

Registered company number - 05316853
Registered charity number - 1108967

DOVER, DEAL & DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

The trustees have pleasure in presenting their report and the unaudited financial statements for the year ended 31 March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006 relating to small companies, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

REFERENCE AND ADMINISTRATIVE DETAILS**Charity name**

Dover, Deal & District Citizens Advice Bureau (a company limited by guarantee)

Company number

5316853

Charity number

1108967

Registered office

Maison Dieu Gardens
Dover
Kent
CT16 1TG

Chief executive and Company Secretary

Jan Stewart

Trustees/Directors

Gillian Plummer
David Pestell
Donnie Farago
Pauline Goldsack
Guy Banyard
Jillian Harrison (resigned 24.1.24)
Nathanael Theisen
Daniel Friend

Council representatives

Cllr H Williams

Bankers

Lloyds Bank Plc
43-45 Sandgate Road
Folkestone
Kent
CT20 1RZ

Independent examiner

Mr S J Wren FCCA
Accountancy Matters (Kent) Limited
The Marlowe Innovation Centre
Marlowe Way
Ramsgate
Kent CT12 6FA

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

STRUCTURE, GOVERNANCE AND MANAGEMENT**Governing document**

Dover, Deal & District Citizens Advice Bureau (DDCAB) is a registered charity and a company limited by guarantee. The company has 12 members whose liability is limited to £1 each. The bureau is governed by its Memorandum and Articles of Association. DDCAB was incorporated on 20 December 2004, to take over the assets, liabilities and operations of Dover Citizens Advice Bureau and Deal & District Citizens Advice Bureau. The bureaux had operated as one organisation since April 2004 and the bureau took the operations of both bureaux on 1 August 2005. This report and the work and aims contained herein must be read against this background.

Recruitment and appointment of trustee directors

Directors are elected at the Annual General Meeting by the members of the bureau in accordance with the Articles of Association. The constitution contains provisions for the co-option of directors and the nomination of corporate representatives (subject to maxima) which have yet to be exercised. The directors elect a chair from amongst their number. The Bureau's principal funder (Dover District Council) appointed 2 representatives to supervise its interests.

Induction of trustee directors

Directors are provided with Citizens Advice publications on their duties and receive training from Citizens Advice.

Organisational structure

The Bureau is governed by its Board of Directors which is responsible for setting the strategic direction of the organisation and the policy of the charity. The directors carry the ultimate responsibility for the conduct of the bureau and for ensuring that the charity satisfies its legal and contractual obligations. Directors meet quarterly as a minimum and delegate the day to day operation of the organisation to management. The Board of Directors is independent of management. Directors' interests must be declared and noted in the minutes of Board Meetings. The directors have delegated day to day management of the charity to the Chief Executive. The Directors, Jan Stewart (Chief Executive), Natasha James (Service Manager) are the Key Management Personnel as defined by the Charities SORP FRS 102.

Related parties

The Bureau is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for the standards of advice and casework managements as well as monitoring progress against these standards. Operating policies are independently determined by the bureau's Board of Directors in order to fulfil its charitable objects and comply with the national membership requirements.

The Bureau operates and liaises with a number of other advisory services, local charities and social services departments on behalf of itself and its clients. Where one of the directors holds the position of trustee/director of another charity, he/she may be involved in discussions regarding that other charity but not in the ultimate decision making process.

Major risks

The directors recognise that any major risks to which the charity is exposed need to be reviewed regularly. To that end, the bureau is continually monitoring and managing its risks and ensuring action plans are in place to mitigate its key risks.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

Major risks - Cont'd

Included in external risks is that of the loss of funding. 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 for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

OBJECTIVES AND ACTIVITIES**Objectives**

The charity's objectives are to promote any charitable purpose for the benefit of the community in Dover, Deal and District by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Aims

Dover and Deal Citizens Advice 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 services and to ensure individuals do not suffer through lack of knowledge or an inability to express their needs effectively.

Activities, achievements, performance and factors affecting achievement of objectives

Dover and Deal Citizens Advice has capitalised on its move to the new offices in Deal and the expanded offices in Dover. We have currently 12 new trainees undertaking our extensive training which will make a huge difference to our service offer. They all do a brilliant job and without them we wouldn't exist.

We are working with our sister Citizens Advice offices in Kent to investigate the possibility of merging the 6 offices into one stronger and more streamlined entity. This will enable us to look into achieving larger grants for substantial projects. We have working group investigating this plan to report back 2025.

We have dealt with over 10,000 issues and we have brought in £1,189,383 to the district. For every £1 of our grant from DDC we have provided 12.5 times as much back in financial gain to the district. We have seen a 3 fold increase in people reporting domestic abuse in our area and dealt with debt benefits and housing as our top three issues.

FINANCIAL REVIEW

Short-term funding has effectively improved over the last financial year. Nevertheless, we remain entirely dependent on our core funding from Dover District Council, without which we could not offer a service. We have also been able to offer substantial help through the household fund to those in the greatest hardship. We have received national funding to develop our energy advice services and our advice line services. We continue to maintain and where possible increase the availability of our services with the help of our funders where we are in a financially viable position to do so .

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

Reserves policy and going concern

The Trustees are required to ensure that unrestricted monies are available in each financial year to meet any reasonable foreseeable contingency. As such, we keep sufficient reserves to enable us to wind up the Charity without a deficit, should that prove necessary. In reviewing the potential costs that could arise should a significant reduction in income be incurred, the directors have determined that unrestricted reserves should be maintained equal to approximately 3 months normal operating expenditure. At 31 March 2024 our unrestricted general reserves exceeded this amount. We are always alert to the possibility that our Service could face reduced funding and in those circumstances unrestricted reserves would be reduced if activities were to continue at the same level

The accounts have been prepared on a going concern basis on the expectation that the charity will receive sufficient funding for at least one year from the date these accounts are formally approved. The Charity is heavily dependent on Dover District Council and a three year service level agreement which although is due to expire on 31 March 2025, a further three agreement with the Council has been agreed in principle.

Principal funding sources

We are reliant on Dover District Council for funding and we thank them for their support.

We have also again received household funding to distribute to clients who are struggling in the present climate.

Short term funding has been achieved this year but the projects usually only last for twelve months.

We do have the ongoing Money Advice Service funding and several other funding bids in place.

This is also the reason that we are considering merger.

Investment policy and activities

The governing document gives power of investment to directors as they may decide fit. The directors believe that any investments should be in the lowest risk category. Apart from the designated funds, other cash funds arise because the Local Authority Grant is now paid in one instalment across the financial year, for which we are grateful. Accordingly, the trustees consider any investment to be short term in nature and that bank deposits are the most appropriate investment vehicle. Only our designated Charity Closure fund is held in the form of a bond.

FUTURE PLANS

We are continuing to develop our services with the use of technology and AI. We have put more resources into our telephone and email services and added a useful BOT to our website to give clients direct access to our appointments and information systems.

Over the next two years we will look to merge with our sister organisations in East Kent while protecting our local service offer.

PUBLIC BENEFIT

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act 2006 to have due regard to the Charity Commission public benefit guidance.

Signed on behalf of the Board of Trustees by :

Jan Stewart - Company secretary

Date : 19 December 2024

DOVER, DEAL & DISTRICT CITIZENS ADVICE BUREAU

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 6 to 15.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 Company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 386 of the 2006 Act other than any requirements 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 the 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.

S J Wren FCCA
Accountancy Matters (Kent) Limited
Chartered Certified Accountants
The Marlowe Innovation Centre
Marlowe Way
Ramsgate
Kent
CT12 6FA

Date : 27 December 2024

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds	Restricted funds	Total funds 2024	Total funds 2023
		£	£	£	£
INCOME					
Donations and grants	2a	42,369	70,375	112,744	100,345
Charitable activities	2b	215,631	55,860	271,491	210,382
Income from other trading activities	2c	-	-	-	(325)
Investment income	2d	887	-	887	276
TOTAL INCOME		258,887	126,235	385,122	310,678
EXPENDITURE					
Costs of raising funds	3	7,711	-	7,711	7,087
Charitable activities	3	269,746	98,950	368,696	282,252
TOTAL EXPENDITURE		277,457	98,950	376,407	289,339
NET (EXPENDITURE)/INCOME FOR THE YEAR BEFORE TRANSFERS	4	(18,570)	27,285	8,715	21,339
Transfers between funds	10	14,613	(14,613)	-	-
NET MOVEMENT IN FUNDS FOR THE YEAR		(3,957)	12,672	8,715	21,339
Balances as at 1 April 2023		128,967	45,414	174,381	153,042
BALANCES AT 31 MARCH 2024		125,010	58,086	183,096	174,381

**BALANCE SHEET
AS AT 31 MARCH 2024**

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	6	22,720	20,456
CURRENT ASSETS			
Debtors and prepayments	7	12,283	2,403
Balances at bank: Shawbrook Bank Limited		35,226	35,158
Lloyds Bank Plc		128,645	138,425
Cash in hand		186	247
		176,340	176,233
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	8	(15,964)	(22,308)
		160,376	153,925
NET ASSETS	9	183,096	174,381
Represented by:			
FUNDS OF THE CHARITY			
Unrestricted general fund	10	67,290	73,511
Designated funds	10	57,720	55,456
Restricted funds	10	58,086	45,414
TOTAL FUNDS		183,096	174,381

For the financial year ended 31 March 2024 the company was entitled to exemption from audit under s.477 Companies Act 2006 and no members have deposited a notice under s.476 requiring an audit.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s.386 of the Act for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Charities SORP (FRS 102).

Approved and signed for issue by the trustees on 19 December 2024.

Gillian Plummer - Chair

David Pestell - Vice Chair

Company number - 05316853

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

1 ACCOUNTING POLICIES

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

Dover, Deal & District 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 note.

The principal accounting policies adopted are as follows:

a) Preparation of the accounts on a going concern basis

The accounts have been prepared on a going concern basis on the expectation that the charity will receive sufficient funding for at least one year from the date these accounts are formally approved. The Charity is heavily dependent on Dover District Council and a three year service level agreement which although is due to expire on 31 March 2025, a further three agreement with the Council has been agreed in principle.

b) Income

Grants receivable - grants made to finance the activities of the bureau are credited to the Statement of Financial Activities (SOFA) in the period to which they relate.

Bank interest - bank interest is included in the SOFA on receipt.

Other income - other income, including donations and gifts are included as they were received.

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

Deferred income - grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected within deferred income on the balance sheet.

c) Expenditure

All expenditure is accounted for on an accruals basis and includes VAT where applicable. All expenditure directly related to the provision of the advisory services is included within the charitable expenditure. Other costs incurred have been allocated between activities for generating funds and governance as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time spent.

d) Depreciation of fixed assets

Tangible fixed assets costing more than £200 are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows :

Leasehold improvements	20% straight line
Computers, software and equipment	33% straight line
Furniture and fittings	25% straight line

e) Leases

Rental costs are charged to the Statement of Financial Activities as incurred.

f) Pensions

The pension cost charge in the Statement of Financial Activities represent the contributions payable by the bureau in the relevant year.

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

1 ACCOUNTING POLICIES

g) Fund accounting

Unrestricted funds are grants, donations and other incoming resources receivable by the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds relates to income to be used for specific purposes as laid down by the donor.

h) Significant judgements and estimates

No significant judgements have had to be made by the Trustees in preparing these financial statements

2 INCOME

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
a) Donations and grants				
Estimated market rent value of premises provided by Dover District Council at no cost:				
Dover premises	14,900	-	14,900	10,000
Dover District Council	-	68,870	68,870	80,000
Cit - A -Out of Area Pilot project	25,160	-	25,160	-
Cit - A - Debt Modernisation	-	1,505	1,505	-
DWP - Kickstart	-	-	-	4,177
Donations	2,309	-	2,309	6,168
	<u>42,369</u>	<u>70,375</u>	<u>112,744</u>	<u>100,345</u>
b) Charitable activities				
Dover District Council	97,000	-	97,000	97,000
Dover District Council - Employment service			-	30,000
Money Advice Service		55,860	55,860	54,233
CA in North & West Kent - Mental Health	44,413	-	44,413	11,041
CA in North & West Kent - Advice Line	-	-	-	13,072
The Trussell Trust - Deal Food Bank	12,325	-	12,325	5,036
Dover Outreach Centre - Dover Foodbank	4,862	-	4,862	-
CA Oxfordshire South and Vale	5,000	-	5,000	-
Cit - A - Energy Advice Project	5,906	-	5,906	-
Cit - A - Cost of living funding	15,000	-	15,000	-
Cit - A - Remote Service Delivery	31,125	-	31,125	-
	<u>215,631</u>	<u>55,860</u>	<u>271,491</u>	<u>210,382</u>
c) Income from other trading activities				
Share of running costs of Deal premises	-	-	-	(325)
Fundraising	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>(325)</u>
d) Investment income				
Bank interest received	887	-	887	276

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

3 EXPENDITURE

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
Costs of raising funds :				
Wage costs	7,711	-	7,711	7,087
Charitable activities :				
Wage costs	118,593	70,928	189,521	131,303
Subcontract	-	3,961	3,961	3,571
Travel and other staff and volunteer costs	3,801	-	3,801	3,150
Hardship Support costs	-	22,242	22,242	14,836
Publicity	581	-	581	549
Telephone charges	3,844	-	3,844	3,702
Printing, postage and stationery	6,982	-	6,982	3,597
Copier lease	1,941	-	1,941	2,044
Information and training	2,774	1,222	3,996	3,105
CAB subscription and reference materials	5,005	-	5,005	6,009
Computer & office equipment support and maintenance	7,825	597	8,422	2,956
Property maintenance	2,160	-	2,160	810
Covid PPE and cleaning	-	-	-	519
Estimated market value of premises provided by Dover District Council at no cost:				
Dover premises	14,900	-	14,900	10,000
Rent	5,760	-	5,760	3,600
Utility costs	643	-	643	590
Sundries	-	-	-	150
Depreciation	12,252	-	12,252	11,234
Support costs				
Wage costs	69,651		69,651	67,742
Insurance	407		407	1,371
Bank charges and interest	134		134	136
Accountancy fees	2,103		2,103	1,627
Payroll costs	640		640	714
Governance costs				
Wage costs	8,142		8,142	7,292
Trustee and AGM expenses	-	-	-	-
Legal and professional	48	-	48	85
Independent Examiner's fee	1,560	-	1,560	1,560
	<u>269,746</u>	<u>98,950</u>	<u>368,696</u>	<u>282,252</u>
Total Expenditure	<u>277,457</u>	<u>98,950</u>	<u>376,407</u>	<u>289,339</u>

Of the total expenditure in 2023 of £289,339, £195,244 was unrestricted and £94,095 was restricted.

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

4 NET EXPENDITURE IS STATED AFTER CHARGING

	2024	2023
	£	£
Depreciation	12,252	11,234
Independent Examiner's remuneration :		
Management accounts/payroll	2,743	2,341
Independent Examiners' fee	1,560	1,560

5 INFORMATION REGARDING EMPLOYEES

	2024	2023
	£	£
Wages and salaries	253,961	198,928
Redundancy	-	-
Social security costs	21,432	16,244
Employer pension contributions	4,632	3,252
Employment Allowance	(5,000)	(5,000)
	275,025	213,424

The average monthly head count was 12 staff (2023 - 10 staff).

The average number of employees based on full time equivalents analysed by function was:

	2024	2023
	Number	Number
Advisory services	8	6
Management and administration	2	2
	10	8

No employee received remuneration of more than £60,000 during the year or the preceding year.

No trustees received remuneration or expenses from the charity during the year (2023 - £Nil).

The total employee benefits (including employers national insurance) of the key management personnel of the charity were £76,863 (2023 - £73,550)

6 FIXED ASSETS

	Leasehold Improvements	Furniture & fittings	Computers, software & equipment	Total
	£	£	£	£
Cost				
As at 1 April 2023	21,395	12,624	41,143	75,162
Additions	3,280	759	10,476	14,515
Disposals	-	(698)	(25,362)	(26,060)
As at 31 March 2024	24,675	12,685	26,257	63,617
Depreciation				
As at 1 April 2023	8,558	6,387	39,761	54,706
Disposals	-	(698)	(25,362)	(26,060)
Charge for the year	4,935	2,790	4,526	12,251
As at 31 March 2024	13,493	8,479	18,925	40,897
Net book value				
As at 31 March 2024	11,182	4,206	7,332	22,720
As at 31 March 2023	12,837	6,237	1,382	20,456

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

7 DEBTORS	2024	2023
	£	£
Other debtors	3,242	-
Accrued income	6,972	-
Prepayments	2,069	2,403
	<u>12,283</u>	<u>2,403</u>

8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2024	2023
	£	£
Taxation and social security	7,039	-
Other creditors	6,182	3,366
Accruals	2,743	2,935
Deferred income	-	16,007
	<u>15,964</u>	<u>22,308</u>

9 ANALYSIS OF NET ASSETS BETWEEN FUND

	General funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fixed assets	-	22,720	-	22,720
Current assets	83,254	35,000	58,086	176,340
Current liabilities	<u>(15,964)</u>	<u>-</u>	<u>-</u>	<u>(15,964)</u>
Net assets as at 31 March 2024	<u>67,290</u>	<u>57,720</u>	<u>58,086</u>	<u>183,096</u>

ANALYSIS OF NET ASSETS BETWEEN FUND - PREVIOUS YEAR

	General funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fixed assets	-	20,456	-	20,456
Current assets	95,819	35,000	45,414	176,233
Current liabilities	<u>(22,308)</u>	<u>-</u>	<u>-</u>	<u>(22,308)</u>
Net assets as at 31 March 2023	<u>73,511</u>	<u>55,456</u>	<u>45,414</u>	<u>174,381</u>

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

10 MOVEMENT IN FUNDS

	As at 1 04 2023 £	Income £	Expenditure £	Transfers £	As at 31 03 2024 £
Restricted funds					
Money Advice Service	-	55,860	(59,382)	3,522	-
Hardship Support Fund	44,114	68,570	(39,568)	(15,030)	58,086
Video Equipment	1,300	(1,300)	-	-	-
Debt Modernisation Fund	-	1,505	-	(1,505)	-
Cost of Living Impact Fund	-	1,600	-	(1,600)	-
Total restricted funds	45,414	126,235	(98,950)	(14,613)	58,086
Designated funds					
Charity closure	35,000	-	-	-	35,000
Fixed assets fund	20,456	-	-	2,264	22,720
Total designated funds	55,456	-	-	2,264	57,720
Unrestricted general funds	73,511	258,887	(277,457)	12,349	67,290
Total funds	174,381	385,122	(376,407)	-	183,096

RESTRICTED FUNDS

Money Advice Service

Money Advice Service Hardship Support Fund in partnership with central Citizens Advice. This project is to deliver first tier debt advice to 22 clients per month, completing an initial assessment and offering help and referral within Citizens Advice service and our own debt specialist. The transfer of £3,522 from general funds relates to an overspend on the fund.

Hardship Support Fund

We operated a hardship fund with funding received from Dover District Council which gives us the opportunity to provide essentials to people in the greatest need throughout the current financial climate. We work with our partnership of voluntary organisations to assist those in the most need with financial support and financial guidance to ensure that those in the most need are helped in order to avoid future issues. In agreement with Dover District Council, some of the Fund has been used to sustain our core services for the benefit of the local population. The transfer to general funds relates to a contribution towards the charity's overheads of £13,714 and capital expenditure of £1,316.

Video Equipment

A grant received in a previous year from Dover District Council to fund video/publishing equipment to allow us to create help videos to be embedded on our revised website. As this grant has not been used it has been returned to the District Council

Debt Modernisation Fund

This project is to work with those in need to maximise their income. The funds were used to update our IT equipment and therefore is shown a fixed asset and therefore a transfer has been made to unrestricted funds.

Cost of living Community Impact Fund

This fund allows us to purchase four advice tablet hubs for the district to allow clients direct access to our services. As these tablets are fixed assets they are shown as a transfer to unrestricted funds.

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

DESIGNATED FUNDS

Charity closure

The Trustees have created a fund to represent the estimated costs of the charity if it had to close due to a lack of funding.

Fixed assets

A fund created by the Trustees and represents the net book value of the charity's fixed assets at the balance sheet date. The fund was created as the carrying value of the assets cannot be utilised for future expenditure.

MOVEMENT IN FUNDS - PREVIOUS YEAR

	As at 1 04 2022 £	Income £	Expenditure £	Transfers £	As at 31 03 2023 £
Restricted funds					
Money Advice Service	-	54,233	(49,259)	(4,974)	-
Hardship Support Fund	12,601	80,000	(14,836)	(33,651)	44,114
Video Equipment	1,300	-	-	-	1,300
Employment Service	-	30,000	(30,000)	-	-
Total restricted funds	13,901	164,233	(94,095)	(38,625)	45,414
Designated funds					
Charity closure	35,000	-	-	-	35,000
Fixed assets fund	26,501	-	-	(6,045)	20,456
Total designated funds	61,501	-	-	(6,045)	55,456
Unrestricted general funds	77,640	146,445	(195,244)	44,670	73,511
Total funds	153,042	310,678	(289,339)	-	174,381

RESTRICTED FUNDS - PREVIOUS YEAR

Money Advice Service

Money Advice Service funded Debt Advice Project in partnership with central Citizens Advice. This project is to deliver first tier debt advice to 35 clients per month, completing an initial assessment and offering help and referral within Citizens Advice service and our own debt specialist. The transfer of £4,974 to general funds is a contribution towards office and utility costs.

Hardship Support

We operated a hardship fund with funding received from Dover District Council which gives us the opportunity to provide essentials to people in the greatest need throughout the current financial climate. We work with our partnership of voluntary organisations to assist those in the most need with financial support and financial guidance to ensure that those in the most need are helped in order to avoid future issues. In agreement with Dover District Council, some of the Fund has been used to sustain our core services for the benefit of the local population. The transfer to unrestricted funds is in respect of the wage cost (£17,599) in administering the Fund, contribution towards fixed assets (£3,421), other non direct financial support costs (£631) and an agreed contribution towards the charity's office costs (£12,000).

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

RESTRICTED FUNDS - PREVIOUS YEAR - Cont'd

Video Equipment

A grant from Dover District Council to fund video/publishing equipment to allow us to create help videos to be embedded on our revised website. As at the year end this grant has not been used and therefore will be carried forward to next year.

Employment service

Dover District Council funded an employment specialist for two years from April 2021. They will work with those in the greatest need following employment issues to ensure they do not suffer from a lack of support or knowledge.

DESIGNATED FUNDS - PREVIOUS YEAR

Charity closure

The Trustees have created a fund to represent the estimated costs of the charity if it had to close due to a lack of funding.

Fixed assets

A fund created by the Trustees and represents the net book value of the charity's fixed assets at the balance sheet date. The fund was created as the carrying value of the assets cannot be utilised for future expenditure.

11 FINANCIAL COMMITMENTS

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

	2024 £	2023 £
within one year	2,977	1,365
within two to five years	1,089	756
after five years	-	-
	<hr/> <hr/>	<hr/> <hr/>

12 MEMBERS LIABILITY

The company is a company limited by guarantee. The members' liability is limited to £1 each.

13 CORPORATION TAXATION

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

14 RELATED PARTY TRANSACTIONS

There were no transactions with related parties during the year under review or the preceding year.