



BLACKPOOL CITIZENS ADVICE BUREAU
(A company limited by guarantee)

DIRECTORS' REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Registered Charity Number 1130422
Company Number 06787075 (England & Wales)

JOHN POTTER & HARRISON
Chartered Accountants & Statutory Auditors
112/114 Whitegate Drive
Blackpool
FY3 9XH

BLACKPOOL CITIZENS ADVICE BUREAU

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BLACKPOOL CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

The Trustees are pleased to present their annual trustees' report together with the financial statements of the charity for the year ended 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011; the Companies Act 2006; the Memorandum and Articles of Association, and Accounting and Reporting by Charities; Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting applicable in the UK and Republic of Ireland (FRS102).

1. ADMINISTRATIVE INFORMATION

| | |
|--|---|
| Name under which the charity is registered | Blackpool Citizens Advice Bureau |
| Charity registration number | 1130422 |
| Registered company number | 06787075 |
| Address of the principal office of the charity | 6-10 Whitegate Drive Blackpool FY3 9AQ |
| Names of all those who were directors and charity trustees on the date the report was approved | Jeremy Dable James Davenport Stephen Dunstan Alistair Humphries (appointed 24.1.22) Cllr Mark Smith Matthew Willey Cllr Lynn Williams |

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

| | |
|---|--|
| Date of governing document | 9 th January 2009 |
| Nature of governing document | Memorandum and Articles of Association |
| How the charity is constituted | Registered charity Private company limited by guarantee and not having share capital |
| Methods adopted for the recruitment and appointment of new directors/trustees | Directors are appointed in accordance with the Memorandum and Articles of Association and are elected to serve for three years. |
| Induction and training of directors | New directors are provided with induction training by the volunteer recruitment and training manager and the CEO and role descriptions are provided to all trustees describing their responsibilities. |

The board of trustees meets at least quarterly. The charity became incorporated on 1st April 2010. The board formally reviews its performance annually, identifies any development needs and sets itself objectives.

BLACKPOOL CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

2. STRUCTURE, GOVERNANCE AND MANAGEMENT continued

Risk management

Risk is managed through the use of a risk management protocol and a risk register to identify those risks to which the charity is exposed and to take steps as are necessary to mitigate those risks. The protocol and risk register are reviewed annually by the board of trustees. Throughout the pandemic the risk register was regularly updated and reviewed in line with the latest government guidance around mitigating risks associated with COVID-19. This allowed the charity to ensure the correct protocols and information were in place to protect staff, volunteers, clients and visitors.

The risk register also identifies organisational risks in relation to loss of expertise and funding. The trustees are confident that the financial risks have been carefully managed and with healthy reserves and on-going funding arrangements the charity is in a low risk position in terms of finances. However, the current labour market poses a high risk where staff with experience and knowledge could be lost if their remuneration, terms and conditions are not kept in line with market trends.

Information assurance

The trustee board have put in place an information assurance strategy. The day-to-day operational information assurance management sits with the senior management team and information assurance is a standing item on all SMT agendas. The Training Manager keeps records of all training, including GDPR compliance and Information Governance training and the trustees board ensure good practice across all IG compliance.

3. FINANCIAL REVIEW

a. Reserves policy

The trustees have reviewed the charity's need for financial reserves in line with good practice across the sector, guidance from the Charity Commission and guidance from Citizens Advice nationally. The reserves policy is reviewed annually to make sure it remains fit for purpose. The trustees are acutely aware of the need to balance sufficient reserves against using resource for the benefit of communities. As reserve levels increase the trustee board work with the CEO to ensure funds are reinvested to meet charitable purposes. Current unrestricted reserves are £543,812 (2021 £417,103).

The need to maintain sufficient reserves for future sustainability of the charity is a high priority for trustees. The current position of future funding is positive with confirmation of continuation funding across all main funding streams. However, the nature of charitable funding is such that ensuring the charity is in a robust position financially is of paramount importance.

BLACKPOOL CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

3. FINANCIAL REVIEW (continued)

b. Current financial position

During the year the charity has benefited from additional funding streams. The most significant area of development has been implementing Social Prescribing as a service. Throughout the year the work with Primary Care Networks across Blackpool, Wyre and Fylde has developed and the charity now employs a full-time Health Service Manager and four Social Prescribing Link Workers. This has resulted in additional funding and further diversification of our funding across the health system.

Another significant development in funding is research and campaigns work. In securing a fellowship with the National Institute for Health Research (NIHR) in 2021 to study a pre-doctoral research degree, the CEO has developed the research function of the charity. This has attracted additional funding from universities, hospitals and local authorities. This funding is new and has only started to have an impact on the organisation and how it operates, allowing the dual aim of Citizens Advice; Research & Campaigns, to flourish as part of the overall aims of the charity.

The trustees are conscious of the ongoing uncertain environment around funding for charities and the VCFSE sector. The sector is often funded on a short-term basis with contracts frequently being for 12 months. This creates difficulties in financial management, long term planning and staffing of projects. There is acknowledgement that in order to serve the needs of communities, to be responsive and work with longer term plans, the funding model for the VCFSE needs to change.

The expertise the charity has in bid writing, income generation and working with the public sector to develop new funding arrangements sits exclusively with the CEO. The trustees recognise the need to ensure these skills are developed more broadly, as there are risks associated with a senior leader holding all this knowledge and expertise. Developing partnerships across the VCFSE to work in collaborative ways has resulted in new and exciting funding streams and delivery projects and the trustees are keen to see this work further developed.

c. Financial management policies

The trustee board is responsible for ensuring the charity is sufficiently resourced and that proper financial controls are in place. The board delegates tasks to the treasurer and the finance subcommittee. Whilst the overall responsibility of management remains with the board of trustees, the CEO is responsible for the day-to-day management of the financial resources. Budgets are agreed at board level and the finance policy and related policies are reviewed bi-annually.

BLACKPOOL CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

3. FINANCIAL REVIEW (continued)

d. Principle funding sources

In addition to the new funding for Social Prescribing and Research and Campaigns, there are a number of other significant funding streams that the charity receives. The CCG funding to deliver advice in GPs surgeries across Blackpool is an absolutely essential part of the charity's work, funding from the Money & Pensions Service allows us to deliver face-to-face debt advice and casework for the people of Blackpool and funding to grow and develop the VCFSE sector across the Fylde Coast has allowed us to quickly route funds to where there is most need, an essential function in a town which such high social and economic need. Blackpool Council do not fund core advice services but have been able to make some small grants available to help deliver advice to certain communities. The principal funding comes from health and we continue to develop our services to address health needs and ultimately support people disadvantaged through health inequalities.

British Gas Energy Trust fund us to deliver a project in partnership with CA Rossendale & Hyndburn. This is for energy advice and has proved to be a life-line for many of our clients who are struggling to pay for gas, electricity and water. As part of this project we also attend events across the Fylde Coast to help people understand their energy costs and raise awareness of the support we provide and the ways people can save money on their household energy bills.

4. PUBLIC BENEFIT STATEMENT

Citizens Advice Blackpool provides independent, impartial, confidential advice that is free at the point of access and helps people understand and exercise their rights and responsibilities.

We value diversity, promote equality and challenge discrimination in everything we do.

The service helps people resolve their legal, money and other problems by providing appropriate advice and by influencing policymakers. We use evidence of clients' problems to campaign for improvements in laws and services that often affect the most vulnerable in an adverse way.

The charity is established for the promotion of charitable purpose for the benefits of the community in Blackpool and surrounding districts of Northwest Lancashire by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

5. PERFORMANCE AND ACHIEVEMENTS

Citizens Advice Blackpool provided services that helped 5,802 people this year (2020-21 5,641) with 25,348 issues (2020-21 27,583). The main advice issue remains welfare benefits, with over 2,000 people seeking support with making benefit claims and appealing decisions. Debt has increased this year as an issue as many people have found themselves in debt coming out of the pandemic. Over 700 people were supported with debts and a similar number with housing issues. 50% of clients are still accessing advice by phone and the number of face-to-face appointments has not returned to pre-pandemic levels as yet. This is partly due to reserving face-to-face for people who need it and because all face-to-face advice is appointment only.

BLACKPOOL CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

5. PERFORMANCE AND ACHIEVEMENTS (continued)

Email advice remains a well-used and vital channel for people to access with 17% of clients receiving advice over email. 54% of our clients told us they have disabilities or long-term health issues, which is lower than pre-pandemic levels, so efforts are being made to ensure people can access advice in the way most suitable for them. 57% of our clients are female, 43% male. The number of clients who are non-white has also increased with black and Asian clients making up 14% of the total. This could be attributed to our work with partner organisations across Blackpool to create referrals routes for people who don't often use our service. The number of young people under 25 has also increased to almost 8% for the same reason.

We helped a significant number of people, 789 with health and community care needs. This is mainly through Social Prescribing.

Volunteer numbers have increased again following the pandemic and our volunteers remain a vital part of our services. We also have a number of paid staff who started with us as volunteers and we are very proud of the work they do and what they have achieved for themselves and the service as a whole.

6. CONTRIBUTIONS FROM VOLUNTEERS

The charity receives significant support and help in the form of voluntary assistance in advising the public. Without this support the charity would not be able to deliver its core face to face, telephone or Money Advice Service. Volunteers fulfill many roles, such as helping clients on reception, acting as advisers either face to face or over the telephone, providing support for caseworkers and conducting research and campaigns work. In addition to these roles, volunteers have helped with the recruitment and training of new volunteers and with the development of our service.

Volunteers attend Workers' Meetings every quarter and have been instrumental in helping communicate key messages throughout the organisation. Volunteers also contribute ideas and are valued members of our workforce. We are keen to ensure volunteers reflect the community we serve and have reached out to minority groups and organisations to recruit and train people across all sections of the community. Our volunteers often go on to paid employment and we encourage them to develop their skills. During the year 2 volunteers took up paid employment with us and over 40% of the volunteers who left moved on to paid work.

During 2021/2022 volunteer contribution has been assessed as having a public value of £72,925.

7. FUTURE PLANS

Ensuring we remain true to our aims of being independent, confidential, impartial and free at the point of access are what drives our future strategy. In August 2021 we held a Strategy Day that was attended by staff, volunteers and trustees. From this and consultations with clients and partners we developed our strategy plans for the next 3 years. Our plans include advocating for our clients using robust research data, making our services accessible for everyone and ensuring we progress each client in the best way possible to help them find a way forward. We recognise that the years ahead are going to be difficult for people in Blackpool, many of whom have complex and multiple needs. We are setting future plans to ensure the charity will remain here to help through these difficult times. Working in partnership is also a key strategic aim and we are hoping to set up working relationships with Blackpool Victoria Hospital over the next few years. Protecting the environment and staff mental health and well-being were key additional themes to this plan. Our new environmental policy is ambitious and a key part of who we are as a charity; bold and inclusive in all we do.

BLACKPOOL CITIZENS ADVICE BUREAU

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

7. FUTURE PLANS (continued)

Our staff and volunteers are our greatest asset. They have been through tough times like so many others during the past few years and we are firmly set on ensuring we look after our people. Holding quarterly Workers' Meetings has helped us to develop initiatives and activities that have come from the people and help us all be more resilient as the challenges we face grow.

The trustees recognise the need to invest in our workforce and the impact that the Cost-of-Living crisis is having on our services and our people. All future plans include strategies and initiatives to support the workforce.

8. TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

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

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

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for maintenance and integrity of the corporate and financial information included on the charity company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

BLACKPOOL CITIZENS ADVICE BUREAU

**TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2022
(Continued)**

**8. TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS
(continued)**

Statement as to disclosure to our auditors

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the charity's auditor is unaware, and
- the trustees have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Signed on behalf of the board of trustees on: 09.12.22



Mark Smith - Treasurer

BLACKPOOL CITIZENS ADVICE BUREAU

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BLACKPOOL CITIZENS ADVICE BUREAU

Opinion

We have audited the financial statements of Blackpool Citizens Advice Bureau for the year ended 31 March 2022 which comprise the statement of financial activities, the statement of financial position, statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)). Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

BLACKPOOL CITIZENS ADVICE BUREAU

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BLACKPOOL CITIZENS ADVICE BUREAU (continued)

Other information (continued)

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

BLACKPOOL CITIZENS ADVICE BUREAU

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BLACKPOOL CITIZENS ADVICE BUREAU (continued)

Responsibilities of trustees (continued)

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below. Our approach to identifying and assessing the risks in respect of irregularities and non-compliance with laws and regulations, was as follows:

- the senior statutory auditor ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with the directors and other management;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, the Charities Act 2011, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

BLACKPOOL CITIZENS ADVICE BUREAU

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BLACKPOOL CITIZENS ADVICE BUREAU (continued)

Auditor's responsibilities for the audit of the financial statements (continued)

We assessed the susceptibility of the company's financial statement to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquires of management as to where they considered there was susceptibility to fraud, their knowledge of actual and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the company's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing the financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to the actual and potential litigation claims; and
- reviewing correspondence with HMRC, and relevant regulators.

No instances of material non-compliance were identified.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Report Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

BLACKPOOL CITIZENS ADVICE BUREAU

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
BLACKPOOL CITIZENS ADVICE BUREAU
(continued)**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Jacqueline Hyde BA FCA (Senior Statutory Auditor)
for and on behalf of John Potter & Harrison
Chartered Accountants
and Statutory Auditors
112/114 Whitegate Drive
Blackpool
Lancashire
FY3 9XH**

Date: 13.12.22

BLACKPOOL CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2022

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ | 2021 £ |
|--|------|----------------------------|--------------------------|--------------------------|----------------|
| Income: | | | | | |
| Donations and legacies | | 400 | - | 400 | 1,250 |
| Income from charitable activities: | | | | | |
| Grants | 2 | 170,482 | 665,385 | 835,867 | 692,576 |
| Covid support grants | 3 | 206,243 | - | 206,243 | 200,838 |
| Income from other activities: | | | | | |
| Activities for generating funds | | - | - | - | 45 |
| Investment income – bank interest | 7 | 49 | - | 49 | 137 |
| Total Incoming Resources | | <u>377,174</u> | <u>665,385</u> | <u>1,042,559</u> | <u>894,846</u> |
| Expenditure: | | | | | |
| Cost of raising funds: | | | | | |
| Expenditure on charitable activities | 8 | 201,341 | 512,244 | 713,585 | 551,049 |
| Covid support grants | 3 | 206,243 | - | 206,243 | 200,838 |
| Total Resources Expended | | <u>407,584</u> | <u>512,244</u> | <u>919,828</u> | <u>751,887</u> |
| Net Incoming/(Outgoing) resources before Transfers | | <u>(30,410)</u> | <u>153,141</u> | <u>122,731</u> | <u>142,959</u> |
| Transfers | | | | | |
| Charge to restricted funding for administration and management expenditure | 5 | 130,637 | (130,637) | - | - |
| General funds transfer | 5 | 26,482 | (26,482) | - | - |
| Net Movement in Funds | | <u>126,709</u> | <u>(3,978)</u> | <u>122,731</u> | <u>142,959</u> |
| Reconciliation of Funds | | | | | |
| Balances brought forward | 15 | <u>417,103</u> | <u>115,268</u> | <u>532,371</u> | <u>389,412</u> |
| Balances carried forward | 16 | <u>543,812</u> | <u>111,290</u> | <u>655,102</u> | <u>532,371</u> |

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classified as continuing.

The notes on pages 16 to 28 form part of these financial statements

BLACKPOOL CITIZENS ADVICE BUREAU

BALANCE SHEET AT 31 MARCH 2022

| | Note | 2022 £ | 2021 £ |
|---|------|-----------------------|-----------------------|
| Fixed Assets | | | |
| Tangible assets | 11 | 111,790 | 117,081 |
| Current Assets | | | |
| Debtors | 12 | 58,922 | 132,690 |
| Bank accounts | | 563,367 | 355,505 |
| Cash in hand | | 200 | 200 |
| | | <u>622,489</u> | <u>488,395</u> |
| Current Liabilities | | | |
| Creditors | 13 | (79,177) | (73,105) |
| Net Current Assets | | <u>543,312</u> | <u>415,290</u> |
| Net Assets | 16 | <u><u>655,102</u></u> | <u><u>532,371</u></u> |
| Represented by Accumulated Funds | | | |
| Restricted | 15 | 111,290 | 115,268 |
| Unrestricted | 15 | 543,812 | 417,103 |
| | | <u><u>655,102</u></u> | <u><u>532,371</u></u> |

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

These financial statements were approved by the board of trustees on 09.12.22 and are signed on their behalf by:



Mark Smith - Treasurer

Company number 06787075

The notes on pages 16 to 28 form part of these financial statements

BLACKPOOL CITIZENS ADVICE BUREAU

CASH FLOW STATEMENT YEAR ENDED 31 MARCH 2022

| | 2022 £ | 2021 £ |
|---|-----------------------|-----------------------|
| Cash flows from operating activities | 122,731 | 142,959 |
| Net adjustment for depreciation of tangible assets | 5,291 | 6,205 |
| Changes in: | | |
| Other debtors | 73,768 | (122,271) |
| Other creditors | 6,072 | 47,502 |
| | <u>207,862</u> | <u>74,395</u> |
| Cash flows from investing activities | | |
| Purchase of tangible assets | - | (1,500) |
| Proceeds of sale from tangible assets | - | - |
| Net cash used in investing activities | <u>-</u> | <u>(1,500)</u> |
| Net increase/decrease in cash and cash equivalents | 207,862 | 72,895 |
| Cash and cash equivalent at beginning of year | 355,705 | 282,810 |
| Cash and cash equivalent at end of year | <u><u>563,567</u></u> | <u><u>355,705</u></u> |

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with 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 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Blackpool Citizens Advice Bureau meet the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant Accounting Policy note.

The trustees consider that there are no material uncertainties about the trustees ability to continue as a going concern.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether applying the accounting policies required by FRS102 and the charities SORP FRS102.

Company status

The charity is a company limited by guarantee.

The members of the company are the trustees named on page 1.

In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Incoming resources

Funding is received from Local Authorities for the provision of Citizen Advisory Services to users of the organisation.

Voluntary income is received by way of donations and is included in full in the statement of Financial Activities in the year in which it is received.

Grants including grants for the purchase of fixed assets are recognised in full in the statement of Financial Activities in the year in which the charity is entitled to the income.

Restricted funds are to be used for specific purposes laid down by the donor. Expenditure, which meets these criteria, is identified to the fund together with a fair allocation of management and support costs.

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

1 Accounting policies (continued)

Income resources (continued)

Designated funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds – Revenue funds

Money Advice Service

Funding is provided to contribute towards the capital and revenue requirements associated with the provision of face to face debt/money advice services.

Help to Claim

Funding is obtained to deliver support to clients claiming Universal Credit.

Children in Need

Funding is obtained to set up young Citizens Advice to inform people aged 16-18 about the services offered.

British Gas Energy Trust (BGET)

To provide advice and assistance to members of the public, particularly those who are disadvantaged (disabled, young families, older people, people off grid, BAME groups) aimed at reducing and managing debt, maximising income, reducing fuel poverty, and improving energy efficiency.

Social Prescribing Link Worker (SPLW)

To provide personalised support to individuals, their families and carers to take control of their health and wellbeing, live independently and improve their health access and outcomes.

National Lottery Community Fund (TNLCF)

To provide support to clients to complete welfare benefit forms and to assist clients with appealing welfare benefit decisions, where appropriate.

Also additional funds (TNLCF) provided to support the most vulnerable during Covid by providing 1-2-1 support with food and reducing isolation.

Community Self Care Fund (CSCF)

To enable local communities to respond to the Covid crisis (distribution of funds).

GP Access Fund

To provide more holistic support which enable more appropriate GP face to face appointments.

Blackpool Council Outreach (BC Outreach)

To ensure people with mental health issues or those at risk are able to access timely financial advice as part of early intervention and recovery.

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

1 Accounting policies (continued)

Restricted funds – Revenue funds (continued)

Health Research

Funding is from the NIHR to fund the CEO to complete research into health inequalities.

Lancashire Association of Councils for Voluntary Services (LACVS)

Funding for Kickstart apprentices.

Restricted funds - Capital funds

Community fund

Funding was provided initially to acquire and fit out the Whitegate Drive premises of the organisation. This property is restricted as set out in note 11 to these accounts.

Further funding was received to enable the acquisition of computer equipment and furniture to enable the team to train the advisory volunteers.

Costs of generating funds

Costs of generating funds includes all expenditure directly related to the incoming resources from activities for generating funds together with those costs associated with supporting these activities, including staff costs.

Charitable activities expenditure

Charitable activities expenditure includes all expenditure directly related to the provision of advisory services under the objects of the charity together with those costs associated with supporting these activities, including staff, establishment and other overhead cost. These support costs are shown separately within the notes to these accounts.

Governance costs

These are the costs associated with the governance arrangements of the charity which relate to the general running of the charity as opposed to those costs associated with fundraising or charitable activity. These costs will normally include audit, legal advice for trustees and costs associated with constitutional and statutory requirements.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Fixed assets

Fixed assets are stated at cost.

Fixed assets are reviewed annually for impairment and any recognised impairment is included in depreciation within the accounts.

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

1 Accounting policies (continued)

Restricted funds – Capital funds (continued)

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

| | | |
|-----------------------------|---|---|
| Freehold land and buildings | - | 2% straight line based on the original cost of the asset |
| Fixtures and fittings | - | 20% straight line based on the original cost of the asset |
| Computer equipment | - | 33 1/3% straight line based on the original cost of the asset |

Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activities.

Debtors

Other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid after taking any discount due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discount due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Taxation

The company is considered to pass the tests set out in Sch. 6, para. 1 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Pt. 11, Ch. 3 of the Corporation Tax Act 2010 or s. 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

2 Incoming resources from charitable activities

| | Unrestricted Funds | Restricted Funds | Total Funds 2022 | Total Funds 2021 |
|---|-----------------------|---------------------|------------------------|------------------------|
| | £ | £ | £ | £ |
| Grants received | | | | |
| Blackpool Clinical Commissioning Group | 139,932 | - | 139,932 | 139,932 |
| Money and Pensions Service (MAPS) | - | 100,285 | 100,285 | 106,338 |
| Help to Claim | - | 177,333 | 177,333 | 175,915 |
| Citizens Advice | 22,600 | - | 22,600 | 21,865 |
| Children in Need | - | - | - | 32,829 |
| British Gas Energy Trust | - | 59,067 | 59,067 | 27,712 |
| Social Prescribing Link Worker (PCNS) | - | 176,940 | 176,940 | 117,960 |
| National Lottery Community fund | - | 31,940 | 31,940 | 25,226 |
| The National Lottery Community Fund - Covid Response | - | - | - | 13,100 |
| Health Equalities Partnership Programme | - | - | - | 13,000 |
| Blackpool, Wyre & Fylde | - | - | - | 3,398 |
| Community Foundation | - | - | - | 13,701 |
| Voluntary Community Faith & Social Enterprise | 5,000 | 2,083 | 7,083 | - |
| Community Self Care Fund | - | 1,539 | 1,539 | - |
| GP Access Fund | - | 55,000 | 55,000 | - |
| Blackpool Council Outreach | - | 33,333 | 33,333 | - |
| Health Research (NIHR) | - | 15,736 | 15,736 | - |
| Lancashire Association of Councils for Voluntary Service | - | 12,129 | 12,129 | - |
| Other incoming resources | | | | |
| Other income | 2,950 | - | 2,950 | 1,600 |
| | <u>170,482</u> | <u>665,385</u> | <u>835,867</u> | <u>692,576</u> |

3 Covid support grants

| | 2022 £ |
|---|----------------|
| Net deficit brought forward | (30,838) |
| Received during the year | 223,031 |
| Received after the year end | 14,050 |
| Total income | <u>206,243</u> |
| Expenditure made during the year | |
| Blackpool area grants to VCFSE | (139,063) |
| Fylde & Wyre area grants to VCFSE | (67,180) |
| Net surplus/(deficit) | <u>-</u> |

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

3 Covid support grants (continued)

Funding received from local councils in Wyre and Fylde and local clinical commissioning groups to set up and deliver a scheme for Voluntary, Community, Faith and Social Enterprise Sector (VCFSE) organisations to apply for grants to help them support the community, especially people who were vulnerable, during the pandemic.

4 Restricted Funds

| | Restricted Revenue Expenditure Funds £ | Restricted Capital Funds £ | Total Restricted Funds 2022 £ | Total Restricted Funds 2021 £ |
|---|--|-------------------------------------|---|---|
| Incoming resources | 665,385 | - | 665,385 | 499,080 |
| Resources expended | (508,266) | (3,978) | (512,244) | (339,159) |
| Net restricted funds surplus/(deficit) for the period before funding transfers | 157,119 | (3,978) | 153,141 | 159,921 |
| Charge to restricted funding for management and administration expenditure | (130,637) | - | (130,637) | (126,907) |
| General funds transfer | | | | |
| - to meet restricted projects shortfall | (26,482) | - | (26,482) | (37,358) |
| Net restricted funds surplus/(deficit) for the period after funding transfers | - | (3,978) | (3,978) | (4,344) |
| Restricted funds brought forward | - | 115,268 | 115,268 | 119,612 |
| Restricted funds carried forward | - | 111,290 | 111,290 | 115,268 |

| | Restricted Revenue Expenditure Funds £ | Restricted Capital Funds £ | Total Restricted Funds 2022 £ | Total Restricted Funds 2021 £ |
|-----------------------|--|-------------------------------------|---|---|
| Assets held: | | | | |
| Cost | - | 296,496 | 296,496 | 296,496 |
| Depreciation to date | - | (185,206) | (185,206) | (181,228) |
| Net book value | - | 111,290 | 111,290 | 115,268 |

Note 5

Note 6

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

5 Restricted Revenue Expenditure Funds

| | VCFSIE £ | CSCF £ | LACVS £ | Outreach £ | BC Community Fund £ | Health Research £ | Money and Pensions Service £ | British Gas Energy Trust £ | Help to Claim £ | (PCNS) Social Prescribing Link Worker £ | GP Access Fund £ | Total 2021 £ | Total 2022 £ |
|---|-------------|-----------|------------|---------------|---------------------------|-------------------------|--|-------------------------------------|-----------------------|--|---------------------------|--------------------|--------------------|
| Incoming resources | | | | | | | | | | | | | |
| Income resources from charitable activities | 2,083 | 1,539 | 12,129 | 33,333 | 31,940 | 15,736 | 100,285 | 59,067 | 177,333 | 176,940 | 55,000 | 665,385 | 499,080 |
| Total incoming restricted resources | 2,083 | 1,539 | 12,129 | 33,333 | 31,940 | 15,736 | 100,285 | 59,067 | 177,333 | 176,940 | 55,000 | 665,385 | 499,080 |
| Resources Expended | | | | | | | | | | | | | |
| Charitable activities | | | | | | | | | | | | | |
| Provision of direct charitable services | 954 | - | 14,826 | 6,035 | 23,248 | 15,736 | 79,113 | 46,352 | 113,643 | 84,467 | 27,447 | 411,821 | 312,199 |
| Direct charitable support costs | - | 1,539 | - | - | - | - | 3,005 | - | 23,817 | 53,084 | 15,000 | 96,445 | 22,616 |
| Charitable expenditure incurred | 954 | 1,539 | 14,826 | 6,035 | 23,248 | 15,736 | 82,118 | 46,352 | 137,460 | 137,551 | 42,447 | 508,266 | 334,815 |
| Net restricted funds surplus for the period before funding transfers | 1,129 | - | (2,697) | 27,298 | 8,692 | - | 18,167 | 12,715 | 39,873 | 39,389 | 12,553 | 157,119 | 164,265 |
| Charge to restricted funding for administration and management expenditure | (1,129) | - | (6,742) | (1,619) | (7,916) | - | (23,288) | (12,715) | (39,873) | (24,802) | (12,553) | (130,637) | (126,907) |
| General funds transfer | - | - | 9,439 | (25,679) | (776) | - | 5,121 | - | - | (14,587) | - | (26,482) | (37,358) |
| - to meet restricted projects shortfall | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Restricted funds carried forward | | | | | | | | | | | | | |

BLACKPOOL CITIZENS ADVICE BUREAU
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022
(continued)

6 Restricted Capital Funds

| | Community Fund £ | Big Lottery Fund Accessible Advice £ | Money and Pensions Service £ | The Access to Volunteering Fund £ | Citizens Advice Nationwide Grant £ | Big Lottery Fund Advice Plus £ | Lloyds Bank Foundation £ | Advice Services Transition Trust £ | People's Lottery Postcode £ | Children in Need £ | Total 2022 £ | Total 2021 £ |
|---|---------------------|---|---------------------------------|--------------------------------------|---------------------------------------|-----------------------------------|-----------------------------|---------------------------------------|--------------------------------|-----------------------|-----------------|-----------------|
| Incoming resources | | | | | | | | | | | | |
| Income from charitable activities | - | - | - | - | - | - | - | - | - | - | - | - |
| Total incoming restricted resources | | | | | | | | | | | | |
| Resources expended | | | | | | | | | | | | |
| Charitable activities | | | | | | | | | | | | |
| Direct charitable support costs | 3,978 | - | - | - | - | - | - | - | - | - | 3,978 | 4,344 |
| Charitable expenditure incurred | 3,978 | - | - | - | - | - | - | - | - | - | 3,978 | 4,344 |
| Net restricted funds incoming resources for the period | (3,978) | - | - | - | - | - | - | - | - | - | (3,978) | (4,344) |
| Restricted funds brought forward | 115,268 | - | - | - | - | - | - | - | - | - | 115,268 | 119,612 |
| Fixed assets transferred between restricted funds | - | - | - | - | - | - | - | - | - | - | - | - |
| Fixed asset funding transferred to unrestricted funds where capital restriction met | - | - | - | - | - | - | - | - | - | - | - | - |
| Restricted funds carried forward | 111,290 | | | | | | | | | | 111,290 | 115,268 |
| Assets held | | | | | | | | | | | | |
| Cost | 273,540 | 13,242 | 1,179 | 3,634 | 139 | 96 | 145 | 671 | 2,750 | 1,100 | 296,496 | 296,496 |
| Depreciation to date | (162,250) | (13,242) | (1,179) | (3,634) | (139) | (96) | (145) | (671) | (2,750) | (1,100) | (185,206) | (181,228) |
| Net book value | 111,290 | - | - | - | - | - | - | - | - | - | 111,290 | 115,268 |

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

7 Investment Income

| | 2022 £ | 2021 £ |
|--------------------------|-----------|-----------|
| Bank interest receivable | 49 | 137 |

8 Costs of Charitable Activities

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ | 2021 £ |
|--|----------------------------|--------------------------|-----------------------------|-----------|
| (a) Provision of charitable services: | | | | |
| Provision of citizens advisory services - | | | | |
| Staff costs | 86,765 | 408,988 | 495,753 | 420,331 |
| Office costs: General fund | 35,145 | | | |
| Designated fund | 2,715 | | | |
| | 37,860 | 652 | 38,512 | 44,985 |
| Travel and training | 6,323 | - | 6,323 | 9,038 |
| Sundries | 12,427 | 28,503 | 40,930 | 9,256 |
| Professional fees | 14,759 | 69,623 | 84,382 | 22,116 |
| Non reclaimable VAT | 7,918 | - | 7,918 | 9,010 |
| Support costs - | | | | |
| Premises costs: General fund | 19,907 | | | |
| Designated fund | 8,094 | | | |
| | 28,001 | 500 | 28,501 | 23,936 |
| Payroll fees | 405 | - | 405 | 600 |
| Depreciation | 1,311 | 3,978 | 5,289 | 6,205 |
| | 195,769 | 512,244 | 708,013 | 545,477 |

(b) Governance Costs

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ | 2021 £ |
|----------------------------------|----------------------------|--------------------------|-----------------------------|-----------|
| Audit fees | 4,000 | - | 4,000 | 4,000 |
| Professional Indemnity Insurance | 1,572 | - | 1,572 | 1,572 |
| | 5,572 | - | 5,572 | 5,572 |

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

(c) Total Resources expended

| | Staff Costs £ | Depreciation £ | Other Costs £ | Total 2022 £ | Total 2021 £ |
|--------------------------------|---------------------|-------------------|---------------------|--------------------|--------------------|
| Costs of charitable activities | 495,753 | 5,289 | 206,971 | 708,013 | 545,477 |
| Governance costs | - | - | 5,572 | 5,572 | 5,572 |
| | <u>495,753</u> | <u>5,289</u> | <u>212,543</u> | <u>713,585</u> | <u>551,049</u> |

9 Analysis of staff costs and remuneration of key management personnel

| | 2022 £ | 2021 £ |
|--|----------------|----------------|
| The aggregate payroll costs were: | | |
| Wages and salaries | 446,668 | 383,400 |
| Redundancy | 10,808 | - |
| Social security costs | 30,939 | 30,338 |
| Employer's pension costs | 7,338 | 6,593 |
| | <u>495,753</u> | <u>420,331</u> |

Particulars of employees

| | 2022 | 2021 |
|--|-----------|-----------|
| The average number of staff employed by the charity during the financial year amounted to: | | |
| Number of organisation administrative support staff | 2 | 2 |
| Number of management staff | 2 | 2 |
| Number of advice service managers | 1 | 1 |
| Number of telephone advice service managers | 1 | 1 |
| Number of training managers | 1 | - |
| Number of advice session supervisors | - | 1 |
| Number of outreach caseworkers | 4 | 4 |
| Number of debt advisors | 5 | 5 |
| Number of welfare benefit advisors | 5 | - |
| Number of project co-ordinators | - | - |
| Number of social prescribing link workers | 5 | 5 |
| | <u>26</u> | <u>21</u> |

The charity considers its key management personnel comprise the trustees, chief executive officer and the financial manager. The total employment benefits including employer pension contributions of the key management personnel was £69,166 (2021: £67,674). No employee had employee benefits in excess of £60,000 (2021: None).

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

10 Indemnity Insurance

| | 2022 £ | 2021 £ |
|---------------------|-----------|-----------|
| Indemnity insurance | 1,572 | 1,572 |

Indemnity insurance was paid in the financial year to

- protect the charity from loss arising from any neglect, error or omission committed in good faith of its trustees, employees, volunteers and honorary advisors; and
- indemnify the trustees against claim arising out of advice given by organisation workers.

11 Fixed Assets

| | Freehold Property £ | Office Equipment £ | Fixtures & Fittings £ | Total £ |
|-------------------------------------|---------------------------|--------------------------|-----------------------------|------------|
| Cost | | | | |
| At 1 April 2021 | 198,907 | 63,317 | 81,621 | 343,845 |
| Additions | - | - | - | - |
| At 31 March 2022 | 198,907 | 63,317 | 81,621 | 343,845 |
| Depreciation | | | | |
| At 1 April 2021 | 83,639 | 61,504 | 81,621 | 226,764 |
| Charge for year | 3,978 | 1,313 | - | 5,291 |
| At 31 March 2022 | 87,617 | 62,817 | 81,621 | 232,055 |
| Net book value | | | | |
| At 31 March 2022 | 111,290 | 500 | - | 111,790 |
| Net book value of restricted assets | 111,290 | - | - | 111,290 |
| Net book value | | | | |
| At 31 March 2021 | 115,268 | 1,813 | - | 117,081 |
| Net book value of restricted assets | 115,268 | - | - | 115,268 |

Fixed assets acquired via a grant from the National Lottery Committee being the freehold property (£198,907 cost, £83,639 depreciation) and fixtures and fittings, (£74,663 cost, £74,663 depreciation) are restricted in that the organisation may not dispose of these assets without the prior written permission of the Board, nor use them as security for a loan or any other financial purpose.

In respect of land or buildings, this restriction shall be in force for 80 years from the date of acquisition. (February 1999).

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

12 Debtors

| | 2022 £ | 2021 £ |
|----------------|---------------|----------------|
| Accrued income | 35,934 | 97,812 |
| Prepayments | 4,946 | 3,762 |
| Other debtor | 18,042 | 31,116 |
| | <u>58,922</u> | <u>132,690</u> |

13 Creditors

| | 2022 £ | 2021 £ |
|---------------------------------------|---------------|---------------|
| Bank overdraft | 4,428 | 5,183 |
| Accruals | 50,824 | 23,689 |
| Deferred income: | | |
| Citizen Advice – HMPT phone deposit | - | 14,600 |
| Citizen Advice – Single queue deposit | - | 8,000 |
| Universal Credit | - | 7,431 |
| The National Lottery Community Fund | 8,238 | 8,225 |
| Lancashire County Council | - | 500 |
| Fylde Borough Council | - | 500 |
| Community Self Care | 961 | 1,000 |
| BC Outreach | 4,167 | - |
| Changing Futures | 6,250 | - |
| Other creditors | 4,309 | 3,977 |
| | <u>79,177</u> | <u>73,105</u> |

14 Related Parties

No trustees nor any persons connected with them have received any remuneration from the charity. The charity has not paid any expenses incurred by the trustees for services provided to the charity (2021 £Nil).

BLACKPOOL CITIZENS ADVICE BUREAU

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022 (continued)

15 Funds Account

| | General Funds £ | Designated Funds £ | Restricted Funds £ | Total £ |
|--|-----------------------|--------------------------|--------------------------|----------------|
| Balance brought forward | 337,103 | 80,000 | 115,268 | 532,371 |
| Spent in the year | 10,809 | (10,809) | - | - |
| Net movement in funds for the current year | 109,900 | 16,809 | (3,978) | 122,731 |
| | <u>457,812</u> | <u>86,000</u> | <u>111,290</u> | <u>655,102</u> |
| Retained fund balances carried forward | <u>457,812</u> | <u>86,000</u> | <u>111,290</u> | <u>655,102</u> |

16 Analysis of net assets between restricted and unrestricted funds

| | Tangible Fixed Assets £ | Other Net Assets £ | Total £ |
|--------------------|-------------------------------|--------------------------|----------------|
| Unrestricted funds | 500 | 543,312 | 543,812 |
| Restricted funds | 111,290 | - | 111,290 |
| | <u>111,790</u> | <u>543,312</u> | <u>655,102</u> |