|---|-----------------------------|-----------------------------|
| Charitable Activities                      | 245,647   | 245,647                     | 235,202                     |
| Expenditure on generating voluntary income | 2,214   | 2,214                       | 2,033                       |
| <b>Total 2024</b>                          | <b>247,861</b>                                    | <b>247,861</b>              | <b>237,235</b>              |
| <i>Total 2023</i>                          | <i>237,235</i>                                    | <i>237,235</i>              |                             |

### Analysis of direct costs

|                                | Charitable<br>Activities<br>2024<br>£ | Voluntary<br>Income<br>2024<br>£ | Total<br>funds<br>2024<br>£ | Total<br>funds<br>2023<br>£ |
|--------------------------------|---------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Staff costs                    | 188,779                               | 2,214                            | 190,993                     | 175,448                     |
| Depreciation                   | 903                                   | -                                | 903                         | 3,032                       |
| Community Advice & Information | 52,248                                | -                                | 52,248                      | 55,418                      |
| Governance costs               | 3,717                                 | -                                | 3,717                       | 3,337                       |
| <b>Total 2024</b>              | <b>245,647</b>                        | <b>2,214</b>                     | <b>247,861</b>              | <b>237,235</b>              |
| <i>Total 2023</i>              | <i>235,202</i>                        | <i>2,033</i>                     | <i>237,235</i>              |                             |

### 8. Independent examiner's remuneration

The independent examiner's remuneration amounts to an independent examiner fee of £2,100 (2023 - £1,850).

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**9. Staff costs**

|                       | 2024<br>£      | 2023<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 181,112        | 166,051        |
| Social security costs | 8,233          | 8,297          |
| Other pension costs   | 3,265          | 2,587          |
|                       | <u>192,610</u> | <u>176,935</u> |

The average number of persons employed by the Charity during the year was as follows:

|                       | 2024<br>No. | 2023<br>No. |
|-----------------------|-------------|-------------|
| Charitable activities | <u>10</u>   | <u>8</u>    |

The average headcount expressed as full-time equivalents was:

|                       | 2024<br>No. | 2023<br>No. |
|-----------------------|-------------|-------------|
| Charitable activities | <u>6</u>    | <u>6</u>    |

No employee received remuneration amounting to more than £60,000 in either year.

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, no Trustee expenses have been incurred (2023 - £NIL).

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**11. Tangible fixed assets**

|                          | Property<br>Improvements<br>£ | Plant and<br>machinery<br>£ | Total<br>£     |
|--------------------------|-------------------------------|-----------------------------|----------------|
| <b>Cost or valuation</b> |                               |                             |                |
| At 1 April 2023          | 34,009                        | 84,741                      | 118,750        |
| Additions                | -                             | 840                         | 840            |
| At 31 March 2024         | <u>34,009</u>                 | <u>85,581</u>               | <u>119,590</u> |
| <b>Depreciation</b>      |                               |                             |                |
| At 1 April 2023          | 34,009                        | 83,640                      | 117,649        |
| Charge for the year      | -                             | 903                         | 903            |
| At 31 March 2024         | <u>34,009</u>                 | <u>84,543</u>               | <u>118,552</u> |
| <b>Net book value</b>    |                               |                             |                |
| At 31 March 2024         | <u>-</u>                      | <u>1,038</u>                | <u>1,038</u>   |
| At 31 March 2023         | <u>-</u>                      | <u>1,101</u>                | <u>1,101</u>   |

**12. Debtors**

|                                | 2024<br>£      | 2023<br>£     |
|--------------------------------|----------------|---------------|
| <b>Due within one year</b>     |                |               |
| Prepayments and accrued income | <u>105,482</u> | <u>71,540</u> |

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**13. Creditors: Amounts falling due within one year**

|                                    | <b>2024</b>         | <b>2023</b>          |
|------------------------------------|---------------------|----------------------|
|                                    | <b>£</b>            | <b>£</b>             |
| Other taxation and social security | <b>5,179</b>        | <b>6,564</b>         |
| Other creditors                    | <b>2,000</b>        | <b>1,300</b>         |
| Accruals and deferred income       | <b>2,100</b>        | <b>16,850</b>        |
|                                    | <u><b>9,279</b></u> | <u><b>24,714</b></u> |

**14. Financial instruments**

|  | <b>2024</b>          | <b>2023</b>          |
|--|----------------------|----------------------|
|  | <b>£</b>             | <b>£</b>             |
| <b>Financial assets</b>  |                      |                      |
| Financial assets measured at fair value through income and expenditure | <u><b>32,081</b></u> | <u><b>94,436</b></u> |

Financial assets measured at fair value through income and expenditure comprise cash and bank balances.

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**15. Statement of funds**

**Statement of funds - current year**

|                                      | Balance at 1<br>April 2023<br>£ | Income<br>£           | Expenditure<br>£        | Balance at<br>31 March<br>2024<br>£ |
|--------------------------------------|---------------------------------|-----------------------|-------------------------|-------------------------------------|
| <b>Unrestricted funds</b>            |                                 |                       |                         |                                     |
| <b>Designated funds</b>              |                                 |                       |                         |                                     |
| Designated Property Maintenance Fund | 16,395                          | -                     | (903)                   | 15,492                              |
| Designated Legal Services Fund       | 57,848                          | 93,926                | (126,708)               | 25,066                              |
|                                      | <u>74,243</u>                   | <u>93,926</u>         | <u>(127,611)</u>        | <u>40,558</u>                       |
| <b>General funds</b>                 |                                 |                       |                         |                                     |
| General Funds                        | <u>68,120</u>                   | <u>72,013</u>         | <u>(69,821)</u>         | <u>70,312</u>                       |
| <b>Total Unrestricted funds</b>      | <u>142,363</u>                  | <u>165,939</u>        | <u>(197,432)</u>        | <u>110,870</u>                      |
| <b>Restricted funds</b>              |                                 |                       |                         |                                     |
| Trussell Trust                       | -                               | 20,549                | (20,549)                | -                                   |
| Rainbow Centre - money matters       | -                               | 13,332                | (13,332)                | -                                   |
| Citizens Advice                      | -                               | 15,000                | (15,000)                | -                                   |
| UKSPF                                | -                               | 20,000                | (1,548)                 | 18,452                              |
|                                      | <u>-</u>                        | <u>68,881</u>         | <u>(50,429)</u>         | <u>18,452</u>                       |
| <b>Total of funds</b>                | <u><u>142,363</u></u>           | <u><u>234,820</u></u> | <u><u>(247,861)</u></u> | <u><u>129,322</u></u>               |

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**15. Statement of funds (continued)**

**Statement of funds - prior year**

|                                      | <i>Balance at<br/>1 April 2022<br/>£</i> | <i>Income<br/>£</i> | <i>Expenditure<br/>£</i> | <i>Transfers<br/>in/out<br/>£</i> | <i>Balance at<br/>31 March<br/>2023<br/>£</i> |
|--------------------------------------|--|---------------------|--------------------------|-----------------------------------|---|
| <b>Unrestricted funds</b>            |  |                     |                          |                                   |   |
| <b>Designated funds</b>              |  |                     |                          |                                   |   |
| Designated Property Maintenance Fund | 19,427                                   | -                   | (3,032)                  | -                                 | 16,395  |
| Designated Legal Services Fund       | 73,265                                   | 89,785              | (105,202)                | -                                 | 57,848  |
|                                      | <u>92,692</u>                            | <u>89,785</u>       | <u>(108,234)</u>         | <u>-</u>                          | <u>74,243</u>                                 |
| <b>General funds</b>                 |  |                     |                          |                                   |   |
| General Funds                        | <u>76,315</u>                            | <u>71,930</u>       | <u>(79,393)</u>          | <u>(732)</u>                      | <u>68,120</u>                                 |
| <b>Total Unrestricted funds</b>      | <u>169,007</u>                           | <u>161,715</u>      | <u>(187,627)</u>         | <u>(732)</u>                      | <u>142,363</u>                                |
| <b>Restricted funds</b>              |  |                     |                          |                                   |   |
| Community Justice Fund               | 14,406                                   | 14,670              | (29,076)                 | -                                 | -   |
| Folkestone & Hythe DC Covid Support  | 5,000                                    | -                   | (5,000)                  | -                                 | -   |
| Trussell Trust                       | -  | 1,924               | (1,924)                  | -                                 | -   |
| Rainbow Centre - money matters       | -  | 12,876              | (13,608)                 | 732                               | -   |
|                                      | <u>19,406</u>                            | <u>29,470</u>       | <u>(49,608)</u>          | <u>732</u>                        | <u>-</u>                                      |
| <b>Total of funds</b>                | <u>188,413</u>                           | <u>191,185</u>      | <u>(237,235)</u>         | <u>-</u>                          | <u>142,363</u>                                |



**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**16. Summary of funds**

**Summary of funds - current year**

|                  | Balance at 1<br>April 2023<br>£ | Income<br>£    | Expenditure<br>£ | Balance at<br>31 March<br>2024<br>£ |
|------------------|---------------------------------|----------------|------------------|-------------------------------------|
| Designated funds | 74,243                          | 93,926         | (127,611)        | 40,558                              |
| General funds    | 68,120                          | 72,013         | (69,821)         | 70,312                              |
| Restricted funds | -                               | 68,881         | (50,429)         | 18,452                              |
|                  | <u>142,363</u>                  | <u>234,820</u> | <u>(247,861)</u> | <u>129,322</u>                      |

**Summary of funds - prior year**

|                  | Balance at<br>1 April 2022<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>in/out<br>£ | Balance at<br>31 March<br>2023<br>£ |
|------------------|---------------------------------|----------------|------------------|--------------------------|-------------------------------------|
| Designated funds | 92,692                          | 89,785         | (108,234)        | -                        | 74,243                              |
| General funds    | 76,315                          | 71,930         | (79,393)         | (732)                    | 68,120                              |
| Restricted funds | 19,406                          | 29,470         | (49,608)         | 732                      | -                                   |
|                  | <u>188,413</u>                  | <u>191,185</u> | <u>(237,235)</u> | <u>-</u>                 | <u>142,363</u>                      |

**17. Analysis of net assets between funds**

**Analysis of net assets between funds - current period**

|                               | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>funds<br>2024<br>£ |
|-------------------------------|------------------------------------|----------------------------------|-----------------------------|
| Tangible fixed assets         | 1,038                              | -                                | 1,038                       |
| Current assets                | 119,111                            | 18,452                           | 137,563                     |
| Creditors due within one year | (9,279)                            | -                                | (9,279)                     |
| <b>Total</b>                  | <u>110,870</u>                     | <u>18,452</u>                    | <u>129,322</u>              |

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**17. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior period**

|                               | <i>Unrestricted<br/>funds<br/>2023<br/>£</i> | <i>Total<br/>funds<br/>2023<br/>£</i> |
|-------------------------------|--|---------------------------------------|
| Tangible fixed assets         | 1,101  | 1,101                                 |
| Current assets                | 165,976                                      | 165,976                               |
| Creditors due within one year | (24,714)                                     | (24,714)                              |
| <b>Total</b>                  | <u><u>142,363</u></u>                        | <u><u>142,363</u></u>                 |

**18. Pension commitments**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £3,265 (2023: £2,587). Contributions totalling £Nil (2023: £Nil) were payable to the fund at the balance sheet date and are included in creditors.

**19. Operating lease commitments**

At 31 March 2024 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

|  | <b>2024<br/>£</b>           | <b>2023<br/>£</b>    |
|--|-----------------------------|----------------------|
| Not later than 1 year                        | <b>13,913</b>               | 13,913               |
| Later than 1 year and not later than 5 years | <b>22,028</b>               | 35,940               |
|  | <u><u><b>35,941</b></u></u> | <u><u>49,853</u></u> |

**SHEPWAY CITIZENS ADVICE BUREAU**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

**20. Related party transactions**

Shepway Citizens Advice Bureau is a member of the National Association of Citizens Advice Bureaux ('Citizens Advice').

|  | 2024<br>£    | 2023<br>£    |
|--|--------------|--------------|
| Professional services, including membership fees | 2,290        | 2,613        |
| Publications                                     | 107          | 218          |
| Insurance  | 642          | 1,100        |
|  | <u>3,039</u> | <u>3,931</u> |

**21. Controlling party**

The Trustees are the ultimate controlling parties.

**22. Purposes of designated funds**

Property Maintenance Fund

Designated by the Trustees for the purposes of major maintenance and refurbishment of the charity premises which is not provided for through core funding.

Legal Services Fund

Designated by the Trustees for the purpose of Housing Staff personnel and overhead costs relating to work undertaken to meet our Legal Aid agency contract.

## **SHEPWAY CITIZENS ADVICE BUREAU**

**(A company limited by guarantee)**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

#### **23. Purposes of restricted funds**

##### Folkestone and Hythe District Council - UKSPF Grant

This grant has been provided to support a resource which provides advice and support in relation to linking community hubs and their activities. The funding amount provided is £20,000.

##### Citizens Advice

The purpose of the project is to enable local offices to support or increase direct service delivery capacity, to help through the cost-of-living crisis. The use of the funding is to continue to employ a paid Training Supervisor to continue to recruit and train volunteers.

##### Trussell Trust - Shepway Foodbank Partnership

This is a new project funded by the Trussell Trust and working with Shepway Foodbank to provide an income maximisation service to Foodbank users. The funding is for £24,391 per year and funds a part time Adviser to deliver Benefits and Debt advice to assist people in maximising their incomes, managing their money and reduce their reliance on Foodbank provision. The funding has been awarded from March 2022 for up to 3 years.

##### Rainbow Centre - Money Matters

This is a restricted project originally funded by the Folkestone Rotary Club, which handed over the project to the Folkestone Rainbow Centre to fund and administer in the latter part of 2021. The partnership agreement is for funding to be £1,073 per month to provide Money Advice Services via employment of a part time Money Adviser.

**SHEPWAY CITIZENS ADVICE BUREAU**  
**(A Company Limited by Guarantee)**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

|                                       | 2024           | 2023           |
|---------------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>          |                |                |
| <b>Donations and legacies</b>         |                |                |
| Donations                             | 2,220          | 2,669          |
| <b>Investment income</b>              |                |                |
| Deposit account interest              | 1,993          | 1,461          |
| <b>Charitable activities</b>          |                |                |
| Folkestone and Hythe District Council | 67,800         | 67,800         |
| Legal Aid Agency                      | 93,926         | 89,785         |
| UKSPF                                 | 20,000         | -              |
| Citizens Advice                       | 15,000         | -              |
| Money Matters                         | 13,332         | 12,876         |
| Community Justice Fund                | -              | 14,670         |
| Trussel Trust                         | 20,549         | 1,924          |
|                                       | <hr/> 230,607  | <hr/> 187,055  |
| <b>Total incoming resources</b>       | 234,820        | 191,185        |
| <b>EXPENDITURE</b>                    |                |                |
| <b>Raising donations and legacies</b> |                |                |
| Wages                                 | 2,081          | 1,908          |
| Social security                       | 95             | 95             |
| Pensions                              | 38             | 30             |
|                                       | <hr/> 2,214    | <hr/> 2,033    |
| <b>Charitable activities</b>          |                |                |
| Wages                                 | 177,510        | 162,749        |
| Social security                       | 8,069          | 8,132          |
| Pensions                              | 3,200          | 2,535          |
| Rent, rates and insurance             | 18,205         | 18,805         |
| Light and heat                        | 6,750          | 4,860          |
| Telephone                             | 4,580          | 5,274          |
| Postage and stationery                | 5,531          | 5,375          |
| Sundries                              | 3,259          | 5,192          |
| Training                              | 221            | 1,073          |
| Travel                                | 1,192          | 1,551          |
| Cleaning, repairs and maintenance     | 3,675          | 3,552          |
| Computer and equipment                | 5,749          | 5,930          |
| Publications                          | 78             | 628            |
| Legal fees                            | 3,008          | 3,177          |
| Depreciation of fixed assets          | 903            | 3,032          |
|                                       | <hr/> 241,930  | <hr/> 231,865  |
| <b>Support Costs</b>                  |                |                |
| <b>Governance Costs</b>               |                |                |
| Wages                                 | 1,521          | 1,395          |
| Social security                       | 69             | 70             |
| Pensions                              | 27             | 22             |
| Independent examiner's remuneration   | 2,100          | 1,850          |
|                                       | <hr/> 3,717    | <hr/> 3,337    |
| <b>Total resources expended</b>       | 247,861        | 237,235        |
| <b>Net income</b>                     | <hr/> (13,041) | <hr/> (46,050) |

This page does not form part of the statutory financial statements