

**REGISTERED COMPANY NUMBER: 5449108 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1111681**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025  
FOR  
CITIZENS ADVICE MID-LINCOLNSHIRE**

Dexter & Sharpe  
Chartered Certified Accountants  
The Old Vicarage  
Church Close  
Boston  
Lincolnshire  
PE21 6NA

**CITIZENS ADVICE MID-LINCOLNSHIRE**  
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**FOR THE YEAR ENDED 31 MARCH 2025**

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# CITIZENS ADVICE MID-LINCOLNSHIRE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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).

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

The organisation is a charitable company limited by guarantee, incorporated on 11 May 2005 and registered as a charity on 13 October 2005. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Company number

5449108 (England and Wales)

#### Registered Charity number

1111681

#### Registered office

Municipal Buildings  
West Street  
Boston  
Lincolnshire  
PE21 8QR

#### Other operational office

Kesteven Street  
Sleaford  
Lincolnshire  
NG34 7EF

#### Trustees/Company Directors

Simon Bradford  
Anna Pugh  
Kevin Will  
Jenny Paterson  
Liz Sims  
Christabel Edwards  
Stuart Clegg  
John Kilcoyne  
Danielle Hardy

Chair  
Vice Chair, Chair of People & Policies committee  
Treasurer/Chair of Finance committee

#### Management Team

Louise Buckingham  
Vicki Langley  
Steph Shinn

Chief Executive Officer  
Business Manager  
Service Manager

**CITIZENS ADVICE MID-LINCOLNSHIRE**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2025**

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**Independent Examiner**

Nicola Lenton F.C.C.A.  
Dexter & Sharpe  
Chartered Certified Accountants  
The Old Vicarage  
Church Close  
Boston  
Lincolnshire  
PE21 6NA

**Bankers**

Barclays Bank plc  
Leicester  
LE87 2BB

Approved by order of the board of trustees on 16<sup>th</sup> July 2025 and signed on its behalf by:

Simon Bradford (Chair of the Trustee Board)

# CITIZENS ADVICE MID-LINCOLNSHIRE

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

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### Our Aims and Objectives

#### Purposes and Aims

Our local aim, from our articles of association is to establish and maintain a local Citizens Advice for charitable purposes for the benefit of the inhabitants of the Borough of Boston, North Kesteven and of the adjacent districts of the County of Lincolnshire.

This allows us to meet the overall aims of Citizens Advice:

- to provide the advice people need for the problems they face and
- to improve the policies and practices that affect people's lives by providing free, independent, confidential and impartial advice to everyone on their rights and responsibilities and
- by valuing diversity, promoting equality and challenging discrimination

#### Ensuring that our work delivers our aims

This year saw the benefits by way of increased capacity and our ability to push forward on developing new outlets, service delivery channels and other projects.

Our main key objectives for the year 2024-2025 were to continue to

- provide the provision of free, impartial, independent and confidential advice
- identify, notify and exert influence with regard to social policies and services
- increase our advice capacity to meet the needs and demands of our community

#### How our activities deliver public benefit

Our main activities are undertaken to further our charitable purposes for public benefit.

#### Who used and benefited from our services

During this financial year we assisted in 5,577 individual clients, helping with 26,549 issues. Advice was provided via face to face, telephone, email and web chat.

The top 5 issues by proportion were:

- |                                      |     |
|--------------------------------------|-----|
| • Benefits and Tax Credits (inc. UC) | 41% |
| • Debt and financial capability      | 12% |
| • Housing                            | 9%  |
| • Legal                              | 6%  |
| • Employment                         | 5%  |

Our age profile of clients across CAML

- |                     |                      |
|---------------------|----------------------|
| • 15-24 years old   | 5% of total clients  |
| • 25-34 years old   | 19% of total clients |
| • 35-49 years old   | 36% of total clients |
| • 50-64 years old   | 27% of total clients |
| • Over 65 years old | 17% of total clients |

#### Our main services

We give people the knowledge and confidence they need to find their way forward – whoever they are and whatever their problem. Our service is free, independent, impartial and confidential. This gives us an insight into the issues our clients are facing and policies that are affecting them unfairly. We feed this information back to national Citizens Advice to help with their research and to influence decision makers to change policies and practices.

Our advice is given by a mix of volunteers and paid staff. We also provide specific advice on energy, benefits and debt and can help our clients to appeal decisions and negotiate with creditors.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2025**

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**Quality of advice**

We use the ongoing Citizens Advice quality of advice model where we self-assess our performance on a monthly basis; this is then moderated by a sample undertaken by Citizens Advice.

We regularly score “yellow or green” assessments (good or excellent respectively) for quality of advice, case administration and the consistency of our self-assessment.

**Specialist services**

We continue to offer specialist debt advice via our East Midlands Money Advice project funded by the Money Advice and Pensions Service.

We also operate smaller projects, as examples, supported by Boston Big Local (focusing on housing, benefit and debt issues for residents of a specified part of Boston) and the Medlock Charitable Trust providing benefits advice in our local Boston community.

**Financial Review**

Despite local and central government funding restrictions, we have worked hard to secure necessary and additional funding.

**Principal funding sources**

Our Funding comes from a mix of grant and contract income with some donations from small bodies and individuals. We particularly welcomed the continuance of funding at the previous year’s level from our local borough and district councils despite the continuing economic downturn and the reduction in their income from central government.

Our funders for 2024-25 were:

- Boston Borough Council – core grant funding
- North Kesteven District Council – core grant funding
- Lincolnshire County Council – core grant funding
- Money Advice Service – EMMA debt advice contract
- Boston Big Local – overall advice for Boston Big Local area residents
- Citizens Advice (with energy company funding)
- Energy Redress - information and advice regarding energy saving measures.
- Trussell Trust Foodbank - financial capability and benefits advice for foodbank attendees
- National Lottery – women’s advice project
- National Lottery – Awards for All
- Medlock Charitable Trust - overall advice funding
- Platform Housing – Wellbeing Hub & provision of slowcookers/books and warm and well bags
- NHS Winter Pressures - energy advice
- Shine - benefits advice for those with mental health difficulties

**Investment policy**

Aside from retaining a prudent amount in reserves each year, most of the charity’s funds are spent in the short term so there are few funds for long term investment.

CAML’s funds are managed tightly. An account also contains CAML reserves.

The Trustee Board, via the Treasurer, will continue to review investment strategy to establish whether a larger return is available at no risk to CAML’s finances.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2025**

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**Reserves policy**

The Trustee Board has reviewed the charity's requirements for reserves in the light of the main risks to the organisation. The established policy is to aim to maintain the greater of:

- 3 months of normal running costs (around £127,000)

Or in the case of immediate closure,

- funds that will cover redundancy and holiday pay costs
- funds to pay our existing other liabilities such as building rent and service charge (12-month notice period), suppliers and equipment leases.

This second figure was totalled around £128,000 as at 31 March 2025.

Our unrestricted reserves for this year are quoted as £322,785 of which £171,555 was designated by us as detailed in the 31 March 2024 accounts.

This leaves a net unrestricted reserve to cover items such as current or future deficits, premises upgrades, service delivery and sustainability at £151,230. Restricted reserves stood at £23,179.

We have decided to designate reserves as follows for the year to 31 March 2026:

- Immediate closure/running cost reserve: £127,000
- IT & office equipment update/replacement reserve: £2,500
- Premises provision reserve: £20,000

- TOTAL DESIGNATED RESERVES: £149,500

**Plans for Future Periods**

We plan to continue to improve access to our services by further use of telephone, electronic face-to-face, webchat and email advice opportunities to complement our well established face-to-face offer.

To assist in planning, we have a revised CAML business and service development plan that has been produced to give our strategic direction and timelines for travel along our development path.

**Recruitment and appointment of the Trustee Board**

The directors of the company are also charity trustees and known as Trustees. Trustees are elected, co-opted or nominated to serve for a period of up to the third Annual General Meeting after which they must be elected, co-opted or nominated again. Trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in notes 5 & 6 to the accounts.

Trustee recruitment remains a key objective in order that the Board:

- Represent our local communities
- May ensure that CAML's activity is aligned to the requirements of all clients
- Has the correct skills, knowledge and experience in place to govern CAML

**Trustee induction and training**

New Trustees spend time in the local offices to get an idea of the activities and pressures that staff and clients face. Data protection training and assessment is mandatory for all Trustees on an annual basis.

Trustees are provided with full information on their roles and responsibilities when recruited and asked to work through a programme of information, research and knowledge following their appointment.

**Risk management**

We have a risk register and have fully reviewed our CAML Business Continuity Plan. This is now being aligned with other partners where relevant, e.g. Boston Borough Council.

## CITIZENS ADVICE MID-LINCOLNSHIRE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

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#### Organisational structure

We currently have 9 Trustees (as at 31 March 2025) who meet quarterly as a minimum and also attend Board sub-committee meetings:

- Finance
- People & policies

The Board also takes responsibility under the new Citizens Advice membership agreement and leadership guidance for the strategic direction and policy of the charity.

#### Related parties

CAML is a member of Citizens Advice with its local and national policy. We are represented on various boards and bodies at local level as well as county.

In Lincolnshire, CAML is part of the Citizens Advice Lincolnshire consortium. This allows for a single county conduit to facilitate countywide funding and activity.

We have well established links with many local organisations and contacts: our local councils, The Trussell Trust, Department for Work and Pensions, Age UK, Centrepont Outreach (a local homeless charity) and we also continue to maintain close links with our local Community and Voluntary Service colleagues.

Our Trustees also have other areas of interest and influence in our locality and we also encourage our staff to represent their communities within other organisations.

#### Members of the Trustee Board

Trustee Board members (who are directors for the purpose of company law and trustees for the purposes of charity law) who served during the year and up to the date of this report are set out earlier.

In accordance with Company Law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant examination information of which the company's examiners are unaware.
- As the directors of the Company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant examination information and to establish that the charity's examiners are aware of that information.

#### Responsibilities of the Trustee Board

We are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company. In preparing these financial statements the Trustee Board should follow best practice and:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Trustee 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.

#### Accountants

Dexter and Sharpe were re-appointed as the charitable company's accountants during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice; Accounting and Reporting by Charities issued in March 2005 (updated June 2008) and in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small entities.

Approved by the Trustee Board on 16<sup>th</sup> July 2025 and signed on its behalf by:

.....  
Simon Bradford (Chair of Trustee Board)



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
CITIZENS ADVICE MID-LINCOLNSHIRE**

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**Independent examiner's report to the trustees of Citizens Advice Mid-Lincolnshire ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

**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 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 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.

Mrs Nicola Lenton FCCA

Dexter & Sharpe  
Chartered Certified Accountants  
The Old Vicarage  
Church Close  
Boston  
Lincolnshire  
PE21 6NA

Date: 16<sup>th</sup> July 2025

## CITIZENS ADVICE MID-LINCOLNSHIRE

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted fund £	Designated funds £	Restricted fund £	2025 Total funds £	2024 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
Donations and legacies	2	11,200	19,973	-	31,173	41,000
<b>Charitable activities</b>	4					
Charitable Activities		295,395	-	171,982	467,377	513,120
Investment income	3	2,879	-	-	2,879	2,596
<b>Total</b>		<u>309,474</u>	<u>19,973</u>	<u>171,982</u>	<u>501,429</u>	<u>556,716</u>
<b>EXPENDITURE ON</b>						
<b>Charitable activities</b>	5					
Charitable Activities		11,302	-	-	11,302	18,324
Other		2,339	-	-	2,339	2,377
Staff and Volunteer		225,757	85,394	142,863	454,014	385,782
Office Costs		27,381	9,986	5,940	43,307	35,588
Premises Expenses		36,238	9,986	-	46,224	45,233
<b>Total</b>		<u>303,017</u>	<u>105,366</u>	<u>148,803</u>	<u>557,186</u>	<u>487,304</u>
<b>NET INCOME/(EXPENDITURE)</b>		6,457	(85,393)	23,179	(55,757)	69,412
<b>RECONCILIATION OF FUNDS</b>						
Total funds brought forward		144,773	256,948	-	401,721	332,309
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>151,230</u>	<u>171,555</u>	<u>23,179</u>	<u>345,964</u>	<u>401,721</u>

The notes form part of these financial statements

**CITIZENS ADVICE MID-LINCOLNSHIRE**

**BALANCE SHEET  
31 MARCH 2025**

	Notes	<b>2025</b> <b>£</b>	2024 £
<b>FIXED ASSETS</b>			
Tangible assets	11	<b>7,188</b>	9,204
<b>CURRENT ASSETS</b>			
Debtors	12	<b>1,524</b>	1,352
Cash at bank		<b><u>351,114</u></b>	<u>437,628</u>
		<b>352,638</b>	438,980
<b>CREDITORS</b>			
Amounts falling due within one year	13	<b>(13,862)</b>	(46,463)
<b>NET CURRENT ASSETS</b>		<b><u>338,776</u></b>	<u>392,517</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b><u>345,964</u></b>	401,721
<b>NET ASSETS</b>		<b><u><u>345,964</u></u></b>	<u><u>401,721</u></u>
<b>FUNDS</b>	15		
Unrestricted funds		<b>322,785</b>	401,721
Restricted funds		<b><u>23,179</u></b>	<u>-</u>
<b>TOTAL FUNDS</b>		<b><u><u>345,964</u></u></b>	<u><u>401,721</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 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.

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 16<sup>th</sup> July 2025 and were signed on its behalf by:

.....  
Simon Bradford (Chairman)

The notes form part of these financial statements

**CITIZENS ADVICE MID-LINCOLNSHIRE**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2025**

	Notes	2025 £	2024 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	<u>(85,345)</u>	<u>84,457</u>
Net cash (used in)/provided by operating activities		<u>(85,345)</u>	<u>84,457</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(4,048)	(12,717)
Interest received		<u>2,879</u>	<u>2,596</u>
Net cash used in investing activities		<u>(1,169)</u>	<u>(10,121)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(86,514)</b>	<b>74,336</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b><u>437,628</u></b>	<b><u>363,292</u></b>
<b>Cash and cash equivalents at the end of the reporting period</b>		<b><u><u>351,114</u></u></b>	<b><u><u>437,628</u></u></b>

The notes form part of these financial statements

**CITIZENS ADVICE MID-LINCOLNSHIRE**

**NOTES TO THE CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2025**

**1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2025 £	2024 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(55,757)	69,412
Adjustments for:		
Depreciation charges	6,064	6,393
Interest received	(2,879)	(2,596)
(Increase)/decrease in debtors	(172)	548
(Decrease)/increase in creditors	<u>(32,601)</u>	<u>10,700</u>
Net cash (used in)/provided by operations	<u><u>(85,345)</u></u>	<u><u>84,457</u></u>

**2. ANALYSIS OF CHANGES IN NET FUNDS**

	At 1.4.24 £	Cash flow £	At 31.3.25 £
Net cash			
Cash at bank	<u>437,628</u>	<u>(86,514)</u>	<u>351,114</u>
	<u>437,628</u>	<u>(86,514)</u>	<u>351,114</u>
Total	<u><u>437,628</u></u>	<u><u>(86,514)</u></u>	<u><u>351,114</u></u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

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**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.

Grants are included on the accruals basis, being recognised in the period they are intended to cover. Grants received before their period of designated expenditure are accrued as deferred income. Donations are included on a receipts basis.

**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.

Other costs include all expenditure not directly related to the charitable activities.

**Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Values of less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives. The trustees have reviewed the policy and have adopted the following bases of depreciation:

Furniture & equipment	5 years straight line
Computer equipment	3 years straight line

**Taxation**

The charity is a registered charity and the accounts are prepared on the basis that its activities are not liable to income tax or corporation tax. The bureau is registered for value added tax and has a partial exemption status. Assets, income and expenditure are shown in the accounts net of any VAT payable or recoverable.

**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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**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.

**CITIZENS ADVICE MID-LINCOLNSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**1. ACCOUNTING POLICIES - continued**

**Operating leases**

Rentals applicable to operating leases, where substantially all of the benefits and risks of ownership remain with the lessee, are charged against profits on a straight line basis over the period of the lease.

**2. DONATIONS AND LEGACIES**

	2025	2024
	£	£
Donations	<u>31,173</u>	<u>41,000</u>

**3. INVESTMENT INCOME**

	2025	2024
	£	£
Deposit account interest	<u>2,879</u>	<u>2,596</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	2025	2024
	£	£
Government and Local Government		
Charitable Activities	262,411	236,066
Other Charitable Activities	<u>204,966</u>	<u>277,054</u>
	<u>467,377</u>	<u>513,120</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Charitable Activities	11,302	-	11,302
Other	-	2,339	2,339
Staff and Volunteer	454,014	-	454,014
Office Costs	43,307	-	43,307
Premises Expenses	<u>46,224</u>	-	<u>46,224</u>
	<u>554,847</u>	<u>2,339</u>	<u>557,186</u>

**CITIZENS ADVICE MID-LINCOLNSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**6. SUPPORT COSTS**

	Governance costs
	£
Other	<u><u>2,339</u></u>

**7. NET INCOME/(EXPENDITURE)**

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

	2025	2024
	£	£
Depreciation - owned assets	<u><u>6,064</u></u>	<u><u>6,393</u></u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

**9. STAFF COSTS**

	2025	2024
	£	£
Wages and salaries	403,750	349,277
Social security costs	26,881	20,688
Other pension costs	<u>11,552</u>	<u>8,584</u>
	<u><u>442,183</u></u>	<u><u>378,549</u></u>

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

	2025	2024
	<u>20</u>	<u>18</u>
Employees		

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



## CITIZENS ADVICE MID-LINCOLNSHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Designated funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	41,000	-	-	41,000
<b>Charitable activities</b>				
Charitable Activities	281,741	-	231,379	513,120
Investment income	<u>2,596</u>	<u>-</u>	<u>-</u>	<u>2,596</u>
<b>Total</b>	<u>325,337</u>	<u>-</u>	<u>231,379</u>	<u>556,716</u>
<b>EXPENDITURE ON</b>				
<b>Charitable activities</b>				
Charitable Activities	11,949	-	6,375	18,324
Other	2,377	-	-	2,377
Staff and Volunteer	276,318	-	109,464	385,782
Office Costs	34,381	-	1,207	35,588
Premises Expenses	<u>45,233</u>	<u>-</u>	<u>-</u>	<u>45,233</u>
<b>Total</b>	<u>370,258</u>	<u>-</u>	<u>117,046</u>	<u>487,304</u>
<b>NET INCOME/(EXPENDITURE)</b>	(44,921)	-	114,333	69,412
<b>Transfers between funds</b>	<u>36,201</u>	<u>107,448</u>	<u>(143,649)</u>	<u>-</u>
<b>Net movement in funds</b>	(8,720)	107,448	(29,316)	69,412
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward	<u>153,493</u>	<u>149,500</u>	<u>29,316</u>	<u>332,309</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>144,773</u>	<u>256,948</u>	<u>-</u>	<u>401,721</u>

**CITIZENS ADVICE MID-LINCOLNSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**11. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2024	15,820	51,426	67,246
Additions	<u>1,881</u>	<u>2,167</u>	<u>4,048</u>
At 31 March 2025	<u>17,701</u>	<u>53,593</u>	<u>71,294</u>
<b>DEPRECIATION</b>			
At 1 April 2024	15,820	42,222	58,042
Charge for year	<u>376</u>	<u>5,688</u>	<u>6,064</u>
At 31 March 2025	<u>16,196</u>	<u>47,910</u>	<u>64,106</u>
<b>NET BOOK VALUE</b>			
At 31 March 2025	<u>1,505</u>	<u>5,683</u>	<u>7,188</u>
At 31 March 2024	<u>-</u>	<u>9,204</u>	<u>9,204</u>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2025 £	2024 £
Prepayments and accrued income	<u>1,524</u>	<u>1,352</u>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2025 £	2024 £
Trade creditors	2,448	506
Social security and other taxes	7,117	12,271
Pension	1,772	-
Deferred income	-	27,984
Accrued expenses	<u>2,525</u>	<u>5,702</u>
	<u>13,862</u>	<u>46,463</u>

**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted fund £	Designated funds £	Restricted fund £	2025 Total funds £	2024 Total funds £
Fixed assets	7,188	-	-	7,188	9,204
Current assets	157,904	171,555	23,179	352,638	438,980
Current liabilities	<u>(13,862)</u>	<u>-</u>	<u>-</u>	<u>(13,862)</u>	<u>(46,463)</u>
	<u>151,230</u>	<u>171,555</u>	<u>23,179</u>	<u>345,964</u>	<u>401,721</u>

Restricted funds represent grants received for projects, less expenses paid for direct charitable services and administration under the restrictions imposed for these grants.

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2025**

**14. ANALYSIS OF NET ASSETS BETWEEN FUNDS - continued**

Unrestricted funds noted above are unrestricted general funds, which represent the free funds of the charity which are not designated for a particular fund. The designated fund is a fund that has been designated by the trustees to cover future costs as follows:

	Balance at 1.4.2024 £	Transfers in Year £	Balance at 31.3.2025 £
Immediate closure / running costs	127,000	-	127,000
IT & office	2,500	-	2,500
Premises provision reserve	20,000	-	20,000
Wages	107,448	(85,393)	22,055
	<u>256,948</u>	<u>(85,393)</u>	<u>171,555</u>

**15. MOVEMENT IN FUNDS**

	At 1.4.24 £	Net movement in funds £	At 31.3.25 £
<b>Unrestricted funds</b>			
General fund	144,773	6,457	151,230
Designated Fund	256,948	(85,393)	171,555
	401,721	(78,936)	322,785
<b>Restricted funds</b>			
Restricted Fund	-	23,179	23,179
	<u>401,721</u>	<u>(55,757)</u>	<u>345,964</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	309,474	(303,017)	6,457
Designated Fund	19,973	(105,366)	(85,393)
	329,447	(408,383)	(78,936)
<b>Restricted funds</b>			
Restricted Fund	171,982	(148,803)	23,179
	<u>501,429</u>	<u>(557,186)</u>	<u>(55,757)</u>

**CITIZENS ADVICE MID-LINCOLNSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**15. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
<b>Unrestricted funds</b>				
General fund	153,493	(44,921)	36,201	144,773
Designated Fund	<u>149,500</u>	<u>-</u>	<u>107,448</u>	<u>256,948</u>
	302,993	(44,921)	143,649	401,721
<b>Restricted funds</b>				
Restricted Fund	<u>29,316</u>	<u>114,333</u>	<u>(143,649)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u><u>332,309</u></u>	<u><u>69,412</u></u>	<u><u>-</u></u>	<u><u>401,721</u></u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	325,337	(370,258)	(44,921)
<b>Restricted funds</b>			
Restricted Fund	<u>231,379</u>	<u>(117,046)</u>	<u>114,333</u>
<b>TOTAL FUNDS</b>	<u><u>556,716</u></u>	<u><u>(487,304)</u></u>	<u><u>69,412</u></u>

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

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
<b>Unrestricted funds</b>				
General fund	153,493	(38,464)	36,201	151,230
Designated Fund	<u>149,500</u>	<u>(85,393)</u>	<u>107,448</u>	<u>171,555</u>
	302,993	(123,857)	143,649	322,785
<b>Restricted funds</b>				
Restricted Fund	<u>29,316</u>	<u>137,512</u>	<u>(143,649)</u>	<u>23,179</u>
<b>TOTAL FUNDS</b>	<u><u>332,309</u></u>	<u><u>13,655</u></u>	<u><u>-</u></u>	<u><u>345,964</u></u>

**CITIZENS ADVICE MID-LINCOLNSHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2025**

**15. 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 £
<b>Unrestricted funds</b>			
General fund	634,811	(673,275)	(38,464)
Designated Fund	<u>19,973</u>	<u>(105,366)</u>	<u>(85,393)</u>
	654,784	(778,641)	(123,857)
<b>Restricted funds</b>			
Restricted Fund	403,361	(265,849)	137,512
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u><u>1,058,145</u></u>	<u><u>(1,044,490)</u></u>	<u><u>13,655</u></u>

**16. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2025.

**17. JOINT VENTURE**

Citizens Advice Mid Lincolnshire is a participant, with two other county Bureaux, in a joint venture, Citizens Advice Lincolnshire.

Citizens Advice Lincolnshire is a charitable company limited by guarantee, incorporated on 12 October 2012.

The Bureau received £73,183 (2024 £68,911) from the joint venture.

As at 31 March 2025 no amounts were due from/to Citizens Advice Lincolnshire.

