

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2022
for
Bridgend County Borough Citizens Advice
Bureau

Ashmole & Co
First Floor
1 St John's Court
Upper Fforest Way
Enterprise Park
Swansea
SA6 8QQ

Bridgend County Borough Citizens Advice
Bureau

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for the Year Ended 31 March 2022

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Bridgend County Borough Citizens Advice
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Report of the Trustees
for the Year Ended 31 March 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Public benefit, objectives & activities

The constitutional objectives of the charity are to promote any charitable purpose for the benefit of the community in Bridgend and surrounding areas. This is mainly achieved by the provision of centres within the Bridgend County Borough to enable the community to receive advice. The trustees have had due regard to the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning their future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Bridgend County Borough Citizens Advice
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Report of the Trustees
for the Year Ended 31 March 2022

STRATEGIC REPORT

Achievement and performance

Charitable activities

Another challenging year with the effects of the global pandemic still impacting all of our charitable activities.

Due to the continuing impact of COVID, staff continued to primarily work remotely, but as the year progressed staff have been gradually returning to work in the office for client appointments. Client visits to the office are by appointment only and strict COVID precautions are in place.

To date our ability to assist our clients has been modified but not restricted by the Pandemic.

Our main funders have continued to support us through this period. Though some projects had come to the end of their natural life during the previous year, some of the remnant funding was a useful source of income which assisted us in achieving a reasonably comfortable financial position.

We continued to receive funding from Bridgend County Borough Council towards the charity's core charitable services. This accounted for around a quarter of grant funding received in the year, for which we are extremely grateful, which has enabled the continuation and extension of our core information and advice services even within the constraints imposed by the pandemic. Increased capacity combined with training for new staff enabled more appointments for people requiring help to apply for benefits such as PIP. There has been a continued shift in demand for our services during this time, with many more people seeking advice on employment and benefit matters, and the complexity of issues being magnified. We have also seen an increase in the number of clients with long term health conditions accessing our services.

Specific projects in the year included:

- From 1 January 2020, we were successful in gaining grant funding from the Welsh Government's Single Advice Fund as part of a regional Cwm Taf package in collaboration with our brand partners in Rhondda Cynon Taf and Merthyr Tydfil. This funding replaced a variety of funding streams, and was initially for twelve months but has been extended for a further two years, ie until the end of calendar 2023. This has enabled advice services under specialist debt and other services, and more generalist community-focused advice, to be established and consolidated.
- Funding from Bridgend CBC from the Communities First legacy fund for provision of a Financial Advice & Support Service [FASS] commenced on 1 October 2018 initially for 18 months, but its success has led to further annual extensions. The scheme assists local service users, primarily those who reside within the former Communities First delivery areas of the Borough, who are in poverty or at risk of poverty.
- Funding via the British Gas Energy Trust to provide advice and assistance to beneficiaries aimed at enabling them to manage their debts and budgets, maximise their income and ability to afford to pay their bills, enabling people to have warm homes through improving energy efficiency and improving their health and wellbeing. This project drew to its close during the year to be replaced by a similar scheme in 2022-2023 supported by Moondance.
- Funding for a Help to Claim service, via national funding for Citizens Advice, to assist in people's initial claims for universal credit from application through to first payment, was won in a testing bid and has become a significant project for the LCA.

Bridgend County Borough Citizens Advice
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Report of the Trustees
for the Year Ended 31 March 2022

STRATEGIC REPORT

Financial review

Reserves policy

The charity's financial reserves increased by £34,034 in the year, including net income of £55,699 on unrestricted reserves and net deficit of £21,665 on restricted reserves, giving total reserves at the year-end of £498,570.

It continues to be the policy of the charity to maintain general unrestricted funds, which are the free reserves of the charity, at a minimum level equivalent to approximately three months', but ideally six months', expenditure, to provide sufficient funds to cover operating costs including management and administrative support costs, particularly as grant funding is often received in arrears. At the balance sheet date, free reserves for cash-flow purposes [i.e. unrestricted net current assets less designated reserves] had increased to £380,350, which equates to around six months' of budgeted expenditure.

The trustees regularly review their ability to meet obligations with the current level of reserves. The trustees also reviewed the levels of designated reserves which they have decided should be put aside for specific purposes, and have agreed to designate £98,689 to mitigate potential specific risks and to enable the further development of the service within financial constraints.

Future plans

The charity has been able to plan the coming year's activities with a firm funding programme, as set out above, with all projects due to operate until 31 March 2023. We will continue to seek to deliver services in innovative ways and to reach out to as many people as possible, as the demand for quality independent, impartial, free advice is still growing.

Following another successful audit of our services by national Citizens Advice in April 2021 which gave excellent results on all key service indicators, we have continued to review all key policies and risks, and followed our vision is: "To be the go-to advice service within Bridgend County Borough, improving the lives of those within our community and empowering clients across every demographic by providing accessible, impartial, confidential and high-quality advice through multiple channels." We will continue to drive service growth to meet demand with evidence-based flexible solutions for multichannel delivery, targeting hard-to-reach sectors of our community and meeting client need. We will work with local, regional and national partners to maintain, secure and diversify our funding services.

We are continuing to modernise and develop all aspects of governance. A further drive to recruit additional trustees with the skills and ambition required to take the organisation forward, and trustee induction, development, mentoring and training will be developed further. We regularly review our governance structure in order to maintain effective support for and scrutiny of our staff and volunteers.

We continue to have positive discussions with all of our funders, who have endorsed necessary changes in the way we have had to deliver some services, and the re-designation of some service priorities.

Consequently, the trustees have reassessed the charity's ability to continue for at least twelve months from the date that the accounts are signed, and have concluded that no material uncertainties exist which cast doubt upon the charity's ability to continue as a going concern.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is constituted as a charitable company limited by guarantee incorporated on 23 November 2010, and is governed by its Memorandum and Articles of Association.

Bridgend County Borough Citizens Advice
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Report of the Trustees
for the Year Ended 31 March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The trustees are required to stand down upon 3 years of service, but may stand for re-election.

Structure, governance and management

Day to day management of the charity is delegated to the Chief Officer. Much of the work of the charity is undertaken by valued volunteers, appropriate induction & training is provided for staff, volunteers and trustees.

Risk management

The trustees regularly examine the major strategic, financial and operational risks faced by the charity, and have established procedures to mitigate those risks. Financial risks will be managed by seeking to agree funding for both core functions and specific projects for periods longer than twelve months and by seeking to build up free reserves as indicated above. Operational procedures for project and financial management are regularly examined at trustee meetings.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07448288 (England and Wales)

Registered Charity number

1139926

Registered office

Ground Floor
26 Dunraven Place
Bridgend
CF31 1JD

Trustees

Mr P R Crocombe - Chair
Mr A W Dodd - Treasurer (resigned 25/3/22)
Councillor D Patel
Mr M N Strange (resigned 25/11/21)
Dr D P Carney (resigned 1/7/22)
Mr S D Hodgson - Vice chair
Mr A J Rees - Treasurer
Dr I Gray
Ms L L Hill (resigned 22/7/21)
Ms R M Thompson-Biggs (appointed 5/1/22)

Independent Examiner

Ashmole & Co
First Floor
1 St John's Court
Upper Fforest Way
Enterprise Park
Swansea
SA6 8QQ

Bridgend County Borough Citizens Advice
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Report of the Trustees
for the Year Ended 31 March 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Ashmole & Co
First Floor
1 St John's Court
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Enterprise Park
Swansea
SA6 8QQ


Chief Officer

The charity's chief officer is K Henson.

Bankers

Co-operative Bank, Business Direct, PO Box 250, Skelmersdale. WN8 6WT.
Julian Hodge Bank, 29 Windsor Place, Cardiff. CF10 3BZ.
Coventry Building Society, Economic House, PO Box 9, High Street, Coventry. CV15 5QN.
Monmouthshire Building Society, John Frost Square, Newport. NP20 1PX.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on11.10.22..... and signed on the board's behalf by:



Mr P R Crocombe - Trustee



MR A. J. REES - TRUSTEE

04.11.2022

Independent Examiner's Report to the Trustees of
Bridgend County Borough Citizens Advice
Bureau

Independent examiner's report to the trustees of Bridgend County Borough Citizens Advice Bureau ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent Examiner's Report to the Trustees of
Bridgend County Borough Citizens Advice
Bureau

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

D S Morgan
FCCA
Ashmole & Co
First Floor
1 St John's Court
Upper Fforest Way
Enterprise Park
Swansea
SA6 8QQ

Date: 11.10.2022

Bridgend County Borough Citizens Advice
Bureau

Statement of Financial Activities
for the Year Ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	320	-	320	277
Charitable activities					
Charitable projects		191,261	547,592	738,853	718,051
Investment income	3	1,889	-	1,889	2,026
Total		<u>193,470</u>	<u>547,592</u>	<u>741,062</u>	<u>720,354</u>
EXPENDITURE ON					
Raising funds	5	4,545	-	4,545	4,228
Charitable activities					
Charitable projects	6	122,478	580,005	702,483	606,828
Total		<u>127,023</u>	<u>580,005</u>	<u>707,028</u>	<u>611,056</u>
NET INCOME/(EXPENDITURE)		66,447	(32,413)	34,034	109,298
Transfers between funds	17	(10,748)	10,748	-	-
Net movement in funds		55,699	(21,665)	34,034	109,298
RECONCILIATION OF FUNDS					
Total funds brought forward		428,857	35,679	464,536	355,238
TOTAL FUNDS CARRIED FORWARD		<u>484,556</u>	<u>14,014</u>	<u>498,570</u>	<u>464,536</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Bridgend County Borough Citizens Advice
Bureau (Registered number: 07448288)

Balance Sheet
31 March 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	13	5,517	10,461
CURRENT ASSETS			
Debtors	14	16,621	103,472
Cash at bank and in hand		493,778	371,461
		<u>510,399</u>	<u>474,933</u>
CREDITORS			
Amounts falling due within one year	15	(17,346)	(20,858)
NET CURRENT ASSETS		<u>493,053</u>	<u>454,075</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		498,570	464,536
NET ASSETS		<u>498,570</u>	<u>464,536</u>
FUNDS	17		
Unrestricted funds		484,556	428,857
Restricted funds		14,014	35,679
TOTAL FUNDS		<u>498,570</u>	<u>464,536</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The notes form part of these financial statements

Bridgend County Borough Citizens Advice
Bureau (Registered number: 07448288)

Balance Sheet - continued
31 March 2022

The financial statements were approved by the Board of Trustees and authorised for issue on
11.10.2022 and were signed on its behalf by:



Mr P R Crocombe - Trustee



Mr A J Rees - Trustee

04.11.2022

The notes form part of these financial statements

Bridgend County Borough Citizens Advice
Bureau

Cash Flow Statement
for the Year Ended 31 March 2022

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	120,428	26,152
Net cash provided by operating activities		<u>120,428</u>	<u>26,152</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(8,316)
Interest received		1,889	2,026
Net cash provided by/(used in) investing activities		<u>1,889</u>	<u>(6,290)</u>
Change in cash and cash equivalents in the reporting period		<u>122,317</u>	<u>19,862</u>
Cash and cash equivalents at the beginning of the reporting period		<u>371,461</u>	<u>351,599</u>
Cash and cash equivalents at the end of the reporting period		<u><u>493,778</u></u>	<u><u>371,461</u></u>

The notes form part of these financial statements

Bridgend County Borough Citizens Advice
Bureau

Notes to the Cash Flow Statement
for the Year Ended 31 March 2022

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2022 £	2021 £
Net income for the reporting period (as per the Statement of Financial Activities)	34,034	109,298
Adjustments for:		
Depreciation charges	4,944	4,118
Interest received	(1,889)	(2,026)
Decrease/(increase) in debtors	86,851	(92,550)
(Decrease)/increase in creditors	(3,512)	7,312
	<u>120,428</u>	<u>26,152</u>
Net cash provided by operations	<u><u>120,428</u></u>	<u><u>26,152</u></u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1/4/21 £	Cash flow £	At 31/3/22 £
Net cash			
Cash at bank and in hand	371,461	122,317	493,778
	<u>371,461</u>	<u>122,317</u>	<u>493,778</u>
Total	<u><u>371,461</u></u>	<u><u>122,317</u></u>	<u><u>493,778</u></u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities Act 2011 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, any performance conditions attached to the item of income have been met or are fully within the control of the charity, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Support costs relate to functions that assist the work of the charity but which do not directly relate to undertaking charitable activities. These costs are allocated between costs of raising funds and expenditure on charitable activities, on the basis of staff time devoted to those activities.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on cost

Tangible fixed assets are stated at cost less accumulated depreciation. Only assets costing more than £700 are capitalised, unless specifically required by grant funders.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

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

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside for specific purposes.

Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Bridgend County Borough Citizens Advice
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

1. ACCOUNTING POLICIES - continued

Fund accounting

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

2. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	320	277

3. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	1,889	2,026

4. INCOME FROM CHARITABLE ACTIVITIES

		2022	2021
	Activity	£	£
Grants	Charitable projects	738,853	718,051

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Bridgend CBC - Core funding (unrestricted income)	183,452	180,802
British Gas - Warmer Wales	20,034	19,869
Financial Advice Support Service	100,000	100,000
Help to Claim	72,667	72,408
Advice Link Community Focus	164,919	165,919
Advice Link Specialist Debt & Other	100,139	102,260
Helping More People	-	16,000
Meeting More People	-	17,860
Community Foundation Wales - Post Covid Grant	-	15,000
BAVO	-	1,000
Domestic Violence	28,000	-
Partnership Research	-	800
Building Debt Capacity	-	6,300
Employment Upskilling	9,833	19,833
Torfaen CAB	10,000	-
Claim What's Yours	15,000	-
Public Health Wales	27,000	-
Department for Work & Pensions	6,909	-
National Citizens Advice	900	-
	<u>738,853</u>	<u>718,051</u>

Bridgend County Borough Citizens Advice
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

5. RAISING FUNDS

Other trading activities

	2022	2021
	£	£
Staff costs	4,545	4,228

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 7) £	Support costs (see note 8) £	Totals £
Charitable projects	498,190	204,293	702,483

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022 £	2021 £
Staff costs	379,030	378,858
Rent, water and premises levy	24,230	24,311
Insurance	4,028	1,879
Light and heat	5,703	5,619
Telephone & communications	9,083	9,138
Printing, postage & stationery	3,916	3,060
Advertising	30	1,001
Staff travel	-	6
Staff and volunteer training	8,567	1,190
Staff recruitment	2,779	1,727
Subsistence and refreshments	2,339	1,372
Other staff expenses	545	1,014
Premises cleaning, repairs and maintenance	5,278	15,490
Reference materials etc.	9,142	7,696
Office IT and consultancy	14,214	11,205
Office equipment	22,371	36,903
Other office expenses	900	-
Translation services	1,091	27
Service partner contributions	-	2,766
Depreciation	4,944	4,118
	498,190	507,380

Bridgend County Borough Citizens Advice
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

8. SUPPORT COSTS

	Human resources £	Governance costs £	Totals £
Charitable projects	199,433	4,860	204,293

Support costs, included in the above, are as follows:

Human resources

	2022 Charitable projects £	2021 Total activities £
Staff costs	199,433	96,116

Governance costs

	2022 Charitable projects £	2021 Total activities £
Independent examiner fee	3,300	2,520
Professional fees	1,310	799
Sundry	250	13
	<u>4,860</u>	<u>3,332</u>

9. NET INCOME/(EXPENDITURE)

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

	2022 £	2021 £
Depreciation - owned assets	4,944	4,118

Bridgend County Borough Citizens Advice
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

10. TRUSTEES' REMUNERATION AND BENEFITS

No expenses were paid to the Trustees during the year.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

11. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	518,594	427,960
Social security costs	36,926	33,143
Other costs	-	-
Pension costs	19,488	15,909
	<u>583,008</u>	<u>477,012</u>
Key management personnel		
Salaries and benefits	<u>45,448</u>	<u>42,282</u>

Key management personnel comprises the Chief Officer.

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

	2022	2021
Management and support staff	12	6
Advisers	26	15
	<u>38</u>	<u>21</u>

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

Bridgend County Borough Citizens Advice
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	277	-	277
Charitable activities			
Charitable projects	181,602	536,449	718,051
Investment income	2,026	-	2,026
Total	<u>183,905</u>	<u>536,449</u>	<u>720,354</u>
EXPENDITURE ON			
Raising funds	4,228	-	4,228
Charitable activities			
Charitable projects	<u>96,638</u>	<u>510,190</u>	<u>606,828</u>
Total	<u>100,866</u>	<u>510,190</u>	<u>611,056</u>
NET INCOME	83,039	26,259	109,298
Transfers between funds	<u>(768)</u>	<u>768</u>	<u>-</u>
Net movement in funds	82,271	27,027	109,298
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>346,586</u>	<u>8,652</u>	<u>355,238</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>428,857</u></u>	<u><u>35,679</u></u>	<u><u>464,536</u></u>

Bridgend County Borough Citizens Advice
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

13. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2021 and 31 March 2022	9,651	35,116	44,767
DEPRECIATION			
At 1 April 2021	9,651	24,655	34,306
Charge for year	-	4,944	4,944
At 31 March 2022	9,651	29,599	39,250
NET BOOK VALUE			
At 31 March 2022	-	5,517	5,517
At 31 March 2021	-	10,461	10,461

Only assets costing more than £700 are capitalised, unless specifically required by grant funders.

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Grant debtors	-	95,472
Other debtors	11,619	2,606
Prepayments	5,002	5,394
	<u>16,621</u>	<u>103,472</u>

Bridgend County Borough Citizens Advice
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Social security and other taxes	9,231	9,448
Other creditors	3,447	-
Accrued expenses	4,668	11,410
	<u>17,346</u>	<u>20,858</u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Fixed assets	5,517	-	5,517	10,461
Current assets	496,385	14,014	510,399	474,933
Current liabilities	(17,346)	-	(17,346)	(20,858)
	<u>484,556</u>	<u>14,014</u>	<u>498,570</u>	<u>464,536</u>

Bridgend County Borough Citizens Advice
Bureau

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

17. MOVEMENT IN FUNDS

	At 1/4/21	Net movement in funds	Transfers between funds	At 31/3/22
	£	£	£	£
Unrestricted funds				
General fund	306,168	66,447	13,252	385,867
Staffing Contingency	36,663	-	-	36,663
Premises Reserve	48,000	-	(24,000)	24,000
Capital Equipment	9,000	-	-	9,000
Service sustainability & development fund	29,026	-	-	29,026
	<u>428,857</u>	<u>66,447</u>	<u>(10,748)</u>	<u>484,556</u>
Restricted funds				
British Gas - Warmer Wales	-	(913)	913	-
Financial Advice Support Service	-	(951)	951	-
Help to Claim	-	(4,827)	4,827	-
Money Advice Service Debt Advice				
Project Redundancy	5,042	-	-	5,042
Advice Link Community Focus	-	(2,053)	2,053	-
Advice Link Specialist Debt and Other	-	(1,774)	1,774	-
BEIS Helping More People	10,251	(10,236)	-	15
Meeting More People	16	(16)	-	-
Community Foundation Wales	953	(953)	-	-
Domestic Violence	9,093	(136)	-	8,957
Building Debt Capacity	891	(1,055)	164	-
Employment Upskilling	9,433	(9,437)	4	-
Carers Project	-	(16)	16	-
Claim What's Yours	-	(1)	1	-
Public Health Wales	-	(45)	45	-
	<u>35,679</u>	<u>(32,413)</u>	<u>10,748</u>	<u>14,014</u>
TOTAL FUNDS	<u>464,536</u>	<u>34,034</u>	<u>-</u>	<u>498,570</u>

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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

17. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	193,470	(127,023)	66,447
Restricted funds			
British Gas - Warmer Wales	20,034	(20,947)	(913)
Financial Advice Support Service	100,000	(100,951)	(951)
Help to Claim	72,667	(77,494)	(4,827)
Advice Link Community Focus	164,919	(166,972)	(2,053)
Advice Link Specialist Debt and Other	100,139	(101,913)	(1,774)
BEIS Helping More People	-	(10,236)	(10,236)
Meeting More People	-	(16)	(16)
Community Foundation Wales	-	(953)	(953)
Domestic Violence	28,000	(28,136)	(136)
Building Debt Capacity	-	(1,055)	(1,055)
Employment Upskilling	9,833	(19,270)	(9,437)
Carers Project	10,000	(10,016)	(16)
Claim What's Yours	15,000	(15,001)	(1)
Public Health Wales	27,000	(27,045)	(45)
	<u>547,592</u>	<u>(580,005)</u>	<u>(32,413)</u>
TOTAL FUNDS	<u>741,062</u>	<u>(707,028)</u>	<u>34,034</u>

Bridgend County Borough Citizens Advice
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General fund	255,460	83,039	(32,331)	306,168
Staffing Contingency	29,100	-	7,563	36,663
Premises Reserve	24,000	-	24,000	48,000
Capital Equipment	9,000	-	-	9,000
Service sustainability & development fund	29,026	-	-	29,026
	<u>346,586</u>	<u>83,039</u>	<u>(768)</u>	<u>428,857</u>
Restricted funds				
British Gas - Warner Wales	-	(364)	364	-
Financial Advice Support Service	-	(37)	37	-
Help to Claim	-	(230)	230	-
Money Advice Service Debt Advice				
Project Redundancy	5,042	-	-	5,042
Advice Link Community Focus	3,610	(3,648)	38	-
Advice Link Specialist Debt and Other	-	(98)	98	-
BEIS Helping More People	-	10,251	-	10,251
Meeting More People	-	16	-	16
Community Foundation Wales	-	953	-	953
BAVO	-	(1)	1	-
Domestic Violence	-	9,093	-	9,093
Building Debt Capacity	-	891	-	891
Employment Upskilling	-	9,433	-	9,433
	<u>8,652</u>	<u>26,259</u>	<u>768</u>	<u>35,679</u>
TOTAL FUNDS	<u>355,238</u>	<u>109,298</u>	<u>-</u>	<u>464,536</u>

Bridgend County Borough Citizens Advice
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

17. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	183,905	(100,866)	83,039
Restricted funds			
British Gas - Warmer Wales	19,869	(20,233)	(364)
Financial Advice Support Service	100,000	(100,037)	(37)
Help to Claim	72,408	(72,638)	(230)
Advice Link Community Focus	165,919	(169,567)	(3,648)
Advice Link Specialist Debt and Other	102,260	(102,358)	(98)
BEIS Helping More People	16,000	(5,749)	10,251
Meeting More People	17,860	(17,844)	16
Community Foundation Wales	15,000	(14,047)	953
BAVO	1,000	(1,001)	(1)
Domestic Violence	10,000	(907)	9,093
Building Debt Capacity	6,300	(5,409)	891
Employment Upskilling	9,833	(400)	9,433
	<u>536,449</u>	<u>(510,190)</u>	<u>26,259</u>
TOTAL FUNDS	<u>720,354</u>	<u>(611,056)</u>	<u>109,298</u>

17. MOVEMENT IN FUNDS - continued

Purposes of Restricted Funds:

Money Advice Service Debt Advice Project Redundancy - funding provided to finance redundancy cost following withdrawal of MASDAP funding.

British Gas - Warmer Wales - funding from the British Gas Energy Trust to provide advice and support to those clients facing fuel poverty or challenges with energy related enquiries.

Financial Advice and Support Service [FASS] - funding from October 2018 to March 2023 from Bridgend County Borough Council, predominantly from the Communities First legacy fund, together with some housing benefit funding, in order to assist service users who are in poverty or at risk of poverty due to any number of reasons, which may include debt problems, financial difficulty, unemployment (claiming benefits, including Universal Credit), inability to budget or manage finances effectively and those experiencing 'in work poverty' or requiring information and support to undertake employment.

Help to Claim - funding for 2022-2023 from national Citizens Advice via the Department of Work & Pensions [DWP] in order to assist claimants to access support via telephone, web chat, online or face-to-face when making an initial claim for Universal Credit, up to time of the first payment.

Advice Link Cymru -Community Focus & Specialist Debt & Other - funding for two projects from the Welsh Assembly Government via the National Citizens advice to support clients in a targeted way across several advice areas, covering a regional footprint and targeting specific client needs/groups/ demographics.

Domestic Violence - funding from the Welsh Assembly Government via the National Citizens advice to provide income maximisation advice and support those affected by GVA

Building Debt Capacity - funding via Citizens Advice to increase capacity and upskill staff and volunteers with specialist training etc. in debt advice in light of rising demand due to Covid.

Employment Upskilling - funding to increase capacity to train staff and volunteers to deliver employment advice in the wake of coronavirus and the impact on employment.

Public Health Wales - funding from National Citizens advice in conjunction with Public Health Wales to deliver advice to those young people who are economically disadvantaged by the Covid impact.

Claim Whats Yours - funding from Welsh Assembly Government, contracted by Citizens Advice Cymru to provide, principally telephone advice on welfare benefits, income maximisation and entitlements.

Carers Project - subcontract funding via Torfaen Citizens Advice to provide support to carers and improve client journey via referrals.

BEIS (Department for Business, Energy and Industrial Strategy)

Funding awarded via Citizens Advice to support local offices to respond to Covid at the outset of the pandemic to build general capacity to help more people.

Pot 2 for IT support and equipment

Pot 3 Helping more people - this grant, to be spent by March 2022, is to be spent on building capacity to help more people (e.g. equipment, desks, Covid compliance, safety, staffing to answer more calls, and training).

Community Foundation Wales -awarded via the Wales coronavirus resilience fund and Citizens Advice for activities relating to Covid safety and compliance.

Purposes of Designated Funds:

Bridgend County Borough Citizens Advice
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

17. MOVEMENT IN FUNDS - continued

Staffing contingency - redundancy provision in the event of loss of funding.

Premises reserve - based on the unexpired lease terms of office premises.

Capital equipment - primarily to allow for continued renewal of IT equipment and software.

Service sustainability and development - to provide funding for the development of core service provision and support.

18. EMPLOYEE BENEFIT OBLIGATIONS

The pension costs charged in the financial statements represent the contributions payable by the charity during the year.

19. OTHER FINANCIAL COMMITMENTS

At 31 March 2022 the company had commitments under non-cancellable operating leases as follows:

	2022	2021
	£	£
Amounts due within 12 months	24,000	27,141

20. RELATED PARTY DISCLOSURES

Apart from Trustee expenses (Note 10) and remuneration & benefits paid to key management personnel (note 11), there were no further related party transactions for the year ended 31 March 2022.

Bridgend County Borough Citizens Advice
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Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	320	277
Investment income		
Deposit account interest	1,889	2,026
Charitable activities		
Grants	738,853	718,051
Total incoming resources	741,062	720,354
EXPENDITURE		
Other trading activities		
Fund raising wages	4,545	4,228
Charitable activities		
Staff costs	379,030	378,858
Rent, water and premises levy	24,230	24,311
Insurance	4,028	1,879
Light and heat	5,703	5,619
Telephone & communications	9,083	9,138
Printing, postage & stationery	3,916	3,060
Advertising	30	1,001
Staff travel	-	6
Staff and volunteer training	8,567	1,190
Staff recruitment	2,779	1,727
Subsistence and refreshments	2,339	1,372
Other staff expenses	545	1,014
Premises cleaning, repairs and maintenance	5,278	15,490
Reference materials etc.	9,142	7,696
Office IT and consultancy	14,214	11,205
Office equipment	22,371	36,903
Other office expenses	900	-
Translation services	1,091	27
Service partner contributions	-	2,766
Depreciation of tangible fixed assets	4,944	4,118
	498,190	507,380

This page does not form part of the statutory financial statements

Bridgend County Borough Citizens Advice
Bureau

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

	2022 £	2021 £
Support costs		
Human resources		
Staff costs	199,433	96,116
Governance costs		
Independent examiner fee	3,300	2,520
Professional fees	1,310	799
Sundry	250	13
	<u>4,860</u>	<u>3,332</u>
Total resources expended	<u>707,028</u>	<u>611,056</u>
Net income	<u><u>34,034</u></u>	<u><u>109,298</u></u>