

Charity registration number 1105391

Company registration number 05053647 (England and Wales)

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs Ann McCoy
Mr Bryan Cooper
Mrs V Cooper
Mr A Rahouf
Ms S Oliver
Mrs S Erskine
Mr S Basford
Mr G Emerson

Secretary

Mr I Bartlett

Charity number

1105391

Company number

05053647

Registered office

32 Dovecot Street
Stockton on Tees
TS18 1LN

Auditor

Allen Sykes Limited
5 Henson Close
South Church Enterprise Park
Bishop Auckland
Co Durham
DL14 6WA

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

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STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

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

Objectives and activities

The Charity's objects are to promote any charitable purpose for the benefit of the community in Stockton-on-Tees and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness, and distress.

Stockton and District Advice and Information Service (SDAIS) aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies, and to ensure individuals do not suffer through lack of knowledge or an inability to express their needs effectively.

The principal activity of Stockton and District Advice and Information Service remained the provision of free, confidential, independent, and impartial advice and information for members of the public.

Contribution made by volunteers

The Charity receives help and support in the form of voluntary assistance in advising the public and administering the Charity.

Public Benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

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

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

Stockton and District Advice and Information Service continues to provide an effective and efficient social welfare advice service to the people in the Borough of Stockton-on-Tees.

In 2022-23, SDAIS helped 9,238 people with 44,875 enquiries.

The key indicators of achievement are

- Continuing to provide an accessible welfare advice service to the people of Stockton Borough
- The number of new enquiries dealt with 44,875
- Client Satisfaction Surveys that show a 100% client satisfaction level
- Satisfactory audit and monitoring reports, including passing ISO9000 and Investors in People assessments
- Securing over £1,593,181 in confirmed financial gains for our clients.

SDAIS has secured this satisfactory performance due to a number of factors, including;

- Good quality service to our clients, as evidenced by the high level of client satisfaction
- Good relationships and communication with staff and employees
- A committed, adaptable and flexible workforce, demonstrated by the ability to maintain advice services throughout the pandemic period
- Maintaining good working relationships with key stakeholders including funders, statutory agencies and community sector agencies.
- Ability and willingness to work with other agencies and develop new projects to secure new funding and deliver new advice services.

Financial review

Income for the year was £932,730 of which £657,751 was restricted income.

A surplus of £27,918 was generated during the year. At 31st March 2023 net assets were £535,928 of which £89,053 represented restricted funds. Unrestricted free reserves as at the 31 March 2023 are £440,163.

The Trustees are satisfied that the Charity has adequate funds to continue to its work for the next 12 months.

Stockton Borough Council have continued to support the core operating capacity of the charity. Additionally, project specific funding was received from:

- Stockton Borough Council
- National Lottery Community Fund
- Energy Redress Fund (Energy Saving Trust)
- Middlesbrough & Stockton Mind
- Catalyst
- Money Advice Service
- NACAB

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between 3 and 6 month's expenditure. The trustees consider that reserves at this level will ensure that, in the vent of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year. The remaining monies will be invested in accounts that provide as high a rate of interest as possible while retaining the flexibility to be able to draw down monies as and when required. SDAIS would also want to ensure that any investment of monies would be based on low risk and maintaining the security of its funds.

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

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

FOR THE YEAR ENDED 31 MARCH 2023

Plans for future periods

For the future, SDAIS plans to continue its current work and provide welfare advice services to the people of Stockton Borough. SDAIS will explore new funding opportunities and partnerships with other agencies where these help SDAIS meet its charitable objectives and are in alignment with the aims and principles of the Service. SDAIS will also explore closer working relationships with mental health services to deliver enhanced support for people with mental ill health, including the potential for office co-location.

Structure, governance and management

The charity operates within its constitution adopted by the Trustees upon incorporation at 24th February 2004. The charity is a company limited by guarantee with company number 5053647.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs Ann McCoy

Mrs Joan Seymour

(Resigned 17 January 2023)

Mr Bryan Cooper

Mrs V Cooper

Mr A Rahouf

Ms S Oliver

Mrs S Erskine

Mr S Basford

Mr G Emerson

Election of trustees

Trustees may be:

- elected at the Annual General Meeting
- nominated by member organisations
- co-opted by the Trustee Board

The Charity functions through a Management Committee, the members of which are the Trustees of the Charity and sub-committees appointed by the Trustees.

Induction and training of trustees

All Trustees complete an Induction Programme that includes:

- Declaration of Interests and Declaration of Eligibility
- Charity Commission Guidance - "The Essential Trustee", "Charity Finances - Trustee Essentials" and "Public Benefit (PB1)"
- Code of Conduct
- National Citizens Advice Policy Briefing for Trustees (8) - "Bureau Financial Management - Roles and Responsibilities"
- National Citizens Advice "Aims & Principles"

Wider Networks

The charity is a member of the National Association of Citizens Advice Bureaux.

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

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

FOR THE YEAR ENDED 31 MARCH 2023

Statement of trustees' responsibilities

The trustees, who are also the directors of Stockton and District Advice and Information Service for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

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

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

Auditor

In accordance with the company's articles, a resolution proposing that Allen Sykes Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

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

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


.....
Mrs Ann McCoy

Trustee

Date: 20.11.23
.....

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

Opinion

We have audited the financial statements of Stockton and District Advice and Information Service (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the statement of financial position, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

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

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

Responsibilities of trustees

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, Charities Act 2011, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind any identified significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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

Use of our report

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. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Philip W Lamb FCA (Senior Statutory Auditor)
for and on behalf of Allen Sykes Limited

Chartered Accountants
Statutory Auditor

5 Henson Close
South Church Enterprise Park
Bishop Auckland
Co Durham
DL14 6WA

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<u>Income and endowments from:</u>							
Donations and legacies	3	367	-	367	7,785	-	7,785
Charitable activities	4	249,457	657,751	907,208	246,987	1,021,500	1,268,487
Other income	5	25,155	-	25,155	35,421	-	35,421
Total income		274,979	657,751	932,730	290,193	1,021,500	1,311,693
<u>Expenditure on:</u>							
Raising funds	6	101,027	-	101,027	181,403	-	181,403
Charitable activities	7	98,953	704,832	803,785	36,827	960,306	997,133
Total expenditure		199,980	704,832	904,812	218,230	960,306	1,178,536
Net incoming/(outgoing) resources before transfers		74,999	(47,081)	27,918	71,963	61,194	133,157
Gross transfers between funds	11	(69,471)	69,471	-	-	-	-
Net income for the year/ Net movement in funds		5,528	22,390	27,918	71,963	61,194	133,157
Fund balances at 1 April 2022		441,347	66,663	508,010	325,798	49,055	374,853
Fund balances at 31 March 2023		446,875	89,053	535,928	397,761	110,249	508,010

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

All income and expenditure derive from continuing activities.

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

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	12		6,712		8,950
Current assets					
Debtors	13	26,485		122,639	
Cash at bank and in hand		600,617		516,156	
		627,102		638,795	
Creditors: amounts falling due within one year	14	(97,886)		(139,735)	
Net current assets			529,216		499,060
Total assets less current liabilities			535,928		508,010
Income funds					
Restricted funds	15		89,053		110,249
Unrestricted funds			446,875		397,761
			535,928		508,010

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The financial statements were approved by the Trustees on



Mr S Basford
Trustee

Company registration number 05053647

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from operations	19		84,461		142,300
Net cash used in investing activities			-		-
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			84,461		142,300
Cash and cash equivalents at beginning of year			516,156		373,856
Cash and cash equivalents at end of year			600,617		516,156

Going concern

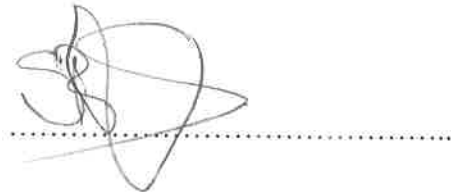
- 14 We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

Grants and donations

- 15 All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.
- 16 We confirm that all income included in the financial statements was receivable during the year and that we do not believe it is recoverable from the funding providers unless carried forward in restricted funds.

Yours faithfully

Signed on behalf of the board of trustees

A handwritten signature in dark ink, appearing to be 'S. S.', written over a dotted line.A handwritten signature in dark ink, appearing to be 'amccg', written over a dotted line.

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Stockton and District Advice and Information Service is a private company limited by guarantee incorporated in England and Wales. The registered office is 32 Dovecot Street, Stockton on Tees, TS18 1LN.

1.1 Accounting convention

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

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

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

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

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

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 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 are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

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

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

Computers	25% Reducing Balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

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

1.9 Financial instruments

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

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

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

Basic financial assets

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

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Basic financial liabilities

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

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

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

1.10 Employee benefits

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

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

1.11 Retirement benefits

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

2 Critical accounting estimates and judgements

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

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

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	100	285
Donated goods and services	267	7,500
	<u>367</u>	<u>7,785</u>

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	Charitable Income 2023 £	Charitable Income 2022 £
Performance related grants	899,221	1,268,487
Other income	7,987	-
	<u>907,208</u>	<u>1,268,487</u>
Analysis by fund		
Unrestricted funds	249,457	246,987
Restricted funds	657,751	1,021,500
	<u>907,208</u>	<u>1,268,487</u>
Performance related grants		
Money and Pensions Service via Citizens Advice	241,469	222,592
National Lottery Community Fund - Help Through Crisis	-	24,560
SBC - Warm Homes	30,000	30,000
Warm Homes Fund 4	-	113,883
Energy Redress	57,896	146,753
Energy Best Deal (EBDX) via Citizens Advice	-	27,500
RPR	-	7,605
Building Better Opportunities (Step Forward Tees Valley)	-	15,608
NACAB - US	-	100,673
PCP - ICAS	-	2,278
MASDAP	216,932	
BBO	11,687	
Fuel Voucher Scheme	2,385	
Probation Advice	5,000	
Billingham Foodbank	27,310	
EBDX	28,900	
BESN	6,824	
BLF ATC	79,576	
NACAB CO	17,115	
LSLIP	20,950	
SBC - Dementia Hub	7,500	
NGN	16,094	
Billingham Max	18,776	
Energy Redress Scheme - Warm Up North	94,819	
ATJF	12,196	
Other Small Grants	3,792	
	<u>899,221</u>	<u>1,268,487</u>

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

5 Other income

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Other income	1,675	921
Kickstart grant income	18,480	14,500
Contribution towards relocation and rent	5,000	20,000
	<u>25,155</u>	<u>35,421</u>

6 Raising funds

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
<u>Trading costs</u>		
Staff costs	101,027	156,610
Support costs	-	24,793
	<u>101,027</u>	<u>181,403</u>
Trading costs	<u>101,027</u>	<u>181,403</u>

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

7 Charitable activities

	2023 £	2022 £
Staff costs	430,052	447,180
Rent, rates, water and insurance	5,528	27,850
Light and heat	-	266
Maintenance	2,010	2,652
Telephone	4,038	2,518
Travel and training	2,638	3,865
Postage and stationery	821	945
Partnership payments	107,789	208,513
Disbursements	2,548	129,545
Reference materials	3,673	2,280
Publicity and promotion	1,641	-
Sundry costs	1,241	858
	<u>561,979</u>	<u>826,472</u>
Share of support costs (see note 8)	239,206	170,661
Share of governance costs (see note 8)	2,600	-
	<u>803,785</u>	<u>997,133</u>
Analysis by fund		
Unrestricted funds	98,953	36,827
Restricted funds	704,832	960,306
	<u>803,785</u>	<u>997,133</u>

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Support costs

	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £
Staff costs	141,276	-	141,276	95,237	-	95,237
Depreciation	2,238	-	2,238	2,983	-	2,983
Rent, rates, water and insurance	10,050	-	10,050	8,219	-	8,219
Light and heat	8,225	-	8,225	7,636	-	7,636
Cleaning, repairs and maintenance	6,121	-	6,121	5,347	-	5,347
Computer equipment and maintenance	13,080	-	13,080	14,558	-	14,558
Travel and training	1,122	-	1,122	1,928	-	1,928
Legal and professional	1,263	-	1,263	1,648	-	1,648
Telephone	16,851	-	16,851	19,079	-	19,079
Postage and Stationery	11,883	-	11,883	11,574	-	11,574
Irrecoverable VAT	13,880	-	13,880	14,657	-	14,657
Sundry Expenses	13,217	-	13,217	10,388	-	10,388
Audit fees	-	2,600	2,600	-	2,200	2,200
	<u>239,206</u>	<u>2,600</u>	<u>241,806</u>	<u>193,254</u>	<u>2,200</u>	<u>195,454</u>
Analysed between						
Trading	-	-	-	22,593	2,200	24,793
Charitable activities	<u>239,206</u>	<u>2,600</u>	<u>241,806</u>	<u>170,661</u>	<u>-</u>	<u>170,661</u>
	<u>239,206</u>	<u>2,600</u>	<u>241,806</u>	<u>193,254</u>	<u>2,200</u>	<u>195,454</u>

Governance costs includes payments to the auditors of £2,600 (2022- £2,200) for audit fees.

9 Trustees

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

10 Employees

The average monthly number of employees during the year was:

2023 Number	2022 Number
30	40

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Employees

(Continued)

Employment costs	2023 £	2022 £
Wages and salaries	604,280	634,270
Social security costs	46,541	43,248
Other pension costs	21,534	21,509
	<u>672,355</u>	<u>699,027</u>

There were no employees whose annual remuneration was more than £60,000.

11 Transfers

The fund transfers relate mainly to transfers from unrestricted funds to restricted funds to cover overspends relating to numerous restricted funds. The transfers have been made in order that the restricted funds shown in the balance at the year end shows the total amount of funding remaining which has been restricted in its purpose.

Within restricted funds, amounts of £20,166, £1,392, £15,995, £7,923, £7,699, and £16,247 have been transferred from Unrestricted Funds into MASDAP, Fuel Voucher Scheme, Billingham Foodbank, Tees Valley Regeneration Fund, Billingham Max, and BBO respectively to ensure no overspends had occurred in the year.

12 Tangible fixed assets

	Computers £
Cost	
At 1 April 2022	121,783
At 31 March 2023	<u>121,783</u>
Depreciation and impairment	
At 1 April 2022	112,833
Depreciation charged in the year	2,238
At 31 March 2023	<u>115,071</u>
Carrying amount	
At 31 March 2023	<u>6,712</u>
At 31 March 2022	<u>8,950</u>

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Trade debtors	56	82,093
Other debtors	23,910	38,168
Prepayments and accrued income	2,519	2,378
	<u>26,485</u>	<u>122,639</u>

14 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other taxation and social security	11,741	10,832
Trade creditors	152	8,229
Other creditors	4,004	4,417
Accruals and deferred income	81,989	116,257
	<u>97,886</u>	<u>139,735</u>

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Restricted funds

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

	Movement in funds					Movement in funds			
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£	£	£
Money and Pensions Service (MaPS) Via									
Citizens Advice	-	222,592	(204,687)	(17,905)	-	216,932	(237,098)	20,166	-
SBC Dementia Hub	-	7,520	(6,672)	(848)	-	7,500	(6,453)	-	1,047
SBC - Warm Homes Healthy People	-	30,000	(20,699)	(9,301)	-	30,000	(19,686)	-	10,314
Northern Gas Networks	-	12,000	(11,023)	(977)	-	16,094	(15,022)	-	1,072
Energy Redress Scheme	-	146,753	(147,318)	565	-	57,896	(43,198)	-	14,698
Fuel Voucher Scheme 2	-	77,514	(71,426)	-	6,088	2,385	(9,865)	1,392	-
Billingham Foodbank	-	20,465	(26,457)	5,992	-	27,310	(43,305)	15,995	-
Tees Valley Regeneration Fund (TVRF)	-	29,850	(7,904)	-	21,946	-	(29,869)	7,923	-
Big Lottery Fund - Adapting to Change	-	39,620	(12,494)	-	27,126	79,576	(76,907)	-	29,795
NACAB Carbon Monoxide	-	12,015	(512)	-	11,503	17,115	(18,196)	-	10,422
Billingham Max	-	-	-	-	-	18,776	(26,395)	7,619	-
Energy Redress Scheme - Warm Up North	-	113,883	(114,068)	185	-	94,819	(73,281)	-	21,538
Building Better Opportunities (Step Forward									
Tees Valley)	-	-	-	-	-	11,687	(27,933)	16,247	-
Access to Justice Foundation	3,343	-	(3,680)	337	-	12,196	-	-	12,196
Big Energy Saving Network	-	-	-	-	-	6,824	(3,798)	-	3,026
Energy Best Deal (EBDX) Via Citizens									
Advice	-	27,500	(18,766)	(8,734)	-	28,900	(21,226)	-	7,674
Slip	-	25,032	(26,951)	1,919	-	20,950	(12,635)	-	8,316
Probation Advice	-	-	-	-	-	5,000	(4,113)	-	887
Other small grants	-	-	-	-	-	3,791	(1,854)	-	1,937
NACAB Debt Training	18,390	22,185	(31,303)	(9,272)	-	-	-	-	-
Fuel Voucher Scheme 1	-	67,337	(62,075)	(5,262)	-	-	-	-	-
Training Project	16,756	-	(13,764)	(2,992)	-	-	-	-	-

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Restricted funds

(Continued)

National Lottery Community Fund - Help Through Crisis	10,566	24,560	(35,194)	68	-	-	-	-	-
Building Better Opportunities (Step Forward Tees Valley)		15,608	(21,289)	5,681	-	-	-	-	-
SBC - Stockton Welfare Advice Network (SWAN)		10,630	(8,857)	(1,773)	-	-	-	-	-
Pioneering Care Partnership ICAS		2,278	(5,059)	2,781	-	-	-	-	-
Reducing Child Poverty		7,605	(5,058)	(2,546)	-	-	-	-	-
NACAB - Universal Credit Support		100,673	(100,841)	168	-	-	-	-	-
Census Support		5,880	(4,209)	(1,671)	-	-	-	-	-
	(49,055)	1,021,500	(960,306)	(43,585)	66,663	657,751	(670,832)	69,342	89,053

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Restricted funds

(Continued)

Analysis of Charitable Funds

Restricted funds are for the following purposes:

Money and Pensions Service (MaPS) via Citizens Advice - Funds to provide debt advice to those on low incomes.

SBC Dementia Hub - Funds to provide welfare advice to people with dementia and their carers.

SBC Warm Homes Healthy People - Funds to reduce deaths due to vulnerable people living in cold housing.

Northern Gas Networks - Addressing carbon monoxide safety issues.

Energy Redress Scheme - Energy Welfare advice for people at risk of fuel poverty.

Fuel Voucher Scheme - Distribution of fuel vouchers to people at risk of disconnection.

Billingham Foodbank - Welfare advice for people visiting Billingham and Stockton Foodbank.

Tess Valley Regeneration Fund - Advice for people with ill health.

NACAB - Funds to provide advice to people making a first claim for Universal Credit.

Billingham Max - To provide energy related benefits advice to vulnerable adults in Billingham.

Energy Redress Scheme - Warm Up North - Funds to provide energy advice to vulnerable consumers.

Building better opportunities Step Forward Tees Valley (BBO) - Funds to support unemployed people into employment training.

Access to Justice Fund (ATJF) - Training of new advisors to provide welfare advice to clients.

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Restricted funds

(Continued)

Big Energy Saving Network (BESN) - To provide support to vulnerable individuals with their energy bills.

Big Lottery Fund Adapting to Change - Funds to provide welfare support to those with welfare issues.

Energy Best Deal via citizens advice (EBDX) - To provide energy advice and access to energy discounts.

SLIP - Funds to provide legal advice to low income individuals.

Probation Advice - Funds to provide advice and support to individuals upon their resettlement from prison.

Other Small Grants

HMCTS - To provide digital training.

Northstar Foodbank - To provide support to those in welfare crisis.

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2023 are represented by:						
Tangible assets	6,712	-	6,712	8,950	-	8,950
Current assets/(liabilities)	440,163	89,053	529,216	432,396	66,664	499,060
	<u>446,875</u>	<u>89,053</u>	<u>535,928</u>	<u>441,346</u>	<u>66,664</u>	<u>508,010</u>

17 Operating lease commitments

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

	2023 £	2022 £
Within one year	34,200	24,000
Between two and five years	-	12,000
	<u>34,200</u>	<u>36,000</u>

The operating leases represent leases of rent to third parties. The leases are negotiated over terms of 5 years and rentals are fixed for 1 year. All leases include a provision for five-yearly upward rent reviews according to prevailing market conditions. There are options in place for either party to extend the lease terms.

18 Related party transactions

Remuneration of key management personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was as follows:

	2023 £	2022 £
Aggregate compensation	<u>55,528</u>	<u>44,863</u>

STOCKTON AND DISTRICT ADVICE AND INFORMATION SERVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

19	Cash generated from operations	2023	2022
		£	£
	Surplus for the year	27,918	133,157
	Adjustments for:		
	Depreciation and impairment of tangible fixed assets	2,238	2,983
	Movements in working capital:		
	Decrease/(increase) in debtors	96,154	(10,152)
	(Decrease)/increase in creditors	(41,849)	16,312
	Cash generated from operations	84,461	142,300
