

REGISTERED COMPANY NUMBER: 05408107 (England and Wales)
REGISTERED CHARITY NUMBER: 1110676

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024
FOR
DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU

Stoten Gillam Limited
Chartered Accountants
Alban House
99 High Street South
Dunstable
Bedfordshire
LU6 3SF

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

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FOR THE YEAR ENDED 31 MARCH 2024**

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**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

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

The trustees, who are also directors of the charity for the purposes of the Companies Act, present their report with the financial statements of the charity for the year ended 31 March 2024. In accordance with their governing documents, the trustees have adopted the provisions of the 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).

FINANCIAL REVIEW

Financial position

The company has continued to serve as the local Citizens Advice office for the people of Dunstable, Houghton Regis and surrounding areas.

Our main funding support for general advice continues to be Central Bedfordshire Council with additional support coming from Houghton Regis Town Council and charities including Wixamtree Trust and Luton & Beds Community Fund. Funding was also provided by National Citizens Advice on behalf of the government specifically to assist in introducing the Universal Credit benefit.

Total income in the year was higher than the previous year, mainly due to additional funding from Central Bedfordshire Council, The Trussell Trust and National Citizens Advice.

Total incoming resources in the year were £264,939 (2023 : £230,076).

Total resources expended in the year were £217,252 (2023 : £182,992).

The company made a surplus for the year of £47,687 (2023 : £47,084).

Reserves policy

The trustees consider that financial reserves should be held in order to ensure that the charity can continue to operate and meet the needs of clients in the event of unforeseen and potentially financially damaging circumstances arising.

Total Reserves were £225,585 at 31st March 2024 (2023 £177,898). These are partly required as a source of contingency cover for operational costs between the twice yearly disbursements of our primary funding grant from Central Bedfordshire Council, but also to meet the board's aim of having reserves to cover at least six months' operations. In addition the reserves will cover unforeseen day-to-day operational costs, non-renewal of anticipated budgeted sources of income (e.g. grants) and planned spending on projects that continue to make it easier for clients to get the advice they seek.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee as defined by the Companies Act 2006 and is controlled by its governing document, the memorandum and articles of association, which were updated and approved at the AGM on 25 September 2014.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05408107 (England and Wales)

Registered Charity number

1110676

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

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

Registered office

The Dunstable Centre
Court Drive
Dunstable
Bedfordshire
LU5 4JD

Trustees

Mr M I Coulter Retired
Mr D R Hook Retired (resigned 23/5/2024)
Mr P J Syred Design Engineer
Mr J R Kane Retired
Ms S Thorne Retired
Mrs R Y Tsang Chartered Accountant (resigned 17/5/2024)
Mr A Whayman Civil Engineer (resigned 2/5/2023)
Mrs J Watson Headteacher
Mr W Morris Landlord
Mrs C Brennan (appointed 23/5/2024)

Independent Examiner

Mr Chris Trevor FCA
Stoten Gillam Limited
Chartered Accountants
Alban House
99 High Street South
Dunstable
Bedfordshire
LU6 3SF

Approved by order of the board of trustees on and signed on its behalf by:

.....
Mr M I Coulter - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

Independent examiner's report to the trustees of Dunstable and District Citizens Advice Bureau ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr Chris Trevor FCA
The Institute of Chartered Accountants in England and Wales

Stoten Gillam Limited
Chartered Accountants
Alban House
99 High Street South
Dunstable
Bedfordshire
LU6 3SF

Date:

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		27,299	-	27,299	23,463
Charitable activities					
Charitable activities		181,857	50,260	232,117	203,667
Other trading activities	2	2,000	-	2,000	2,000
Investment income	3	3,523	-	3,523	946
Total		214,679	50,260	264,939	230,076
EXPENDITURE ON					
Charitable activities					
Charitable activities		172,563	44,689	217,252	182,992
NET INCOME		42,116	5,571	47,687	47,084
RECONCILIATION OF FUNDS					
Total funds brought forward		177,622	276	177,898	130,814
TOTAL FUNDS CARRIED FORWARD		219,738	5,847	225,585	177,898

The notes form part of these financial statements

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

**BALANCE SHEET
31 MARCH 2024**

	Notes	Unrestricted funds £	Restricted fund £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	9	5,840	-	5,840	10,425
CURRENT ASSETS					
Debtors	10	164	-	164	-
Cash at bank and in hand		218,849	24,847	243,696	197,638
		219,013	24,847	243,860	197,638
CREDITORS					
Amounts falling due within one year	11	(5,115)	(19,000)	(24,115)	(30,165)
NET CURRENT ASSETS		213,898	5,847	219,745	167,473
TOTAL ASSETS LESS CURRENT LIABILITIES		219,738	5,847	225,585	177,898
NET ASSETS		219,738	5,847	225,585	177,898
FUNDS	12				
Unrestricted funds				219,738	177,622
Restricted funds				5,847	276
TOTAL FUNDS				225,585	177,898

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

**BALANCE SHEET - continued
31 MARCH 2024**

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

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
Mr M I Coulter - Trustee

The notes form part of these financial statements

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 20% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Dilapidation reserve

There was no requirement for a dilapidation reserve for the year ended 31 March 2024. This will be kept under review going forward.

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

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

2. OTHER TRADING ACTIVITIES

	2024	2023
	£	£
External training	2,000	2,000
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	3,523	946
	<u> </u>	<u> </u>

4. GRANTS PAYABLE

	2024	2023
	£	£
Charitable activities	-	35
	<u> </u>	<u> </u>

Monies were received by the charity to enable them to provide some assistance to individuals suffering fuel poverty.

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024	2023
	£	£
Depreciation - owned assets	6,208	7,386
Other operating leases	12,634	12,472
	<u> </u>	<u> </u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

7. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2024	2023
	8	6
Average monthly staff	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

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

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	23,463	-	23,463
Charitable activities			
Charitable activities	177,886	25,781	203,667
Other trading activities	2,000	-	2,000
Investment income	946	-	946
Total	<u>204,295</u>	<u>25,781</u>	<u>230,076</u>
EXPENDITURE ON			
Charitable activities			
Charitable activities	<u>157,452</u>	<u>25,540</u>	<u>182,992</u>
NET INCOME	46,843	241	47,084
RECONCILIATION OF FUNDS			
Total funds brought forward	130,779	35	130,814
TOTAL FUNDS CARRIED FORWARD	<u>177,622</u>	<u>276</u>	<u>177,898</u>

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2023	25,409	20,606	46,015
Additions	<u>117</u>	<u>1,506</u>	<u>1,623</u>
At 31 March 2024	<u>25,526</u>	<u>22,112</u>	<u>47,638</u>
DEPRECIATION			
At 1 April 2023	18,040	17,550	35,590
Charge for year	<u>4,109</u>	<u>2,099</u>	<u>6,208</u>
At 31 March 2024	<u>22,149</u>	<u>19,649</u>	<u>41,798</u>
NET BOOK VALUE			
At 31 March 2024	<u>3,377</u>	<u>2,463</u>	<u>5,840</u>
At 31 March 2023	<u>7,369</u>	<u>3,056</u>	<u>10,425</u>

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Prepayments and accrued income	164	-
	<u>164</u>	<u>-</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Accruals and deferred income	24,115	30,165
	<u>24,115</u>	<u>30,165</u>

12. MOVEMENT IN FUNDS

	At 1/4/23	Net movement in funds	At 31/3/24
	£	£	£
Unrestricted funds			
General fund	177,622	42,116	219,738
Restricted funds			
Restricted fund	276	5,571	5,847
TOTAL FUNDS	<u>177,898</u>	<u>47,687</u>	<u>225,585</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	214,679	(172,563)	42,116
Restricted funds			
Restricted fund	50,260	(44,689)	5,571
TOTAL FUNDS	<u>264,939</u>	<u>(217,252)</u>	<u>47,687</u>

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

12. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/22 £	Net movement in funds £	At 31/3/23 £
Unrestricted funds			
General fund	130,779	46,843	177,622
Restricted funds			
Restricted fund	35	241	276
TOTAL FUNDS	<u>130,814</u>	<u>47,084</u>	<u>177,898</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	204,295	(157,452)	46,843
Restricted funds			
Restricted fund	25,781	(25,540)	241
TOTAL FUNDS	<u>230,076</u>	<u>(182,992)</u>	<u>47,084</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/4/22 £	Net movement in funds £	At 31/3/24 £
Unrestricted funds			
General fund	130,779	88,959	219,738
Restricted funds			
Restricted fund	35	5,812	5,847
TOTAL FUNDS	<u>130,814</u>	<u>94,771</u>	<u>225,585</u>

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
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**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

12. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	418,974	(330,015)	88,959
Restricted funds			
Restricted fund	76,041	(70,229)	5,812
TOTAL FUNDS	<u>495,015</u>	<u>(400,244)</u>	<u>94,771</u>

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024 nor for the year ended 31 March 2023.

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	299	5,463
Other grants	27,000	18,000
	<u>27,299</u>	<u>23,463</u>
Other trading activities		
External training	2,000	2,000
Investment income		
Deposit account interest	3,523	946
Charitable activities		
Grants	232,117	203,667
Total incoming resources	<u>264,939</u>	<u>230,076</u>
EXPENDITURE		
Charitable activities		
Wages	169,595	139,182
Social security	7,879	6,074
Pensions	2,756	2,589
Grants to individuals	-	35
	<u>180,230</u>	<u>147,880</u>
Support costs		
Management		
Office rent	12,634	12,472
Insurance	789	643
Training, reference and information services	3,816	3,334
Telephone	4,023	2,829
Office supplies	3,784	3,554
Advertising	235	-
Other expenses	469	75
Travelling	1,017	234
Repairs and renewals	-	127
Subscriptions	311	365
Volunteer expenses	1,347	1,557
Uniforms	-	313
Accountancy fees	804	798
	<u>29,229</u>	<u>26,301</u>

This page does not form part of the statutory financial statements

**DUNSTABLE AND DISTRICT CITIZENS ADVICE
BUREAU**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	2024 £	2023 £
Management		
Finance		
Bank charges	60	72
Other		
Depreciation of fixtures and fittings	4,109	4,055
Depreciation of computer equipment	2,099	3,332
	6,208	7,387
Governance costs		
AGM and Board meeting expenses	355	215
Independent examiners' fee	1,170	990
Legal fees	-	147
	1,525	1,352
Total resources expended	217,252	182,992
Net income	47,687	47,084

This page does not form part of the statutory financial statements