

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

England & Wales · Charity number 1117552

Details

Status Registered

Legal form CIO

Registered 2007-01-11

Register [View on the Charity Commission register](#)

Contact

Address Bromsgrove Citizens Advice Bureau
50-52 Birmingham Road
Bromsgrove
B61 0DD

Phone 08082787890

Email enquiries@cabr.org.uk

Website www.cabr.org.uk

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE COMMUNITY IN BROMSGROVE} AND SURROUNDING AREAS ('THE AREA OF BENEFIT') BY THE ADVANCEMENT OF EDUCATION, THE PROTECTION AND PRESERVATION OF HEALTH AND THE RELIEF OF POVERTY, SICKNESS AND DISTRESS.

Activities: To provision of information and advice to the public, free of charge.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** BROMSGROVE, WORCESTERSHIRE
- Worcestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£508,779	£500,504	£593,349	18
2024-03-31	£521,975	£444,001	£585,075	16
2023-03-31	£382,993	£389,400	-	-
2022-03-31	£396,873	£366,514	-	-
2021-03-31	£386,191	£368,867	-	-

Trustees

Name	Role	Appointed
Dr Brian Thomas Cooper		2014-08-29
Esther Gray		2024-07-01
GORDON COOPER		1995-09-01
Jo- Anne Till		2019-09-06
Maria Fox		2019-02-06
Maria Furness		2021-08-06
Mark Cawston		2026-04-24
SUZANNE GREEN		2019-04-22
Shirley Webb		2015-12-01

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

England & Wales - Charity number 1117552

Accounts

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
UNAUDITED TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2025
TRADING AS CITIZENS ADVICE BROMSGROVE AND REDDITCH

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

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Bankers

Caf Bank Limited
25, Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Lloyds Bank
112, High Street
Bromsgrove
Worcs
B61 8EZ

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

Registered as Bromsgrove and District Citizens Advice Bureau

(Also using the name Citizens Advice Bromsgrove and Redditch)

Registered Company Number

05982711

Registered Charity Number

1117552

Registered Office

50/52 Birmingham Road,
Bromsgrove,
Worcestershire
B61 0DD

Trustees

Name

S Green (Chair)

B Cooper (Vice Chair)

G Cooper (Treasurer)

S Webb

M Fox

M Furness

J A Till

E Gray

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

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 31st March 2025. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRS102).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Bromsgrove and District Citizens Advice Bureau are an incorporated charity and a company limited by guarantee. The charity is governed by its Memorandum and Articles of Association.

Entitlement of External Bodies to Appoint Trustees

As our principal funders, Bromsgrove District Council is entitled to appoint two trustees, and Worcestershire County Council to appoint one. As a new principal funder Redditch Borough has been invited to appoint one.

Recruitment of New Trustees and Training

New trustees are recruited by advertising in the local press, internet sites and personal contacts. New recruits are provided with a pack of information about the responsibilities of trustees and also a skills questionnaire to be completed. They then have a first interview with the Chair to learn about the organisation, if they then wish to proceed they are interviewed by the Chair and CEO. Once appointed they are given induction training by the Chair/CEO.

Organisational Structure

The day to day running of the charity is dealt with by the Chief Executive, assisted by a Service Manager. There are regular visits to the Centre by the Chair, who is also available at other times to give advice and to take decisions on delegated matters. The Trustee Board meets every three months. A sub-committee, Finance and Governance, is used to review policies, finance, etc., and report back to the main Board. Staff management is the responsibility of the Chief Executive. All matters requiring disciplinary action are dealt with in accordance with employment law, and contracts, with guidance from CA and ACAS. Staff salary grades and structures are approved by the Board.

Funding opportunities are sought by staff and approved by the Board, after considering whether they are within our objectives and viable.

Risk Management

All major risks have been identified and have procedures in place. They are reviewed periodically, usually, on a quarterly basis. There is an annual review of the level of funding it is necessary to hold to cover potential financial risks.

We will aim to have at least three months running costs, as a safety net, which would be £150,000 and the present safety net is £130,000. If any services, for which there is specific funding, ceased then notice would be given. All necessary insurance covers, including professional indemnity are in place and reviewed regularly. DBS checks are carried out for staff, volunteers and trustees if they are necessary.

Good Governance

The code for the voluntary sector was published in July 2017 and we have adopted it. We also discuss governance issues at each Trustee Board Meeting.

Public Benefit

The trustees have given due regards to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

OBJECTIVES AND ACTIVITIES

Objectives and aims

They are as follows:-

1. Objects

The Charity's objects are to promote any charitable purpose for the benefit of the community in Bromsgrove and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

2. Powers

To promote its objects but not for any other purpose the Charity will have the following powers:

- 2.1 Power to establish and provide Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.
- 2.2 Power to obtain, collect and receive money and funds by way of contribution, donations, legacies, grants and any other lawful method. It can also accept and receive gifts of property of any description (whether subject to any special trusts or not) provided that the Charity does not carry out any substantial and permanent trading activities for the purpose of raising funds and shall conform to any relevant requirements of the law.
- 2.3 Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- 2.4 Power to sell, lease or dispose of all or part of the Charity's property but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.5 Power to borrow money and to give security for loans but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.6 Power to employ such staff (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
- 2.7 Power to recruit such volunteer workers (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects.
- 2.8 Power to work with other charities, voluntary bodies and statutory authorities that have the same or similar purposes as the Charity and exchange information and advice with them.
- 2.9 Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- 2.10 Power to appoint and constitute such advisory committees as the Trustee Board may think fit.
- 2.11 Power to procure to be written, and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, Pamphlets, leaflets and other documents, audio and video tapes and discs, computer discs, films and any other instructional matter.
- 2.12 Power to arrange and provide or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes.
- 2.13 Power to promote, encourage or undertake organised research and experimental work and make available the results of such research.
- 2.14 Power to join any other charitable institution and to become responsible for the assets, liabilities and contracts of any such institution or transfer the assets, liabilities and contracts of the Charity to such institution.
- 2.15 Power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

- 2.16 Power to insure the property of the Charity against any foreseeable risk and to take out other insurance policies to protect the Charity as the Trustee Board thinks fit.
- 2.17 Power to provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity: provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees knew to be a breach of trust or breach of duty or which was committed by the Trustees in reckless disregard to whether it was a breach of trust or breach of duty or not; provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as Trustees of the Charity; and
- 2.18 Power to do all such other lawful things which promote or help to promote the objects.

3. ACHIEVEMENT AND PERFORMANCE

2024/2025 was another year that started with us facing a significant deficit, although once again we have managed to end the year with a small surplus. The underlying discrepancy between the cost of our main service and the funding available for it, remains a significant, and growing concern, but it is also a sector wide issue, not just one that is unique to ourselves. We continue to engage with all current and potential funders on this matter.

In project terms this year has seen us once again deliver the Household Support Fund and to continue our Advice First Aid work, rolling the latter program out to over 220 people and 40 organisations now. Our most exciting project development this year has been our Outreach project in Bromsgrove. Funded by the Household Support fund, with further support from Bromsgrove District Council for 2025/2026, this has seen us establish a monthly rota of drop in opportunities across a mix of venues and areas within the district.

Internally our recruitment and training model has gone from strength to strength, with good rates of retention volunteer numbers growing steadily. We also made the decision to move away from a triage with delayed follow up system, to providing as much advice as we can on the first phone call, and calling back that day if follow up is required. This is making the service more accessible and is leading to positive feedback from clients and our teams.

We supported 9,752 households this year compared to 9,903 households last year. Although this looks like we have effectively stood still, compared to our previous jump of 45% in two years, each of those clients is now getting full advice so we have maintained numbers whilst improving the client experience significantly.

4. FUTURE DEVELOPMENTS

2025/2026 whilst continuing to deliver all the above services, we hope this year to begin seriously rebuilding our "on the ground" presence in Redditch, culminating with a drop in service in the Town Hall when that reopens. We also have a very exciting Community Advice Worker project, targeted at the hardest to reach communities and individuals in Redditch. Finally we will be ramping up our efforts to grow our recruitment of non-student volunteers.

5. FINANCIAL REVIEW

At 31st March 2025 the total funds held were £593,349 of which £317,754 were restricted funds, this compares with £585,075 and £317,754 last year. The restricted funds were all fixed assets. Any remaining surplus on current restricted funding, after fulfilling contractual obligations is transferred to unrestricted funds. The budget set for the year, anticipated a surplus of £36,000 and the final outcome was £8,274. The main reason was due to an increase in staff costs, including an increase in national insurance. The funding for core costs was as expected but new projects were started and old ones finished. Some additional staff was engaged and existing staff hours extended, but the additional duties were mainly carried out by existing staffing.

The financial position is sound we have adequate unrestricted funds as a cushion against the loss of funding. The surplus of £8,274 includes £9,773 restricted funds which will be transferred to unrestricted funds, having completed our contact obligations. Unrestricted activities made a loss of £1,499.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Bromsgrove and District Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

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

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

The trustees are responsible for keeping 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. They are 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.

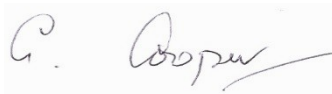
STATEMENT AS TO DISCLOSURE OF INFORMATION TO EXAMINER

So far as the trustees are aware, there is no relevant information (as defined by Section 18 (3) of the Companies Act 2006) of which the charitable company's examiners are unaware, and each trustee has taken all steps that they ought to have taken as trustees in order to make them aware of any information and to establish that the charitable company's examiners are aware of that information.

EXAMINATION OF THE ACCOUNTS

Colm McGrory of Ormerod Rutter Chartered Accountants, appointed in accordance with Section 485 of the Companies Act 2006.

ON BEHALF OF THE BOARD



Gordon Cooper
Trustee

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

I report to the trustees on my examination of the financial statements of Bromsgrove and District Citizens Advice Bureau (the charity) for the year ended 31st March 2025.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 ICAEW, 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 that in any material respect.

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 financial statements to be reached.

Colm McGrory FCA
Ormerod Rutter Limited, Chartered Accountants
The Oakley, Kidderminster Road
Droitwich, Worcestershire
WR9 9AY

Date

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

	Note s	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
Income from:					
Donations	2	484	-	484	579
Activities for generating funds	3	121	-	121	136
Investments	4	6,500	-	6,500	5,497
Charitable Activities	5	245,100	256,574	501,674	515,763
Total income		252,205	256,574	508,779	521,975
Expenditure on:					
Charitable Activities					
Bromsgrove Bureau Services	6	253,704	-	253,704	252,779
Bromsgrove Homelessness Debt		-	14,643	14,643	26,515
Home Support		-	62,770	62,770	47,433
Redditch Homelessness Debt	6	-	51,122	51,122	26,585
Birmingham University Outreach	6	-	8,608	8,608	4,280
Money Management		-	22,965	22,965	-
Redditch Community Awareness Signposting	6	-	7,813	7,813	-
CSDf-Phase 2 -Pot 1-Innovation	6	-	-	-	22,299
Advice First Aiders	6	-	23,099	23,099	10,280
MaPS – Debt Advice	6	-	55,780	55,780	53,830
		-	-	-	-
Total expenditure		253,704	246,800	500,504	444,001
Net incoming/expenditure	7	(1,499)	9,774	8,275	77,974
Transfer between Funds	15	9,774	(9,774)	-	-
Net (expenditure)/Income for the year/net movement in funds		8,275	-	8,275	77,974
Reconciliation of Funds					
Total Funds brought forward at 1st April 2024		267,321	317,754	585,075	507,101
Total Funds carried forward at 31st March 2025		275,596	317,754	593,350	585,075

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

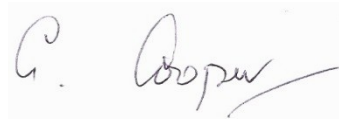
Fixed Assets	Notes	2025	2025	2024
		£	£	£
Tangible Fixed Assets	10		311,341	310,754
Current Assets				
Debtors	12	52,110		28,860
Cash at Bank and In Hand		<u>252,041</u>		<u>256,211</u>
		<u>304,151</u>		<u>285,071</u>
Creditors				
Amounts falling due within one year	13	<u>22,143</u>		10,750
Net Current Assets			<u>282,008</u>	<u>274,321</u>
Total Assets less current Liabilities			<u><u>593,349</u></u>	<u><u>585,075</u></u>
Income Funds				
<u>Unrestricted Funds</u>				
Revenue			118,565	150,921
<u>Designated Funds</u>				
Reserves Policy		110,000		90,000
Provision for Redundancies		20,000		9,400
Buildings Fund		<u>27,030</u>	157,030	17,000
<u>Restricted</u>				
Redundancy Fund FIF		7,000		7,000
Capital		311,341		310,754
General Funds		<u>(587)</u>	<u>317,754</u>	<u>-</u>
Total Funds	20		<u><u>593,349</u></u>	<u><u>585,075</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31st March 2025. No member of the company has deposited a notice, pursuant to Section 476, requiring an audit of these accounts.

It is the trustees' responsibility to ensure that the charity keeps accounting records which comply with Section 386 of the Act and to prepare accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year. The accounts must give a true and fair view of the charity's incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

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



Gordon Cooper - Trustee

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025
STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

Company Registration No 05982711

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

	Notes	2025 £	2025 £	2024 £
Cash Flow from operating activities				
Cash generated from operations	8		(4,163)	47,700
Investment activities				
Purchase of tangible fixed assets	8	(1,168)	(1,168)	(942)
Net cash used in investing activities	8	-	-	-
Net cash used in financing activities				
-				
Net increase in cash and cash equivalents	8		(5,331)	46,758
<hr/>				
Cash and cash equivalents at beginning of year			<u>256,211</u>	<u>209,453</u>
Cash and cash equivalents at end of year			<u>250,880</u>	<u>11</u>

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

1. ACCOUNTING POLICIES

Charity Information

Bromsgrove and District Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is 50/52, Birmingham Road, Bromsgrove, Worcestershire, B61 0DD.

a) Accounts Convention

The accounts have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)" (effective 1st January 2019). The charity is a Public Benefit Entity as defined by FRS102.

The accounts are prepared in Sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention.

Capital grants are recognised as designated income when receivable and this departure from financial reporting standards is necessary in order to show a true and fair view, in accordance with SORP 2015.

Three types of funds are held, restricted, general or designated safety net funds cannot be used without the approval of the Directors/Trustees.

When possible, expenditure is charged to the charitable activity to which it relates. Costs that cannot be dealt with in this way are apportioned as a percentage overhead. Apportioned costs are premises and office costs.

Going Concern

At the time of approving the accounts, the trustees had a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

Governance Costs

Any costs that can be identified are charged direct. Staff time is allocated according to the percentage spent directly on governance, together with a proportion of premises and office costs. In accordance with the charities SORP (FRS 102) governance costs are now treated as overheads and allocated over the other services.

b) Incoming resources

Grants receivable

Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.

Bank interest

Bank interest is included in the income and expenditure account on receipt.

Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. General volunteer time is not recognised, in accordance with the Charities SORP (FRS102).

v) Deferred income

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

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

administration as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate.

d) Basic financial assets

Basic financial assets, which include debtors and bank balances, are initially measured at transaction price including costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

e) Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flow discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/ (expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income (expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised.

The impairment reversal is recognised in net income (expenditure) for the year.

f) Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expires or are settled, or when the charity transfers the financial asset and substantially all the risks and reward of ownership to another entity, or if some significant risk and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

g) Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective rate method.

h) Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged.

i) Fixed assets and depreciation

Fixed assets are included at cost less depreciation. Items are capitalised if their value is over £500.

Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives as follows:

Fixtures, fittings and equipment	3 years
Furniture	5 years
Freehold buildings	No depreciation

The depreciation policy has been reviewed in accordance with FRS 102 and no change has been made from the previous year.

The provision for depreciation of fixed assets is shown as part of notes to the Statement of Financial Activities. Fixed assets are either financed from grants or by using Reserves. When Reserves are used the cost is written as a charge to Revenue, but when financed from a grant then the income resource is shown in the Statement of Financial Activities and credited to a Designated Capital Reserve.

j) Restricted funds

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor that any unused funds may have to be refunded, if the objective of the funding is met and there is no obligation to refund any surplus then those funds are treated as unrestricted.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

k) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

l) Fund Accounting

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

m) Cash Flow

The charity has taken advantage of the provisions in the SORP for charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flow.

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

n) Taxation

Bromsgrove and District Citizens Advice Bureau are registered with the Charity Commission and under the provisions of the Income and Corporation Taxes Act 1988 and exempt from liability to taxation.

o) Capital Grants

Capital grants are recognized as income in the designated fund when receivable and a departure from Financial Reporting Standards necessary in order to show a true and fair view in accordance with the Statement of Recommended Practice SORP (FRS102).

p) Pensions

Employees have an amount equal to 5% of their salary paid into a pension fund. The provider is Standard Life but employees can use a different provider if they wish. The only obligation, as an employer, is to deduct any agreed contribution from salary and pay over to the pension provider, together with the employer's contribution. The provisions of automatic enrolment apply to eligible staff who has not exercised their contractual rights.

	2025	2024
	£	£
2. DONATIONS	<u>484</u>	<u>579</u>
3 ACTIVITIES FOR GENERATING FUNDS	2025	2024
Completing DRO Forms	110	130
Gift Aid	11	6
	<u>121</u>	<u>136</u>
4 INVESTMENT INCOME	2025	2024
Bank Interest	<u>6,500</u>	<u>5,497</u>
5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES	£	£
	2025	2024
Restricted Grants and Contracts		
Bromsgrove District Council Home Support	15,000	15,000
Redditch Borough Council Home Support	48,250	39,750
Worcester Advice Network (WCC) Home Support	9,000	-
Bromsgrove District Council Homelessness Debt Prevention	4,470	24,500
Bromsgrove District Council Advice First Aiders	22,920	22,382
Citizens Advice MaPs	55,860	57,365
Citizens Advice CSDF-Phase 2 -Pot 1-Innovation	-	47,120
Worcester Advice Network (WCC) Money Management	22,850	-
Redditch Borough Council Homelessness Debt	51,119	24,500
Birmingham University Outreach for Staff	9,160	9,160

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

Redditch Borough Council	Community Awareness Signposting	7,875	-
Bromsgrove District Council	Community Outreach	10,070	-
Total Restricted		<u>256,574</u>	<u>239,777</u>
		£	£
		2025	2024
Unrestricted Grants and Contracts			
Bromsgrove District Council	Information and Advice Service	121,000	113,500
Redditch Borough Council	Financial & problem solving	50,000	54,114
Redditch Borough Council	Housing	-	9,816
Worcester Advice Network	Information and Advice Service	68,800	79,656
Alvechurch PC	Information and Advice Service	-	150
Barnt Green PC	Information and Advice Service	500	500
Belbroughton PC	Information and Advice Service	-	300
Catshill and North Marlbrook PC	Information and Advice Service	1,000	1,000
Clent PC	Information and Advice Service	-	-
Cotton Hackett PC	Information and Advice Service	500	-
Dodford PC	Information and Advice Service	500	
Fininstall PC	Information and Advice Service	300	300
Lickey and Blackwell PC	Information and Advice Service	500	500
Tutnall and Cobley PC	Information and Advice Service	-	150
Wythall PC	Information and Advice Service	2,000	1,000
Citizens Advice	General Purpose Grant	-	15,000
Total Unrestricted		<u>245,100</u>	<u>275,986</u>
Total Incoming Resources - Notes 2 to 5		<u>508,779</u>	<u>521,975</u>

6. CHARITABLE ACTIVITIES COSTS

Details	Bureau Services	Bromsgrove Outreach Development	Bromsgrove Affordability Assessments	Home Support	Money Management Support	Maps Debt	Advice First Aiders	Redditch Community Awareness Signposting	Redditch Targeted Debt	Birmingham University Outreach	Total	2024
	£	£	£	£	£	£	£	£	£	£	£	£
Salary Costs	213,477	8,619	3,961	54,369	19,891	48,062	20,008	6,767	43,681	7,457	426,292	365,834
Staff Travel	738	-	-	-	-	-	-	-	-	-	738	267
Other Staff Costs	-	-	-	-	-	-	-	-	-	-	0	-
Consultancy	-	-	-	-	-	-	-	-	-	-	0	-
Volunteers Travel Costs	2,882	-	-	-	-	-	-	-	-	-	2,882	2,542
Interpretation Services	165	-	-	-	-	-	-	-	-	-	165	85
Photocopying	-	-	-	-	-	-	-	-	-	-	0	-
Postages	-	-	-	-	-	-	-	-	-	-	0	-
Reference Books	-	-	-	-	-	-	-	-	158	-	158	-
Recruitment	0	-	-	-	-	-	-	-	-	-	0	728
Rent	3,457	-	-	-	-	-	-	-	-	-	3,457	2,719
Training	-	-	-	-	-	292	-	-	534	-	826	1,380
Equipment	-	120	-	-	-	-	-	-	-	-	120	1,511
Office and Premises OH's	32,981	1,332	612	8,401	3,074	7,427	3,092	1,046	6,750	1,152	65,867	67,935
Total	253,700	10,071	4,573	62,770	22,965	55,781	23,100	7,813	51,123	8,609	500,505	443,001

Note: There is also staff cost of £12,167 included in Office and Premises Overheads.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

7. NET INCOMING / (EXPENDITURE)	2025	2024
	£	£
Independent Examiners Fee	2,050	1,500
Depreciation owned assets	<u>581</u>	<u>474</u>

	2025	2024
	£	£
8. Cash Generated from operations		
Surplus/(deficit) for the year	8,275	77,974
Adjusted for		
Depreciation and impairment of tangible fixed assets	581	474
Movement in working capital		
Increase/decrease in debtors	(23,250)	(280)
Increase/decrease in creditors	<u>11,393</u>	<u>(30,468)</u>
	<u>(11,857)</u>	<u>(30,748)</u>
Cash generated from operations	<u>(4,163)</u>	<u>47,700</u>

9. TRUSTEE'S REMUNERATION AND BENEFITS

No trustees received any remuneration nor benefits for the year ended 31st March 2025 (2024: None)

10. STAFF COSTS	2025	2024
	£	£
Wages and Salaries	388,915	336,862
Social Security Costs	28,633	23,005
Pension Costs	<u>20,558</u>	<u>18,536</u>
	<u>438,106</u>	<u>378,403</u>

	2025	2024
Full Time Staff at 31 st March	8	5
Part Time Staff at 31 st March	10	11
Average hours part time staff	16	19

Contributions to 12 employees pension provision.

There were no payments in kind

There were no employees with emoluments above £60,000.

The purpose of the Charity is to provide information, advice and assistance to the public and this is principally done by trained volunteers, supervised by paid staff. The administration support is also provided by volunteers under the supervision of a paid Administration Officer.

11. TANGIBLE FIXED ASSETS

	Freehold Building	Equipment	Furniture	Total
Cost	£	£	£	£
1st April 2024	324,180	63,890	6,189	394,259
Additions	-	1,168	-	1,168
At 31st March 2025	<u>324,180</u>	<u>65,058</u>	<u>6,189</u>	<u>395,427</u>

Depreciation

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

1st April 2024	14,180	63,136	6,189	83,505
Charges for year	-	581	-	581
At 31st March 2025	14,180	63,717	6,189	84,086

Net Book Value

1st April 2024	310,000	754	-	310,754
31st March 2024	310,000	1,341	-	311,341

	Freehold Building	Equipment	Furniture	Total
	£	£	£	£
Depreciation Charged				
Overheads	-	581	-	581
	-	581	-	581

Depreciation is by the straight line method. There is no depreciation on buildings. Equipment is depreciated over 3 years and furniture over 5 years. Depreciation is charged in year of acquisition.

12. NET MOVEMENT OF FUNDS

	2025	2024
	£	£
As per Financial Statements	8,275	77,974
Funds Applied to acquisition of Assets	(1,168)	(942)
Net Movement of Funds	<u>7,107</u>	<u>77,032</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Contract Payments	<u>52,110</u>	<u>28,860</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Social Security and other taxes	8,318	6,266
Pension Contributions	3,772	2,550
Other Creditors	4,428	1,934
Grants paid in advance	5,625	-
Total	<u>22,143</u>	<u>10,750</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

15. MOVEMENT IN FUNDS

	At 1.4.2024 £	Net Movement in Funds £	Transfers between Funds £	At 31.3.2025 £
Unrestricted Funds				
General Funds	150,921	(1,499)	(30,856)	118,566
Designated Safety Net	90,000	-	20,000	110,000
Building Repairs Fund	17,000	-	10,030	27,030
Provision for Redundancy	9,400	-	10,600	20,000
Total	267,321	(1,499)	9,774	275,596
	£	£	£	£
Restricted Funds				
General Funds	-	9,774	(9,774)	-
Redundancy Fund FIF	7,000	-	-	7,000
Capital Fund	310,753	-	-	310,753
Total	317,753	9,774	(9,774)	317,753
Total Both	585,074	8,275	-	593,349

16 RESTRICTED FUNDS

General Funds that were given for a specified purpose and having fulfilled that purpose and there being no requirement to refund a surplus then any surplus is held to cover any deficit that may arise in the following year. If the surplus is not required in that year then it is transferred to unrestricted funds. The funding that is provided by MAS for the debt advice service has a requirement that an amount be set aside to cover redundancy costs should the contract be terminated. The Capital Fund is the value of the building that was given for that purpose

17. SUPPORT COST

Overheads are those costs which are common to all services and cannot be allocated directly to the functions to which they relate. These costs are premises' running costs, gas, electricity, etc., and office costs, telephone, stationery, etc. The use of premises is multifunctional. Premises and office costs are allocated as a percentage on their estimated usage.

	Support costs	Governance costs	2025		2024
	£	£	£		£
Staff Costs	12,225	1,616	13,841	Direct	13,999
Depreciation	461	-	461	Direct	474
Independent Examiners	-	2,050	2,050	%allocation	1,500
Office Costs	11,849	-	11,849	% allocation	19,154
Other Costs	-	-	-	% allocation	132
Sundry Expenses	14,705	-	14,705	% allocation	16,451
Bank Charges	60	-	60	% allocation	60

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2025

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

Premises Cost	<u>22,904</u>	-	<u>22,904</u>	% allocation	<u>16,164</u>
	<u>62,204</u>	<u>3,666</u>	<u>65,870</u>		<u>67,934</u>

18. SHARE CAPITAL

The company is limited by guarantee. In the event of a winding up, the liability of each member is limited.

19. LIABILITY OF MEMBERS

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

20. EXAMINERS FEE

An amount of £2,050 has been provided for in the accounts. This is included in other creditors.

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Net Current Assets	Total Funds
	£	£	£
Unrestricted Funds	-	275,596	275,596
Restricted Funds	<u>311,340</u>	<u>6,414</u>	<u>317,754</u>
	<u>311,340</u>	<u>282,010</u>	<u>593,350</u>

22. RELATED PARTY TRANSACTIONS

There were no disclosable related party transactions during the year. (2024 – Nil)

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

England & Wales - Charity number 1117552

Accounts

Charity number: 1117552
Company number: 05982711

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
UNAUDITED TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2024
TRADING AS CITIZENS ADVICE BROMSGROVE AND REDDITCH

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

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BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

Registered as Bromsgrove and District Citizens Advice Bureau

(Also using the name Citizens Advice Bromsgrove and Redditch)

Registered Company Number

05982711

Registered Charity Number

1117552

Registered Office

50/52 Birmingham Road,
Bromsgrove,
Worcestershire
B61 0DD

Trustees

Name

S Green (Chair)
B Cooper (Vice Chair)
G Cooper (Treasurer)
S Webb
M Fox
M Furness
J A Till
E Gray

Bankers

25, Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Lloyds Bank
112, High Street
Bromsgrove
Worcs
B61 8EZ

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

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 31st March 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRS102).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Bromsgrove and District Citizens Advice Bureau are an incorporated charity and a company limited by guarantee. The charity is governed by its Memorandum and Articles of Association.

Entitlement of External Bodies to Appoint Trustees

As our principal funders, Bromsgrove District Council is entitled to appoint two trustees, and Worcestershire County Council to appoint one. As a new principal funder Redditch Borough has been invited to appoint one.

Recruitment of New Trustees and Training

New trustees are recruited by advertising in the local press, internet sites and personal contacts. New recruits are provided with a pack of information about the responsibilities of trustees and also a skills questionnaire to be completed. They then have a first interview with the Chair to learn about the organisation, if they then wish to proceed they are interviewed by the Chair and CEO. Once appointed they are given induction training by the Chair/CEO.

Organisational Structure

The day to day running of the charity is dealt with by the Chief Executive, assisted by a Service Manager. There are regular visits to the Centre by the Chair, who is also available at other times to give advice and to take decisions on delegated matters. The Trustee Board meets every three months. A sub-committee, Finance and Governance, is used to review policies, finance, etc., and report back to the main Board. Staff management is the responsibility of the Chief Executive. All matters requiring disciplinary action are dealt with in accordance with employment law, and contracts, with guidance from CA and ACAS. Staff salary grades and structures are approved by the Board.

Funding opportunities are sought by staff and approved by the Board, after considering whether they are within our objectives and viable.

Risk Management

All major risks have been identified and have procedures in place. They are reviewed periodically, usually, on a quarterly basis. There is an annual review of the level of funding it is necessary to hold to cover potential financial risks.

We will aim to have at least three months running costs, as a safety net, which would be £110,000 and the present safety net is £90,000. If any services, for which there is specific funding, ceased then notice would be given. All necessary insurance covers, including professional indemnity are in place and reviewed regularly. DBS checks are carried out for staff, volunteers and trustees if they are necessary.

Good Governance

The code for the voluntary sector was published in July 2017 and we have adopted it. We also discuss governance issues at each Trustee Board Meeting.

Public Benefit

The trustees have given due regards to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

OBJECTIVES AND ACTIVITIES

Objectives and aims

They are as follows:-

1. Objects

The Charity's objects are to promote any charitable purpose for the benefit of the community in Bromsgrove and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

2. Powers

To promote its objects but not for any other purpose the Charity will have the following powers:

- 2.1 Power to establish and provide Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.
- 2.2 Power to obtain, collect and receive money and funds by way of contribution, donations, legacies, grants and any other lawful method. It can also accept and receive gifts of property of any description (whether subject to any special trusts or not) provided that the Charity does not carry out any substantial and permanent trading activities for the purpose of raising funds and shall conform to any relevant requirements of the law.
- 2.3 Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- 2.4 Power to sell, lease or dispose of all or part of the Charity's property but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.5 Power to borrow money and to give security for loans but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.6 Power to employ such staff (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
- 2.7 Power to recruit such volunteer workers (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects.
- 2.8 Power to work with other charities, voluntary bodies and statutory authorities that have the same or similar purposes as the Charity and exchange information and advice with them.
- 2.9 Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- 2.10 Power to appoint and constitute such advisory committees as the Trustee Board may think fit.
- 2.11 Power to procure to be written, and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, Pamphlets, leaflets and other documents, audio and video tapes and discs, computer discs, films and any other instructional matter.
- 2.12 Power to arrange and provide or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes.
- 2.13 Power to promote, encourage or undertake organised research and experimental work and make available the results of such research.
- 2.14 Power to join any other charitable institution and to become responsible for the assets, liabilities and contracts of any such institution or transfer the assets, liabilities and contracts of the Charity to such institution.
- 2.15 Power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

- 2.16 Power to insure the property of the Charity against any foreseeable risk and to take out other insurance policies to protect the Charity as the Trustee Board thinks fit.
- 2.17 Power to provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity: provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees knew to be a breach of trust or breach of duty or which was committed by the Trustees in reckless disregard to whether it was a breach of trust or breach of duty or not; provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as Trustees of the Charity; and
- 2.18 Power to do all such other lawful things which promote or help to promote the objects.

3. ACHIEVEMENT AND PERFORMANCE

2023/2024 has been a significant year for CABR. We faced a challenging deficit on our core service funding but through strong partnership and fundraising work were able to once again generate the funds to fill this gap.

Whilst we cannot guarantee this outcome every year, and are in ongoing long term negotiations with our funders, it is reassuring that for a second year in a row we have managed to rise to this challenge. Indeed, the inability to appoint to certain posts, and some staff reducing hours, has actually led to a significant surplus which, whilst not truly representative of the ongoing financial situation, is welcome nonetheless.

In project terms this year has seen us enjoy an exciting full time placement of a National Grid member of staff as an adviser, which brought many benefits, and was a wonderful example of real corporate social responsibility in action. We have also delivered the Household Support Fund for another year, and our Homelessness Prevention project has gone from strength to strength. Our Advice First Aiders project, funded by the UK Shared Prosperity Fund has also really taken off, and should prove a real asset to the communities where those trained live and work.

Internally a lot of focus this year has been of revamping our volunteer model, so we deliver more options in terms of challenge and commitment, and adjusting our training and recruitment work as a result. This is part of our long term plans to meet the greatly increased demand the service is seeing, in the most cost effective way we can, and by making our service as flexible as it can be.

We supported 9,903 households during this year. An increase from 8,314 last year and 6,822 the year before, a jump of 45% in two years.

Finally, we passed our external audit so have been recredited for the Advice Quality Standard and for FCA licence.

4. FINANCIAL REVIEW

At 31st March 2024 the total funds held were £585,075 of which £317,514 were restricted funds. The budget set for the year, after revision, anticipated a surplus of £20,000 but the final outturn was a surplus of £78,000. As a result of the cost of living crisis support was made available from Central Government, and both Bromsgrove and Redditch Councils contracted us to administer the Home Support Scheme and the Advice First Aiders. There was also funding from Citizens Advice of £47,120 from their CSD Innovation Project. Some additional staff were engaged and existing staff hours extended, but the additional duties were mainly carried out within existing staffing, in addition, the post of coordinator for the CSD Innovation was not able to be filled due to lack of suitable applicants and so this was covered by existing management staff. The Operations Manager left at the end of December and the post was not filled until May this year.

The financial position is sound we have adequate unrestricted funds as a cushion against the loss of funding. The surplus of £77,974 includes £48,555 restricted funds which will be transferred to unrestricted funds, having completed our contact obligation, which does not include any surplus being returned. In the longer term we appreciate that if new contracts are not obtained then we will eventually have to use our reserves, but for 2024/2025 there are a number of new contracts under discussion.

5. FUTURE DEVELOPMENTS

2024/2025 we hope to see a season of growth for CABR. We not only wish to increase our capacity within our existing channels of advice delivery but are actively exploring other ways of developing contact points for people in the wider community, particularly those who may struggle to use the phone. We also remain committed to broadening the depth and range of services available for Redditch clients and look forward to being part of the new council Hub, when it reopens, hopefully in the autumn.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Bromsgrove and District Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

The trustees are responsible for keeping 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. They are 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.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO EXAMINER

So far as the trustees are aware, there is no relevant information (as defined by Section 18 (3) of the Companies Act 2006) of which the charitable company's examiners are unaware, and each trustee has taken all steps that they ought to have taken as trustees in order to make them aware of any information and to establish that the charitable company's examiners are aware of that information.

EXAMINATION OF THE ACCOUNTS

Colm McGrory of Ormerod Rutter Chartered Accountants, appointed in accordance with Section 485 of the Companies Act 2006.

ON BEHALF OF THE BOARD



Gordon Cooper
Trustee

Dated

19th July 2024

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

I report to the trustees on my examination of the financial statements of Bromsgrove and District Citizens Advice Bureau (the charity) for the year ended 31st March 2024.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 ICAEW, 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 that in any material respect.

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 financial statements to be reached.



Colm McGrory FCA
Ormerod Rutter Limited, Chartered Accountants
The Oakley, Kidderminster Road
Droitwich, Worcestershire
WR9 9AY

Date 16/10/2024

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024
STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Income from:					
Donations	2	579	-	579	418
Activities for generating funds	3	136	-	136	6
Investments	4	5,497	-	5,497	1,424
Charitable Activities	5	275,986	239,777	515,763	381,145
Total income		282,198	239,777	521,975	382,993
Expenditure on:					
Charitable Activities					
Bromsgrove Bureau Services	6	252,779	-	252,779	188,881
Bromsgrove Homelessness Debt		-	26,515	26,515	22,640
Bromsgrove Home Support		-	17,100	17,100	15,178
Redditch Outreach	6	-	-	-	49,220
Redditch Homelessness Debt	6	-	26,585	26,585	24,529
Redditch Home Support	6	-	30,333	30,333	26,247
Birmingham University Outreach	6	-	4,280	4,280	6,637
CSDf-Phase 2 -Pot 1-Innovation	6	-	22,299	22,299	-
Advice First Aiders	6	-	10,280	10,280	-
MaPS – Debt Advice	6	-	53,830	53,830	52,612
Premises Review		-	-	-	3,456
Total expenditure		252,779	191,222	444,001	389,400
Net incoming/expenditure	7	29,419	48,555	77,974	(6,407)
Transfer between Funds	15	48,649	(48,649)	-	-
Net (expenditure)/Income for the year/net movement in funds		78,068	(94)	77,974	(6,407)
Reconciliation of Funds					
Total Funds brought forward at 1st April 2023		189,253	317,848	507,101	513,508
Total Funds carried forward at 31st March 2024		267,321	317,754	585,075	507,101

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET


Fixed Assets	Notes	2024	2024	2023
		£	£	£
Tangible Fixed Assets	10		310,754	310,286
Current Assets				
Debtors	12	28,860		28,580
Cash at Bank and In Hand		<u>256,211</u>		<u>209,453</u>
		<u>285,071</u>		<u>238,033</u>
Creditors				
Amounts falling due within one year	13	<u>10,750</u>		41,218
Net Current Assets			<u>274,321</u>	<u>196,815</u>
Total Assets less current Liabilities			<u>585,075</u>	<u>507,101</u>
Income Funds				
<u>Unrestricted Funds</u>				
Revenue			150,921	73,853
<u>Designated Funds</u>				
Reserves Policy		90,000		90,000
Provision for Redundancies		9,400		9,400
Buildings Fund		<u>17,000</u>	116,400	16,000
<u>Restricted</u>				
Redundancy Fund FIF		7,000		7,000
Capital		310,754		310,286
General Funds		-	317,754	562
Total Funds	20		<u>585,075</u>	<u>507,101</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31st March 2024. No member of the company has deposited a notice, pursuant to Section 476, requiring an audit of these accounts.

It is the trustees' responsibility to ensure that the charity keeps accounting records which comply with Section 386 of the Act and to prepare accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year. The accounts must give a true and fair view of the charity's incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 19th July 2024 and were signed on its behalf by:



Gordon Cooper - Trustee

Company Registration No 05982711

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024
STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET'

	Notes	2024 £	2024 £	2023 £
Cash Flow from operating activities				
Cash generated from operations	8		47,700	49,648
Investment activities				
Purchase of tangible fixed assets	8	(942)	-	-
Net cash used in investing activities	8	-	(942)	-
Net cash used in financing activities				
Net increase in cash and cash equivalents	8	-	46,758	49,648
<hr/>				
Cash and cash equivalents at beginning of year			<u>209,453</u>	<u>159,805</u>
Cash and cash equivalents at end of year			<u>256,211</u>	<u>209,453</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024
STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

1. ACCOUNTING POLICIES

Charity Information

Bromsgrove and District Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is 50/52, Birmingham Road, Bromsgrove, Worcestershire, B61 0DD.

a) Accounts Convention

The accounts have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)" (effective 1st January 2019). The charity is a Public Benefit Entity as defined by FRS102.

The accounts are prepared in Sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention.

Capital grants are recognised as designated income when receivable and this departure from financial reporting standards is necessary in order to show a true and fair view, in accordance with SORP 2015.

Three types of funds are held, restricted, general or designated safety net funds cannot be used without the approval of the Directors/Trustees.

When possible, expenditure is charged to the charitable activity to which it relates. Costs that cannot be dealt with in this way are apportioned as a percentage overhead. Apportioned costs are premises and office costs.

Going Concern

At the time of approving the accounts, the trustees had a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

Governance Costs

Any costs that can be identified are charged direct. Staff time is allocated according to the percentage spent directly on governance, together with a proportion of premises and office costs. In accordance with the charities SORP (FRS 102) governance costs are now treated as overheads and allocated over the other services.

b) Incoming resources

Grants receivable

Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.

Bank interest

Bank interest is included in the income and expenditure account on receipt.

Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. General volunteer time is not recognised, in accordance with the Charities SORP (FRS102).

v) Deferred income

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

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

administration as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate.

d) Basic financial assets

Basic financial assets, which include debtors and bank balances, are initially measured at transaction price including costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

e) Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flow discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/ (expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income (expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised.

The impairment reversal is recognised in net income (expenditure) for the year.

f) Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expires or are settled, or when the charity transfers the financial asset and substantially all the risks and reward of ownership to another entity, or if some significant risk and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

g) Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective rate method.

h) Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged.

i) Fixed assets and depreciation

Fixed assets are included at cost less depreciation. Items are capitalised if their value is over £500.

Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives as follows:

Fixtures, fittings and equipment	3 years
Furniture	5 years
Freehold buildings	No depreciation

The depreciation policy has been reviewed in accordance with FRS 102 and no change has been made from the previous year.

The provision for depreciation of fixed assets is shown as part of notes to the Statement of Financial Activities. Fixed assets are either financed from grants or by using Reserves. When Reserves are used the cost is written as a charge to Revenue, but when financed from a grant then the income resource is shown in the Statement of Financial Activities and credited to a Designated Capital Reserve.

j) Restricted funds

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor that any unused funds may have to be refunded, if the objective of the funding is met and there is no obligation to refund any surplus then those funds are treated as unrestricted.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024
STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

k) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

l) Fund Accounting

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

m) Cash Flow

The charity has taken advantage of the provisions in the SORP for charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flow.

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

n) Taxation

Bromsgrove and District Citizens Advice Bureau are registered with the Charity Commission and under the provisions of the Income and Corporation Taxes Act 1988 and exempt from liability to taxation.

o) Capital Grants

Capital grants are recognized as income in the designated fund when receivable and a departure from Financial Reporting Standards necessary in order to show a true and fair view in accordance with the Statement of Recommended Practice SORP (FRS102).

p) Pensions

Employees have an amount equal to 5% of their salary paid into a pension fund. The provider is Standard Life but employees can use a different provider if they wish. The only obligation, as an employer, is to deduct any agreed contribution from salary and pay over to the pension provider, together with the employer's contribution. The provisions of automatic enrolment apply to eligible staff who has not exercised their contractual rights.

	2024	2023
	£	£
2. DONATIONS & GIFT AID	<u>579</u>	<u>418</u>
	£	£
3 ACTIVITIES FOR GENERATING FUNDS	2024	2023
Completing DRO Forms	130	6
Gift Aid	6	-
	<u>136</u>	<u>6</u>
4 INVESTMENT INCOME	2024	2023
Bank Interest	<u>5,497</u>	<u>1,424</u>
5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES	£	£
	2024	2023
Restricted Grants and Contracts		
Bromsgrove District Council Home Support	15,000	15,026
Bromsgrove District Council Homelessness Debt	24,500	23,000
Bromsgrove District Council Advice First Aiders	22,382	-
Citizens Advice MaPs	57,365	49,923
Citizens Advice CSDF-Phase 2 -Pot 1-Innovation	47,120	-
Redditch Borough Council Home Support	39,750	25,965
Redditch Borough Council Homelessness Debt	24,500	23,000
Birmingham University Outreach for Staff	9,160	9,160
National Lottery Premises Review	-	3,456
Total Restricted	<u>239,777</u>	<u>149,530</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024
STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET*

		£	£
		2024	2023
Unrestricted Grants and Contracts			
Bromsgrove & Redditch Network	General Purpose Grant	-	1,000
Bromsgrove District Council	Information and Advice Service	113,500	118,498
Redditch Borough Council	Financial & problem solving	54,114	50,000
Redditch Borough Council	Housing	9,816	-
Worcester Advice Network	Information and Advice Service	79,656	52,448
Alvechurch PC	Information and Advice Service	150	150
Barnt Green PC	Information and Advice Service	500	500
Belbroughton PC	Information and Advice Service	300	300
Bournheath Parish Council	Information and Advice Service	-	100
Catshill and North Marlbrook PC	Information and Advice Service	1,000	1,000
Clent PC	Information and Advice Service	-	250
Cofton Hackett PC	Information and Advice Service	-	500
Finstall PC	Information and Advice Service	300	250
Lickey and Blackwell PC	Information and Advice Service	500	500
Tutnall and Cobley PC	Information and Advice Service	150	100
Wythall PC	Information and Advice Service	1,000	1,000
Citizens Advice	GAG & COMF	-	5,019
Citizens Advice	General Purpose Grant	15,000	-
Total Unrestricted		<u>275,986</u>	<u>231,615</u>
Total Incoming Resources - Notes 2 to 5		<u>521,975</u>	<u>382,993</u>

6. CHARITABLE ACTIVITIES COSTS

Details	Bureau	Broms	Redd	Broms	Redd	Maps	Advise	Pot 1	B'ham	Total	2023
	Services	Homeless Debt	Homeless Debt	Home Support	Home Support	Debt	First Aiders	Innovation	Univ Outreach	2024	
Expenditure	£	£	£	£	£	£	£	£	£	£	£
Salary Costs	209,292	22,191	22,191	14,422	25,583	43,783	8,249	16,514	3,609	365,834	316,088
Staff Travel	267	-	-	-	-	-	-	-	-	267	158
Other Staff Costs	-	-	-	-	-	-	-	-	-	-	491
Consultancy	-	-	-	-	-	-	-	-	-	-	-
Volunteers Travel Costs	3,542	-	-	-	-	-	-	-	-	3,542	2,633
Interpretation Services	85	-	-	-	-	-	-	-	-	85	146
Photocopying	-	-	-	-	-	-	-	-	-	-	251
Postages	-	-	-	-	-	-	-	-	-	-	35
Premises Survey	-	-	-	-	-	-	-	-	-	-	3,456
Recruitment	728	-	-	-	-	-	-	-	-	728	-
Rent	-	-	-	-	-	-	-	2,719	-	2,719	450
Training	-	203	273	-	-	405	499	-	-	1,380	992
Equipment	-	-	-	-	-	1,511	-	-	-	1,511	394
Office and Premises OH's	38,865	4,121	4,121	2,678	4,751	8,130	1,532	3,067	670	67,935	64,307
Total	252,779	26,515	26,585	17,100	30,334	53,829	10,280	22,300	4,279	444,001	389,401

Note: There is also staff cost of £12,568 included in Office and Premises Overheads.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024
STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

	2 024	2 023
7. NET INCOMING / (EXPENDITURE)	£	£
Independent Examiners Fee	1,500	1,500
Depreciation owned assets	<u>474</u>	<u>3,030</u>
	2024	2023
	£	£
8. Cash Generated from operations		
Surplus/(deficit) for the year	77,974	(6,407)
Adjusted for		
Depreciation and impairment of tangible fixed assets	474	3,030
Movement in working capital (increase)/decrease in debtors	(280)	23, 889
Increase/(decrease) in creditors	<u>(30,468)</u>	<u>29,136</u>
Cash generated from operations	<u>47,700</u>	<u>49,648</u>

9. TRUSTEE'S REMUNERATION AND BENEFITS

No trustees received any remuneration nor benefits for the year ended 31st March 2024 (2023: None)

10. STAFF COSTS

	2024	2023
	£	£
Wages and Salaries	336,862	292,133
Social Security Costs	20,005	19,557
Pension Costs	<u>18,536</u>	<u>15,927</u>
	<u>378,403</u>	<u>327,617</u>
	2024	2023
Full Time Staff at 31 st March	5	6
Part Time Staff at 31 st March	11	9
Average hours part time staff	19	18

Contributions to 13 employees pension provision.

There were no payments in kind

There were no employees with emoluments above £60,000.

The purpose of the Charity is to provide information, advice and assistance to the public and this is principally done by trained volunteers, supervised by paid staff. The administration support is also provided by volunteers under the supervision of a paid Admin Officer.

11. TANGIBLE FIXED ASSETS

	Freehold Building	Equipment	Furniture	Total
Cost	£	£	£	£
1st April 2023	324,180	62,948	6,189	393,317
Additions	-	942	-	942
At 31st March 2024	<u>324,180</u>	<u>63,890</u>	<u>6,189</u>	<u>394,259</u>
Depreciation				
1st April 2023	14,180	62,662	6,189	83,031
Charges for year	-	474	-	474
At 31st March 2024	<u>14,180</u>	<u>63,136</u>	<u>6,189</u>	<u>83,505</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024
STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

Net Book Value

1st April 2023	310,000	286	-	310,286
31st March 2024	310,000	754	-	310,754

	Freehold Building	Equipment	Furniture	Total
	£	£	£	£
Depreciation Charged				
Overheads	-	474	-	474
	-	474	-	474

Depreciation is by the straight line method. There is no depreciation on buildings. Equipment is depreciated over 3 years and furniture over 5 years. Deprecation is charged in year of acquisition.

12. NET MOVEMENT OF FUNDS

	2024	2023
	£	£
As per Financial Statements	77,974	(6,407)
Funds Applied to acquisition of Assets	(942)	-
Net Movement of Funds	<u>77,032</u>	<u>6,407</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Contract Payments	<u>28,860</u>	<u>28,580</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Social Security and other taxes	6,266	5,788
Pension Contributions	2,550	2,339
Other Creditors	1,934	2,357
Grants paid in advance	-	30,733
Total	<u>10,750</u>	<u>41,217</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

15. MOVEMENT IN FUNDS

	At 1.4.2023 £	Net Movement in Funds £	Transfers between Funds £	At 31.3.2024 £
Unrestricted Funds				
General Funds	73,853	29,418	47,650	150,921
Designated Safety Net	90,000	-	-	90,000
Building Repairs Fund	16,000	-	1,000	17,000
Provision for Redundancy	9,400	-	-	9,400
Total	189,253	29,418	48,650	267,321
	£	£	£	£
Restricted Funds				
General Funds	562	48,555	(49,117)	-
Redundancy Fund FIF	7,000	-	-	7,000
Capital Fund	310,286	-	467	310,753
Total	317,848	48,555	(48,650)	317,753
Total Both	507,101	77,973	-	585,074

16 RESTRICTED FUNDS

General Funds that were given for a specified purpose and having fulfilled that purpose and there being no requirement to refund a surplus then any surplus is held to cover any deficit that may arise in the following year. If the surplus is not required in that year then it is transferred to unrestricted funds. The funding that is provided by MAS for the debt advice service has a requirement that an amount be set aside to cover redundancy costs should the contract be terminated. The Capital Fund is the value of the building that was given for that purpose

17. SUPPORT COST

Overheads are those costs which are common to all services and cannot be allocated directly to the functions to which they relate. These costs are premises' running costs, gas, electricity, etc., and office costs, telephone, stationery, etc. The use of premises is multifunctional. Premises and office costs are allocated as a percentage on their estimated usage.

	Support costs	Governance costs	2024	2023
	£	£	£	£
Staff Costs	11,490	2,509	13,999 Direct	13,355
Depreciation	474	-	474 Direct	3,060
Independent Examiners	-	1,500	1,500 %allocation	1,500
Office Costs	19,154	-	19,154 % allocation	11,368
Other Costs	-	132	132 % allocation	20
Sundry Expenses	16,451	-	16,451 % allocation	14,844
Bank Charges	60	-	60 % allocation	72
Premises Cost	16,164	-	16,164 % allocation	20,118
	<u>63,793</u>	<u>4,141</u>	<u>67,934</u>	<u>64,337</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2024
STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

18. SHARE CAPITAL

The company is limited by guarantee. In the event of a winding up, the liability of each member is limited.

19. LIABILITY OF MEMBERS

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

20. EXAMINERS FEE

An amount of £1,500 has been provided for in the accounts. This is included in other creditors.

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Net Current Assets	Total Funds
	£	£	£
Unrestricted Funds	-	267,321	267,321
Restricted Funds	<u>310,754</u>	<u>7,000</u>	<u>317,754</u>
	<u>310,754</u>	<u>274,321</u>	<u>585,075</u>

22. RELATED PARTY TRANSACTIONS

There were no disclosable related party transactions during the year. (2023 – Nil)

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

England & Wales - Charity number 1117552

Accounts

Charity number: 1117552
Company number: 05982711

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
UNAUDITED TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2023
TRADING AS CITIZENS ADVICE BROMSGROVE AND REDDITCH

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

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BROMSGROVE AND DISTRICT CITIZENS ADVISE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

Registered as Bromsgrove and District Citizens Advice Bureau

(also using the name Citizens Advice Bromsgrove and Redditch)

Registered Company Number

05982711

Registered Charity Number

1117552

Registered Office

50/52 Birmingham Road,

Bromsgrove,

Worcestershire

B61 0DD

Trustees

Name

S Green (Chair)

B Cooper (Vice Chair)

G Cooper (Treasurer)

S Webb

M Fox

M Furness

J A Till

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

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 31st March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRS102).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Bromsgrove and District Citizens Advice Bureau are an incorporated charity and a company limited by guarantee. The charity is governed by its Memorandum and Articles of Association.

Entitlement of External Bodies to Appoint Trustees

As our principal funders, Bromsgrove District Council is entitled to appoint two trustees, and Worcestershire County Council to appoint one. As a new principal funder Redditch Borough has been invited to appoint one.

Recruitment of New Trustees and Training

New trustees are recruited by advertising in the local press, internet sites and personal contacts. New recruits are provided with a pack of information about the responsibilities of trustees and also a skills questionnaire to be completed. They then have a first interview with the Chair to learn about the organisation, if they then wish to proceed they are interviewed by the Chair and CEO. Once appointed they are given induction training by the Chair/CEO.

Organisational Structure

The day to day running of the charity is dealt with by the Chief Executive, assisted by a Service Manager. There are regular visits to the Centre by the Chair, who is also available at other times to give advice and to take decisions on delegated matters. The Trustee Board meets every three months. One off Board member's working groups is used to review policies and report back to the main Board. Staff management is the responsibility of the Chief Executive. All matters requiring disciplinary action are dealt with in accordance with employment law, and contracts, with guidance from CA and ACAS. Staff salary grades and structures are approved by the Board.

Funding opportunities are sought by staff and approved by the Board, after considering whether they are within our objectives and viable.

Risk Management

All major risks have been identified and have procedures in place. They are reviewed periodically, usually, on a quarterly basis. There is an annual review of the level of funding it is necessary to hold to cover potential financial risks.

We will aim to have at least three months running costs, as a safety net, which would be £91,600 and the present safety net is £90,000. If any services, for which there is specific funding, ceased then notice would be given. All necessary insurance covers, including professional indemnity are in place and reviewed regularly. DBS checks are carried out for staff, volunteers and trustees if they are necessary.

Good Governance

The code for the voluntary sector was published in July 2017 and we have adopted it. We also discuss governance issues at each Trustee Board Meeting.

Public Benefit

The trustees have given due regards to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

OBJECTIVES AND ACTIVITIES

Objectives and aims

They are as follows:-

1. Objects

The Charity's objects are to promote any charitable purpose for the benefit of the community in Bromsgrove and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

2. Powers

To promote its objects but not for any other purpose the Charity will have the following powers:

- 2.1 Power to establish and provide Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.
- 2.2 Power to obtain, collect and receive money and funds by way of contribution, donations, legacies, grants and any other lawful method. It can also accept and receive gifts of property of any description (whether subject to any special trusts or not) provided that the Charity does not carry out any substantial and permanent trading activities for the purpose of raising funds and shall conform to any relevant requirements of the law.
- 2.3 Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- 2.4 Power to sell, lease or dispose of all or part of the Charity's property but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.5 Power to borrow money and to give security for loans but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.6 Power to employ such staff (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
- 2.7 Power to recruit such volunteer workers (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects.
- 2.8 Power to work with other charities, voluntary bodies and statutory authorities that have the same or similar purposes as the Charity and exchange information and advice with them.
- 2.9 Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- 2.10 Power to appoint and constitute such advisory committees as the Trustee Board may think fit.
- 2.11 Power to procure to be written, and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets and other documents, audio and video tapes and discs, computer discs, films and any other instructional matter.
- 2.12 Power to arrange and provide or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes.
- 2.13 Power to promote, encourage or undertake organised research and experimental work and make available the results of such research.
- 2.14 Power to join any other charitable institution and to become responsible for the assets, liabilities and contracts of any such institution or transfer the assets, liabilities and contracts of the Charity to such institution.
- 2.15 Power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

- 2.16 Power to insure the property of the Charity against any foreseeable risk and to take out other insurance policies to protect the Charity as the Trustee Board thinks fit.
- 2.17 Power to provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity: provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees knew to be a breach of trust or breach of duty or which was committed by the Trustees in reckless disregard to whether it was a breach of trust or breach of duty or not; provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as Trustees of the Charity; and
- 2.18 Power to do all such other lawful things which promote or help to promote the objects.

3. ACHIEVEMENT AND PERFORMANCE

This has been an interesting year, occupying an almost liminal moment between the seemingly never ending lockdown of 2020/2021 and the hoped for return to the new normal of 2022/2023.

It saw the departure of our previous Chief Officer, Sonia Hambidge, in March 2021, after over 40 years in the Citizens Advice service, 29 of those leading ourselves. Her successor, Chris Roberts, arrived in September 2021, with Lynne Hancock acting as an interim CO between these two points. Chris has worked elsewhere in the voluntary sector for the last 15 years but prior to that worked within Citizens Advice Bureaux for 8 years, running Herefordshire, Telford and Birmingham.

This year the Prison project came to an end following significant changes to who is responsible for probation work. We also saw the Help to Claim project close at the end of the year as a result of the Government recommissioning with a greater focus on phone advice.

We continued to get additional pandemic support, to the tune of £13,000, from Worcestershire County Council via the Worcestershire Advice Network, which enabled us to resource the additional challenge of supervising many advisers remotely.

In the autumn we were asked to support the local authorities in dispensing the Household Support Fund. The bureau showed how nimble and flexible we could be, having a good system in place within a few weeks and then rapidly identifying opportunities to make it even more efficient as the team began to deal with the significant number of requests that we received.

We have also managed to secure support from the two District authorities for a 12 month targeted Homelessness Prevention worker and as our increasing capacity Debt worker post was heading towards the end of its funding this has enabled us to retain the services of our two excellent debt caseworkers.

We have managed to see a total of 6,822 clients this year, an increase of 40% on last year, and dealt with 17,211 issues

4. FINANCIAL REVIEW

The budget set for the year anticipated a deficit of nearly £45,000 and the final out turn was £6,407 deficit. It was expected that when the budget was set there were opportunities for additional funding. Bromsgrove reduced its funding by £2,500, a planned reduction of £10,000 over 4 years and Redditch funding remained at £50,000 with some extra hours available through WAN. Following the resignation of the Services Manager, it was decided to delete this post from the establishment and review the structure.

Mainly, because of the cost of living crisis extra funding became available to provide some additional support and together with extra funding from both Redditch and Bromsgrove Councils to administer their Home Support Schemes. We also received funding through WAN for the appointment of Money Manager and 2 small grants of £5,000 from Citizens Advice. Additional income was £60,000 with an increase in costs of nearly £21,000.

5. FUTURE DEVELOPMENTS

Our focus over the coming months will be to identify funding to tackle the forecast deficit; the reintroduction of some form of face to face advice delivery and increasing the size of the volunteer team. We will also be exploring options so that the Trustee Board can make a decision on the best premises strategy for us to have in the medium term. The smaller of the two District Council grants comes up for renegotiation in 2023 which could be a critical juncture with regards to the services future sustainability in Redditch.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Bromsgrove and District Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

The trustees are responsible for keeping 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. They are 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.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO EXAMINER

So far as the trustees are aware, there is no relevant information (as defined by Section 18 (3) of the Companies Act 2006) of which the charitable company's examiners are unaware, and each trustee has taken all steps that they ought to have taken as trustees in order to make them aware of any information and to establish that the charitable company's examiners are aware of that information.

EXAMINATION OF THE ACCOUNTS

Colm McGrory of Ormerod Rutter Chartered Accountants, appointed in accordance with Section 485 of the Companies Act 2006.

ON BEHALF OF THE BOARD



Gordon Cooper
Trustee

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31ST MARCH 2023

Independent Examiners Report to the Trustees of Bromsgrove and District Citizens Advice Bureau

I report to the trustees on my examination of the financial statements of Bromsgrove and District Citizens Advice Bureau (the charity) for the year ended 31st March 2023.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 ICAEW, 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 that in any material respect.

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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 financial statements to be reached.



Colm McGrory FCA
Ormerod Rutter Limited, Chartered Accountants
The Oakley, Kidderminster Road
Droitwich, Worcestershire
WR9 9AY

Date 09th August 2023

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2023

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Income from:					
Donations and Legacies	2	418	-	418	50
Activities for generating funds	3	6	-	6	31
Investments	4	1,424	-	1,424	31
Charitable Activities	5	231,615	149,530	381,145	396,761
Total income		233,463	149,530	382,993	396,873
Expenditure on:					
Charitable Activities					
Bromsgrove Bureau Services	6	188,881	-	188,881	162,356
Bromsgrove Homelessness Debt		-	22,640	22,640	-
Bromsgrove Home Support		-	15,178	15,178	-
Redditch Outreach	6	49,220	-	49,220	58,604
Redditch Homelessness Debt		-	24,529	24,529	-
Redditch Home Support		-	26,247	26,247	-
Birmingham University Outreach	6	-	6,637	6,637	7,751
MaPS – Debt Advice	6	-	52,612	52,612	55,159
MaPS – Trainee	6	-	-	-	46,513
Premises Review		-	3,456	3,456	-
WWRC Contract Prison Debt Advice	6	-	-	-	18
Universal Credit – Help to Claim	6	-	-	-	36,113
Total expenditure		238,101	151,299	389,400	366,514
Net incoming/expenditure	7	(4,638)	(1,769)	(6,407)	30,359
Transfer between Funds	15	-	-	-	-
Net (expenditure)/Income for the year/net movement in funds		(4,638)	(1,769)	(6,407)	30,359
Reconciliation of Funds					
Total Funds brought forward at 1st April 2022		193,891	319,617	513,508	483,149
Total Funds carried forward at 31st March 2023		189,253	317,848	507,101	513,508

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2023

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET`

Fixed Assets	Notes	2023	2023	2022
		£	£	£
Tangible Fixed Assets	10		310,286	313,316
Current Assets				
Debtors	12	28,580		52,469
Cash at Bank and In Hand		209,453		159,805
		<u>238,033</u>		<u>212,274</u>
Creditors				
Amounts falling due within one year	13	<u>41,218</u>		12,082
Net Current Assets			<u>196,815</u>	<u>200,192</u>
Total Assets less current Liabilities			<u>507,101</u>	<u>513,508</u>
Income Funds				
<u>Unrestricted Funds</u>				
Revenue			73,853	79,491
<u>Designated Funds</u>				
Reserves Policy		90,000		90,000
Provision for Redundancies		9,400		9,400
Buildings Fund		<u>16,000</u>	115,400	15,000
<u>Restricted</u>				
Redundancy Fund FIF		7,000		7,000
Capital		310,286		313,316
General Funds		<u>562</u>	<u>317,848</u>	<u>(699)</u>
Total Funds	20		<u>507,101</u>	<u>513,508</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31st March 2023. No member of the company has deposited a notice, pursuant to Section 476, requiring an audit of these accounts.

It is the trustees' responsibility to ensure that the charity keeps accounting records which comply with Section 386 of the Act and to prepare accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year. The accounts must give a true and fair view of the charity's incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

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



Gordon Cooper - Trustee

Company Registration No 05982711

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2023

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

Charity Information

Bromsgrove and District Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is 50/52, Birmingham Road, Bromsgrove, Worcestershire, B61 0DD.

a) Accounts Convention

The accounts have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)" (effective 1st January 2019). The charity is a Public Benefit Entity as defined by FRS102.

The accounts are prepared in Sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention.

Capital grants are recognised as designated income when receivable and this departure from financial reporting standards is necessary in order to show a true and fair view, in accordance with SORP 2015.

Three types of funds are held, restricted, general or designated safety net funds cannot be used without the approval of the Directors/Trustees.

When possible, expenditure is charged to the charitable activity to which it relates. Costs that cannot be dealt with in this way are apportioned as a percentage overhead. Apportioned costs are premises and office costs.

Going Concern

At the time of approving the accounts, the trustees had a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

Governance Costs

Any costs that can be identified are charged direct. Staff time is allocated according to the percentage spent directly on governance, together with a proportion of premises and office costs. In accordance with the charities SORP (FRS 102) governance costs are now treated as overheads and allocated over the other services.

b) Incoming resources

Grants receivable

Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.

Bank interest

Bank interest is included in the income and expenditure account on receipt.

Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. General volunteer time is not recognised, in accordance with the Charities SORP (FRS102).

v) Deferred income

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

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate.

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2023

NOTES TO THE FINANCIAL STATEMENTS

d) Basic financial assets

Basic financial assets, which include debtors and bank balances, are initially measured at transaction price including costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

e) Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flow discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/ (expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income (expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised.

The impairment reversal is recognised in net income (expenditure) for the year.

f) Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expires or are settled, or when the charity transfers the financial asset and substantially all the risks and reward of ownership to another entity, or if some significant risk and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

g) Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective rate method.

h) Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged.

i) Fixed assets and depreciation

Fixed assets are included at cost less depreciation. Items are capitalised if their value is over £500.

Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives as follows:

Fixtures, fittings and equipment	3 years
Furniture	5 years
Freehold buildings	No depreciation

The depreciation policy has been reviewed in accordance with FRS 102 and no change has been made from the previous year.

The provision for depreciation of fixed assets is shown as part of notes to the Statement of Financial Activities. Fixed assets are either financed from grants or by using Reserves. When Reserves are used the cost is written as a charge to Revenue, but when financed from a grant then the income resource is shown in the Statement of Financial Activities and credited to a Designated Capital Reserve.

j) Restricted funds

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor that any unused funds may have to be refunded, if the objective of the funding is met and there is no obligation to refund any surplus then those funds are treated as unrestricted.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2023

NOTES TO THE FINANCIAL STATEMENTS

k) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

l) Fund Accounting

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

m) Cash Flow

The charity has taken advantage of the provisions in the SORP for charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flow.

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

n) Taxation

Bromsgrove and District Citizens Advice Bureau are registered with the Charity Commission and under the provisions of the Income and Corporation Taxes Act 1988 and exempt from liability to taxation.

o) Capital Grants

Capital grants are recognized as income in the designated fund when receivable and a departure from Financial Reporting Standards necessary in order to show a true and fair view in accordance with the Statement of Recommended Practice SORP (FRS102).

p) Pensions

Employees have an amount equal to 5% of their salary paid into a pension fund. The provider is Standard Life but employees can use a different provider if they wish. The only obligation, as an employer, is to deduct any agreed contribution from salary and pay over to the pension provider, together with the employer's contribution. The provisions of automatic enrolment apply to eligible staff who has not exercised their contractual rights.

2 DONATIONS AND LEGACIES		2023	2022
		£	£
Donations		<u>418</u>	<u>50</u>
3 OTHER TRADING INCOME		2023	2022
		£	£
Citizens Advice - Completing DRO Forms		<u>6</u>	<u>31</u>
4 INVESTMENT INCOME		2023	2022
		£	£
Bank Interest		<u>1,424</u>	<u>31</u>
5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES		2023	2022
Grants Restricted		£	£
Bromsgrove District Council	Home Support	15,026	15,000
Bromsgrove District Council	Homelessness Debt	23,000	-
Citizens Advice	MaPS - Mainstream	49,923	53,169
Citizens Advice	MaPs – Trainee	-	45,291
Redditch Borough Council	Home Support	25,965	-
Redditch Borough Council	DMT Grant	-	10,000
Redditch Borough	Homelessness Debt	23,000	-
Birmingham University	Outreach for Staff	9,160	9,160
VWRC	Debt Advice at Prisons	-	7,525
Citizens Advice	Universal Credit – Help to Claim	-	35,864
National Lottery	Premises Review	3,456	-
Total Restricted		<u>149,530</u>	<u>176,009</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2023

NOTES TO THE FINANCIAL STATEMENTS

		£	£
Grants Unrestricted			
Bromsgrove & Redditch Network	General Purpose Grant	1,000	-
Bromsgrove District Council	Information and Advice Service	118,498	118,856
Redditch Borough Council	Information and Advice Service	50,000	50,000
WAN (WCC Funding)	Information and Advice Service	52,448	36,096
WAN (WCC/WHA)	Winter Pressures, etc.	-	13,000
Alvechurch Parish Council	Information and Advice Service	150	-
Bart Green	Information and Advice Service	500	500
Belbroughton Parish Council	Information and Advice Service	300	-
Bournheath Parish Council	Information and Advice Service	100	100
Catshill and North Marlbrook PC	Information and Advice Service	1000	1000
Clent Parish Council	Information and Advice Service	250	250
Cofton Hackett Parish Council	Information and Advice Service	500	-
Finstall Parish Council	Information and Advice Service	250	100
Hunington Parish Council	Information and Advice Service	-	-
Lickey and Blackwell PC	Information and Advice Service	500	500
Romsley Parish Council	Information and Advice Service	-	250
Tutnall and Copley Parish Council	Information and Advice Service	100	100
Wythall Parish Council	Information and Advice Service	1,000	-
Citizens Advice	GAG & COMF	5,019	-
Total Unrestricted		<u>231,615</u>	<u>220,752</u>
Total Incoming Resources - Sum of Notes 2 to 5		<u>382,993</u>	<u>396,873</u>

6. CHARITABLE ACTIVITIES COSTS

Details	Bureau Services	Redditch Outreach	Broms Homeless Debt	Redd Homeless Debt	Broms Home Support	Redd Home Support	Maps Debt	Premises Review	B'hm Univ Outreach	Total	2022
	£	£	£	£	£	£	£	£	£	£	£
Expenditure											
Salary Costs	153,835	40,254	18,540	20,227	12,601	21,793	43,323	-	5,515	316,088	298,408
Staff Travel	145	13	-	-	-	-	-	-	-	158	39
Other Staff Costs	491	-	-	-	-	-	-	-	-	491	2,036
Consultancy	-	-	-	-	-	-	-	-	-	0	6,000
Volunteers Travel Costs	2,633	-	-	-	-	-	-	-	-	2,633	1,093
Interpretation Services	85	61	-	-	-	-	-	-	-	146	151
Photocopying	-	251	-	-	-	-	-	-	-	251	240
Postages	-	-	-	-	14	21	-	-	-	35	-
Premises Survey	-	-	-	-	-	-	-	3,456	-	3,456	-
Rent	-	450	-	-	-	-	-	-	-	450	2,500
Telephones	-	-	-	-	-	-	-	-	-	-	18
Training	-	-	329	188	-	-	475	-	-	992	130
Equipment	394	-	-	-	-	-	-	-	-	394	-
Office and Premises OH's	31,297	8,189	3,772	4,115	2,564	4,434	8,814	-	1,122	64,307	55,899
Total	188,880	49,218	22,641	24,530	15,179	26,248	52,612	3,456	6,637	389,401	366,514

Note: There is also staff cost of £13,355 included in Office and Premises Overheads.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2023

NOTES TO THE FINANCIAL STATEMENTS

	2023	2022
7. NET INCOMING / (EXPENDITURE)	£	£
Independent Examiners Fee	1,500	1,402
Depreciation owned assets	<u>3,030</u>	<u>3,620</u>

8. TRUSTEE'S REMUNERATION AND BENEFITS

No trustees received any remuneration nor benefits for the year ended 31st March 2023 (2022: None)

9. STAFF COSTS

	2023	2022
	£	£
Wages and Salaries	292,133	275,716
Social Security Costs	19,557	16,821
Pension Costs	<u>15,927</u>	<u>14,820</u>
	<u>327,617</u>	<u>307,357</u>

	2023	2022
Full Time Staff at 31 st March	6	5
Part Time Staff at 31 st March	9	10
Average hours part time staff	18	19

Contributions to 12 employee's pension provision.
There were no payments in kind
There were no employees with emoluments above £60,000.

The purpose of the Charity is to provide information, advice and assistance to the public and this is principally done by trained volunteers, supervised by paid staff. The administration support is also provided by volunteers under the supervision of a paid Admin Officer.

10. TANGIBLE FIXED ASSETS

	Freehold Building	Equipment	Furniture	Total
Cost	£	£	£	£
1st April 2022	324,180	62,948	6,189	393,317
Additions	-	-	-	-
At 31st March 2023	<u>324,180</u>	<u>62,948</u>	<u>6,189</u>	<u>393,317</u>

Depreciation				
1st April 2022	14,180	59,632	6,189	80,001
Charges for year	-	3,030	-	3,030
At 31st March 2023	<u>14,180</u>	<u>62,662</u>	<u>6,189</u>	<u>83,031</u>

Net Book Value

1st April 2022	310,000	3,316	-	313,316
31st March 2023	<u>310,000</u>	<u>286</u>	<u>-</u>	<u>310,286</u>

	Freehold Building	Equipment	Furniture	Total
Depreciation Charged	£	£	£	£
Overheads	-	3,030	-	3,030
	<u>-</u>	<u>3,030</u>	<u>-</u>	<u>3,030</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2023

NOTES TO THE FINANCIAL STATEMENTS

Depreciation is by the straight line method. There is no depreciation on buildings. Equipment is depreciated over 3 years and furniture over 5 years. Depreciation is charged in year of acquisition. Grants were received to purchase laptops and other devices and the cost was capitalised and is being written down over 3 years.

11. NET MOVEMENT OF FUNDS

	2023	2022
	£	£
As per Financial Statements	(6,407)	30,360
Funds Applied to acquisition of Assets	-	857
Net Movement of Funds	<u>6,407</u>	<u>29,503</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Contract Payments	<u>28,580</u>	<u>52,469</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Social Security and other taxes	5,788	7,537
Pension Contributions	2,339	2,781
Other Creditors	2,357	1,763
Grants paid in advance	30,733	-
Total	<u>41,217</u>	<u>12,081</u>

14 MOVEMENT IN FUNDS

	At 1.4.2022 £	Net Movement in Funds £	Transfers between Funds £	At 31.3.2023 £
Unrestricted Funds				
General Funds	79,491	(4,638)	(1,000)	73,853
Designated Safety Net	90,000	-	-	90,000
Building Repairs Fund	15,000	-	1,000	16,000
Provision for Redundancy	9,400	-	-	9,400
Total	193,891	(4,638)	-	189,253
	£	£	£	£
Restricted Funds				
General Funds	(699)	(1,769)	3,030	562
Redundancy Fund FIF	7,000	-	-	7,000
Capital Fund	313,316	-	(3,030)	310,286
Total	319,617	(1,769)	-	317,848
Total Both	513,508	(6,407)	-	507,101

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2023

NOTES TO THE FINANCIAL STATEMENTS

15 Restricted Funds

General Funds that were given for a specified purpose and having fulfilled that purpose and there being no requirement to refund a surplus then any surplus is held to cover any deficit that may arise in the following year. If the surplus is not required in that year then it is transferred to unrestricted funds. The funding that is provided by MAS for the debt advice service has a requirement that an amount be set aside to cover redundancy costs should the contract be terminated. The Capital Fund is the value of the building that was given for that purpose

16. SUPPORT COST

Overheads are those costs which are common to all services and cannot be allocated directly to the functions to which they relate. These costs are premises' running costs, gas, electricity, etc., and office costs, telephone, stationery, etc. The use of premises is multifunctional. Premises and office costs are allocated as a percentage on their estimated usage.

	Support costs	Governance costs	2023		2022
	£	£	£		£
Staff costs	11,131	2,224	13,355	Direct	9,462
Depreciation	3,030	-	3,030	Direct	3,620
Independent Examiners Fee	-	1,500	1,500	%allocation	1,402
Office costs	11,368	-	11,368	% allocation	11,905
Other Governance costs	-	20	20	% allocation	584
Sundry expenses	14,844	-	14,844	% allocation	15,171
Bank charges	72	-	72	% allocation	97
Premises Cost	<u>20,118</u>	<u>-</u>	<u>20,118</u>	% allocation	<u>13,656</u>
	<u>60,653</u>	<u>3,744</u>	<u>64,307</u>		<u>55,897</u>

17. SHARE CAPITAL

The company is limited by guarantee. In the event of a winding up, the liability of each member is limited.

18. LIABILITY OF MEMBERS

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

19. EXAMINERS FEE

An amount of £1,402 has been provided for in the accounts. This is included in other creditors.

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Net Current Assets	Total Funds
	£	£	£
Unrestricted Funds	-	189,253	189,253
Restricted Funds	<u>310,286</u>	<u>7,562</u>	<u>317,848</u>
	<u>310,286</u>	<u>196,815</u>	<u>507,101</u>

21. RELATED PARTY TRANSACTIONS

There were no disclosable related party transactions during the year. (2022 – Nil)

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

England & Wales - Charity number 1117552

Accounts

Charity number: 1117552
Company number: 05982711

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
UNAUDITED TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2022
TRADING AS CITIZENS ADVICE BROMSGROVE AND REDDITCH

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

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BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS 2022 FOR THE YEAR ENDED 31ST MARCH 2022`

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

Registered as Bromsgrove and District Citizens Advice Bureau

(also using the name Citizens Advice Bromsgrove and Redditch)

Registered Company Number

05982711

Registered Charity Number

1117552

Registered Office

50/52 Birmingham Road,
Bromsgrove,
Worcestershire
B61 0DD

Trustees

Name	Appointed	Resigned
Mr G Cooper (Treasurer)	At Incorporation	
Dr B Cooper	29th August 2014	
Councillor S Webb	1st December 2015	
Mrs S Jordan	9th June 2017	10th December 2021
Ms M Fox	25th January 2019	
Ms S Green (Chair)	22 nd April 2019	
Ms M Furness	16th August 2021	
Councillor J A Till	6th September 2019	

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

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 31st March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRS102).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Bromsgrove and District Citizens Advice Bureau are an incorporated charity and a company limited by guarantee. The charity is governed by its Memorandum and Articles of Association.

Entitlement of External Bodies to Appoint Trustees

As our principal funders, Bromsgrove District Council is entitled to appoint two trustees, and Worcestershire County Council to appoint one. As a new principal funder Redditch Borough has been invited to appoint one.

Recruitment of New Trustees and Training

New trustees are recruited by advertising in the local press, internet sites and personal contacts. New recruits are provided with a pack of information about the responsibilities of trustees and also a skills questionnaire to be completed. They then have a first interview with the Chair to learn about the organisation, if they then wish to proceed they are interviewed by the Chair and CEO. Once appointed they are given induction training by the Chair/CEO.

Organisational Structure

The day to day running of the charity is dealt with by the Chief Executive, assisted by a Service Manager. There are regular visits to the Centre by the Chair, who is also available at other times to give advice and to take decisions on delegated matters. The Trustee Board meets every three months. One off Board member's working groups is used to review policies and report back to the main Board. Staff management is the responsibility of the Chief Executive. All matters requiring disciplinary action are dealt with in accordance with employment law, and contracts, with guidance from CA and ACAS. Staff salary grades and structures are approved by the Board.

Funding opportunities are sought by staff and approved by the Board, after considering whether they are within our objectives and viable.

Risk Management

All major risks have been identified and have procedures in place. They are reviewed periodically, usually, on a quarterly basis. There is an annual review of the level of funding it is necessary to hold to cover potential financial risks.

We will aim to have at least three months running costs, as a safety net, which would be £91,600 and the present safety net is £90,000. If any services, for which there is specific funding, ceased then notice would be given. All necessary insurance covers, including professional indemnity are in place and reviewed regularly. DBS checks are carried out for staff, volunteers and trustees if they are necessary.

Good Governance

The code for the voluntary sector was published in July 2017 and we have adopted it. We also discuss governance issues at each Trustee Board Meeting.

Public Benefit

The trustees have given due regards to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

OBJECTIVES AND ACTIVITIES

Objectives and aims

They are as follows:-

1. Objects

The Charity's objects are to promote any charitable purpose for the benefit of the community in Bromsgrove and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

2. Powers

To promote its objects but not for any other purpose the Charity will have the following powers:

- 2.1 Power to establish and provide Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.
- 2.2 Power to obtain, collect and receive money and funds by way of contribution, donations, legacies, grants and any other lawful method. It can also accept and receive gifts of property of any description (whether subject to any special trusts or not) provided that the Charity does not carry out any substantial and permanent trading activities for the purpose of raising funds and shall conform to any relevant requirements of the law.
- 2.3 Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- 2.4 Power to sell, lease or dispose of all or part of the Charity's property but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.5 Power to borrow money and to give security for loans but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.6 Power to employ such staff (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
- 2.7 Power to recruit such volunteer workers (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects.
- 2.8 Power to work with other charities, voluntary bodies and statutory authorities that have the same or similar purposes as the Charity and exchange information and advice with them.
- 2.9 Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- 2.10 Power to appoint and constitute such advisory committees as the Trustee Board may think fit.
- 2.11 Power to procure to be written, and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets and other documents, audio and video tapes and discs, computer discs, films and any other instructional matter.
- 2.12 Power to arrange and provide or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes.
- 2.13 Power to promote, encourage or undertake organised research and experimental work and make available the results of such research.
- 2.14 Power to join any other charitable institution and to become responsible for the assets, liabilities and contracts of any such institution or transfer the assets, liabilities and contracts of the Charity to such institution.
- 2.15 Power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

- 2.16 Power to insure the property of the Charity against any foreseeable risk and to take out other insurance policies to protect the Charity as the Trustee Board thinks fit.
- 2.17 Power to provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity; provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees knew to be a breach of trust or breach of duty or which was committed by the Trustees in reckless disregard to whether it was a breach of trust or breach of duty or not; provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as Trustees of the Charity; and
- 2.18 Power to do all such other lawful things which promote or help to promote the objects.

ACHIEVEMENT AND PERFORMANCE

This has been an interesting year, occupying an almost liminal moment between the seemingly never ending lockdown of 2020/2021 and the hoped for return to the new normal of 2022/2023.

It saw the departure of our previous Chief Officer, Sonia Hambidge, in March 2021, after over 40 years in the Citizens Advice service, 29 of those leading ourselves. Her successor, Chris Roberts, arrived in September 2021, with Lynne Hancock acting as an interim CO between these two points. Chris has worked elsewhere in the voluntary sector for the last 15 years but prior to that worked within Citizens Advice Bureaux for 8 years, running Herefordshire; Telford and Birmingham.

This year the Prison project came to an end following significant changes to who is responsible for probation work. We also saw the Help to Claim project close at the end of the year as a result of the Government recommissioning with a greater focus on phone advice.

We continued to get additional pandemic support, to the tune of £13,000, from Worcestershire County Council via the Worcestershire Advice Network, which enabled us to resource the additional challenge of supervising many advisers remotely.

In the autumn we were asked to support the local authorities in dispensing the Household Support Fund. The bureau showed how nimble and flexible we could be, having a good system in place within a few weeks and then rapidly identifying opportunities to make it even more efficient as the team began to deal with the significant number of requests that we received.

We have also managed to secure support from the two District authorities for a 12 month targeted Homelessness Prevention worker and as our increasing capacity Debt worker post was heading towards the end of its funding this has enabled us to retain the services of our two excellent debt caseworkers.

We have managed to see a total of 6,822 clients this year, an increase of 40% on last year, and dealt with 17,211 issues.

FINANCIAL REVIEW

When the budget was set for the year it was on the basis of a continuation of existing services and anticipated a deficit of £5,500. Income was estimated to be £355,000 and the outcome was £397,000 and increase of £42,000. Bromsgrove and Redditch provided £25,000 for additional services, also there was extra funding through WAN of £13,000. The provision of debt advice in prisons contract was extended and produced most of the extra surplus.

Expenditure was budgeted at £360,500 and the outcome was £366,500 an extra £6,000. This was due to a saving in staff and volunteers travel cost and office cost due to working from home.

At 31st March the total funds held were £513,508 of which £319,617 was restricted and £193,891 unrestricted.

The Reserves Policy is to hold sufficient reserves to meet unforeseen events; these comprise £90,000 for general purposes, £9,400 for potential redundancy payments and £15,000 as a Building Fund, this fund to be increased by £1,000 each year. We have an old listed building that will require considerable expenditure in the future. We would intend to generate additional funding for this.

FUTURE DEVELOPMENTS

Our focus over the coming months will be to identify funding to tackle the forecast deficit; the reintroduction of some form of face to face advice delivery and increasing the size of the volunteer team. We will also be exploring options so that the Trustee Board can make a decision on the best premises strategy for us to have in the medium term. The smaller of the two District Council grants comes up for renegotiation in 2023 which could be a critical juncture with regards to the services future sustainability in Redditch.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Bromsgrove and District Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

The trustees are responsible for keeping 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. They are 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.

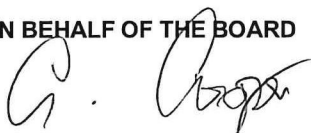
STATEMENT AS TO DISCLOSURE OF INFORMATION TO EXAMINER

So far as the trustees are aware, there is no relevant information (as defined by Section 18 (3) of the Companies Act 2006) of which the charitable company's examiners are unaware, and each trustee has taken all steps that they ought to have taken as trustees in order to make them aware of any information and to establish that the charitable company's examiners are aware of that information.

EXAMINATION OF THE ACCOUNTS

Colm McGrory of Ormerod Rutter Chartered Accountants, appointed in accordance with Section 485 of the Companies Act 2006.

ON BEHALF OF THE BOARD



Gordon Cooper

Trustee

28th June 2022

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31ST MARCH 2022

Independent Examiners Report to the Trustees of Bromsgrove and District Citizens Advice Bureau

I report to the trustees on my examination of the financial statements of Bromsgrove and District Citizens Advice Bureau (the charity) for the year ended 31st March 2022.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 ICAEW, 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act;
or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other
- 4 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
- 5 the financial statements 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 financial statements to be reached.



Colm McGrory FCA
Ormerod Rutter Limited, Chartered Accountants
The Oakley, Kidderminster Road
Droitwich, Worcestershire
WR9 9AY

Date 28/06/2022

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2022

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Income from:					
Donations and Legacies	2	81	-	81	4,966
Other trading activities	3	-	-	-	(692)
Investments	4	31	-	31	69
Charitable Activities	5	185,752	211,009	396,761	381,848
Total income		185,864	211,009	396,873	386,191
Expenditure on:					
Charitable Activities					
Bromsgrove Bureau Services	6	162,356	-	162,356	164,505
Redditch Outreach	6	-	58,604	58,604	54,329
Birmingham University Outreach	6	-	7,751	7,751	7,971
Debt Advice – MaPS1	6	-	55,159	55,159	53,465
Debt Advice – MaPS2	6	-	46,513	46,513	19,652
WWRC Contract Prison Debt Advice	6	-	18	18	29,559
Universal Credit – Help to Claim	6	-	36,113	36,113	36,641
Total expenditure		162,356	204,158	366,514	366,122
Net incoming/expenditure	7	23,508	6,851	30,359	20,069
Transfer between Funds	15	10,313	(10,313)	-	-
Net (expenditure)/Income for the year/net movement in funds		33,821	(3,462)	30,359	20,069
Reconciliation of Funds					
Total Funds brought forward at 1st April 2021		160,070	323,079	483,149	463,080
Total Funds carried forward at 31st March 2022		193,891	319,617	513,508	483,149

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2022

STATEMENT OF FINANCIAL ACTIVITIES AND BALANCE SHEET

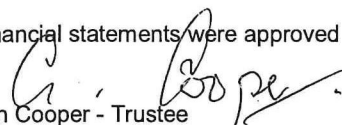
Fixed Assets	Notes	2022	2021
		£	£
Tangible Fixed Assets	11	313,316	316,079
Current Assets			
Debtors	13	52,469	20,920
Cash at Bank and In Hand		<u>159,805</u>	<u>159,558</u>
		<u>212,274</u>	<u>180,478</u>
Creditors			
Amounts falling due within one year	14	<u>12,082</u>	13,408
Net Current Assets		<u>200,192</u>	<u>167,070</u>
Total Assets less current Liabilities		<u><u>513,508</u></u>	<u><u>483,149</u></u>
Income Funds			
<u>Unrestricted Funds</u>			
Revenue		79,491	46,670
<u>Designated Funds</u>			
Reserves Policy		90,000	90,000
Provision for Redundancies		9,400	9,400
Buildings Fund		<u>15,000</u>	14,000
<u>Restricted</u>			
Redundancy Fund FIF		7,000	7,000
Capital		313,316	316,079
General Funds		<u>(699)</u>	<u>-</u>
Total Funds	20	<u><u>513,508</u></u>	<u><u>483,149</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31st March 2022. No member of the company has deposited a notice, pursuant to Section 476, requiring an audit of these accounts.

It is the trustees' responsibility to ensure that the charity keeps accounting records which comply with Section 386 of the Act and to prepare accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year. The accounts must give a true and fair view of the charity's incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 28th June 2022 and were signed on its behalf by:


Gordon Cooper - Trustee

Company Registration No 05982711

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

Charity Information

Bromsgrove and District Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is 50/52, Birmingham Road, Bromsgrove, Worcestershire, B61 0DD.

a) Accounts Convention

The accounts have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)" (effective 1st January 2019). The charity is a Public Benefit Entity as defined by FRS102.

The accounts are prepared in Sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention.

Capital grants are recognised as designated income when receivable and this departure from financial reporting standards is necessary in order to show a true and fair view, in accordance with SORP 2015.

Three types of funds are held, restricted, general or designated safety net funds cannot be used without the approval of the Directors/Trustees.

When possible, expenditure is charged to the charitable activity to which it relates. Costs that cannot be dealt with in this way are apportioned as a percentage overhead. Apportioned costs are premises and office costs.

Going Concern

At the time of approving the accounts, the trustees had a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

Governance Costs

Any costs that can be identified are charged direct. Staff time is allocated according to the percentage spent directly on governance, together with a proportion of premises and office costs. In accordance with the charities SORP (FRS 102) governance costs are now treated as overheads and allocated over the other services.

b) Incoming resources

Grants receivable

Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.

Bank interest

Bank interest is included in the income and expenditure account on receipt.

Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. General volunteer time is not recognised, in accordance with the Charities SORP (FRS102).

v) Deferred income

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

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

d) Basic financial assets

Basic financial assets, which include debtors and bank balances, are initially measured at transaction price including costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

e) Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flow discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/ (expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income (expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised.

The impairment reversal is recognised in net income (expenditure) for the year.

f) Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expires or are settled, or when the charity transfers the financial asset and substantially all the risks and reward of ownership to another entity, or if some significant risk and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

g) Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective rate method.

h) Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged.

i) Fixed assets and depreciation

Fixed assets are included at cost less depreciation. Items are capitalised if their value is over £250.

Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives as follows:

Fixtures, fittings and equipment	3 years
Furniture	5 years
Freehold buildings	No depreciation

The depreciation policy has been reviewed in accordance with FRS 102 and no change has been made from the previous year.

The provision for depreciation of fixed assets is shown as part of notes to the Statement of Financial Activities. Fixed assets are either financed from grants or by using Reserves. When Reserves are used the cost is written as a charge to Revenue, but when financed from a grant then the income resource is shown in the Statement of Financial Activities and credited to a Designated Capital Reserve.

j) Restricted funds

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor that any unused funds may have to be refunded, if the objective of the funding is met and there is no obligation to refund any surplus then those funds are treated as unrestricted.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

k) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

l) Fund Accounting

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

m) Cash Flow

The charity has taken advantage of the provisions in the SORP for charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flow.

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

n) Taxation

Bromsgrove and District Citizens Advice Bureau are registered with the Charity Commission and under the provisions of the Income and Corporation Taxes Act 1988 and exempt from liability to taxation.

o) Capital Grants

Capital grants are recognized as income in the designated fund when receivable and a departure from Financial Reporting Standards necessary in order to show a true and fair view in accordance with the Statement of Recommended Practice SORP (FRS102).

p) Pensions

Employees have an amount equal to 5% of their salary paid into a pension fund. The provider is Standard Life but employees can use a different provider if they wish. The only obligation, as an employer, is to deduct any agreed contribution from salary and pay over to the pension provider, together with the employer's contribution. The provisions of automatic enrolment apply to eligible staff who has not exercised their contractual rights.

2	DONATIONS AND LEGACIES	2022	2021
		£	£
	Donations	<u>50</u>	<u>4,966</u>
3	OTHER TRADING INCOME	2022	2021
		£	£
	Worcester CAB - Room Hire	-	(728)
	Citizens Advice - Completing DRO Forms	31	31
		<u>31</u>	<u>(692)</u>
4	INVESTMENT INCOME	2022	2021
		£	£
	Bank Interest	<u>31</u>	<u>69</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

		2022	2021
		£	£
Grants Restricted			
Citizens Advice	MaPS - Mainstream	53,169	53,589
Citizens Advice	MaPs – Trainee	45,291	17,794
Redditch Borough Council	Outreach	50,000	54,167
Redditch Borough	DMT Grant	10,000	-
Birmingham University	Outreach for Staff	9,160	13,740
WWRC	Debt Advice at Prisons	7,525	32,000
Citizens Advice	Universal Credit – Help to Claim	35,864	35,597
Total Restricted		<u>211,009</u>	<u>206,887</u>
		£	£
Grants Unrestricted			

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

Bromsgrove District Council	Information and Advice Service	118,856	121,354
Bromsgrove District Council	Housing Support	15,000	-
WAN (WCC Funding)	Information and Advice Service	36,096	37,747
WAN (WCC/WHA)	Winter Pressures, etc.	13,000	-
Citizens Advice	Equipment for remote working	-	4,000
Citizens Advice	Advice Line Equipment	-	8,035
Alvechurch Parish Council	Information and Advice Service	-	100
Barnt Green	Information and Advice Service	500	500
Belbroughton Parish Council	Information and Advice Service	-	300
Bournheath Parish Council	Information and Advice Service	100	75
Catshill and North Marlbrook PC	Information and Advice Service	1000	800
Clent Parish Council	Information and Advice Service	250	-
Cofton Hackett Parish Council	Information and Advice Service	-	500
Finstall Parish Council	Information and Advice Service	100	150
Hunnington Parish Council	Information and Advice Service	-	100
Lickey and Blackwell PC	Information and Advice Service	500	500
Romsley Parish Council	Information and Advice Service	250	200
Tutnall and Cobley Parish Council	Information and Advice Service	100	100
Wythall Parish Council	Information and Advice Service	-	500
Total Unrestricted		<u>185,752</u>	<u>174,961</u>
Total Incoming Resources - Sum of Notes 2 to 5		<u>396,873</u>	<u>386,191</u>

6. CHARITABLE ACTIVITIES COSTS

Details	Bureau Services	Redditch Outreach	Debt Advice MaPS1	Debt Advice MaPS2	UC Help to Claim	B'Ham University Outreach	WWRC Prison Outreach	Total	2021
	£	£	£	£	£	£	£	£	£
Expenditure									
Salary Costs	129,024	47,046	46,347	39,175	30,288	6,528	-	298,408	311,192
Staff Travel	33	6	-	-	-	-	-	39	213
Other Staff Costs	2,036	-	-	-	-	-	-	2,036	6,879
Consultancy	6,000	-	-	-	-	-	-	6,000	-
Volunteers	1,093	-	-	-	-	-	-	1,093	148
Travel Costs	-	-	-	-	-	-	-	-	-
Interpretation Services	-	-	-	-	151	-	-	151	63
Photocopying	-	240	-	-	-	-	-	240	120
Recruitment	-	-	-	-	-	-	-	-	512
Rent	-	2,500	-	-	-	-	-	2,500	1,500
Telephones	-	-	-	-	-	-	18	18	196
Training	-	-	130	-	-	-	-	130	378
Equipment	-	-	-	-	-	-	-	-	1,536
Office and Premises OH's	24,169	8,813	8,682	7,338	5,674	1,223	-	55,899	43,385
Total	162,355	58,605	55,159	46,513	36,113	7,751	18	366,514	366,122

Note: There is also staff cost of £9,462 included in Office and Premises Overheads.

7. NET INCOMING / (EXPENDITURE)

	2022	2021
	£	£
Independent Examiners Fee	1,402	1,412
Depreciation owned assets	<u>3,620</u>	<u>3,415</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

8. TRUSTEE'S REMUNERATION AND BENEFITS

No trustees received any remuneration nor benefits for the year ended 31st March 2022 (2021: None)

9. STAFF COSTS

	2022	2021
	£	£
Wages and Salaries	275,716	288,161
Social Security Costs	16,821	16,793
Pension Costs	<u>14,820</u>	<u>15,211</u>
	<u>307,357</u>	<u>320,165</u>

	2022	2021
Full Time Staff at 31 st March	5	4
Part Time Staff at 31 st March	10	13
Average hours part time staff	19	14.12
Contributions to 12 employee's pension provision	<u>£14,820</u>	<u>£15,211</u>

There were no payments in kind

There were no employees with emoluments above £60,000.

The purpose of the Charity is to provide information, advice and assistance to the public and this is principally done by trained volunteers, supervised by paid staff. The administration support is also provided by volunteers under the supervision of a paid Admin Officer.

11. TANGIBLE FIXED ASSETS

	Freehold Building	Equipment	Furniture	Total
Cost	£	£	£	£
1st April 2021	324,180	62,091	6,189	392,460
Additions	-	857	-	857
At 31st March 2022	<u>324,180</u>	<u>62,948</u>	<u>6,189</u>	<u>393,317</u>

Depreciation

1st April 2021	14,180	56,012	6,189	76,381
Charges for year	-	3,620	-	3,620
At 31st March 2022	<u>14,180</u>	<u>59,632</u>	<u>6,189</u>	<u>80,001</u>

Net Book Value

1st April 2021	310,000	6,079	-	316,079
31st March 2022	<u>310,000</u>	<u>3,316</u>	<u>-</u>	<u>313,316</u>

	Freehold Building	Equipment	Furniture	Total
Depreciation Charged	£	£	£	£
Overheads	-	3,620	-	3,620
	<u>-</u>	<u>3,620</u>	<u>-</u>	<u>3,620</u>

Depreciation is by the straight line method. There is no depreciation on buildings. Equipment is depreciated over 3 years and furniture over 5 years. Depreciation is charged in year of acquisition. Grants were received to purchase laptops and other devices and the cost was capitalised and is being written down over 3 years.

12. NET MOVEMENT OF FUNDS

	2022	2021
	£	£
As per Financial Statements	30,360	20,069
Funds Applied to acquisition of Assets	857	670

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

Net Movement of Funds available for other activities 29,502 19,399

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Contract Payments	<u>52,469</u>	<u>20,920</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Social Security and other taxes	7,537	6,100
Pension Contributions	2,781	2,663
Other Creditors	1,763	2,287
Grants in Advance	-	2,358
Total	<u>12,081</u>	<u>13,408</u>

15. MOVEMENT IN FUNDS

	At 1.4.2021 £	Net Movement in Funds £	Transfers between Funds £	At 31.3.2022 £
Unrestricted Funds				
General Funds	46,670	23,509	9,312	79,491
Designated Safety Net	90,000	-	-	90,000
Building Repairs Fund	14,000	-	1,000	15,000
Provision for Redundancy	9,400	-	-	9,400
Total	160,070	23,509	10,312	193,891
	£	£	£	£
Restricted Funds				
General Funds	-	6,850	(7,549)	(699)
Redundancy Fund FIF	7,000	-	-	7,000
Capital Fund	316,079	-	(2,763)	313,316
Total	323,079	6,850	(10,312)	319,617
Total Both	483,149	30,359	-	513,508

Restricted Funds

General Funds that were given for a specified purpose and having fulfilled that purpose and there being no requirement to refund a surplus then any surplus is held to cover any deficit that may arise in the following year. If the surplus is not required in that year then it is transferred to unrestricted funds. The funding that is provided by MAS for the debt advice service has a requirement that an amount be set aside to cover redundancy costs should the contract be terminated. The Capital Fund is the value of the building that was given for that purpose

16. SUPPORT COST

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31ST MARCH 2022

NOTES TO THE FINANCIAL STATEMENTS

Overheads are those costs which are common to all services and cannot be allocated directly to the functions to which they relate. These costs are premises' running costs, gas, electricity, etc., and office costs, telephone, stationery, etc. The use of premises is multifunctional. Premises and office costs are allocated as a percentage on their estimated usage.

	Support costs	Governance costs	2022		2021
	£	£	£		£
Staff costs	9,075	387	9,462	Direct	8,973
Depreciation	3,620	-	3,620	Direct	671
Independent Examiners Fee	-	1,402	1,402	% allocation	1,412
Office costs	11,905	-	11,905	% allocation	9,043
Other Governance costs	-	584	584	% allocation	98
Sundry expenses	15,171	-	15,171	% allocation	14,109
Bank charges	97	-	97	% allocation	69
Premises Cost	<u>13,656</u>	<u>-</u>	<u>13,656</u>	% allocation	<u>9,010</u>
	<u>53,524</u>	<u>2,373</u>	<u>55,897</u>		<u>43,385</u>
Analysed between					
Charitable activities	<u>53,524</u>	<u>2,373</u>	<u>55,897</u>		<u>43,385</u>

17. SHARE CAPITAL

The company is limited by guarantee. In the event of a winding up, the liability of each member is limited.

18. LIABILITY OF MEMBERS

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

19. EXAMINERS FEE

An amount of £1,402 has been provided for in the accounts. This is included in other creditors.

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Net Current Assets	Total Funds
	£	£	£
Unrestricted Funds	-	193,891	193,891
Restricted Funds	<u>313,316</u>	<u>6,301</u>	<u>319,617</u>
	<u>313,316</u>	<u>200,192</u>	<u>513,508</u>

21. RELATED PARTY TRANSACTIONS

There were no disclosable related party transactions during the year. (2021 – Nil)

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

England & Wales - Charity number 1117552

Accounts

REGISTERED COMPANY NUMBER: 05982711

REGISTERED CHARITY NUMBER: 1117552

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2021
FOR
BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU
(TRADING AS CITIZENS ADVICE BROMSGROVE AND REDDITCH)**

Independent Examiners
Ormerod Rutter Chartered Accountants,
The Oakley, Kidderminster Road,
Droitwich,
Worcestershire, WR9 9AY

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

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BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

LEGAL AND ADMINISTRATIVE DETAILS

Registered as Bromsgrove and District Citizens Advice Bureau
(also using the name Citizens Advice Bromsgrove and Redditch)

Registered Company Number
05982711

Registered Charity Number
1117552

Registered Office
50/52 Birmingham Road,
Bromsgrove,
Worcs.
B61 0DD

Trustees

Name	Appointed	Resigned
Mr G. Cooper (Treasurer)	At Incorporation	
Dr B Cooper	29 th August 2014	
Councillor S Webb	1 st December 2015	
Mrs S Jordan (Chair)	9 th June 2017	
Councillor R Dent	8 th September 2017	
Mr S Hobbs	7 th September 2018	13 th April 2020
Miss M Fox	25 th January 2019	
Ms S Green	22 nd April 2019	
Councillor J Till	13 th April 2020	

Company Secretary and Principal Officer

Sonia Hambidge
The Principal Officer is responsible for the day to day running of the Charity

Independent Examiners

Ormerod Rutter Chartered Accountants, The Oakley, Kidderminster Road,
Droitwich, Worcestershire, WR9 9AY

Bankers

Lloyds Bank,
112, High Street,
Bromsgrove,
Worcs.
B61 8EZ

Caf Bank
25 Kings Hill Avenue,
Kings Hill
West Malling
Kent
ME19 4JQ

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2021

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 31st March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' (FRS102).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Bromsgrove and District Citizens Advice Bureau is an incorporated charity and a company limited by guarantee. The charity is governed by its Memorandum and Articles of Association.

Entitlement of External Bodies to Appoint Trustees

As our principal funders, Bromsgrove District Council is entitled to appoint two trustees, and Worcestershire County Council to appoint one. As a new principal funder Redditch Borough has been invited to appoint one.

Recruitment of New Trustees and Training

New trustees are recruited by advertising in the local press, internet sites and personal contacts. New recruits are provided with a pack of information about the responsibilities of trustees and also a skills questionnaire to be completed. They then have a first interview with the Chair to learn about the organisation, if they then wish to proceed they are interviewed by the Chair and CEO. Once appointed they are given induction training by the Chair/CEO.

Organisational Structure

The day to day running of the charity is dealt with by the Chief Executive, assisted by a Service Manager. There are regular visits to the Centre by the Chair, who is also available at other times to give advice and to take decisions on delegated matters. The Trustee Board meets every three months. One off Board member's working groups is used to review policies and report back to the main Board. Staff management is the responsibility of the Chief Executive. All matters requiring disciplinary action are dealt with in accordance with employment law, and contracts, with guidance from CA and ACAS. Staff salary grades and structures are approved by the Board.

Funding opportunities are sought by staff and approved by the Board, after considering whether they are within our objectives and viable.

Risk Management

All major risks have been identified and have procedures in place. They are reviewed periodically, usually, on a quarterly basis. There is an annual review of the level of funding it is necessary to hold to cover potential financial risks.

We will aim to have at least three months running costs, as a safety net, which would be £91,530 and the present safety net is £90,000. If any services, for which there is specific funding, ceased then notice would be given. All necessary insurance covers, including professional indemnity are in place and reviewed regularly. DBS checks are carried out for staff, volunteers and trustees if they are necessary.

Good Governance

The code for the voluntary sector was published in July 2017 and we have adopted it. We also discuss governance issues at each Trustee Board Meeting.

Public Benefit

The trustees have given due regards to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

OBJECTIVES AND ACTIVITIES

Objectives and aims

They are as follows:-

1. Objects

The Charity's objects are to promote any charitable purpose for the benefit of the community in Bromsgrove and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2021

2. Powers

To promote its objects but not for any other purpose the Charity will have the following powers:

- 2.1 Power to establish and provide Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.
- 2.2 Power to obtain, collect and receive money and funds by way of contribution, donations, legacies, grants and any other lawful method. It can also accept and receive gifts of property of any description (whether subject to any special trusts or not) provided that the Charity does not carry out any substantial and permanent trading activities for the purpose of raising funds and shall conform to any relevant requirements of the law.
- 2.3 Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- 2.4 Power to sell, lease or dispose of all or part of the Charity's property but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.5 Power to borrow money and to give security for loans but only in accordance with the restrictions imposed by the Charities Act 1993 (or any statutory re-enactment or modification of that Act).
- 2.6 Power to employ such staff (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants.
- 2.7 Power to recruit such volunteer workers (who shall not be members of the Trustee Board) as are necessary for the proper pursuit of the objects.
- 2.8 Power to work with other charities, voluntary bodies and statutory authorities that have the same or similar purposes as the Charity and exchange information and advice with them.
- 2.9 Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- 2.10 Power to appoint and constitute such advisory committees as the Trustee Board may think fit.
- 2.11 Power to procure to be written, and print, publish, issue and circulate gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets and other documents, audio and video tapes and discs, computer discs, films and any other instructional matter.
- 2.12 Power to arrange and provide or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes.
- 2.13 Power to promote, encourage or undertake organised research and experimental work and make available the results of such research.
- 2.14 Power to join any other charitable institution and to become responsible for the assets, liabilities and contracts of any such institution or transfer the assets, liabilities and contracts of the Charity to such institution.
- 2.15 Power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.
- 2.16 Power to insure the property of the Charity against any foreseeable risk and to take out other insurance policies to protect the Charity as the Trustee Board thinks fit.
- 2.17 Power to provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity: provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees knew to be a breach of trust or breach of duty or which was committed by the Trustees in reckless disregard to whether it was a breach of trust or breach of duty or not; provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as Trustees of the Charity; and
- 2.18 Power to do all such other lawful things which promote or help to promote the objects.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2021

ACHIEVEMENT AND PERFORMANCE

We had to stop offering "face to face" interviews due to need to close the office from 23rd March 2020 as a result of the Pandemic and staff and volunteers continued to offer a telephone service by working from home. To enable this to be done a new telephone system was installed and laptops were provided. All our funders agreed to continue to fund us and we were able to continue to offer the same level of service.

We are in the first year of a three year grant from Redditch Borough Council, this has been reduced from £75,000 to £50,000 but we have still been able to provide the same service but at a reduced level.

We have also met the performance targets for our other contracts, being the main Money and Pensions Service funding for the provision of debt advice and the WWMCRC contract, and to Birmingham University.

Our funding from Bromsgrove District Council and Worcestershire County Council remains stable.

This was the first full year of the Help to Claim contract and we have met our targets for this.

In the autumn we applied for and were successful in being awarded funding for a trainee debt worker funded as part of the Money and Pensions Service, through Citizens Advice.

In the current year we were contacted by 4,850 clients, many on a number of occasions. We dealt with 15,000 issues all by telephone or E Mail.

We have also enhanced our cover for IT and Finance by the employment of permanent staff to give greater support to these functions.

We continue to be part of the telephone advice service and were able to obtain additional funding through WAN to employ a new member of staff to run and oversee this.

FINANCIAL REVIEW

The principal funding of the Charity is from Bromsgrove and Redditch Councils and from Worcestershire County Council, though the Worcestershire Advice Network mains as the same level as last year and the reduction of funding from Redditch has been covered by other funding. The change in working practice has come at a cost but we were given additional funding from Worcestershire Community Foundation, Citizens Advice and by Councillor Mullett awarding us part of his divisional funds. The trainee debt worker contract provided a contribution towards our overheads.

The closure of the offices has resulted in saving on running costs and also the payment of travel expenses to volunteer's, this has been partly offset by extra telephone costs. There is a surplus of £20,069 compared with a surplus of £13,333 last year but this had been as a result of some unexpected and not to be repeated extra funding.

At 31st March the total funds held were £483,149 of which £323,079 was restricted and £160,070 unrestricted.

The Reserves Policy is to hold sufficient reserves to meet unforeseen events; these comprise £90,000 for general purposes, £9,400 for potential redundancy payments and £14,000 as a Building Fund, this fund to be increased by £1,000 each year. We have an old listed building that will require considerable expenditure in the future. We would intend to generate additional funding for this.

FUTURE DEVELOPMENTS

At present it is not known how long we will continue with working from home, our offices and interview rooms are small and do not allow for social distancing, it is expected that as the restrictions are lifted some "face to face" interviews will recommence. Our Chief Executive Officer retired at the end of March 2021 and also a Senior member of staff took voluntary redundancy, the new CEO will have new ideas about our future direction and since working from home has been proved to be very successful this may continue in some form, if this is so we will need to review our accommodation needs.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2021

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Bromsgrove and District Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

The trustees are responsible for keeping 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. They are 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.

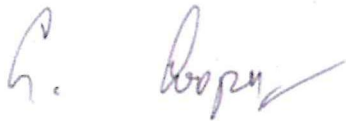
STATEMENT AS TO DISCLOSURE OF INFORMATION TO EXAMINER

So far as the trustees are aware, there is no relevant information (as defined by Section 18 (3) of the Companies Act 2006) of which the charitable company's examiner's are unaware, and each trustee has taken all steps that they ought to have taken as trustees in order to make them aware of any information and to establish that the charitable company's examiner's are aware of that information.

EXAMINATION OF THE ACCOUNTS

Colm McGrory of Ormerod Rutter Chartered Accountants, appointed in accordance with Section 485 of the Companies Act 2006.

ON BEHALF OF THE BOARD



Gordon Cooper

Trustee

6th August 2021

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

Independent Examiners Report to the Trustees of Bromsgrove and District Citizens Advice Bureau

I report to the trustees on my examination of the financial statements of Bromsgrove and District Citizens Advice Bureau (the charity) for the year ended 31st March 2021.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 ICAEW, 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act;
or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other
- 4 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
- 5 the financial statements 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 financial statements to be reached.



Colm McGrory FCA
Ormerod Rutter Limited, Chartered Accountants
The Oakley, Kidderminster Road
Droitwich, Worcestershire
WR9 9AY

Date 9/8/2021

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2021**

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total 2021 £	Total Funds 2020 £
Income from:					
Donations and Legacies	2	4,966	-	4,966	1,577
Other trading activities	3	(692)	-	(692)	5,278
Investments	4	69	-	69	194
Charitable Activities	5	174,961	206,887	381,848	366,806
Total income		179,304	206,887	386,191	373,855
Expenditure on:					
Charitable Activities					
Bromsgrove Bureau Services	6	167,250	-	167,250	231,348
Redditch Outreach	6	-	54,329	54,329	-
Birmingham University Outreach	6	-	7,971	7,971	8,883
Debt Advice – MaPS1	6	-	53,465	53,465	52,469
Debt Advice – MaPS2	6	-	19,652	19,652	-
WWRC Contract Prison Debt Advice	6	-	29,559	29,559	31,433
Universal Credit – Help to Claim	6	-	36,641	36,641	36,389
Total expenditure		16,250	201,617	368,867	360,522
Net incoming/expenditure before transfer	7	14,799	5,270	20,069	13,333
Transfer between Funds	16	928	(928)	-	-
Net (expenditure)/Income for the year/net movement in funds		15,727	4,342	20,069	13,333
Reconciliation of Funds					
Total Funds brought forward at 1st April 2020		144,343	318,737	463,080	449,747
Total Funds carried forward at 31st March 2021		160,070	323,079	483,149	463,080

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

BALANCE SHEET AS AT 31ST MARCH 2021

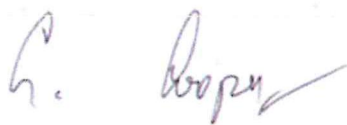
Fixed Assets	Notes	2021	2020
		£	£
Tangible Fixed Assets	11	316,079	311,260
Current Assets			
Debtors	13	20,920	26,258
Cash at Bank and In Hand		<u>159,558</u>	<u>135,504</u>
		<u>180,478</u>	<u>161,762</u>
Creditors			
Amounts falling due within one year	14	<u>13,408</u>	9,942
Net Current Assets		<u>167,070</u>	<u>151,820</u>
Total Assets less current Liabilities		<u>483,149</u>	<u>463,080</u>
Income Funds			
<u>Unrestricted Funds</u>			
Revenue		46,670	27,343
<u>Designated Funds</u>			
Reserves Policy		90,000	90,000
Provision for Redundancies		9,400	14,000
Buildings Fund		<u>14,000</u>	13,000
<u>Restricted</u>			
Redundancy Fund FIF		7,000	7,000
Capital		316,079	311,260
General Funds		<u>-</u>	<u>477</u>
Total Funds	20	<u>483,149</u>	<u>463,080</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31st March 2021. No member of the company has deposited a notice, pursuant to Section 476, requiring an audit of these accounts.

It is the trustees' responsibility to ensure that the charity keeps accounting records which comply with Section 386 of the Act and to prepare accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year. The accounts must give a true and fair view of the charity's incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 6th August 2021 and were signed on its behalf by:



Gordon Cooper - Trustee

Company Registration No 05982711

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

1. ACCOUNTING POLICIES

Charity Information

Bromsgrove and District Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is 50/52, Birmingham Road, Bromsgrove, Worcestershire, B61 0DD.

a) Accounts Convention

The accounts have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)" (effective 1st January 2019). The charity is a Public Benefit Entity as defined by FRS102.

The accounts are prepared in Sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention.

Capital grants are recognised as designated income when receivable and this departure from financial reporting standards is necessary in order to show a true and fair view, in accordance with SORP 2015.

Three types of funds are held, restricted, general or designated safety net funds cannot be used without the approval of the Directors/Trustees.

When possible, expenditure is charged to the charitable activity to which it relates. Costs that cannot be dealt with in this way are apportioned as a percentage overhead. Apportioned costs are premises and office costs.

Going Concern

At the time of approving the accounts, the trustees had a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

Governance Costs

Any costs that can be identified are charged direct. Staff time is allocated according to the percentage spent directly on governance, together with a proportion of premises and office costs. In accordance with the charities SORP (FRS 102) governance costs are now treated as overheads and allocated over the other services.

b) Incoming resources

- i) Grants receivable
Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.
- ii) Bank interest
Bank interest is included in the income and expenditure account on receipt.
- iii) Other income
Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.
- iv) Gifts and Intangible income
In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. General volunteer time is not recognised, in accordance with the Charities SORP (FRS102).
- v) Deferred income
Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income within the balance sheet.

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

d) Basic financial assets

Basic financial assets, which include debtors and bank balances, are initially measured at transaction price including costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

e) Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flow discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/ (expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income (expenditure) for the year.

f) Derecognition of financial assets

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expires or are settled, or when the charity transfers the financial asset and substantially all the risks and reward of ownership to another entity, or if some significant risk and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

g) Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective rate method.

h) Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged.

i) Fixed assets and depreciation

Fixed assets are included at cost less depreciation. Items are capitalised if their value is over £250. Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives as follows:

Fixtures, fittings and equipment	3 years
Furniture	5 years
Freehold buildings	No depreciation

The depreciation policy has been reviewed in accordance with FRS 102 and no change has been made from the previous year.

The provision for depreciation of fixed assets is shown as part of notes to the Statement of Financial Activities. Fixed assets are either financed from grants or by using Reserves. When Reserves are used the cost is written as a charge to Revenue, but when financed from a grant then the income resource is shown in the Statement of Financial Activities and credited to a Designated Capital Reserve.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

j) Restricted funds

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor that any unused funds may have to be refunded, if the objective of the funding is met and there is no obligation to refund any surplus then those funds are treated as unrestricted.

k) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

l) Fund Accounting

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

m) Cash Flow

The charity has taken advantage of the provisions in the SORP for charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flow.

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

n) Taxation

Bromsgrove and District Citizens Advice Bureau is registered with the Charity Commission and under the provisions of the Income and Corporation Taxes Act 1988 and exempt from liability to taxation.

o) Capital Grants

Capital grants are recognized as income in the designated fund when receivable and a departure from Financial Reporting Standards is necessary in order to show a true and fair view in accordance with the Statement of Recommended Practice SORP (FRS102).

p) Pensions

Employees have an amount equal to 5% of their salary paid into a pension fund. The provider is Standard Life but employees can use a different provider if they wish. The only obligation, as an employer, is to deduct any agreed contribution from salary and pay over to the pension provider, together with the employer's contribution. The provisions of automatic enrolment apply to eligible staff who has not exercised their contractual rights.

2. DONATIONS AND LEGACIES	2021	2020
	£	£
Donations	<u>4,966</u>	<u>1,577</u>
3. OTHER TRADING ACTIVITIES	2021	2020
	£	£
Worcester CAB – Room Hire (over provision in 2019/20).	(728)	5,200
Citizens Advice – Completing DRO Forms	<u>36</u>	<u>78</u>
	<u>(692)</u>	<u>5,278</u>
4. INVESTMENT INCOME	2021	2020
	£	£
Bank Interest	<u>69</u>	<u>194</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

		2021	2020
		£	£
Grants Restricted			
Citizens Advice	MaPS - Mainstream	53,589	52,032
Citizens Advice	MaPs – Trainee	17,794	-
Redditch Borough Council	Outreach	54,167	-
Birmingham University	Outreach for Staff	13,740	9,160
WWRC	Debt Advice at Prisons	32,000	32,000
Citizens Advice	Universal Credit – Help to Claim	35,597	34,588
Total Restricted		<u>206,887</u>	<u>127,780</u>
		£	£
Grants Unrestricted			
Bromsgrove District Council	Information and Advice Service	121,354	121,354
Redditch Borough Council	Information and Advice Service	-	75,000
Worcestershire County Council	Information and Advice Service	37,747	40,847
Citizens Advice	Equipment for remote working	4,000	-
Citizens Advice	Advice Line Equipment	8,035	-
Alvechurch Parish Council	Information and Advice Service	100	100
Barnt Green	Information and Advice Service	500	200
Belbroughton Parish Council	Information and Advice Service	300	300
Bournheath Parish Council	Information and Advice Service	75	75
Catshill and North Marlbrook PC	Information and Advice Service	800	500
Cofton Hackett Parish Council	Information and Advice Service	500	-
Finstall Parish Council	Information and Advice Service	150	100
Hunnington Parish Council	Information and Advice Service	100	-
Lickey and Blackwell PC	Information and Advice Service	500	500
Romsley Parish Council	Information and Advice Service	200	-
Tutnall and Copley Parish Council	Information and Advice Service	100	50
Wythall Parish Council	Information and Advice Service	500	-
Total Unrestricted		<u>174,961</u>	<u>239,026</u>
Total Incoming Resources - Sum of Notes 2 to 5		<u>386,191</u>	<u>373,855</u>

There was reduction in funding from Redditch BC and it was agreed that this be monitored and moved to restricted funds.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

6. CHARITABLE ACTIVITIES COSTS

Details	Bureau Services	Redditch Outreach	Debt Advice Main Stream	Debt Advice Trainee	UC Help to Claim	B'Ham Univ Outreach	WWRC Prison Outreach	Total 2021	Total 2020
Expenditure	£	£	£	£	£	£	£	£	£
Salary Costs	136,548	46,258	46,358	17,247	32,027	6,896	25,858	311,192	300,557
Staff Travel	100	-	-	-	-	113	-	213	2,334
Other Staff Costs	6,879	-	-	-	-	-	-	6,879	62
DBS Checks	-	-	-	-	-	-	-	-	88
Recruitment of volunteers	-	-	-	-	-	-	-	-	1,470
Volunteers Travel Costs	148	-	-	-	-	-	-	148	4,000
Interpretation Services	4	-	-	-	59	-	-	63	-
Legal Costs	-	-	-	-	-	-	-	-	-
Photocopying	-	120	-	-	-	-	-	120	-
Publicity	-	-	-	-	-	-	-	-	-
Recruitment	512	-	-	-	-	-	-	512	-
Rent	-	1,500	-	-	-	-	-	1,500	1,500
Telephones	-	-	-	-	101	-	95	196	5
Training	-	-	378	-	-	-	-	378	348
Stationery	-	-	-	-	-	-	-	-	210
Equipment	1,272	-	264	-	-	-	-	1,536	176
Reference Books	-	-	-	-	-	-	-	-	569
Depreciation of Assets	2,745	-	-	-	-	-	-	2,745	69
Office and Premises OH's	19,042	6,451	6,465	2,405	4,454	962	3,606	43,385	49,134
Total	167,250	54,329	53,465	19,652	36,641	7,971	29,559	368,867	360,522

Note: There is also staff cost of £8,974 included in Office and Premises Overheads.

7. NET INCOMING / (EXPENDITURE)	2021	2020
	£	£
Independent Examiners Fee	1,412	1,230
Depreciation – owned assets	<u>3,415</u>	<u>1,166</u>
8. TRUSTEE'S REMUNERATION AND BENEFITS		
No trustees received any remuneration nor benefits for the year ended 31 st March 2021 (2020: None)		
9. STAFF COSTS	2021	2020
	£	£
Wages and Salaries	288,161	277,104
Social Security Costs	16,793	17,197
Pension Costs	<u>15,211</u>	<u>14,939</u>
	<u>320,165</u>	<u>309,240</u>
	2021	2020
	£	£
Full Time Staff at 31 st March	4	5
Part Time Staff at 31 st March	13	13
Average hours part time staff	14.12	14.96
Contributions to 12 employees pension provision	<u>£15,211</u>	<u>£14,939</u>
There were no payments in kind		

There were no employees with emoluments above £60,000.

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

10. VOLUNTEERS

The purpose of the Charity is to provide information, advice and assistance to the public and this is principally done by trained volunteers, supervised by paid staff. The administration support is also provided by volunteers under the supervision of a paid Admin Officer.

11. TANGIBLE FIXED ASSETS

	Freehold Building	Equipment	Furniture	Total
Cost	£	£	£	£
1st April 2020	324,180	53,857	6,189	384,226
Additions	-	8,234	-	8,234
At 31st March 2021	324,180	62,091	6,189	392,460
Depreciation				
1st April 2020	14,180	52,597	6,189	72,966
Charges for year	-	3,415	-	3,415
At 31st March 2021	14,180	56,012	6,189	76,381
Net Book Value				
1st April 2020	310,000	1,260	-	311,260
31st March 2021	310,000	6,079	-	316,079
Depreciation Charged	Freehold Building	Equipment	Furniture	Total
	£	£	£	£
Overheads	-	670	-	670
Advice Line Equipment	-	2,745	-	2,745
	-	3,415	-	3,415

Depreciation is by the straight line method. There is no depreciation on buildings. Equipment is depreciated over 3 years and furniture over 5 years. Depreciation is charged in year of acquisition. Grants were received to purchase laptops and other devices and the cost was capitalised and is being written down over 3 years.

12. NET MOVEMENT OF FUNDS

	2021	2020
	£	£
As per Financial Statements	20,069	13,333
Funds Applied to acquisition of Assets (£8,234 from grants)	670	(829)
Net Movement of Funds available for other activities	<u>19,399</u>	<u>12,504</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Contract Payments	<u>20,920</u>	<u>26,258</u>

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Social Security and other taxes	6,100	5,198
Pension Contributions	2,663	2,377
Other Creditors	2,287	2,367
Grants paid in advance	<u>2,358</u>	-
Total	<u>13,408</u>	<u>9,942</u>

15. MOVEMENT IN FUNDS

	At 1.4.2020 £	Net Movement in Funds £	Transfers between Funds £	At 31.3.2021 £
Unrestricted Funds				
General Funds	27,343	14,799	4,528	46,670
Designated Safety Net	90,000	-	-	90,000
Building Repairs Fund	13,000	-	1,000	14,000
Provision for Redundancy	14,000	-	(4,600)	9,400
Total	144,343	14,799	928	160,070
	£	£	£	£
Restricted Funds				
General Funds	477	5,270	(5,747)	-
Redundancy Fund FIF	7,000	-	-	7,000
Capital Fund	311,260	-	4,819	316,079
Total	318,737	5,270	(928)	323,079
Total Both	463,080	20,069	-	483,149

Restricted Funds

General Funds that were given for a specified purpose and having fulfilled that purpose and there being no requirement to refund a surplus then any surplus is held to cover any deficit that may arise in the following year. If the surplus is not required in that year then it is transferred to unrestricted funds. The funding that is provided by MAS for the debt advice service has a requirement that an amount be set aside to cover redundancy costs should the contract be terminated. The Capital Fund is the value of the building that was given for that purpose

BROMSGROVE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021

16. SUPPORT COST

Overheads are those costs which are common to all services and cannot be allocated directly to the functions to which they relate. These costs are premises' running costs, gas, electricity, etc, and office costs, telephone, stationery, etc. The use of premises is multifunctional. Premises and office costs are allocated as a percentage on their estimated usage.

	Support costs	Governance costs	2021		2020
	£	£	£		£
Staff costs	8,433	540	8,973	Direct	8,683
Depreciation	671	-	671	Direct	1,096
Independent Examiners Fee	-	1,412	1,412	% allocation	1,512
Office costs	9,043	-	9,043	% allocation	11,139
Other Governance costs	-	98	98	% allocation	621
Sundry expenses	14,109	-	14,109	% allocation	14,604
Bank charges	69	-	69	% allocation	60
Premises Cost	<u>9,010</u>	<u>-</u>	<u>9,010</u>	% allocation	<u>11,419</u>
	<u>41,335</u>	<u>2,050</u>	<u>43,385</u>		<u>49,134</u>
Analysed between					
Charitable activities	<u>41,335</u>	<u>2,050</u>	<u>43,385</u>		<u>49,134</u>

17. SHARE CAPITAL

The company is limited by guarantee. In the event of a winding up, the liability of each member is limited.

18. LIABILITY OF MEMBERS

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

19. EXAMINERS FEE

An amount of £1,420 has been provided for in the accounts. This is included in other creditors.

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Net Current Assets	Total Funds
	£	£	£
Unrestricted Funds	-	160,070	160,070
Restricted Funds	<u>316,079</u>	<u>7,000</u>	<u>323,079</u>
	<u>316,079</u>	<u>167,070</u>	<u>483,149</u>

21. RELATED PARTY TRANSACTIONS

There were no disclosable related party transactions during the year. (2020 – Nil)