

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

(a company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

Registered Charity No: 1109976

Company Registered No: 5351800

**GEORGE HAY PARTNERSHIP LLP
CHARTERED ACCOUNTANTS
BRIGHAM HOUSE
93 HIGH STREET
BIGGLESWADE
BEDFORDSHIRE
SG18 0LD**

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU
(a company limited by guarantee)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

CONTENTS

	<u>Page</u>
Board's Report to the Members	1 – 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10 - 11
Notes forming part of the financial statements	12 - 17

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2022

The Board presents its report and the financial statements for the year ended 31 March 2022.

Reference and Administrative Information

Charity Name: Mid Bedfordshire Citizens Advice Bureau

Charity registration number: 1109976

Company registration number: 5351800

Registered Office and
Operational address: Century House
Market Square
Biggleswade
Bedfordshire

Additional
Operational address: 10 Bedford Street
Amphill
Bedfordshire

Trustee Board

Richard J Wiltshire	Chair
Balal Bunion	Treasurer Resigned 14 May 2021
Roger H Sanbrook	
Mark A Smith	
David C Stoppard	
Lesley Blundell	
David T Bushman	
Clifford M Carter	
Christopher I P Martin	Resigned 1 July 2022
Kenneth Hugill	
Neil EP McGowan	Appointed 30 November 2021

Administrator

Christina King (Chief Officer)	Resigned 10 September 2021
Jo Hansen-Cole (Chief Officer)	Appointed 8 September 2021

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2022— (continued)

Reference and Administrative Information (Continued)

Independent Examiner

CA Alrey FCCA of George Hay Partnership LLP

Brigham House, 93 High Street, Biggleswade, Bedfordshire, SG18 0LD

Bankers

Barclays plc

Structure, Governance and Management

Governing Document

The governing document is its Memorandum and Articles of Association and was incorporated on 3rd February 2005. The Charity is a company limited by guarantee and has no share capital. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustee Board

The Board of directors of the company is also the Board of trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the members of Board are elected or co-opted to serve for a period of three years.

The Trust was formed to promote any charitable purpose for the benefit of the community in Mid-Bedfordshire and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

A broad range of management and business experiences are represented on the Board. In the event of particular skills being lost through retirement individuals are approached to offer themselves for election or co-option to the Board.

Trustee Induction and Training

Apart from being advised by the Administrator of the duties of trustees, new members work alongside the existing trustees to experience the duties required and to become familiar with the range of work undertaken by the charity. Trustee bulletins and training events are provided by the National Citizens Advice Organisation.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2022 - (continued)

Structure, Governance and Management (Continued)

Risk Management

The Board continues to review the major risks to which the charity is exposed. A strategic plan has been developed to target the direction the charity will take as the Central Bedfordshire unitary authority develops its strategy for the voluntary sector. The plan will be continuously updated and will seek to identify new sources of funding and projects. Internal risks are minimised by the implementation of procedures of authorisation of all transactions and projects.

Organisational Structure

The Mid Bedfordshire Citizens Advice Bureau has a Board that meets at least quarterly and is responsible for the strategic direction and policy of the charity. At the year end the Board had ten members from a variety of backgrounds relevant to the work of the charity. The Administrator attends the Board meetings but has no voting rights. We have on average 30 volunteers supporting the service.

Day-to-day responsibility for the provision of services rests with the Administrator under the direction of trustees as appropriate. Training is provided when necessary to benefit the charity.

Objectives and Activities

The company's objectives and principal activities are to:

- promote any charitable purpose for the benefit of the community in Mid-Bedfordshire and surrounding areas by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.
- provide and maintain Local Citizens Advice (LCA) offices situated in Ampthill and Biggleswade which are open to the public.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2022 - (continued)

Objectives and Activities (Continued)

The main objectives and activities for the year continue to focus upon giving help and advice to clients on a wide range of subjects. The strategies employed by the charity to achieve this include the following:

- providing main advice centres at Ampthill and Biggleswade.
- providing an effective Gateway service to improve access to the service and quality of advice.
- operating a specialist outreach service, which helps clients mainly with disability benefits.
- providing training on basic financial skills on request.
- providing personalized budgeting support for Universal Credit claimants.
- providing satellite advice surgeries at Stotfold and Sandy.
- providing satellite advice surgeries for residents of Liddington, Marston Moretaine and Brogborough using premises kindly provided by Liddington Church.
- seeking diversity of funding to secure long term operation.
- complying with General Data Protection Regulation (GDPR) since 25 May 2018.
- maintaining and developing an informative website (www.midbedscab.org.uk).
- working with local statutory bodies and feeding evidence to Citizen Advice to influence research and campaigns.
- working with Advice Central and other advice agencies operating in Central Bedfordshire to improve access to advice services.
- providing the Department of Work and Pensions funded "Help to Claim Service" in partnership with Citizens Advice.
- providing the Money and Pensions Service funded debt advice project in partnership with Citizens Advice.

Effect of Coronavirus on Operations

This year the means by which we were able to operate have been seriously prejudiced by the Coronavirus pandemic. We have introduced a small number of face-to-face advice appointments, the majority of our service has been provided by phone and email with staff and volunteers operating from home.

Achievements and Performance

The main areas of charitable activity are to provide the advice people need for the problems they face and equally to improve the policies and practices that affect people's lives.

The LCA website (www.midbedscab.org.uk) has continued to provide a source for the wider public to access information by linking into the national Citizens Advice website which informs on many topics.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2022 - (continued)

Financial Review

In 2021/22 our main sponsor maintained our core funding at the 2020/21 level including funding to increase opening hours on a temporary basis to deal with the impact of Welfare Reform. We continued to search for new sources of funding, with some success in respect of donations and project funding, but we have not assured funding to provide long term security. The Board continues to seek to develop new sources of funding to assure long term security.

Principal Funding Sources

The LCA is grateful for its funding generated via local and national grants and donations. Core funding for the service came from Central Bedfordshire Council. Financial support from Potton Consolidated Charities was also much appreciated. We wish to thank those individuals who made individual donations.

We have continued to receive funding to provide the Department of Work and Pensions funded "Help to Claim Service" in partnership with Citizen Advice.

We have continued to receive funding through the Money and Pensions Service to provide a debt service in partnership with Citizens Advice.

We have continued with our outreach home visiting project, and due to the COVID pandemic have been providing specialist support remotely as well as re-introducing home visits. Town and parish councils have also continued to contribute to the funding. Making grants in this year were:

Gamlingay Parish Council
Langford Parish Council

Shefford Town Council

Ensuring funding streams for a salaried post of this nature continues to prove challenging.

Investment Policy

The Board has considered the most appropriate policy for investing funds.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2022 - (continued)

Financial Review (Continued)

Reserves Policy

The Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure. Expenditure for the year ending 31 March 2022 was £202,030 and therefore the target is £50,507 to £101,015 in unrestricted funds. The reserves are needed to meet the working capital requirements of the charity. The present unrestricted fund of the charity is £117,334 (2021 £109,344).

Plans for Future Periods

The charity plans to continue with the activities outlined above (with the exception of the Department of Work and Pensions funded "help to claim service") and take an active role to achieve its objectives in response to the more competitive and challenging public service environment. Plans therefore are in train to:

- maintain the current level of phone and email service provision
- re-introduce face-to-face delivery following removal of restrictions imposed by the Covid-19 pandemic
- explore new channels of delivery, for example web chat
- continue to be able to offer the Citizens Advice service to housebound clients in their own homes and give advice on accessing benefits, grants and other services to help vulnerable members of the community

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Board's Report for the year ended 31 March 2022 — (continued)

Responsibilities of the Board

Company law requires the Board to prepare the financial statements for each financial year, which gives a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements the board should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board is responsible for proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board

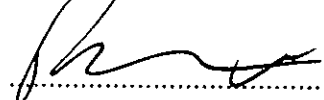
Members of the Trustee Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Independent Examiner

CA Airey FCCA of George Hay Partnership LLP was re-appointed as the charitable Independent Examiner company's reporting accountant and has expressed his willingness to continue to act in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board on 17/10/22 and signed on its behalf by:


.....
Richard J Wiltshire – Chair of the Board

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Independent Examiner's Report to the Trustees of Mid Bedfordshire Citizens Advice Bureau

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022, which are set out on pages nine to seventeen

Responsibilities of trustees and examiner

As the charity trustees of the Company, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

As the charity's trustees, you have considered that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

I report in respect of my examination of the Company's accounts carried out under section 145 of the Act and in carry out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



**CA Airey FCCA of
George Hay Partnership LLP
Chartered Accountants
93 High Street
Biggleswade
Bedfordshire**

Dated : 27/10/2022

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

Statement of Financial Activities (including Income & Expenditure Account) for the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Incoming Resources					
<i>Voluntary Income:</i>					
Donations and Grants		115,662	103,924	219,586	199,271
<i>Activities for Generating Funds:</i>					
Investment Income	6	9	-	9	39
Fundraising Events		-	-	-	-
Other		-	-	-	-
Total Incoming Resources		<u>115,671</u>	<u>103,924</u>	<u>219,595</u>	<u>199,310</u>
Resources Expended					
<i>Costs of Generating Funds:</i>					
Fundraising Trading; Cost of Goods					
Sold and Other Costs	2	-	-	-	-
Charitable Activities	2	89,419	109,949	199,368	192,393
Governance Costs	2	2,567	95	2,662	2,605
Total Resources Expended		<u>91,986</u>	<u>110,044</u>	<u>202,030</u>	<u>194,998</u>
Net Incoming Resources Before Other Recognised Gains	3	<u>23,685</u>	<u>(6,120)</u>	<u>17,565</u>	<u>4,312</u>
Transfers between Funds		(15,695)	15,695	-	-
		<u>7,990</u>	<u>9,575</u>	<u>17,565</u>	<u>4,312</u>
Other Recognised Gains		-	-	-	-
Net Movement in Funds		<u>7,990</u>	<u>9,575</u>	<u>17,565</u>	<u>4,312</u>
Reconciliation of Funds					
Total Funds Brought Forward		109,344	2,158	111,502	107,190
Total Funds Carried Forward		<u>117,334</u>	<u>11,733</u>	<u>129,067</u>	<u>111,502</u>

All incoming resources and resources expended derive from continuing activities.

The notes on pages 12 to 17 form part of these accounts.

Movements in funds are disclosed in Note 12 to the accounts

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

BALANCE SHEET

At 31 March 2022

	Notes	2022		2021	
		£	£	£	£
CURRENT ASSETS:					
Cash at Bank and in Hand		162,781		140,244	
Debtors	7	<u>8,212</u>		<u>4,753</u>	
		170,993		144,997	
CURRENT LIABILITIES:					
Creditors	8	<u>24,016</u>		<u>19,915</u>	
NET CURRENT ASSETS			146,977		125,082
SPECIFIED PROVISIONS	9		17,910		13,580
NET ASSETS			<u>129,067</u>		<u>111,502</u>
REPRESENTED BY:					
Unrestricted Income Funds:					
General Fund	11		117,334		109,344
Restricted Income Funds:					
Outreach			-		-
Document Scanner Funding			465		465
Lidlington Satellite Funding			171		171
Help to Claim P&W Funding			-		-
MaPS DAP Funding			551		661
Coronavirus Emergency Funding			77		131
BEIS Remote Equipment Funding			469		730
Fundraising Purposes			10,000		-
			<u>129,067</u>		<u>111,502</u>

The notes on pages 12 to 17 form part of these accounts.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

BALANCE SHEET - (Continued)

At 31 March 2022

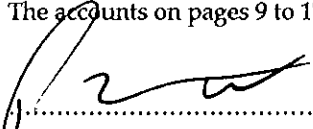
The directors are satisfied that the company was entitled to exemption under Section 477 of the Companies Act 2006 and that members have not required an audit in accordance with Section 476.

The directors acknowledge their responsibilities for:

- i. ensuring that the company keeps accounting records which comply with sections 386 and 387; and
- ii. 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 section 394 and 395, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

With regard to the Companies Act disclosure requirements only, these financial statements are prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts on pages 9 to 17 were approved by the Board on 17/10/22 and signed on its behalf by:


.....
Richard J Wiltshire – Chair of the Board

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historic cost convention in accordance with the Statement of Recommended Practice. The charity meets the definition of a public benefit entity under FRS 102.

Statement of compliance

The financial statements have been prepared in accordance with the Statement of Recommended Practice — Accounting and Reporting by Charities SORP (FRS 102) effective 1st January 2019, applicable UK Accounting Standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

Going concern

The accounts have been prepared on a going concern basis. The trustees consider there are no material uncertainties about the charity's ability to continue and have confidence that the current operating model and reserves are sufficient to mitigate the potential impact of the current coronavirus situation.

Incoming resources

Investment income and other incoming resources are recognised on a receivable basis.

Resources expended

Resources expended are recognised in the period in which they are incurred and are allocated to the particular activity where the cost relates directly to that activity.

Taxation

The company is a registered charity and as such is not generally liable to taxation.

Pension Costs

The Charity contributes to a defined pension contribution scheme for the benefit of its employees. Contributions are recognised in the financial statements when they are due.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

1. Accounting policies (continued)

Significant Judgements and Estimates

During the year, the pandemic outbreak of Covid-19 has still continued to have a significant impact on both people and industry across the world. The Board continue to carefully monitoring the situation and following the applicable guideline issued by the UK Governments. Due to the nature of the outbreak and the ongoing effect it is having around the world it is still very difficult to predict the overall impact this situation will have on the Charity going forward. The Board have exercised judgement in evaluating the impact of Covid-19 on these financial statements and have reviewed the assets for impairment as deemed necessary.

Funds Structure

Unrestricted Funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS - (continued)

For the year ended 31 March 2022

2. Resources Expended

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Fundraising Trading					
Cost of Goods Sold and Other Costs		-	-	-	-
		-	-	-	-
Charitable Costs					
Salaries, Including Pensions	4	73,302	97,408	170,710	151,621
Cleaning		104	129	233	249
Rent and Rates		7,116	5,164	12,280	12,245
Repairs and Service Charges		3	2	5	(1,021)
Electricity and Gas		460	333	793	485
I.T. Costs		2,140	1,580	3,720	12,089
Technical Support Charges		-	364	364	-
Stationery and Equipment		151	110	261	360
Telephone and Postage		2,170	1,810	3,980	11,104
Subscriptions		2,692	2,181	4,873	3,698
Training and Recruitment		86	209	295	40
Insurance		863	626	1,489	1,475
Sundry Expenses		332	33	365	48
		89,419	109,949	199,368	192,393
Governance Costs					
Travel Expenses		-	95	95	10
Independent Examiner's Fees		1,500	-	1,500	1,476
Bank Charges		189	-	189	163
Professional Fees		878	-	878	956
		2,567	95	2,662	2,605

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022 — (continued)

3. Net incoming resources

The net incoming resources are stated after charging:

	2022	2021
	£	£
Independent Examiners Fee	<u>1,500</u>	<u>1,476</u>

4. Staff Costs and Numbers

	2022	2021
	£	£
Staff Costs		
Wages and Salaries	157,287	142,088
National Insurance Costs	4,715	2,600
Pension Costs	<u>8,708</u>	<u>6,933</u>
	<u>170,710</u>	<u>151,621</u>
 Average Number Employed	 <u>11</u>	 <u>12</u>

No employees had emoluments in excess of £60,000 (2021 – none)

Total employment benefits of key management personnel were £38,324 (2021 – £44,428)

5. Trustees Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 (2021 £nil).

Trustees' expenses amounting to £nil were paid during the year ended 31 March 2022 (2021 £nil).

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2022 — (continued)

6. Investment Income

	2022	2021
	£	£
Bank Interest	<u>9</u>	<u>39</u>

7. Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Sundry Debtors and Prepayments	<u>8,212</u>	<u>4,753</u>

8. Creditors

	2022	2021
	£	£
Amounts falling due within one year:		
Sundry Creditors and Accruals	<u>24,016</u>	<u>19,915</u>

9. Specified Provisions

Reserves have been provided for specific expenditure:

	2022	2021
	£	£
Repairs and Renewals Fund	600	600
Redecoration Fund	2,500	2,500
Redundancy Fund	<u>14,810</u>	<u>10,480</u>
	<u>17,910</u>	<u>13,580</u>

10. Related Party Transactions

Restricted donations received from related parties in the year totalled £10,000 (2021 £nil).

MID BEDFORDSHIRE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2022 – (continued)

11. Analysis of Net Assets between Funds

	General Purpose Funds £	Restricted Funds £	Total £
Current Assets	159,260	11,733	170,993
Current Liabilities	(41,926)	-	(41,926)
	<u>117,334</u>	<u>11,733</u>	<u>129,067</u>

12. Movement in Funds

The funds of the charity include unrestricted funds and also restricted funds comprising of grants held on trust specifically for Outreach, Computers and Help to Claim.

Balance 31.03.21 £	Incoming Resources £	Resources Expended £	Balance 31.03.2022 £
111,502	219,595	(202,030)	129,067
<u>111,502</u>	<u>219,595</u>	<u>(202,030)</u>	<u>129,067</u>

10. Financial Commitments

Finance commitments as of 31 March 2022 amounted to £11,408 (2021 £20,534).

13. Share Capital

Mid Bedfordshire Citizens Advice Bureau is a company limited by guarantee and does not have a share capital.

14. Guarantee

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up during the time that he or she is a member or within one year afterwards, for payment of the debts and liabilities of the company contracted before he or she ceases to be a member, and of the costs, charges and expense of winding up the same and for the adjustment of the rights of contributors amongst themselves, such amount as may be required not exceeding, in the case of any member, the sum of £1.