

Charity registration number 1118656

Company registration number 06113551 (England and Wales)

SOUTH LAKES CITIZENS ADVICE BUREAU
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

SOUTH LAKES CITIZENS ADVICE BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr R Longton Mr J Whitehead Mr A Chesters Mr M Gregory Mr C Ranshaw Mrs B Potter	(Appointed 1 July 2022)
Secretary	Mr R Longton	
Charity number	1118656	
Company number	06113551	
Principal address	Blackhall Road Kendal Cumbria LA9 4BT	
Registered office	Blackhall Road Kendal Cumbria LA9 4BT	
Independent examiner	Darren Little FCA Saint & Co Chartered Accountants The Old Police Station Church Street Ambleside Cumbria LA22 0BT	

SOUTH LAKES CITIZENS ADVICE BUREAU

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SOUTH LAKES CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, 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 (FRS 102)" (effective 1 January 2019).

Objectives and activities

Summary of the objects

South Lakes Citizens Advice was established for the promotion of any charitable purpose for the benefit of the community in Cumbria by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

SOUTH LAKES CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

South Lakes Citizens Advice

- provides the advice people need for the problems they face
- improves the policies and practices that affect people's lives

We value diversity, promote equality, and challenge discrimination.

Summary of achievements and performance

During this reporting period we have delivered an accessible advice service which is free, independent, impartial and confidential to the people of South Lakeland.

Clients have been able to access our dedicated telephone and digital service five days per week. Furthermore, we are pleased to report we have increased access to face-to-face appointments across our two offices for those with complex advice needs.

Our generalist service is delivered by a highly trained team of volunteers and paid telephone and digital advisor. The service is supported by specialist caseworkers and our management team.

The demand for our service has continued, and we have dealt with 2,258 new clients with 9,993 issues during the year (an average of 4 issues per client). Due to our intervention, we have successfully raised £1.7 million in financial gains for those clients.

The key issues dealt with during the year were as follows:

- Benefits and Tax Credits
- Universal Credit
- Debt problems
- Housing
- Employment

We have, on behalf of Cumbria County Council, administered and distributed Household Support Grants to eligible households. This is an area of growth with more households struggling to make ends meet.

The specialist caseworkers have supported the generalist advice service, and provided detailed casework for more complex cases. The work of the specialist teams is funded as follows:

- South Lakeland District Council (*now known as Westmorland and Furness Council*) - telephone and digital service delivery and advice;
- Cumbria Community Foundation - telephone and digital service delivery and advice;
- Cumbria County Council (South Lakeland area committee) - debt and money advice;
- The Money Advice Service (MaPS) - debt and money advice;
- South Lakeland Housing Association - for addressing the debt and money advice needs of their tenants;
- Macmillan Cancer Support - welfare benefits advice to those affected by cancer;
- Cumbria County Council - for the delivery of ex gratia hardship funding to those unable to support themselves;
- Cumbria Public Health - well-being fund for a worker to work in the local community and provide advice and information;
- Cumbria County Council (South Lakeland area committee) - funding toward the well-being project.
- Walney Wind Farm (Orsted) - extension of telephone delivery service

SOUTH LAKES CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Research and Campaigns

We are actively involved in Research and Campaigns work and have contributed to a wide range of initiatives and campaigns run at a local level, across the county and with Citizens Advice at a national level. Our role is to act as a voice for our clients and provide evidence of unfair legislation, policies and practices in order to prevent problems arising in the future. This evidence is used by Citizens Advice to bring about change. We have also worked with our local MPs, informing them of key issues which have and are impacting on their residents.

Working in Partnership

We are a member of Citizens Advice Cumbria which is a consortium comprising of all the local Citizens Advice services in Cumbria. One aim of the consortium is to identify and bid for county-wide funding. Going forward, following the post April 2023 County Council restructure, we will continue to work with other local Citizens Advice in Cumbria.

We are a member of the Gateway Group, a local multi-agency organisation. Our Chief Officer, on behalf of South Lakes Citizens Advice, is a Trustee of this organisation.

South Lakeland Poverty Truth Commission - we have worked with and to the establishment of the commission.

South Lakes Housing Association (SLH) - we have continued to work with SLH providing money advice to tenants.

Achievements

Quality of Advice Assessment: The quality of our advice is confidentially assessed both internally and externally and we are pleased to report that the quality of our advice work continues to be of a very high standard.

We have been successful and scored highly in relation to the annual Citizens Advice audit of our Performance and Quality.

This audit is assessed against the following key areas:

- Governance
- Strategic Business planning
- Risk Management
- Financial Management
- People Management
- Operational performance management
- Partnership working
- Research and Campaigning
- Equality

Funding

We would like to thank all our funders for their continuous financial support over the year, and those who have provided support in kind from donations of tea and coffee, to coffee making machines, without whose support we would not be able to deliver our vital service. We would like to take this opportunity to particularly thank South Lakeland District Council, the Town Councils and the County Council for their continuing and welcome financial support.

SOUTH LAKES CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

The future

The Trustees are committed to ensuring that South Lakes Citizens Advice continues to provide an accessible and quality service. We aim to be the "go to advice service". The Trustees will work hard to ensure we provide a robust and sustainable service to the people of South Lakeland, a service delivered by dedicated, trained staff and volunteers. We continue to review and monitor client and stakeholder feedback to ensure we are providing an accessible service, a service that is welcoming to all and meets the needs of those we serve.

We will continue to work in partnership with Colleagues from Barrow and Eden respectively to develop effective and sustainable services across the new footprint of the Westmorland and Furness district.

Finally

On behalf of the Trustee Board, I would like to say a sincere thank you to all our staff and volunteers who have continued to deliver an exceptional service in very difficult circumstances.

Without their dedication, commitment and hard work we would not have been able to deliver our quality, highly valued service to the community of South Lakeland.

SOUTH LAKES CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Financial review

Review of the financial position

The total income during the year was £286,047 and expenditure was £282,625 giving a net surplus of £3,422 and leaving reserves of £162,575. The main source of funding for the General Advice service continued to be a grant from South Lakeland District Council amounting to £80,000, a welcome increase of almost £30,000 compared with the previous year.

We were again successful in obtaining additional one-off donations and grants from various commercial organisations and charitable bodies, totalling £15,495, together with a further £12,000 from the Cumbria County Council and £12,500 from Walney Wind Farm (Orsted) which has greatly assisted us to continue to develop our service delivery in response to COVID restrictions.

Funding has continued on three contracts for the provision of money, debt and benefits advice though again the small increases in funding did not offset our increased salary costs. The contract with DWP to provide advice relating to Universal Credit came to an end on 31 March 2022 and was not renewed.

The Trustees are aware that all funding streams remain under threat of reduction or complete withdrawal and they continue to closely monitor the budget and work to establish alternative funding.

Principal financial management policies adopted in the year

A budget for the year was agreed prior to the beginning of the accounting year and amended as necessary during the year. Management accounts were presented at each regular Trustee Board meeting and expenditure monitored against the budget. Policies regarding spending authorities, operation of petty cash systems and payment of travel expenses are contained within the Office Manual, and are regularly reviewed.

Reserves policy

The Trustees have carried out a review of the Reserves policy, and have agreed to maintain Reserves as follows:

The Trustees believe that the Charity should hold financial reserves in order that it can continue to operate and meet the needs of clients in the present uncertain financial climate. Consequently, the Trustees believe it prudent to maintain the following Reserves:

Contractual Commitment Reserve (a designated fund)

This reserve will enable the charity to effect an orderly reduction in activity level, and meet its contractual financial commitments to staff, landlords and other suppliers, in the event of unforeseen and potentially damaging circumstances such as the withdrawal of, or reduction in, a significant funding stream. At 31 March 2023 these liabilities total approximately £55,000, so it is proposed to reduce the Reserve at that figure (2022: £70,000).

General Fund Reserve

This reserve acts as a buffer to absorb budgeted deficits to enable the charity to maintain service levels in the event of an expected reduction in funding streams, whilst alternative funds are sourced. The trustees consider it prudent to maintain this at a minimum of £56,000 approximately equal to 25% of total annual recurring expenditure. (i.e. core costs plus overheads) At 31 March 2023, the balance on the Reserve was £95,282.

SOUTH LAKES CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

Principal funding sources

The main sources of project income for the year continued to be Cumbria County Council local area committee (for debt advice), the Money and Pension Service (for debt advice), and Macmillan Cancer Support (for welfare benefits advice for those living with cancer).

Our main source of unrestricted income was the annual grant from South Lakeland District Council, with other contributions from Ulverston and Kendal Town Councils, the Hadfield Trust, Cumbria Community Foundation. In addition, we were grateful for donations from several commercial organisations and individuals, some of whom requested anonymity.

Investment policy and objectives

Funds were held in interest producing charity accounts which could be accessed with only a few days' notice. This is the most appropriate policy for the charity, as funding is received in blocks at irregular intervals during the year and the charity needs to be able to access these funds in the event of a delay in one funding stream.

Risk management

The Trustees review the major risks annually in January and set up procedures to mitigate those risks. The administration of procedures is delegated to the Chief Officer who also has a responsibility to identify potential risks as they arise.

Plans for future periods

The year reported upon has been another one of change and that looks set to continue with changes to property and our service delivery model, as well as local government in Cumbria from April 2023. We look to maintain our high-quality service to those needing it across South Lakeland whilst facing financial pressures that make future planning difficult. We remain committed to making access to that service easier for people living in remote, often isolated situations across a very large, rural area and to work as closely as possible with other organisations in identifying and providing the help and advice that people need.

Over the medium to long term, uncertainties surrounding the impact of local government reorganisation and service delivery remain. Some of our existing contracts are due to be renewed over the next 24 months, and the proposed conditions under which they will be renewed appear to be increasingly demanding, and as such there can be no assurance that we will be able to continue delivering those services. If these contracts are not renewed, there will be an inevitable reduction in our income, unless replacement contracts can be sourced. This in turn, will bring the need for sustainable funding solutions into even greater focus. South Lakeland District Council, the main funder of our general advice service, ceased to exist on 1st April 2023, and whilst our funding has been guaranteed until March 2024, continued funding at an appropriate level thereafter will be dependent on the budgets of the new Westmorland and Furness Council.

SOUTH LAKES CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

Structure, governance and management

Governing document

The charity is governed by its memorandum and articles of association dated 19 February 2007 and amended on 06 December 2012 and on 27 July 2022.

Methods adopted for the recruitment and appointment of new trustees

Members of the trustee board are appointed through an open and transparent selection and interview process. Membership of the trustee board aims to reflect the diversity of the community within which it is located. No funders are currently represented on the board.

Members of the trustee board are inducted and trained in a timely fashion and understand their responsibilities, in relation to Citizens Advice Membership scheme, Financial Conduct Authority, Charity Commission and Companies House.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr R Longton	
Mr J Whitehead	
Mr A Chesters	
Mr J Batty	(Resigned 3 August 2022)
Mr M Gregory	
Mr C Ranshaw	
Mr C McKittrick	(Resigned 3 February 2023)
Mrs B Potter	(Appointed 1 July 2022)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees' report was approved by the Board of Trustees.



Mr A Chesters
Trustee

1 November 2023

SOUTH LAKES CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SOUTH LAKES CITIZENS ADVICE BUREAU

I report to the trustees on my examination of the financial statements of South Lakes Citizens Advice Bureau (the charity) for the year ended 31 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 the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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



Darren Little FCA

Saint & Co Chartered Accountants
The Old Police Station
Church Street
Ambleside
Cumbria
LA22 0BT

Dated: *03 November 2023*

SOUTH LAKES CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
Income from:							
Donations and legacies	3	15,495	-	15,495	17,004	1,350	18,354
Charitable activities	4	145,463	115,680	261,143	128,296	182,034	310,330
Other trading activities	5	6,285	-	6,285	-	-	-
Investments	6	3,124	-	3,124	58	-	58
Total income		170,367	115,680	286,047	145,358	183,384	328,742
Expenditure on:							
Raising funds	7	8,000	-	8,000	8,000	-	8,000
Charitable activities	8	156,150	118,475	274,625	132,416	196,351	328,767
Total expenditure		164,150	118,475	282,625	140,416	196,351	336,767
Net income/(expenditure)		6,217	(2,795)	3,422	4,942	(12,967)	(8,025)
Transfers between funds		(5,805)	5,805	-	(9,624)	9,624	-
Net movement in funds		412	3,010	3,422	(4,682)	(3,343)	(8,025)
Reconciliation of funds:							
Fund balances at 1 April 2022		149,870	9,283	159,153	154,552	12,626	167,178
Fund balances at 31 March 2023		150,282	12,293	162,575	149,870	9,283	159,153

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

SOUTH LAKES CITIZENS ADVICE BUREAU

BALANCE SHEET

AS AT 31 MARCH 2023

		2023		2022	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	13		660		1,260
Current assets					
Debtors	14	18,266		9,614	
Cash at bank and in hand		243,158		154,783	
		261,424		164,397	
Creditors: amounts falling due within one year	15	99,509		6,504	
Net current assets			161,915		157,893
Total assets less current liabilities			162,575		159,153
The funds of the charity					
Restricted income funds	17		12,293		9,283
Unrestricted funds			150,282		149,870
			162,575		159,153

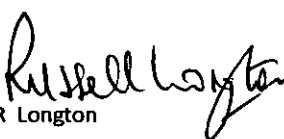
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 1 November 2023


 Mr R Longton
 Trustee

Company registration number 06113551 (England and Wales)

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

South Lakes Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is Blackhall Road, Kendal, Cumbria, LA9 4BT.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The Trustees are fully aware of the cumulative impact of reduced funding, and are engaged in a programme of adapting our service delivery model to be more cost effective for the future, and of seeking alternative sources of funding, which the Trustees believe will be successful, enabling the organisation to remain a going concern for the foreseeable future.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and this is an obligation to deliver services rather than cash payment.

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Single assets costing less than £1,000 or similar groups of assets purchased together, each less than £1,000 per asset are not capitalised but written off in the year of purchase.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Equipment	33.3% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction 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.

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 interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

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

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Donations and gifts	15,495	-	15,495	17,004	1,350	18,354
Donations and gifts						
Lakeland Limited	2,500	-	2,500	-	-	-
GlaxoSmithKline	-	-	-	2,600	-	2,600
Hadfield Trust	-	-	-	5,000	-	5,000
Gunson and Co	4,000	-	4,000	-	-	-
Other	8,995	-	8,995	9,404	1,350	10,754
	15,495	-	15,495	17,004	1,350	18,354

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Income from charitable activities

	General advice 2023 £	Debt advice 2023 £	Benefits advice 2023 £	Total 2023 £	General advice 2022 £	Debt advice 2022 £	Benefits advice 2022 £	Total 2022 £
Performance related grants	110,413	106,478	44,252	261,143	95,746	146,294	68,290	310,330
Analysis by fund								
Unrestricted funds	97,913	47,550	-	145,463	80,746	47,550	-	128,296
Restricted funds	12,500	58,928	44,252	115,680	15,000	98,744	68,290	182,034
	110,413	106,478	44,252	261,143	95,746	146,294	68,290	310,330

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Income from charitable activities

(Continued)

Performance related grants analysis

	General advice	Debt advice	Benefits advice	Total	General advice	Debt advice	Benefits advice	Total
	2023	2023	2023	2023	2022	2022	2022	2022
	£	£	£	£	£	£	£	£
Macmillan	-	-	42,327	42,327	-	-	41,566	41,566
MaPS Debt Advice	-	46,838	-	46,838	-	41,804	-	41,804
CCC Money Advice	-	47,550	-	47,550	-	47,550	-	47,550
SLDC annual grant	80,000	-	-	80,000	50,520	-	-	50,520
DWP - Help to claim (Universal Credit)	-	-	-	-	-	-	24,804	24,804
Telephone & Digital funders - 2023: Walney Wind Farm (Orsted) [2022: SLDC]	12,500	-	-	12,500	15,000	-	-	15,000
CCC Hardship and Household Fund	-	12,000	-	12,000	5,916	56,800	-	62,716
Cumbria Community Foundation	-	-	-	-	10,000	-	-	10,000
Town Council grants	6,000	-	-	6,000	9,000	-	-	9,000
Cumbria County Council - employment advice	10,000	-	-	10,000	-	-	-	-
Other	1,913	90	1,925	3,928	5,310	140	1,920	7,370
	<u>110,413</u>	<u>106,478</u>	<u>44,252</u>	<u>261,143</u>	<u>95,746</u>	<u>146,294</u>	<u>68,290</u>	<u>310,330</u>

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

5 Income from other trading activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Fundraising events	6,285	-

6 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	3,124	58

7 Expenditure on raising funds

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Fundraising and publicity		
Staff costs	8,000	8,000

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Expenditure on charitable activities

	General advice 2023 £	Debt advice 2023 £	Benefits advice 2023 £	Total 2023 £	General advice 2022 £	Debt advice 2022 £	Benefits advice 2022 £	Total 2022 £
Direct costs								
Staff costs	57,577	51,122	29,755	138,454	72,553	45,962	42,223	160,738
Staff and volunteer travel and training	1,045	674	327	2,046	382	333	264	979
Hardship fund distributions	-	6,268	-	6,268	-	6,903	-	6,903
Household fund distributions	-	-	-	-	-	51,800	-	51,800
Remote supervision expenses	-	3,754	-	3,754	-	-	-	-
	<u>58,622</u>	<u>61,818</u>	<u>30,082</u>	<u>150,522</u>	<u>72,935</u>	<u>104,998</u>	<u>42,487</u>	<u>220,420</u>
Share of support and governance costs (see note 9)								
Support	61,816	39,997	19,390	121,203	36,147	38,487	30,563	105,197
Governance	1,479	957	464	2,900	1,228	1,071	851	3,150
	<u>121,917</u>	<u>102,772</u>	<u>49,936</u>	<u>274,625</u>	<u>110,310</u>	<u>144,556</u>	<u>73,901</u>	<u>328,767</u>
Analysis by fund								
Unrestricted funds	110,879	45,271	-	156,150	91,227	41,189	-	132,416
Restricted funds	11,038	57,501	49,936	118,475	19,083	103,367	73,901	196,351
	<u>121,917</u>	<u>102,772</u>	<u>49,936</u>	<u>274,625</u>	<u>110,310</u>	<u>144,556</u>	<u>73,901</u>	<u>328,767</u>

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Expenditure on charitable activities

(Continued)

Hardship / Household fund distributions, this is the financial support provided to qualifying applicants vetted by South Lakes Citizen Advice Bureau. Successful applicants are awarded vouchers to redeem via a third party online shop.

9 Support costs allocated to activities

	2023	2022
	£	£
Staff costs	54,273	45,767
Depreciation	600	600
Rent	17,310	19,357
Premise costs	17,484	9,378
Insurance	3,236	2,683
IT support and office equipment	6,815	7,361
Bookkeeping and payroll fees	3,158	3,657
Telephone	8,359	8,674
Printing, postage and stationery	3,647	2,241
Subscriptions	6,241	5,372
Bank charges	80	107
Governance costs	2,900	3,150
	<u>124,103</u>	<u>108,347</u>
Analysed between:		
General advice	63,295	37,375
Debt advice	40,954	39,558
Benefits advice	19,854	31,414
	<u>124,103</u>	<u>108,347</u>

Governance costs includes payments to the auditors of £2,900 (2022: £2,900) for independent examiner fees.

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

11 Employees

The average monthly number of employees during the year was:

	2023	2022
	Number	Number
Casework and project staff	4	6
Administrative staff	1	1
Management staff	1	1
Supervision staff	1	1
	<hr/>	<hr/>
Total	7	9
	<hr/>	<hr/>

Employment costs	2023	2022
	£	£
Wages and salaries	181,203	192,968
Social security costs	10,314	10,901
Other pension costs	9,210	10,636
	<hr/>	<hr/>
	200,727	214,505
	<hr/>	<hr/>

In addition to the above there were 6 full time equivalent unpaid volunteer caseworkers, (2022: 8).

There were no employees whose annual remuneration was more than £60,000.

12 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Tangible fixed assets

	Equipment £
Cost	
At 1 April 2022	17,178
At 31 March 2023	17,178
Depreciation and impairment	
At 1 April 2022	15,918
Depreciation charged in the year	600
At 31 March 2023	16,518
Carrying amount	
At 31 March 2023	660
At 31 March 2022	1,260

14 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Other debtors	17,899	9,247
Prepayments and accrued income	367	367
	18,266	9,614

15 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Deferred income	16	89,483	-
Trade creditors		3,622	1,223
Other creditors		1,025	-
Accruals		5,379	5,281
		99,509	6,504

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Deferred income

	2023	2022
	£	£
Arising from deferred income	89,483	-
	<u>89,483</u>	<u>-</u>
Deferred income is included in the financial statements as follows:		
	2023	2022
	£	£
Deferred income is included within:		
Current liabilities	89,483	-
	<u>89,483</u>	<u>-</u>
Movements in the year:		
Deferred income at 1 April 2022	-	25,000
Released from previous periods	-	(25,000)
Resources deferred in the year	89,483	-
	<u>89,483</u>	<u>-</u>
Deferred income at 31 March 2023	<u>89,483</u>	<u>-</u>

The £89,483 deferred income at 31 March 2023 relates to;

£44,483 from Cumbria County Council is a grant for additional staff relating to the Well Being Fund with the roles being filled post 31 March 2023.

£30,000 from Cumbria County Council is a grant for additional staff relating to the Poverty Relief Fund which commenced post 31 March 2023.

£15,000 from National Citizens Advice is a grant for additional staff relating to the continued support of the Advice Service Fund with the roles being filled post 31 March 2023.

No deferred income was recognised at 31 March 2022.

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
Macmillan	-	42,327	(48,132)	5,805	-
MAPs Debt Advice	4,696	46,838	(51,233)	-	301
South Lakes Housing	-	1,925	(1,804)	-	121
Telephone and digital fund	-	12,500	(11,038)	-	1,462
Hardship fund	4,587	12,090	(6,268)	-	10,409
	<u>9,283</u>	<u>115,680</u>	<u>(118,475)</u>	<u>5,805</u>	<u>12,293</u>

Previous year:	At 1 April 2021	Incoming resources	Resources expended	Transfers	At 31 March 2022
	£	£	£	£	£
Macmillan	-	41,566	(46,559)	4,993	-
MAPs Debt Advice	7,555	41,804	(44,663)	-	4,696
South Lakes Housing	-	1,920	(2,174)	254	-
DWP - Help to claim (Universal Credit)	-	24,804	(25,169)	365	-
Telephone and digital fund	71	15,000	(19,083)	4,012	-
Hardship fund	5,000	6,490	(6,903)	-	4,587
Household fund	-	51,800	(51,800)	-	-
	<u>12,626</u>	<u>183,384</u>	<u>(196,351)</u>	<u>9,624</u>	<u>9,283</u>

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

17 Restricted funds

(Continued)

The specific purpose for which funds are to be assigned follow below:

Macmillan

To provide specialist welfare benefits advice to people and their families living with cancer.

Money and Pension Service Debt Advice Project (MaPSDAP)

To provide specialist money advice at casework level for those who are in financial difficulties.

South Lakeland Housing Association Contract

To provide specialist benefits advice for tenants of South Lakeland Housing.

DWP - Help to claim (Universal Credit)

To provide assistance and advice to people wishing to claim Universal Credit benefit. This funding ceased in March 2022 and as a result this fund is now closed.

Telephone and digital fund

To provide an additional telephone and digital advisor as a result of the change in service delivery model as a consequence of COVID-19 restrictions.

Hardship Fund/ Household Fund

Separate funds provided by Cumbria County Council to enable small ex-gratia payments to be made to those in severe financial hardship, who have little means to financially support themselves. The financial support is provided to qualifying applicants vetted by South Lakes Citizen Advice Bureau. Successful applicants are awarded vouchers to redeem via a third party online shop.

The following funds are in deficit at the year end:

None

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
Contractual commitment reserve (designated)	70,000	-	-	(15,000)	55,000
CCC Money Advice	-	47,550	(45,271)	(2,279)	-
General unrestricted fund	79,870	122,817	(118,879)	11,474	95,282
	<u>149,870</u>	<u>170,367</u>	<u>(164,150)</u>	<u>(5,805)</u>	<u>150,282</u>

Previous year:	At 1 April 2021	Incoming resources	Resources expended	Transfers	At 31 March 2022
	£	£	£	£	£
Contractual commitment reserve (designated)	71,000	-	-	(1,000)	70,000
CCC Money Advice	-	47,550	(41,189)	(6,361)	-
General unrestricted fund	83,552	97,808	(99,227)	(2,263)	79,870
	<u>154,552</u>	<u>145,358</u>	<u>(140,416)</u>	<u>(9,624)</u>	<u>149,870</u>

The specific purposes for which funds are to be applied are as follows:

Contractual commitment reserve (designated reserve)

To enable the charity to effect an orderly reduction in activity level and meet its contractual commitments, particularly to staff and to landlords, in the event of unforeseen and potentially damaging circumstances arising, such as the withdrawal of a significant funding stream.

CCC, (South Lakeland local area committee) Money Advice

To provide specialist money advice at casework level for those who are in financial difficulties including financial capability training.

General unrestricted fund

This is a buffer which should enable the charity to continue to meet the needs of clients by continuing to operate at a planned level which would necessarily lead to a deficit arising in the event of an expected reduction in funding.

SOUTH LAKES CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

19 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fund balances at 31 March 2023 are represented by:			
Tangible assets	660	-	660
Current assets/(liabilities)	149,622	12,293	161,915
	<u>150,282</u>	<u>12,293</u>	<u>162,575</u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2022 are represented by:			
Tangible assets	1,260	-	1,260
Current assets/(liabilities)	148,610	9,283	157,893
	<u>149,870</u>	<u>9,283</u>	<u>159,153</u>

20 Operating lease commitments

Lessee

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	17,100	17,100
Between two and five years	-	17,100
	<u>17,100</u>	<u>34,200</u>

21 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).