

**SOUTHAMPTON ADVICE &  
REPRESENTATION CENTRE**  
*(REGISTERED NUMBER : 05582643)*

**REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2024**

## **SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

### **DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2024**

The directors, who are also the trustees, present their report and the accounts for the year ended 31 March 2024.

#### **Legal status**

The company incorporated on 4 October 2005 and commenced its charitable activities on 1 April 2006. The registration number of the company is 5582643. The company is also a registered charity (number 1112999). The charity is constituted by its memorandum and articles of association.

The liability of the members is limited by their guarantee. In the event of the company being wound up during the period of their membership (or within a year following), members undertake to contribute such amounts as may be required, up to a maximum of £1.

#### **Registered office**

11 Porchester Road  
Woolston  
Southampton  
SO19 2JB

#### **Accountants**

Knight Goodhead Limited  
7 Bournemouth Road  
Chandler's Ford  
Eastleigh  
Hampshire  
SO53 3DA

#### **Bank**

CAF Bank Ltd  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

#### **Principal activity**

The principal activity of the charity is the provision of advice and representation in the fields of employment law and welfare benefits to residents of Southampton.

## **SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

### **DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2024 (continued)**

#### **Objectives and activities**

Within the field of employment rights and welfare benefits, the charity aims to provide its clients with high quality, accurate advice and (where appropriate) representation at tribunals etc. This service is available to all who live within the area of Southampton and those from other areas such as trade unions and housing associations with which the charity has funding agreements.

The strategies for achieving these aims and objectives may be summarised as follows:

- a) Staff - all staff are encouraged to provide an exceptional level of commitment to the client group. The charity has a well developed training programme that ensures the quality of advice is sound, consistent and accurate;
- b) The Advice Service Alliance - adherence to the Quality Mark ensures that management and staff are committed to excellence based on a strong qualitative base;
- c) Centre of Excellence - the charity strives to be recognised as providing high quality advice and representation in its area of expertise;
- d) Specialists - the charity focuses only on its areas of expertise in welfare benefits and employment law;
- e) Outreach - in order to ensure that its services are available to all members of the community, the charity operated a number of outreach centres;
- f) Equality of opportunity - the charity's staff complement is intended to be broadly representative of the community which it serves.

#### **Directors and trustees**

The directors who served during the year were:

J Brear	Chair
R Stokes	Vice chair
DC Murray	Treasurer
DG Wrighton	Secretary
CL McEwing	
DI Goodall	
J Atkinson	(appointed 6 December 2023)
M Safi	(appointed 6 December 2023)

The charity is managed by the trustees, who delegate day to day responsibility to Gary Edwards, manager, and the management team who have operational responsibility for service delivery.

## **SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

### **DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2024 (continued)**

#### **Appointment of trustees**

Trustees are elected to post having been selected from suitable candidates to ensure that the board contains an appropriate balance of expertise. Trustees undergo an initial induction course.

The trustees normally meet bi-monthly but more frequently if needed to attend to the legal and administrative affairs of the company and to review and set the policy and long term strategies of the charity. There is one sub committee: Personnel and Development, which is charged with developing and monitoring delivery of the strategic plan and policy and personnel matters. We have completely advised and updated our safeguarding procedures, and this is a standing item at every board meeting.

#### **Risk assessment**

The trustees continue to assess the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and believe effective insurance, checks, controls, and procedures are in place to minimise those risks. Specific plans including our three years business plan 2024-27 and contingency planning for a range of outcomes from the review of contractual arrangements are in place. A Risk Register is compiled and reviewed at each Board meeting to ensure all necessary actions to minimise risk are in place. As required by the AQS Quality mark procedures there is a full set of office manuals including financial procedures. In March 2024 we had our AQS external audit which was again very positive. The auditor highlighted many areas where we exceeded national standards and identified our approach to Risk Reporting as an area of good practice. The next audit will take place within the first quarter of 2026.

Safeguarding is a standing item at every board meeting and a Board member has lead responsibility for safeguarding issues.

#### **Review of Activities**

We operate a five day working week, again we delivered around 6,000 client episodes and assisted at over 200 tribunal proceedings. A high proportion of our caseload is Personal Independence Appeals and Mandatory Reconsideration. Sadly, due to the sheer volume within the Tribunal Service, appeals are now taking around 1 year to 18 months to be heard. We have at any one time around 160 live Tribunal cases made up of both Employment and Benefit law. We are innovative in our delivery methods to meet the demands of our service. In the financial year no justified complaints were received, only compliments and donations. We published a very detailed annual report on our website and included feedback from clients, politicians and health professionals.

We generated over 7 times the financial benefit for our service users for every pound invested in our service, money that is spent in the local economy. In 2018 the City Council awarded an Advice, Information and Guidance Contract to a consortium led by Southampton CAS for an initial five years. This was extended in April 2023 to run until the end of January 2025. We have subcontracted with that organisation to provide the whole of the specialist advice and representation on employment and welfare matters funded under that contract. During the year we received final funding from the Henry Smith Charity and with this were able to employ and professionally support a welfare benefit worker who operates across several advice agencies. That has now finished as they cannot support an individual charity for more than nine years, we are always looking for additional funding streams.

Our principal funding comes from two contractual sources. We hold the sub-contract administered by Southampton CAS to undertake the volume of specialist work (employment and welfare) provided for and funded in the Advice Information and Guidance contract let by Southampton City Council. The other Contract is direct with SCC for Disability Welfare Advice which again expires at the end of January 2025. We await decisions as to extension or revisions from SCC for future provision of Advice Services in the City.

#### **Financial review**

A summary of the charity's financial performance is shown on page 7 of the accounts. The charity made a surplus of £37,760 (2023: £7,482 deficit). The total reserves of the charity at the year end were £203,243 (2023: £165,483).

## **SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

### **DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2024 (continued)**

#### **Financial review (continued)**

The latter contract complements the AIG contract but provides targeted support for clients with disabilities who are not covered within that contract. The City Council agreed. Both these contracts received an inflationary uplift of 6% on the contract values in 2023.

Both contracts are due to expire in January 2025 and our expectation is that the City Council will commission new arrangements in line with its Early Intervention & Prevention Strategy. New contractual arrangements and contracts specifications are awaited and we expect these to reflect both the difficult financial position of the local authority and a concentration on delivering against the core statutory responsibilities of the Council. SARC will naturally seek to participate fully in the exercise making the case for strategic contribution to the City's priorities and the need for this to be supported by fair and adequate levels of funding.

SARC is clear that support from the City Council is vital for us to develop our longer-term business plans and attract further external financial support but most fundamentally to ensure that SARC remains viable in the short to medium term.

For over a decade or more we have made sustained efforts to identify and secure fresh income sources to complement our Council funding and have significantly reduced the proportion of our income which is Council dependent. As always, with grant funding from external sources, funding is usually time limited and the "market" for such funding is characterised by an ever larger number of organisations seeking to access the finite funding available.

We currently receive funding from the Alex Ferry Foundation and the National Lottery Community Fund and are actively pursuing a number of further funding applications. Donations from clients again exceeded our budget.

#### **Reserves policy**

The trustees' objective is to maintain sufficient reserves to fund;

- (i) Operating costs to enable the organisation to continue trading during any unusual disruption to income. This is estimated to represent at least 5% of annual income;
- (ii) Costs of closure including redundancy costs, staff notice pay, potential legal costs should TUPE apply, holiday pay and other final payments to creditors;
- (iii) Anticipated building repairs and maintenance to ensure compliance with contractual obligations in terms of the lease and for an ongoing programme of equipment replacement.

On the above basis it is currently estimated that between £105,000 and £110,000 is required to be held in reserve.

Due to the prudent cost reductions undertaken by SARC to preserve the viability of the centre, together with the success of the team in securing other sources of grant funding and an improvement in donations, SARC is holding higher reserves than anticipated. However due to the extremely uncertain financial environment SARC is currently operating in, the board believe it is appropriate to hold higher reserves until the situation with funding becomes clearer.

## **SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

### **DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2024 (continued)**

#### **Public benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

#### **Directors' responsibilities**

The charity trustees (who are also the directors for the purposes of company law) are responsible for preparing the trustees annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that period. In preparing those accounts the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume the company will continue in operation.

The directors are responsible for keeping proper accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and that enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board on 9 October 2024  
and signed on their behalf by



**D G Wrighton**  
Secretary

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

I report to the trustees on my examination of the accounts of Southampton Advice & Representation Centre for the year ended 31 March 2024, which are set out on pages 7 to 16.

### **RESPONSIBILITIES AND BASIS OF REPORT**

As the trustees of the charitable 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 charitable company are not required to be audited under the Charities Act 2011 and are eligible for an independent examination, I report in respect of my examination of the trustee's accounts carried out under section 145 of 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 charity'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

- (1) accounting records were not kept in respect of the charitable 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.



**J E Harris FCCA**  
**Knight Goodhead Limited**  
Chartered Accountants

7 October 2024

7 Bournemouth Road  
Chandler's Ford, Eastleigh  
Hampshire, SO53 3DA

**SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

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

(Including Income and Expenditure account)

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
<b>INCOME</b>					
Donations and legacies		8,612	-	8,612	6,562
Charitable activities	3	178,677	65,902	244,579	249,921
Investment income		3,924	-	3,924	1,221
<b>TOTAL INCOME</b>		<b>191,213</b>	<b>65,902</b>	<b>257,115</b>	<b>257,704</b>
<b>EXPENDITURE</b>					
Charitable activities	5	156,689	62,666	219,355	265,186
<b>TOTAL EXPENDITURE</b>		<b>156,689</b>	<b>62,666</b>	<b>219,355</b>	<b>265,186</b>
<b>NET INCOME/(EXPENDITURE) BEFORE TRANSFERS</b>		<b>34,524</b>	<b>3,236</b>	<b>37,760</b>	<b>(7,482)</b>
Transfers between funds		1,700	(1,700)	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>36,224</b>	<b>1,536</b>	<b>37,760</b>	<b>(7,482)</b>
FUND BALANCES BROUGHT FORWARD		165,483	-	165,483	172,965
<b>FUND BALANCES CARRIED FORWARD</b>		<b>201,707</b>	<b>1,536</b>	<b>203,243</b>	<b>165,483</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derives from continuing activities.

**SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

**PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 MARCH 2023**

(Including Income and Expenditure account)

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2023 £
<b>INCOME</b>				
Donations and legacies		6,562	-	6,562
Charitable activities		168,068	81,853	249,921
Investment income		1,221	-	1,221
<b>TOTAL INCOME</b>		<b>175,851</b>	<b>81,853</b>	<b>257,704</b>
<b>EXPENDITURE</b>				
Charitable activities		183,333	81,853	265,186
<b>TOTAL EXPENDITURE</b>		<b>183,333</b>	<b>81,853</b>	<b>265,186</b>
<b>NET EXPENDITURE BEFORE TRANSFERS</b>		<b>(7,482)</b>	<b>-</b>	<b>(7,482)</b>
Transfers between funds		-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(7,482)</b>	<b>-</b>	<b>(7,482)</b>
FUND BALANCES BROUGHT FORWARD		172,965	-	172,965
<b>FUND BALANCES CARRIED FORWARD</b>		<b>165,483</b>	<b>-</b>	<b>165,483</b>

**SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

REGISTERED NUMBER : 05582643

**BALANCE SHEET AT 31 MARCH 2024**

	Notes	£	2024 £	2023 £
<b>FIXED ASSETS</b>				
Tangible assets	6		333	-
<b>CURRENT ASSETS</b>				
Debtors	7	23,085	11,013	
Cash at bank and in hand		<u>190,636</u>	<u>190,354</u>	
		213,721	201,367	
<b>CREDITORS: amounts falling due within one year</b>	8	<u>(10,811)</u>	<u>(35,884)</u>	
<b>NET CURRENT ASSETS</b>			202,910	165,483
<b>NET ASSETS</b>			<u>203,243</u>	<u>165,483</u>
<b>FUNDS</b>				
Restricted funds	9		1,536	-
General funds			201,707	165,483
<b>TOTAL FUNDS</b>			<u>203,243</u>	<u>165,483</u>

For the financial year ended 31 March 2024, the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records, which comply with section 386, and preparing accounts, which give a true and fair view of the state of affairs of the company as at the end of the year and of its surplus or deficit for the financial year, in accordance with the requirements of section 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 accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 09-10-24  
and signed on their behalf by



D Murray  
Treasurer

## **SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

#### **1 ACCOUNTING POLICIES**

##### **(a) Accounting convention**

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

Southampton Advice and Representation Centre meets the definition of the 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 accounts have been prepared on the going concern basis. There are no material uncertainties about the charity's ability to continue.

##### **(b) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

##### **(c) Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacies are received by way of grants, donations, legacies and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, when entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

Resources are deferred when, at the end of an accounting period, they have been received but the charity has yet to become unconditionally entitled to them.

## **SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (continued)**

#### **1 ACCOUNTING POLICIES (continued)**

##### **(d) Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. It includes any VAT paid.

Costs are apportioned in line with the income received from that source during the year.

Charitable activities expenditure comprises of those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

##### **(e) Fixed assets**

Fixed assets are capitalised for ongoing use within the company, where the individual cost of the asset exceeds £100.

Depreciation is provided on fixed assets to spread the cost over the estimated useful lives of the relevant assets at the following rates:

Leasehold improvements	33% straight line
Office equipment	33% straight line
Furniture and fittings	33% straight line

##### **(f) Pension costs**

Contributions in respect of the company's defined contribution scheme are charged to the Statement of Financial Activities for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

##### **(g) Basic financial instruments**

The charitable company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors, cash at bank and creditors. These basic financial instruments are measured and transaction price. Financial assets and liabilities classified as due within one year are not amortised.

## **SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (continued)**

#### **2 LEGAL STATUS**

The charity is a company limited by guarantee and has no share capital. The charitable company was incorporated on 4 October 2005 in England and Wales and was registered on 15 February 2006 with the Charity Commission in England and Wales.

The registered office of the charitable company is 11 Porchester Road, Woolston, Southampton, SO19 2JB.

#### **3 INCOME FROM CHARITABLE ACTIVITIES**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Funding contracts and grants:</b>				
Southampton City Council	105,499	-	105,499	100,000
Southampton Citizens Advice	71,728	-	71,728	67,668
SVS	-	14,864	14,864	13,004
Henry Smith Charity	-	35,667	35,667	52,725
Alex Ferry Foundation	-	9,902	9,902	9,397
The Access to Justice Foundation	-	5,469	5,469	6,727
Other small grants	950	-	950	400
<b>Other income:</b>				
Training income	500	-	500	-
	<b>178,677</b>	<b>65,902</b>	<b>244,579</b>	<b>249,921</b>

The restricted fund grants analysed above form part of the relevant funds as detailed in note 9.

#### **4 STAFF COSTS**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages and salaries	156,240	196,773
Social security costs	9,542	12,167
Pension	7,727	7,114
	<b>173,509</b>	<b>216,054</b>

The average number of staff employed during the year was 6 (2023: 8). No employee received emoluments of £60,000 or more during this year or the prior year.

Key management personnel were paid a total of £49,082 (2023: £48,791).

During the year or the prior year no trustees received any emolument, were paid any expenses nor were reimbursed for expenditure incurred on behalf of the charity.

Total pension contributions of £7,727 (2023: £7,114) were paid by the charity and are included in the SOFA. There were no outstanding contributions payable at the end of this year or the prior year.

# **SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

## **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (continued)**

5 EXPENDITURE	Unrestricted £	Restricted £	2024 £	2023 £
<b>Costs directly allocated to activities</b>				
Direct staff costs (see note 4)	134,576	38,933	173,509	216,054
Staff and volunteer expenses	205	634	839	431
Staff welfare	117	659	776	1,393
Training and recruitment	352	-	352	333
	<u>135,250</u>	<u>40,226</u>	<u>175,476</u>	<u>218,211</u>
<b>Support costs allocated to activities</b>				
Rent and rates	3,452	9,244	12,696	13,029
Utilities	3,737	2,683	6,420	2,505
Cleaning	406	-	406	825
Computer costs	5,818	4,871	10,689	11,484
Publications and subscriptions	465	967	1,432	934
Telephone	4,212	-	4,212	4,140
Postage, printing and stationery	687	613	1,300	1,694
Insurance	1,343	2,009	3,352	2,547
Maintenance	335	260	595	4,733
Legal and professional fees	-	-	-	1,200
Bank charges	61	-	61	74
Depreciation	167	-	167	1,242
	<u>20,683</u>	<u>20,647</u>	<u>41,330</u>	<u>44,407</u>
<b>Governance costs</b>				
Accountancy and examination fees	-	1,793	1,793	1,812
Quality mark monitoring fees	756	-	756	756
	<u>756</u>	<u>1,793</u>	<u>2,549</u>	<u>2,568</u>
	<u>156,689</u>	<u>62,666</u>	<u>219,355</u>	<u>265,186</u>

Included within accountancy and examinations fees above are amounts due to the independent examiners in relation to independent examination of £1,440 (2023: £1,440) and £353 for other work (2023: £372).

**SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (continued)****6 TANGIBLE ASSETS**

	Leasehold improvements £	Office furniture & equipment £	Total £
<b>COST</b>			
At beginning of year	40,489	17,561	58,050
Additions	-	500	500
At end of year	40,489	18,061	58,550
<b>DEPRECIATION</b>			
At beginning of year	40,489	17,561	58,050
Charge for year	-	167	167
At end of year	40,489	17,728	58,217
<b>NET BOOK VALUE</b>			
At end of year	-	333	333
At beginning of year	-	-	-

**7 DEBTORS**

	2024 £	2023 £
Prepayments	3,453	2,555
Accrued income	18,666	8,333
Other debtors	966	125
	23,085	11,013

**8 CREDITORS: amounts falling due within one year**

	2024 £	2023 £
Accruals and deferred income	10,811	35,807
Other creditors	-	77
	10,811	35,884

## SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

(Company limited by guarantee and not having share capital)

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (continued)

#### 9 RESTRICTED FUNDS

	Funds b/fwd £	Income £	Expenditure £	Transfers £	Funds c/fwd £
SVS - SO18 Big Local	-	14,864	(14,864)	-	-
Henry Smith grant	-	35,667	(32,931)	(1,200)	1,536
Alex Ferry Foundation	-	9,902	(9,902)	-	-
The Access to Justice Foundation	-	5,469	(4,969)	(500)	-
	-	65,902	(62,666)	(1,700)	1,536

#### SVS - SO18 Big Local

SO18 Big Local commissioned grant award to fully fund an outreach service, providing two advice sessions per month in Townhill Park for the local community.

#### Henry Smith Grant

This funds the outreach worker post shared across the Advice Southampton Partnership. Continuation funding was approved for a further three years in September 2020. The transfer represents costs accrued in the prior year as unrestricted expenditure which in reality was spent from this grant. The £1,536 fund balance represents funding used to pay for the Quality Mark monitoring fees for the next two years.

#### Alex Ferry Foundation

Funding towards the purchase of a laptop and to cover the company's computer service contract.

#### The Access to Justice Foundation

This grant supports free legal advice to enable the poorest in our society to fight injustice and deprivation. The £500 transfer represents fixed assets purchased from the fund during the year.

#### 10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted £	Restricted £	2023 £
<i>Year ended 31 March 2024</i>			
Tangible fixed assets	333	-	333
Debtors	21,549	1,536	23,085
Bank and cash	183,963	6,673	190,636
Creditors	(4,138)	(6,673)	(10,811)
	201,707	1,536	203,243
	Unrestricted £	Restricted £	2022 £
<i>Year ended 31 March 2023</i>			
Tangible fixed assets	-	-	-
Debtors	11,013	-	11,013
Bank and cash	170,593	19,761	190,354
Creditors	(16,123)	(19,761)	(35,884)
	165,483	-	165,483

## **SOUTHAMPTON ADVICE & REPRESENTATION CENTRE**

(Company limited by guarantee and not having share capital)

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 (continued)**

#### **11 DEFERRED INCOME**

An element of grant income received by the charity during the year has been deferred as it relates to later accounting periods. The movement in the year is detailed below:

	£
Income deferred in year	6,673
Amounts released from previous years	(19,761)
Net movement in the Statement of Financial Activities	<u>(13,088)</u>

#### **12 RELATED PARTY TRANSACTIONS**

There were no related party transactions during this year or the prior year.

#### **13 OPERATING LEASES**

At 31 March 2024, the charity had annual commitments under non-cancellable operating leases for rent of the office building. This lease is due to expire on 31 March 2029 and the annual commitment is £14,250. The total amount payable until the end of the lease is £71,250 (2023: £12,325).