

FYLDE CITIZENS ADVICE BUREAU LTD

England & Wales - Charity number 1140175

Details

Other names FYLDE CAB

Status Registered

Legal form Charitable company

Company number [07450382](#)

Registered 2011-02-02

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

Contact

Address Council Offices
Moor Street
Kirkham
Preston
Lancashire
PR4 2AU

Phone 01772673014

Email kirkhamcab@cabnet.org.uk

Website <https://www.citizensadvice.org.uk/local/fylde/>

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSE FOR THE PUBLIC BENEFIT BY THE ADVANCEMENT OF EDUCATION, THE PROTECTION AND PRESERVATION OF HEALTH AND THE RELIEF OF POVERTY, SICKNESS AND DISTRESS IN PARTICULAR, BUT WITHOUT LIMITATION FOR THE BENEFIT OF THE COMMUNITY IN THE BOROUGH OF FYLDE AND SURROUNDING AREAS.

Activities: Fylde Citizens Advice Bureau provides free, confidential and impartial advice, in the areas of employment, debt, immigration, relationships, housing, consumer and welfare benefits to the people of Fylde and surrounding geographical area.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Accommodation/housing, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** FYLDE AND SURROUNDING AREAS
- Lancashire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£196,537	£206,236	-	-
2024-03-31	£202,143	£209,095	-	-
2023-03-31	£144,817	£160,861	-	-
2022-03-31	£187,838	£170,609	-	-
2021-03-31	£178,129	£144,885	-	-

Trustees

Name	Role	Appointed
Allan Curphey		2016-12-14
Andrea Galbraith		2022-09-15
Catherine Christie		2022-04-28
David J Chambers		2025-11-04

FYLDE CITIZENS ADVICE BUREAU LTD

England & Wales - Charity number 1140175

Accounts

FYLDE CITIZENS ADVICE BUREAU LTD

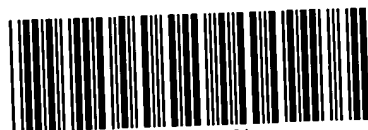
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

Company Registration No. 07450392 (England and Wales)

Charity Registration No. 1140175

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FYLDE CITIZENS ADVICE BUREAU LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustee Board	Mr A Curphey Mrs C Christie Mrs A Galbraith Mr T J Gascoyne (Chair) Mr M Paxton (resigned 26.5.25)
Charity number	1140175
Company number	07450392
Registered office	Council Offices Moor Street Kirkham Preston Lancashire PR4 2AU
Independent examiner	Champion Accountants LLP Unit 2 Olympic Court Boardmans Way Whitehills Business Park Blackpool Lancashire FY4 5GU

FYLDE CITIZENS ADVICE BUREAU LTD

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FYLDE CITIZENS ADVICE BUREAU LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

The Trustee board, who act as Directors for the purposes of company law, present their report and accounts for the year ended 31 March 2025.

The charitable company was incorporated on 24 November 2010 and commenced activity on the 24 March 2011, when the former unincorporated charity Fylde Citizens Advice Bureau, (formed in 1967) was wound up and its assets and liabilities transferred into the new entity.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum & Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the Borough of Fylde and surrounding areas.

The policies adopted in furtherance of these objects are to establish and provide and assist in the provision of Citizens Advice services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel to everyone regardless of sex, disability, sexual orientation, age or nationality across all areas. Advice and information are provided on a wide range of subjects including debt, welfare benefits housing, employment, consumer issues, relationships, family matters, health, education, discrimination, immigration and the law, together with case law specifically in debt and welfare benefits. The charity also provides specialist domestic abuse support. The service is provided face to face, by telephone or by email.

Citizens Advice Fylde is fully committed to compliance with the requirements of the general Data Protection Regulations (GDPR) Data Protection Act 2018 and any successor legislation.

The Charity is authorised and regulated by the Financial Conduct Authority – FRN 617610.

The Trustee Board assesses and develops the Business Plan on an annual basis based on evidence gained through consultation with stakeholders and needs assessments.

Public benefit

The Trustee Board confirm they have complied with their duties in accordance with the aims of the Charity and have paid due regard to guidance issued by the Charity Commission on public benefit and exercising those duties.

Development, activities and achievements this year

To achieve its aims and objectives, the charity provides advice through a variety of projects as well as a 'Generalist Advice' service.

The projects undertaken during this financial year are;

Rosemary Project - Advice and support is provided to those experiencing or at risk of Domestic Abuse.

Macmillan - Benefits advice and support for people with a cancer diagnosis and their families.

At Home Project - A home visiting advice service for those who cannot visit either the Kirkham or St Annes office due to disability or caring responsibilities.

Fylde Money - A debt and budgeting advice service.

Household Support Debt Service - Providing debt and budgeting advice.

Household Support Fund - distributing financial support with energy costs and other essential costs.

FYLDE CITIZENS ADVICE BUREAU LTD

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

FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance

Once again, throughout 2024-25 the Charity has met all of its contractual obligations and achieved all performance related outcomes, in terms of cases dealt with during the year.

During the financial year 2024/25 we assisted 2132 clients. Often a client presented with more than one issue and some clients sought advice on several separate occasions. Accordingly, during the year advice was provided on 7116 individual issues.

We participate in the Customer Service Initiative operated nationally by Citizens Advice. That survey reveals that 91% said that they would be likely or very likely to recommend our service to family or friends.

The national Performance Quality Framework is employed to ensure quality of advice, customer satisfaction and effective leadership. Citizens Advice Fylde holds the AQS (Advice Quality Standard) mark and is therefore subject to a Management, Finance and Compliance Audit every 3 years. A Leadership Self Assessment Process undertaken in January 2024 confirmed that Citizens Advice Fylde met the required standard in all aspects of governance, management and planning.

Outcomes and Benefits

All the charity's work ensures the people of Fylde are able to access information, advice and casework to support them to resolve their individual problems. This improves economic well-being, housing conditions, and improves health and well-being as well as giving people the confidence to manage future challenges.

Outcomes and benefits

All the charity's work ensures the people of Fylde are able to access information, advice and casework to support them to resolve their individual problems. This improves economic well-being, housing conditions, and improves health and well-being as well as giving people the confidence to manage future challenges.

Financial review

The results for the year are as set out in the attached Statement of Financial Activities. There was a net operational deficit for the year amounting to £9,699 (2024 : deficit £6,952). At the Balance Sheet date, total reserves amounted to £101,744 (2024 : £111,443), being unrestricted funds of £101,537 (2024 : £111,443) and restricted funds of £207 (2024 : £Nil).

Reserves policy

The Reserves Policy is to maintain a general reserve and a maintenance and development reserve. The purpose of the General Reserve is to cover periods of financial difficulty and to provide sufficient funds for a smooth wind-up of the company should this ever be necessary in the event of a major funder withdrawing support. This is currently set at £68,109.

The purpose of the maintenance and development reserve is to ensure conservation and adaptation of current services and development of new services to meet challenging external factors.

Major risks

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The Trustees meet at least four times per year plus the Annual General Meeting.

Trustees, who are also Directors of the company, are appointed in accordance with the Articles of Association of the Charity.

The Trustees Board plays a crucial role in giving the strategic direction and vision for the charity. The Trustee Board oversees the finances and is responsible for ensuring the viability of the Charity, as well as managing risks and ensuring effective operation. Being a Trustee is a voluntary role and they receive no remuneration.

FYLDE CITIZENS ADVICE BUREAU LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

The day-to-day management of the charity is carried out by the Chief Executive, Natalie Traynor, assisted by an Advice Service Manager, Advice Service Supervisors and an Administrator. The charity's services are carried out by paid members of staff as well as volunteers who generously give their time without any financial remuneration. All staff and volunteers undertake a comprehensive training programme before being certified to give advice, and receive regular refresher training as appropriate.

The charity is a company limited by guarantee and does not have a share capital.

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

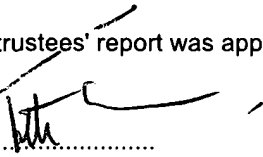
- Mr I R Driver (Resigned 14 October 2024)
- Mr A Curphey
- Mrs C Christie
- Mrs A Galbraith
- Mr T J Gascoyne (Chair)
- Mr M Paxton (resigned 26th May 2025)

Recruitment and appointment of trustees

New trustees are appointed by way of formal application and interview process. Their appointment is confirmed at the next Annual General Meeting.

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

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


.....
Mr T J Gascoyne
Trustee

Date: 

FYLDE CITIZENS ADVICE BUREAU LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEE BOARD OF FYLDE CITIZENS ADVICE BUREAU LTD

I report to the trustee board on my examination of the financial statements of Fylde Citizens Advice Bureau Ltd (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Champion Accountants LLP

Champion Accountants LLP

Champion Accountants LLP.
Unit 2 Olympic Court
Boardmans Way
Whitehills Business Park
Blackpool
FY4 5GU

Dated: *8 December 2025*

FYLDE CITIZENS ADVICE BUREAU LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income and endowments from:							
Donations and legacies	4	2,730	-	2,730	5,975	-	5,975
Charitable activities	3	37,168	153,226	190,394	129,259	63,365	192,624
Other income	5	3,413	-	3,413	3,544	-	3,544
Total income		<u>43,311</u>	<u>153,226</u>	<u>196,537</u>	<u>138,778</u>	<u>63,365</u>	<u>202,143</u>
Expenditure on:							
Charitable activities	9	10,960	195,276	206,236	145,730	63,365	209,095
Total expenditure		<u>10,960</u>	<u>195,276</u>	<u>206,236</u>	<u>145,730</u>	<u>63,365</u>	<u>209,095</u>
Net income/(expenditure)		32,351	(42,050)	(9,699)	(6,952)	-	(6,952)
Transfers between funds		(42,257)	42,257	-	-	-	-
Net movement in funds	7	(9,906)	207	(9,699)	(6,952)	-	(6,952)
Reconciliation of funds:							
Fund balances at 1 April 2024		111,443	-	111,443	118,395	-	118,395
Fund balances at 31 March 2025		<u>101,537</u>	<u>207</u>	<u>101,744</u>	<u>111,443</u>	<u>-</u>	<u>111,443</u>

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

FYLDE CITIZENS ADVICE BUREAU LTD

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	12		-		416
Current assets					
Debtors	13	1,892		444	
Cash at bank and in hand		215,130		222,174	
		<u>217,022</u>		<u>222,618</u>	
Creditors: amounts falling due within one year	14	(115,278)		(111,591)	
Net current assets			101,744		111,027
Total assets less current liabilities			<u>101,744</u>		<u>111,443</u>
Net assets excluding pension liability			101,744		111,443
			<u><u>101,744</u></u>		<u><u>111,443</u></u>
The funds of the charity					
Restricted income funds	18		207		-
Unrestricted funds			101,537		111,443
			<u>101,744</u>		<u>111,443</u>
			<u><u>101,744</u></u>		<u><u>111,443</u></u>

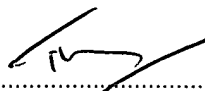
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

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

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

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

The financial statements were approved by the trustee board on 4 December 2025


.....
Mr T J Gascoyne
Trustee

Company registration number 07450392 (England and Wales)

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Fylde Citizens Advice Bureau Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Council Offices Moor Street, Kirkham, Preston, Lancashire, PR4 2AU.

1.1 Basis of preparation

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

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

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

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

1.2 Going concern

At the time of approving the financial statements, the trustee board have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustee board continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

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

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

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

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

Governance costs include those costs associated with meeting the statutory requirements of the charity and include the independent accountant's fees.

1.6 Tangible fixed assets

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

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

Fixtures, fittings & equipment	25% on cost
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

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

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

2 Critical accounting estimates and judgements

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

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

3 Income from charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Services provided under contract	37,168	-	37,168	32,177	-	32,177
Performance related grants	-	153,226	153,226	97,082	63,365	160,447
	<u>37,168</u>	<u>153,226</u>	<u>190,394</u>	<u>129,259</u>	<u>63,365</u>	<u>192,624</u>

4 Donations and legacies

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Donations and gifts	<u>2,730</u>	<u>5,975</u>

5 Sundry income

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Other income	<u>3,413</u>	<u>3,544</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

6 Support costs allocated to activities

	2025	2024
	£	£
Depreciation	416	981
Governance costs	804	774
	<u>1,220</u>	<u>1,755</u>
Analysed between:		
Charitable activities	<u>1,220</u>	<u>1,755</u>

Governance costs represent payments to the Independent Examiner for accountancy fees. The charity is exempt from audit.

7 Net movement in funds

	2025	2024
	£	£
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	804	774
Depreciation of owned tangible fixed assets	416	981
	<u>804</u>	<u>774</u>

8 Trustee Board

None of the trustee board (or any persons connected with them) received any remuneration during the year.

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

9 Charitable activities

	Direct charitable expenditure 2025 £	Direct charitable expenditure 2024 £
Staff costs	147,515	141,526
Insurance	680	437
Light & heat	10,478	13,536
Repairs & maintenance	1,370	2,204
Printing, stationery & computer	3,344	12,757
Telephone	14,834	8,983
Travel & training	7,894	8,102
Sundry expenses	825	2,257
Subscriptions	5,281	3,820
Legal & professional	144	288
Rent	12,250	12,250
Staff training	401	1,180
	<u>205,016</u>	<u>207,340</u>
Share of support costs (see note 6)	416	981
Share of governance costs (see note 6)	804	774
	<u>206,236</u>	<u>209,095</u>
Analysis by fund		
Unrestricted funds	10,960	145,730
Restricted funds	195,276	63,365
	<u>206,236</u>	<u>209,095</u>

10 Employees

The average monthly number of employees during the year was:

2025 Number	2024 Number
<u>10</u>	<u>10</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

10 Employees	(Continued)	
Employment costs	2025	2024
	£	£
Wages and salaries	142,524	136,868
Other pension costs	4,991	4,658
	<u>147,515</u>	<u>141,526</u>

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

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2024	28,082
At 31 March 2025	<u>28,082</u>
Depreciation and impairment	
At 1 April 2024	27,666
Depreciation charged in the year	416
At 31 March 2025	<u>28,082</u>
Carrying amount	
At 31 March 2024	<u>416</u>

13 Debtors

	2025	2024
	£	£
Amounts falling due within one year:		
Trade debtors	780	-
Prepayments and accrued income	1,112	444
	<u>1,892</u>	<u>444</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

14 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Other taxation and social security		2,790	1,012
Government grants		30,000	28,500
Other creditors		73,880	76,162
Accruals and deferred income		8,608	5,917
		<u>115,278</u>	<u>111,591</u>

15 Retirement benefit schemes

	2025 £	2024 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>4,991</u>	<u>4,658</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

16 Unrestricted funds

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

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Redundancy costs	4,933	11,728	-	-	16,661
General funds	106,510	31,583	(10,960)	(42,257)	84,876
	<u>111,443</u>	<u>43,311</u>	<u>(10,960)</u>	<u>(42,257)</u>	<u>101,537</u>
Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Redundancy costs	11,730	4,933	-	-	16,663
General funds	106,665	133,845	(145,730)	-	94,780
	<u>118,395</u>	<u>138,778</u>	<u>(145,730)</u>	<u>-</u>	<u>111,443</u>

This sum is held as designated within unrestricted reserves to cover potential redundancy costs.

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

17 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 March 2025:			
Current assets/(liabilities)	101,537	207	101,744
	<u>101,537</u>	<u>207</u>	<u>101,744</u>
	<u><u>101,537</u></u>	<u><u>207</u></u>	<u><u>101,744</u></u>
	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	416	-	416
Current assets/(liabilities)	111,027	-	111,027
	<u>111,443</u>	<u>-</u>	<u>111,443</u>
	<u><u>111,443</u></u>	<u><u>-</u></u>	<u><u>111,443</u></u>

The charity is obliged to ensure that the unrestricted reserves are sufficient to cover three months operating costs in order that an orderly run down of the company could take place in the event of core funding being lost. The amount of reserves required to cover this obligation amounts to £51,448. The free unrestricted reserves therefore amount to £38,039.

This level of reserves is to ensure that current levels of service provision can be maintained should there be a shortfall in funding. In addition the reserve fund makes provision for future development of service.

18 Restricted funds

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

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Rosemary	-	10,000	(9,793)	-	207
Fylde Council	-	102,082	(144,339)	42,257	-
Macmillan	-	12,644	(12,644)	-	-
Household Support Debt Service	-	28,500	(28,500)	-	-
	<u>-</u>	<u>153,226</u>	<u>(195,276)</u>	<u>42,257</u>	<u>207</u>
	<u><u>-</u></u>	<u><u>153,226</u></u>	<u><u>(195,276)</u></u>	<u><u>42,257</u></u>	<u><u>207</u></u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

18 Restricted funds (Continued)

Previous year:	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Rosemary Project	-	6,667	(6,667)	-	-
At Home Project	-	7,000	(7,000)	-	-
Fylde Borough Council for Fylde Money	-	5,000	(5,000)	-	-
Fylde Borough Council	-	24,500	(24,500)	-	-
Macmillan	-	12,198	(12,198)	-	-
Adviceline	-	8,000	(8,000)	-	-
	-	63,365	(63,365)	-	-

Funding from Fylde Council is insufficient to cover core service costs and therefore a transfer has been made from unrestricted funds to cover the deficit.

Macmillan - benefits advice and support for people with cancer diagnosis and their families.

Rosemaryect - advice and support to those experiencing or at risk of Domestic Abuse.

At Home project - a home visiting advice service for those who cannot visit either the Kirkham or St Annes office due to disability or caring responsibilities.

Household Support Debt Service - a debt and budgeting advice service.

Fylde Council - for core services.

19 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

FYLDE CITIZENS ADVICE BUREAU LTD

England & Wales - Charity number 1140175

Accounts

FYLDE CITIZENS ADVICE BUREAU LTD

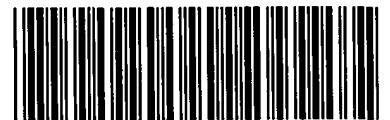
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

Company Registration No. 07450392 (England and Wales)

Charity Registration No. 1140175

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FYLDE CITIZENS ADVICE BUREAU LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustee Board

Mr I R Driver
Mr A Curphey
Mrs C Christie
Mrs A Galbraith
Mr T J Gascoyne (Chair)
Mr M Paxton (Appointed 7 February 2024)

Charity number

1140175

Company number

07450392

Registered office

Council Offices Moor Street
Kirkham
Preston
Lancashire
PR4 2AU

Independent examiner

Champion Accountants LLP
Unit 2 Olympic Court
Boardmans Way
Whitehills Business Park
Blackpool
Lancashire
FY4 5GU

FYLDE CITIZENS ADVICE BUREAU LTD

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FYLDE CITIZENS ADVICE BUREAU LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024

The Trustee board, who act as Directors for the purposes of company law, present their report and accounts for the year ended 31 March 2024.

The charitable company was incorporated on 24 November 2010 and commenced activity on the 24 March 2011, when the former unincorporated charity Fylde Citizens Advice Bureau, (formed in 1967) was wound up and its assets and liabilities transferred into the new entity.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum & Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the Borough of Fylde and surrounding areas.

The policies adopted in furtherance of these objects are to establish and provide and assist in the provision of Citizens Advice services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel to everyone regardless of sex, disability, sexual orientation, age or nationality across all areas. Advice and information are provided on a wide range of subjects including debt, welfare benefits housing, employment, consumer issues, relationships, family matters, health, education, discrimination, immigration and the law, together with case law specifically in debt and welfare benefits. The charity also provides specialist domestic abuse support. The service is provided face to face, by telephone or by email.

Citizens Advice Fylde is fully committed to compliance with the requirements of the general Data Protection Regulations (GDPR) Data Protection Act 2018 and any successor legislation.

The Charity is authorised and regulated by the Financial Conduct Authority – FRN 617610.

The Trustee Board assesses and develops the Business Plan on an annual basis based on evidence gained through consultation with stakeholders and needs assessments.

Public benefit

The Trustee Board confirm they have complied with their duties in accordance with the aims of the Charity and have paid due regard to guidance issued by the Charity Commission on public benefit and exercising those duties.

Development, activities and achievements this year

To achieve its aims and objectives, the charity provides advice through a variety of projects as well as a 'Generalist Advice' service.

The projects undertaken during this financial year are;

Rosemary Project - Advice and support is provided to those experiencing or at risk of Domestic Abuse.

Macmillan - Benefits advice and support for people with a cancer diagnosis and their families.

At Home Project - A home visiting advice service for those who cannot visit either the Kirkham or St Annes office due to disability or caring responsibilities.

Fylde Money - A debt and budgeting advice service.

Household Support Fund - Providing advice and distributing financial support with energy costs and other essential costs.

FYLDE CITIZENS ADVICE BUREAU LTD

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

FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance

Significant activities and achievements against objectives

Once again, throughout 2023-24 the Charity has met all of its contractual obligations and achieved all performance related outcomes, in terms of cases dealt with during the year.

During the financial year 2023/24 we assisted 1955 clients. Often a client presented with more than one issue and some clients sought advice on several separate occasions. Accordingly, during the year advice was provided on 7045 individual issues.

We participate in the Customer Service Initiative operated nationally by Citizens Advice. That survey reveals that 80% said that they would be likely or very likely to recommend our service to family or friends.

The national Performance Quality Framework is employed to ensure quality of advice, customer satisfaction and effective leadership. Citizens Advice Fylde holds the AQS (Advice Quality Standard) mark and is therefore subject to a Management, Finance and Compliance Audit every 3 years. A Leadership Self Assessment Process undertaken in January 2024 confirmed that Citizens Advice Fylde met the required standard in all aspects of governance, management and planning.

Outcomes and benefits

All the charity's work ensures the people of Fylde are able to access information, advice and casework to support them to resolve their individual problems. This improves economic well-being, housing conditions, and improves health and well-being as well as giving people the confidence to manage future challenges.

Financial review

The results for the year are as set out in the attached Statement of Financial Activities. There was a net operational deficit for the year amounting to £6,952 (2023 : deficit £16,044). At the Balance Sheet date, total reserves amounted to £111,443 (2023 : £118,395), being unrestricted funds of £111,443 (2023 : £118,395) and restricted funds of £Nil (2023 : £Nil).

Reserves policy

The Reserves Policy is to maintain a general reserve and a maintenance and development reserve. The purpose of the General Reserve is to cover periods of financial difficulty and to provide sufficient funds for a smooth wind-up of the company should this ever be necessary in the event of a major funder withdrawing support. This is currently set at £65,328.

The purpose of the maintenance and development reserve is to ensure current levels of provision of service is maintained should there be a shortfall in funding. In addition, the reserve fund make provision for future developments of service.

Major risks

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The Trustees meet at least four times per year plus the Annual General Meeting.

Trustees, who are also Directors of the company, are appointed in accordance with the Articles of Association of the Charity.

The Trustees Board plays a crucial role in giving the strategic direction and vision for the charity. The Trustee Board oversees the finances and is responsible for ensuring the viability of the Charity, as well as managing risks and ensuring effective operation. Being a Trustee is a voluntary role and they receive no remuneration.

FYLDE CITIZENS ADVICE BUREAU LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

The day-to-day management of the charity is carried out by the Chief Executive, Natalie Traynor, assisted by an Advice Service Manager, Advice Service Supervisors and an Administrator. The charity's services are carried out by paid members of staff as well as volunteers who generously give their time without any financial remuneration. All staff and volunteers undertake a comprehensive training programme before being certified to give advice, and receive regular refresher training as appropriate.

The charity is a company limited by guarantee and does not have a share capital.

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

Mr I R Driver

Mr A Curphey

Mrs C Christie

Mrs A Galbraith

Mr T J Gascoyne (Chair)

Mr M Paxton (appointed 7 February 2024)

Recruitment and appointment of trustees

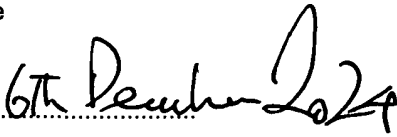
New trustees are appointed by way of formal application and interview process. Their appointment is confirmed at the next Annual General Meeting.

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

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


.....
Mr T J Gascoyne
Trustee

Date:



FYLDE CITIZENS ADVICE BUREAU LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEE BOARD OF FYLDE CITIZENS ADVICE BUREAU LTD

I report to the trustee board on my examination of the financial statements of Fylde Citizens Advice Bureau Ltd (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Champion Accountants LLP

Champion Accountants LLP

Champion Accountants LLP
Unit 2 Olympic Court
Boardmans Way
Whitehills Business Park
Blackpool
FY4 5GU

Dated: *9 December 2024*

FYLDE CITIZENS ADVICE BUREAU LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income and endowments from:							
Donations and legacies	4	5,975	-	5,975	2,095	-	2,095
Charitable activities	3	129,259	63,365	192,624	137,829	3,333	141,162
Other income	5	3,544	-	3,544	1,560	-	1,560
Total income		<u>138,778</u>	<u>63,365</u>	<u>202,143</u>	<u>141,484</u>	<u>3,333</u>	<u>144,817</u>
Expenditure on:							
Charitable activities	8	145,730	63,365	209,095	157,528	3,333	160,861
Total expenditure		<u>145,730</u>	<u>63,365</u>	<u>209,095</u>	<u>157,528</u>	<u>3,333</u>	<u>160,861</u>
Net expenditure and movement in funds		(6,952)	-	(6,952)	(16,044)	-	(16,044)
Reconciliation of funds:							
Fund balances at 1 April 2023		<u>118,395</u>	-	<u>118,395</u>	<u>134,439</u>	-	<u>134,439</u>
Fund balances at 31 March 2024		<u>111,443</u>	-	<u>111,443</u>	<u>118,395</u>	-	<u>118,395</u>

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

FYLDE CITIZENS ADVICE BUREAU LTD

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	12		416		1,396
Current assets					
Debtors	13	444		330	
Cash at bank and in hand		222,174		309,281	
		<u>222,618</u>		<u>309,611</u>	
Creditors: amounts falling due within one year	14	<u>(111,591)</u>		<u>(192,612)</u>	
Net current assets			<u>111,027</u>		<u>116,999</u>
Total assets less current liabilities			<u>111,443</u>		<u>118,395</u>
Net assets excluding pension liability			<u>111,443</u>		<u>118,395</u>
			<u><u>111,443</u></u>		<u><u>118,395</u></u>
The funds of the charity					
Unrestricted funds			<u>111,443</u>		<u>118,395</u>
			<u><u>111,443</u></u>		<u><u>118,395</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

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

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

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

The financial statements were approved by the trustee board on 14th October 2024


.....
Mr T J Gascoyne
Trustee

Company registration number 07450392 (England and Wales)

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Fylde Citizens Advice Bureau Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Council Offices Moor Street, Kirkham, Preston, Lancashire, PR4 2AU.

1.1 Accounting convention

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

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

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

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

1.2 Going concern

At the time of approving the financial statements, the trustee board have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustee board continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

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

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

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

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

Governance costs include those costs associated with meeting the statutory requirements of the charity and include the independent accountant's fees.

1.6 Tangible fixed assets

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

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

Fixtures, fittings & equipment	25% on cost
--------------------------------	-------------

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

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

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

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

2 Critical accounting estimates and judgements

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

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

3 Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Services provided under contract	32,177	-	32,177	35,747	-	35,747
Performance related grants	97,082	63,365	160,447	102,082	3,333	105,415
	<u>129,259</u>	<u>63,365</u>	<u>192,624</u>	<u>137,829</u>	<u>3,333</u>	<u>141,162</u>

4 Donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Donations and gifts	<u>5,975</u>	<u>2,095</u>

5 Sundry income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Other income	<u>3,544</u>	<u>1,560</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

6 Support costs allocated to activities

	2024	2023
	£	£
Depreciation	981	2,424
Governance costs	774	822
	<u>1,755</u>	<u>3,246</u>
Analysed between:		
Charitable activities	<u>1,755</u>	<u>3,246</u>

Governance costs represent payments to the Independent Examiner for accountancy fees. The charity is exempt from audit.

7 Net movement in funds

	2024	2023
	£	£
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	<u>981</u>	<u>2,424</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

8 Charitable activities

	Direct charitable expenditure 2024 £	Direct charitable expenditure 2023 £
Staff costs	141,526	107,323
Insurance	437	554
Light & heat	13,536	5,625
Repairs & maintenance	2,204	7,333
Printing, stationery & computer	12,757	4,010
Telephone	8,983	6,442
Travel & training	8,102	7,406
Sundry expenses	2,257	1,575
Subscriptions	3,820	4,809
Legal & professional	288	288
Rent	12,250	12,250
Staff training	1,180	-
	<u>207,340</u>	<u>157,615</u>
Share of support costs (see note 6)	981	2,424
Share of governance costs (see note 6)	774	822
	<u>209,095</u>	<u>160,861</u>
Analysis by fund		
Unrestricted funds	145,730	157,528
Restricted funds	63,365	3,333
	<u>209,095</u>	<u>160,861</u>

9 Trustee Board

None of the trustee board (or any persons connected with them) received any remuneration during the year.

10 Employees

The average monthly number of employees during the year was:

2024 Number	2023 Number
<u>10</u>	<u>8</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

10 Employees	(Continued)	
Employment costs	2024	2023
	£	£
Wages and salaries	136,868	103,765
Other pension costs	4,658	3,558
	<u>141,526</u>	<u>107,323</u>

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

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2023	28,082
At 31 March 2024	<u>28,082</u>
Depreciation and impairment	
At 1 April 2023	26,685
Depreciation charged in the year	981
At 31 March 2024	<u>27,666</u>
Carrying amount	
At 31 March 2024	<u>416</u>
At 31 March 2023	<u>1,396</u>

13 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	<u>444</u>	<u>330</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

14 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Other taxation and social security		1,012	607
Government grants		28,500	21,667
Other creditors		76,162	165,871
Accruals and deferred income		5,917	4,467
		<u>111,591</u>	<u>192,612</u>

15 Retirement benefit schemes

Defined contribution schemes	2024 £	2023 £
Charge to profit or loss in respect of defined contribution schemes	<u>4,658</u>	<u>3,558</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

16 Unrestricted funds

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

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Redundancy costs	11,730	4,933	-	16,663
General funds	106,665	133,845	(145,730)	94,780
	<u>118,395</u>	<u>138,778</u>	<u>(145,730)</u>	<u>111,443</u>
Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Redundancy costs	8,823	2,907	-	11,730
General funds	125,616	138,577	(157,528)	106,665
	<u>134,439</u>	<u>141,484</u>	<u>(157,528)</u>	<u>118,395</u>

This sum is held as designated within unrestricted reserves to cover potential redundancy costs.

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

17 Analysis of net assets between funds

	Unrestricted funds 2024 £
At 31 March 2024:	
Tangible assets	416
Current assets/(liabilities)	111,027
	<u>111,443</u>
	<u><u>111,443</u></u>
	Unrestricted funds 2023 £
At 31 March 2023:	
Tangible assets	1,396
Current assets/(liabilities)	116,999
	<u>118,395</u>
	<u><u>118,395</u></u>

The charity is obliged to ensure that the unrestricted reserves are sufficient to cover three months operating costs in order that an orderly run down of the company could take place in the event of core funding being lost. The amount of reserves required to cover this obligation amounts to £48,665. The free unrestricted reserves therefore amount to £62,778.

This level of reserves is to ensure that current levels of service provision can be maintained should there be a shortfall in funding. In addition the reserve fund makes provision for future development of service.

18 Restricted funds

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

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Rosemary Project	-	6,667	(6,667)	-
At Home Project	-	7,000	(7,000)	-
Fylde Borough Council for Fylde Money	-	5,000	(5,000)	-
Fylde Borough Council	-	24,500	(24,500)	-
Macmillan	-	12,198	(12,198)	-
Adviceline	-	8,000	(8,000)	-
	<u>-</u>	<u>63,365</u>	<u>(63,365)</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>63,365</u></u>	<u><u>(63,365)</u></u>	<u><u>-</u></u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

18 Restricted funds

(Continued)

Previous year:	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Rosemary Project	-	3,333	(3,333)	-

Macmillan - benefits advice and support for people with cancer diagnosis and their families.

Rosemary project - advice and support to those experiencing or at risk of Domestic Abuse.

At Home project - a home visiting advice service for those who cannot visit either the Kirkham or St Annes office due to disability or caring responsibilities.

Fylde Money - a debt and budgeting advice service.

19 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

FYLDE CITIZENS ADVICE BUREAU LTD

England & Wales - Charity number 1140175

Accounts

FYLDE CITIZENS ADVICE BUREAU LTD

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

Company Registration No. 07450392 (England and Wales)

Charity Registration No. 1140175



FYLDE CITIZENS ADVICE BUREAU LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustee Board	Mr I R Driver Mr A Curphey Mrs C Christie (Appointed 28 April 2022) Mrs A Galbraith (Appointed 15 September 2022) Mr T J Gascoyne (Appointed 28 April 2022)
Charity number	1140175
Company number	07450392
Registered office	Council Offices Moor Street Kirkham Preston Lancashire PR4 2AU
Independent examiner	Champion Accountants LLP Unit 2 Olympic Court Boardmans Way Whitehills Business Park Blackpool Lancashire FY4 5GU

FYLDE CITIZENS ADVICE BUREAU LTD

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FYLDE CITIZENS ADVICE BUREAU LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The trustee board present their report and accounts for the year ended 31 March 2023. The charitable company was incorporated on 24 November 2010 and commenced activity on the 24 March 2011, when the former unincorporated charity Fylde Citizens Advice Bureau, (formed in 1967) was wound up and its assets and liabilities transferred into the new entity.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the Borough of Fylde and surrounding areas. The policies adopted in furtherance of these objects are to establish and provide and assist in the provision of Citizens Advice services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel to the public, and there has been no change in these during the year.

Public benefit

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

Activities

Under the direction of the Trustee Board the charity is managed by a Chief Executive Officer, assisted by an Advice Service Manager, Advice Session Supervisor, Administration Officer and Cleaner complete the core service team. With the exception of any other workers employed under specific projects all other staff are volunteers. All staff undertake a comprehensive training programme before being certified to give advice, and receive regular refresher training as appropriate.

The charity also provides project services on a funded basis. Projects undertaken during the 2022/23 financial year include the following:

Rosemary Project - Advice and support is provided to those experiencing or at risk of Domestic Abuse.

At Home Project - A home visiting advice service for those who cannot visit either the Kirkham or St Annes office due to disability or caring responsibilities.

Fylde Money - A debt and budgeting advice service.

Household Support Fund - providing advice and distributing financial support with energy costs and other essential costs.

FYLDE CITIZENS ADVICE BUREAU LTD

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

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

Significant activities and achievements against objectives

During the financial year 2022/23 we assisted 1,194 clients. Often a client presented with more than one issue and some clients sought advice on several separate occasions. Accordingly during the year advice was provided to 2,884 individual issues. The need for advice most frequently arose in connection with Benefits, including Universal Credit (32%) Debt and Budgeting (21%) Housing (11%) Relationships (10%) and Consumer, massively dominated by problems with Utility Companies (9%).

We participate in the Customer Service Initiative operated nationally by Citizens Advice. That survey reveals that 83% said that they would be likely or very likely to recommend our service to family or friends.

A report on performance under our SLA is provided to FBC on a regular basis.

The national Performance Quality Framework is employed to ensure quality of advice, customer satisfaction and effective leadership. Citizens Advice Fylde holds the AQS (Advice Quality Standard) mark and is therefore subject to a Management, Finance and Compliance Audit every 3 years. A leadership Self Assessment Process undertaken in January 2023 confirmed that Citizens Advice Fylde exceeded the required standard in all aspects of governance, management and planning.

Financial review

The results for the year are as set out in the attached Statement of Financial Activities. There was a net operational deficit for the year amounting to £16,044 (2022 : surplus £29,361). At the Balance Sheet date, total reserves amounted to £118,395 (2022 : £134,439), being unrestricted funds of £118,395 (2022 : £134,439) and restricted funds of £Nil (2022 : £Nil).

Reserves policy

It is the policy of the charity that unrestricted funds should be maintained at a level equivalent to three months operational expenditure to ensure a rundown of the charity's current activities in the event of a significant drop in funding. In addition we hold a sum in respect of potential redundancy costs within our reserves.

Major risks

The trustee board have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee and does not have a share capital.

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

Mr I R Driver

Mr R Nulty

(Resigned 19 January 2023)

Mr A Curphey

Ms T Highland

(Resigned 16 September 2022)

Mrs L J Nulty

(Resigned 18 January 2023)

Mrs C Christie

(Appointed 28 April 2022)

Mrs A Galbraith

(Appointed 15 September 2022)

Mr T J Gascoyne

(Appointed 28 April 2022)

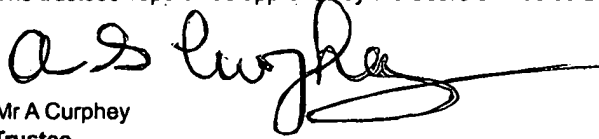
Recruitment and appointment of trustees

New trustees are appointed by way of formal application and interview process. Their appointment is confirmed at the next Annual General Meeting.

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

FYLDE CITIZENS ADVICE BUREAU LTD

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

A handwritten signature in black ink, appearing to read 'A Curphey', with a long horizontal flourish extending to the right.

Mr A Curphey
Trustee

20 December 2023

FYLDE CITIZENS ADVICE BUREAU LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEE BOARD OF FYLDE CITIZENS ADVICE BUREAU LTD

I report to the trustee board on my examination of the financial statements of Fylde Citizens Advice Bureau Ltd (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Champion Accountants LLP

Champion Accountants LLP
Unit 2 Olympic Court
Boardmans Way
Whitehills Business Park
Blackpool
FY4 5GU

Dated: 21/12/23

FYLDE CITIZENS ADVICE BUREAU LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
Income and endowments from:							
Donations and legacies	4	2,095	-	2,095	1,303	-	1,303
Charitable activities	3	137,829	3,333	141,162	110,438	75,847	186,285
Other income	5	1,560	-	1,560	250	-	250
Total income		<u>141,484</u>	<u>3,333</u>	<u>144,817</u>	<u>111,991</u>	<u>75,847</u>	<u>187,838</u>
Charitable activities	7	157,528	3,333	160,861	90,879	79,730	170,609
Net income/(expenditure) and movement in funds		(16,044)	-	(16,044)	21,112	(3,883)	17,229
Reconciliation of funds:							
Fund balances at 1 April 2022		134,439	-	134,439	113,327	3,883	117,210
Fund balances at 31 March 2023		<u><u>118,395</u></u>	<u><u>-</u></u>	<u><u>118,395</u></u>	<u><u>134,439</u></u>	<u><u>-</u></u>	<u><u>134,439</u></u>

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

FYLDE CITIZENS ADVICE BUREAU LTD

BALANCE SHEET

AS AT 31 MARCH 2023

		2023		2022	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	11		1,396		3,822
Current assets					
Debtors	12	330		296	
Cash at bank and in hand		309,281		187,556	
		309,611		187,852	
Creditors: amounts falling due within one year	13				
		192,612		57,235	
Net current assets			<u>116,999</u>		<u>130,617</u>
			<u>118,395</u>		<u>134,439</u>
Total assets less current liabilities			<u><u>118,395</u></u>		<u><u>134,439</u></u>
The funds of the charity					
Unrestricted funds			<u>118,395</u>		<u>134,439</u>
			<u>118,395</u>		<u>134,439</u>

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

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

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

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

The financial statements were approved by the trustee board

Mr A Curphey Trustee 20/12/2023



FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Fylde Citizens Advice Bureau Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Council Offices Moor Street, Kirkham, Preston, Lancashire, PR4 2AU.

1.1 Accounting convention

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

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

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

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

1.2 Going concern

At the time of approving the financial statements, the trustee board have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustee board continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

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

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

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

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

Governance costs include those costs associated with meeting the statutory requirements of the charity and include the independent accountant's fees.

1.6 Tangible fixed assets

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

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

Fixtures, fittings & equipment	25%/100% on cost
--------------------------------	------------------

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

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

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

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

2 Critical accounting estimates and judgements

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

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

3 Income from charitable activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Services provided under contract	-	-	-	-	-	-
Performance related grants	35,747	-	35,747	-	-	-
	102,082	3,333	105,415	110,438	75,847	186,285
	<u>137,829</u>	<u>3,333</u>	<u>141,162</u>	<u>110,438</u>	<u>75,847</u>	<u>186,285</u>

4 Donations and legacies

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Donations and gifts	<u>2,095</u>	<u>1,303</u>

5 Sundry income

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Other income	<u>1,560</u>	<u>250</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Support costs allocated to activities

	2023	2022
	£	£
Depreciation	2,424	2,063
Governance costs	822	768
	<u>3,246</u>	<u>2,831</u>
Analysed between:		
Charitable activities	<u>3,246</u>	<u>2,831</u>

Governance costs include payments to the Independent Examiner of £822 (2022 : £702) for accountancy fees. The charity is exempt from audit.

7 Charitable activities

	Direct charitable expenditure 2023 £	Direct charitable expenditure 2022 £
Staff costs	107,323	110,763
Insurance	554	412
Light & heat	5,625	4,599
Repairs & maintenance	7,333	16,066
Printing, stationery & computer	4,010	2,868
Telephone	6,442	7,510
Travel & training	7,406	3,027
Sundry expenses	1,575	4,970
Subscriptions	4,809	5,025
Legal & professional	288	288
Rent	12,250	12,250
	<u>157,615</u>	<u>167,778</u>
Share of support costs (see note 6)	2,424	2,063
Share of governance costs (see note 6)	822	768
	<u>160,861</u>	<u>170,609</u>
Analysis by fund		
Unrestricted funds	157,528	90,879
Restricted funds	3,333	79,730
	<u>160,861</u>	<u>170,609</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

8 Trustee Board

None of the trustee board (or any persons connected with them) received any remuneration during the year.

9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	8	9
	<u>8</u>	<u>9</u>
Employment costs	2023	2022
	£	£
Wages and salaries	103,765	105,592
Other pension costs	3,558	3,082
	<u>107,323</u>	<u>108,674</u>

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

10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

11 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2022	28,082
At 31 March 2023	<u>28,082</u>
Depreciation and impairment	
At 1 April 2022	24,262
Depreciation charged in the year	2,424
At 31 March 2023	<u>26,686</u>
Carrying amount	
At 31 March 2023	<u>1,396</u>
At 31 March 2022	<u>3,822</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

12 Debtors

	2023	2022
Amounts falling due within one year:	£	£
Trade debtors	-	2
Prepayments and accrued income	330	294
	<u>330</u>	<u>296</u>

13 Creditors: amounts falling due within one year

	2023	2022
Notes	£	£
Other taxation and social security	607	1,664
Government grants	21,667	-
Other creditors	165,871	44,787
Accruals and deferred income	4,467	10,784
	<u>192,612</u>	<u>57,235</u>

14 Unrestricted funds

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

	At 1 April 2022	Incoming resources	Resources expended	At 31 March 2023
	£	£	£	£
Redundancy costs	8,823	2,907	-	11,730
General funds	125,616	138,577	(157,528)	106,665
	<u>134,439</u>	<u>141,484</u>	<u>(157,528)</u>	<u>118,395</u>
Previous year:	At 1 April 2021	Incoming resources	Resources expended	At 31 March 2022
	£	£	£	£
Redundancy costs	7,500	1,323	-	8,823
General funds	105,827	110,668	(90,879)	125,616
	<u>113,327</u>	<u>111,991</u>	<u>(90,879)</u>	<u>134,439</u>

This sum is held as designated within unrestricted reserves to cover potential redundancy costs.

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 Analysis of net assets between funds

	Unrestricted funds 2023 £
Fund balances at 31 March 2023 are represented by:	
Tangible assets	1,396
Current assets/(liabilities)	116,999
	<hr/>
	118,395
	<hr/> <hr/>
	Unrestricted funds 2022 £
Fund balances at 31 March 2022 are represented by:	
Tangible assets	3,822
Current assets/(liabilities)	130,617
	<hr/>
	134,439
	<hr/> <hr/>

The charity is obliged to ensure that the unrestricted reserves are sufficient to cover three months operating costs in order that an orderly run down of the company could take place in the event of core funding being lost. The amount of reserves required to cover this obligation amounts to £41,333. The free unrestricted reserves therefore amount to £77,062.

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

16 Restricted funds

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

	Movement in funds			Movement in funds			Balance at 31 March 2023 £
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	
Rosemary Project	-	-	-	-	3,333	(3,333)	-
Fylde Energy	3,883	-	(3,883)	-	-	-	-
National CAB remote working	-	40,184	(40,184)	-	-	-	-
GP Access - Blackpool CAB	-	15,000	(15,000)	-	-	-	-
Energy Saving Trust	-	20,663	(20,663)	-	-	-	-
	<u>3,883</u>	<u>75,847</u>	<u>79,730</u>	<u>-</u>	<u>3,333</u>	<u>(3,333)</u>	<u>-</u>

Fylde Energy - Administration and performance of Fylde Energy Project.

Help2Claim - Helping claimants of Universal Credit to complete the initial claim process.

FBC Covid Fuel - to administer grants to clients for COVID related energy poverty issues.

National CAB remote working - to enable home working during COVID

Debt project - for distribution to clients in need.

Rosemary project - Advice and support to those experiencing or at risk of Domestic Abuse.

17 Related party transactions

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

FYLDE CITIZENS ADVICE BUREAU LTD

England & Wales - Charity number 1140175

Accounts

FYLDE CITIZENS ADVICE BUREAU LTD

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

Company Registration No. 07450392 (England and Wales)

Charity Registration No. 1140175

FYLDE CITIZENS ADVICE BUREAU LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Management Committee	Mr I R Driver Mr R Nulty Mr A Curphey Ms T Highland Mrs L J Nulty
Charity number	1140175
Company number	07450392
Registered office	Council Offices Moor Street Kirkham Preston Lancashire PR4 2AU
Independent examiner	Champion Accountants LLP Unit 2 Olympic Court Whitehills Business Park Blackpool Lancashire FY4 5GU
Bankers	HSBC plc 1 Newhouse Road Oxford Square Blackpool Lancashire FY4 4YH

FYLDE CITIZENS ADVICE BUREAU LTD

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Statement of financial activities	5
Balance sheet	6
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FYLDE CITIZENS ADVICE BUREAU LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The management committee present their report and accounts for the year ended 31 March 2022. The charitable company was incorporated on 24 November 2010 and commenced activity on the 24 March 2011, when the former unincorporated charity Fylde Citizens Advice Bureau, (formed in 1967) was wound up and its assets and liabilities transferred into the new entity.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum & Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the Borough of Fylde and surrounding areas. The policies adopted in furtherance of these objects are to establish and provide and assist in the provision of Citizens Advice services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel to the public, and there has been no change in these during the year.

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

The charity's core funding comes from Fylde Borough Council (FBC) under a Service Level Agreement (SLA).

This funding enables the charity to provide its services, each weekday, from the Kirkham office, which is leased from FBC.

Under the direction of the Trustee Board the charity is managed by a Chief Executive Officer, assisted by a Volunteers Manager and a Projects and Operations Manager. An Advice Session Supervisor, Administration Officer and Cleaner complete the core service team. With the exception of any other workers employed under specific projects all other staff are volunteers. All staff undertake a comprehensive training programme before being certified to give advice, and receive regular refresher training as appropriate.

Due to the COVID pandemic, all advice is offered through email or telephone.

The charity also provides project services on a funded basis. Projects undertaken during the 2021/22 financial year include the following:

Rosemary Project - Funded from reserves, advice and support is provided to those experiencing or at risk of Domestic Abuse.

At Home Project - Funded from reserves, this project facilitates a form filling service. We are hoping to re-establish the home visiting service when deemed safe following the COVID pandemic for those who cannot visit either the Kirkham or St Annes office.

Fylde Energy A project funded by Energy Industry Voluntary Redress Scheme, provides help and support with Energy related projects such as tariff checks, energy efficiency, debt and consumer issues.

FYLDE CITIZENS ADVICE BUREAU LTD

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

FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance

During the financial year 2021/22 we assisted 1,019 clients. Often a client presented with more than one issue and some clients sought advice on several separate occasions. Accordingly during the year advice was provided on 3,404 individual issues. The need for advice most frequently arose in connection with Benefits, including Universal Credit (48%) Debt (10%) Employment (10%) and Housing and Relationships (7% each).

We participate in the Customer Service Initiative operated nationally by Citizens Advice. That survey reveals that 86% of our clients rated the experience of using our service as positive or very positive and 92% said that they would be likely or very likely to recommend our service to family or friends.

A report on performance under our SLA is provided to FBC on a regular basis.

The national Performance Quality Framework is employed to ensure quality of advice, customer satisfaction and effective leadership. Citizens Advice Fylde holds the AQS (Advice Quality Standard) mark and is therefore subject to a Management, Finance and Compliance Audit every 3 years. A leadership Self Assessment Process undertaken in January 2021 confirmed that Citizens Advice Fylde exceeded the required standard in all aspects of governance, management and planning.

Financial review

The results for the year are as set out in the attached Statement of Financial Activities. There was a net operational surplus for the year amounting to £29,361 (2021 : £33,224). At the Balance Sheet date, total reserves amounted to £134,439 (2021 : £117,210), being unrestricted funds of £134,439 (2021 : £113,327) and restricted funds of £Nil (2021 : £3,883).

It is the policy of the charity that unrestricted funds should be maintained at a level equivalent to three months operational expenditure to ensure a rundown of the charity's current activities in the event of a significant drop in funding. This will also allow time for consideration to be given to ways in which additional funds may be raised. These funds are ring fenced for that purpose and have been maintained throughout the year. In addition we hold a sum in respect of potential redundancy costs within our reserves and this amounted to £8,823.

The management committee have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee and does not have a share capital.

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

Mr I R Driver

Mr R Nulty

Mr A Curphey

Ms T Highland

Mrs L J Nulty

New trustees are appointed by way of formal application and interview process. Their appointment is confirmed at the next Annual General Meeting.

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

FYLDE CITIZENS ADVICE BUREAU LTD

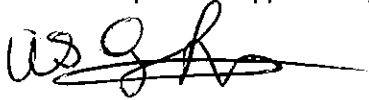
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

The charity is managed by a Management Committee which consists of all the trustees, and others nominated by interested parties. The committee is responsible for establishing and maintaining the policies and procedures of the organisation and best operating practices, including recruitment of volunteers and staff, in compliance with all statutory regulations and fiscal requirements of a Limited Company and Registered Charity.

The Management Committee ensures the charity's compliance with the membership agreement with Citizens Advice, with whom it is affiliated and under whose authority the Citizens Advice local office operates. There were no related party transactions during the year.

The trustees' report was approved by the Board of Management Committee.



Mr A Curphey
Trustee

13 October 2022

FYLDE CITIZENS ADVICE BUREAU LTD

INDEPENDENT EXAMINER'S REPORT

TO THE MANAGEMENT COMMITTEE OF FYLDE CITIZENS ADVICE BUREAU LTD

I report to the management committee on my examination of the financial statements of Fylde Citizens Advice Bureau Ltd (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Champion Accountants LLP

Unit 2 Olympic Court
Whitehills Business Park
Blackpool
Lancashire
FY4 5GU

Dated: 13 October 2022

FYLDE CITIZENS ADVICE BUREAU LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<u>Income and endowments from:</u>							
Donations and legacies	3	1,303	-	1,303	725	-	725
Charitable activities	4	110,438	75,847	186,285	98,826	78,027	176,853
Sundry income	5	250	-	250	551	-	551
Total income		111,991	75,847	187,838	100,102	78,027	178,129
<u>Expenditure on:</u>							
Charitable activities	6	90,879	79,730	170,609	70,741	74,144	144,885
Net income/(expenditure) for the year/ Net movement in funds							
		21,112	(3,883)	17,229	29,361	3,883	33,244
Fund balances at 1 April 2021							
		113,327	3,883	117,210	83,966	-	83,966
Fund balances at 31 March 2022							
		134,439	-	134,439	113,327	3,883	117,210

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

FYLDE CITIZENS ADVICE BUREAU LTD

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022		2021	
		£	£	£	£
Fixed assets					
Tangible assets	10		3,822		4,224
Current assets					
Debtors	11	296		4,270	
Cash at bank and in hand		187,556		114,033	
		<u>187,852</u>		<u>118,303</u>	
Creditors: amounts falling due within one year	12	<u>(57,235)</u>		<u>(5,317)</u>	
Net current assets			130,617		112,986
Total assets less current liabilities			<u>134,439</u>		<u>117,210</u>
Income funds					
Restricted funds	15		-		3,883
<u>Unrestricted funds</u>					
Designated funds	13	8,823		7,500	
General unrestricted funds		<u>125,616</u>		<u>105,827</u>	
			134,439		113,327
			<u>134,439</u>		<u>117,210</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

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

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

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

The financial statements were approved by the Management Committee on 13 October 2022


Mr A Curphey
Trustee

Company registration number 07450392

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity Information

Fylde Citizens Advice Bureau Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Council Offices Moor Street, Kirkham, Preston, Lancashire, PR4 2AU.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum & Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

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

1.2 Going concern

At the time of approving the financial statements, the management committee have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the management committee continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

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

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.5 Expenditure

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

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

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

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

Governance costs include those costs associated with meeting the statutory requirements of the charity and include the independent accountant's fees.

1.6 Tangible fixed assets

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

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

Fixtures, fittings & equipment	25%/100% on cost
--------------------------------	------------------

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

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.9 Financial instruments

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

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

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

Basic financial assets

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

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Critical accounting estimates and judgements

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

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

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	1,303	725

4 Charitable activities

	Grants Receivable	Grants Receivable
	2022	2021
	£	£
Performance related grants	186,285	176,853
Analysis by fund		
Unrestricted funds	110,438	98,826
Restricted funds	75,847	78,027
	186,285	176,853

5 Sundry income

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Other income	250	551

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Charitable activities

	Direct charitable expenditure 2022 £	Direct charitable expenditure 2021 £
Staff costs	110,763	109,619
Insurance	412	399
Light & heat	4,599	3,931
Repairs & maintenance	16,066	796
Printing, stationery & computer	2,868	1,071
Telephone	7,510	3,369
Travel & training	3,027	4,070
Sundry expenses	4,970	673
Subscriptions	5,025	4,810
Legal & professional	288	648
Rent	12,250	12,250
Covid fuel grants	-	917
	<u>167,778</u>	<u>142,553</u>
Share of support costs (see note 7)	2,063	1,648
Share of governance costs (see note 7)	768	684
	<u>170,609</u>	<u>144,885</u>
Analysis by fund		
Unrestricted funds	90,879	70,741
Restricted funds	79,730	74,144
	<u>170,609</u>	<u>144,885</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Support costs

	Support costs £	Governance costs £	2022 £	Support costs £	Governance costs £	2021 £
Depreciation	2,063	-	2,063	1,648	-	1,648
Legal and professional	-	768	768	-	684	684
	<u>2,063</u>	<u>768</u>	<u>2,831</u>	<u>1,648</u>	<u>684</u>	<u>2,332</u>
Analysed between Charitable activities	<u>2,063</u>	<u>768</u>	<u>2,831</u>	<u>1,648</u>	<u>684</u>	<u>2,332</u>

Governance costs includes payments to the independent examiners of £702 (2021- £684) for accountancy fees. The charitable company is exempt from audit and therefore no auditors have been appointed.

8 Management Committee

None of the management committee (or any persons connected with them) received any remuneration during the year.

9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	<u>9</u>	<u>10</u>
Employment costs	2022 £	2021 £
Wages and salaries	105,592	106,606
Other pension costs	3,082	3,013
	<u>108,674</u>	<u>109,619</u>

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Tangible fixed assets

Fixtures, fittings & equipment
£

Cost

At 1 April 2021

26,422

Additions

1,661

At 31 March 2022

28,083

Depreciation and impairment

At 1 April 2021

22,198

Depreciation charged in the year

2,063

At 31 March 2022

24,261

Carrying amount

At 31 March 2022

3,822

At 31 March 2021

4,224

11 Debtors

2022

2021

Amounts falling due within one year:

£

£

Trade debtors

2

-

Other debtors

-

3,976

Prepayments and accrued income

294

294

296

4,270

12 Creditors: amounts falling due within one year

2022

2021

£

£

Other taxation and social security

1,664

1,431

Other creditors

44,787

-

Accruals and deferred income

10,784

3,886

57,235

5,317

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Transfers	Balance at 1 April 2021	Movement in funds Incoming resources	Balance at 31 March 2022
	£	£	£	£
Redundancy costs	7,500	7,500	1,323	8,823
	<u>7,500</u>	<u>7,500</u>	<u>1,323</u>	<u>8,823</u>

This sum is held as designated within unrestricted reserves to cover potential redundancy costs.

14 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	3,822	-	3,822	4,224	-	4,224
Current assets/ (liabilities)	130,617	-	130,617	109,103	3,883	112,986
	<u>134,439</u>	<u>-</u>	<u>134,439</u>	<u>113,327</u>	<u>3,883</u>	<u>117,210</u>

The charity is obliged to ensure that the unrestricted reserves are sufficient to cover three months operating costs in order that an orderly run down of the company could take place in the event of core funding being lost. The amount of reserves required to cover this obligation amounts to £41,333. The free unrestricted reserves therefore amount to £93,106.

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds		
	Incoming resources £	Resources expended £	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Fylde Borough Council Debt project	2,500	(2,500)	-	-	-	-
Help2Claim project	44,003	(44,003)	-	-	-	-
Fylde Energy	29,151	(25,268)	3,883	-	(3,883)	-
National CAB remote working	2,460	(2,460)	-	40,184	(40,184)	-
Fylde Borough Council GP Access - Blackpool CAB	-	-	-	100,438	(100,438)	-
Energy Saving Trust	-	-	-	15,000	(15,000)	-
	-	-	-	20,663	(20,663)	-
	<u>78,114</u>	<u>(74,231)</u>	<u>3,883</u>	<u>176,285</u>	<u>(180,168)</u>	<u>-</u>

Fylde Energy - Administration and performance of Fylde Energy Project.

Help2Claim - Helping claimants of Universal Credit to complete the initial claim process.

FBC Covid Fuel - to administer grants to clients for COVID related energy poverty issues.

National CAB remote working - to enable home working during COVID

Debt project - for distribution to clients in need.

16 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

FYLDE CITIZENS ADVICE BUREAU LTD

England & Wales - Charity number 1140175

Accounts

FYLDE CITIZENS ADVICE BUREAU LTD

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

Company Registration No. 07450392 (England and Wales)

Charity Registration No. 1140175

FYLDE CITIZENS ADVICE BUREAU LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Management Committee	Mr I R Driver Mr R Nulty Mr A Curphey Ms T Highland Mrs L J Nulty	(Appointed 17 December 2020)
Charity number	1140175	
Company number	07450392	
Registered office	Council Offices Moor Street Kirkham Preston Lancashire PR4 2AU	
Independent examiner	Champion Accountants LLP Unit 2 Olympic Court Whitehills Business Park Blackpool Lancashire FY4 5GU	
Bankers	HSBC plc 1 Newhouse Road Oxford Square Blackpool Lancashire FY4 4YH	

FYLDE CITIZENS ADVICE BUREAU LTD

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FYLDE CITIZENS ADVICE BUREAU LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

The management committee present their report and accounts for the year ended 31 March 2021. The charitable company was incorporated on 24 November 2010 and commenced activity on the 24 March 2011, when the former unincorporated charity Fylde Citizens Advice Bureau, (formed in 1967) was wound up and its assets and liabilities transferred into the new entity.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum & Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the Borough of Fylde and surrounding areas. The policies adopted in furtherance of these objects are to establish and provide and assist in the provision of Citizens Advice services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel to the public, and there has been no change in these during the year.

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

The charity's core funding comes from Fylde Borough Council (FBC) under a Service Level Agreement (SLA).

This funding enables the charity to provide its services, each weekday, from the Kirkham office, which is leased from FBC.

Under the direction of the Trustee Board the charity is managed by a Chief Executive Officer, assisted by an Advice Service Manager. An Advice Session Supervisor, Administration Officer and Cleaner complete the core service team. With the exception of any other workers employed under specific projects all other staff are volunteers. All staff undertake a comprehensive training programme before being certified to give advice, and receive regular refresher training as appropriate.

Due to the COVID pandemic, all advice is offered through email or telephone.

The charity also provides project services on a funded basis. Projects undertaken during the 2020/21 financial year include the following:

Rosemary Project - Funded from reserves, advice and support is provided to those experiencing or at risk of Domestic Abuse.

At Home Project - Funded from reserves, this project facilitates a form filling service. We are hoping to re-establish the home visiting service when deemed safe following the COVID pandemic for those who cannot visit either the Kirkham or St Annes office.

Fylde Energy A project funded by Energy Industry Voluntary Redress Scheme, provides help and support with Energy related projects such as tariff checks, energy efficiency, debt and consumer issues.

FYLDE CITIZENS ADVICE BUREAU LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance

During the financial year 2020/21 we assisted 998 clients. Often a client presented with more than one issue and some clients sought advice on several separate occasions. Accordingly during the year advice was provided on 4,266 individual issues. The need for advice most frequently arose in connection with Benefits, including Universal Credit (49%) Debt (10%) Employment (10%) and Housing and Relationships (7% each).

We participate in the Customer Service Initiative operated nationally by Citizens Advice. That survey reveals that 86% of our clients rated the experience of using our service as positive or very positive and 92% said that they would be likely or very likely to recommend our service to family or friends.

A report on performance under our SLA is provided to FBC on a regular basis.

The national Performance Quality Framework is employed to ensure quality of advice, customer satisfaction and effective leadership. Citizens Advice Fylde holds the AQS (Advice Quality Standard) mark and is therefore subject to a Management, Finance and Compliance Audit every 3 years. A leadership Self Assessment Process undertaken in January 2021 confirmed that Citizens Advice Fylde exceeded the required standard in all aspects of governance, management and planning.

Financial review

The results for the year are as set out in the attached Statement of Financial Activities. There was a net operational surplus for the year amounting to £33,224 (2020 : £17,270). At the Balance Sheet date, total reserves amounted to £117,210 (2020 : £83,966), being unrestricted funds of £113,327 (2020 : £83,966) and restricted funds of £3,883 (2020 : £Nil).

It is the policy of the charity that unrestricted funds should be maintained at a level equivalent to three months operational expenditure to ensure a rundown of the charity's current activities in the event of a significant drop in funding. This will also allow time for consideration to be given to ways in which additional funds may be raised. These funds are ring fenced for that purpose and have been maintained throughout the year. In addition we hold a sum in respect of potential redundancy costs within our reserves and this amounted to £7,500.

The management committee has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee and does not have a share capital.

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

Mr I R Driver

Mr R Nulty

Mr A Curphey

Ms T Highland

Mr B Mills

(Resigned 13 October 2020)

Mrs Mary Finn

(Resigned 17 December 2020)

Mrs L J Nulty

(Appointed 17 December 2020)

New trustees are appointed by way of formal application and interview process. Their appointment is confirmed at the next Annual General Meeting.

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

FYLDE CITIZENS ADVICE BUREAU LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

The charity is managed by a Management Committee which consists of all the trustees, and others nominated by interested parties. The committee is responsible for establishing and maintaining the policies and procedures of the organisation and best operating practices, including recruitment of volunteers and staff, in compliance with all statutory regulations and fiscal requirements of a Limited Company and Registered Charity.

The Management Committee ensures the charity's compliance with the membership agreement with Citizens Advice, with whom it is affiliated and under whose authority the Citizens Advice local office operates. There were no related party transactions during the year.

The trustees' report was approved by the Board of Management Committee.



Mr A Curphey
Trustee

Dated: 20 December 2021

FYLDE CITIZENS ADVICE BUREAU LTD

INDEPENDENT EXAMINER'S REPORT

TO THE MANAGEMENT COMMITTEE OF FYLDE CITIZENS ADVICE BUREAU LTD

I report to the management committee on my examination of the financial statements of Fylde Citizens Advice Bureau Ltd (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

Champion Accountants LLP

Champion Accountants LLP

Unit 2 Olympic Court
Whitehills Business Park
Blackpool
Lancashire
FY4 5GU

Dated: 20 December 2021

FYLDE CITIZENS ADVICE BUREAU LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
<u>Income and endowments from:</u>							
Donations and legacies	3	725	-	725	2,778	-	2,778
Charitable activities	4	98,826	78,027	176,853	90,746	62,657	153,403
Sundry income	5	551	-	551	1,691	-	1,691
Total income		100,102	78,027	178,129	95,215	62,657	157,872
<u>Expenditure on:</u>							
Charitable activities	6	70,741	74,144	144,885	77,402	63,200	140,602
Net income for the year/ Net movement in funds		29,361	3,883	33,244	17,813	(543)	17,270
Fund balances at 1 April 2020		83,966	-	83,966	66,153	543	66,696
Fund balances at 31 March 2021		113,327	3,883	117,210	83,966	-	83,966

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

FYLDE CITIZENS ADVICE BUREAU LTD

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	10		4,224		2,162
Current assets					
Debtors	11	4,270		4,690	
Cash at bank and in hand		114,033		82,496	
		118,303		87,186	
Creditors: amounts falling due within one year	12	(5,317)		(5,382)	
Net current assets			112,986		81,804
Total assets less current liabilities			117,210		83,966
Income funds					
Restricted funds	14		3,883		-
<u>Unrestricted funds</u>					
Designated funds	13	7,500		-	
General unrestricted funds		105,827		83,966	
			113,327		83,966
			117,210		83,966

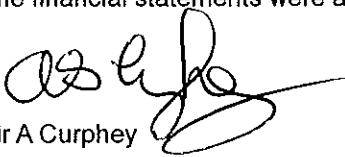
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

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

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

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

The financial statements were approved by the Management Committee on 20 December 2021


Mr A Curphey
Trustee

Company Registration No. 07450392

FYLDE CITIZENS ADVICE BUREAU LTD

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

1 Accounting policies

Charity information

Fylde Citizens Advice Bureau Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Council Offices Moor Street, Kirkham, Preston, Lancashire, PR4 2AU.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum & Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

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

1.2 Going concern

At the time of approving the financial statements, the management committee have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the management committee continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

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

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

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

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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

1.5 Expenditure

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

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

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

Governance costs include those costs associated with meeting the statutory requirements of the charity and include the independent accountant's fees.

1.6 Tangible fixed assets

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

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

Fixtures, fittings & equipment	25%/100% on cost
--------------------------------	------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

1.9 Financial instruments

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

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

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

Basic financial assets

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

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

Basic financial liabilities

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

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

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

Derecognition of financial liabilities

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

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

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

2 Critical accounting estimates and judgements

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

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

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	725	2,778

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

	Grants Receivable 2021 £	Grants Receivable 2020 £
Performance related grants	176,853	153,403
Analysis by fund		
Unrestricted funds	98,826	90,746
Restricted funds	78,027	62,657
	176,853	153,403

5 Sundry income

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Other income	551	1,691

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

6 Charitable activities

	Direct charitable expenditure 2021 £	Direct charitable expenditure 2020 £
Staff costs	109,619	98,328
Insurance	399	399
Light & heat	3,931	5,474
Repairs & maintenance	796	857
Printing, stationery & computer	1,071	2,378
Telephone	3,369	2,680
Travel & training	4,070	7,874
Sundry expenses	673	566
Subscriptions	4,810	4,539
Legal & professional	648	3,264
Rent	12,250	12,850
Covid fuel grants	917	-
	<u>142,553</u>	<u>139,209</u>
Share of support costs (see note 7)	1,648	721
Share of governance costs (see note 7)	684	672
	<u>144,885</u>	<u>140,602</u>
Analysis by fund		
Unrestricted funds	70,741	77,402
Restricted funds	74,144	63,200
	<u>144,885</u>	<u>140,602</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Depreciation	1,648	-	1,648	721	-	721
Legal and professional	-	684	684	-	672	672
	<u>1,648</u>	<u>684</u>	<u>2,332</u>	<u>721</u>	<u>672</u>	<u>1,393</u>
Analysed between Charitable activities	<u>1,648</u>	<u>684</u>	<u>2,332</u>	<u>721</u>	<u>672</u>	<u>1,393</u>

Governance costs includes payments to the independent examiners of £684 (2020- £672) for accountancy fees. The charitable company is exempt from audit and therefore no auditors have been appointed.

8 Management Committee

None of the management committee (or any persons connected with them) received any remuneration during the year.

9 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	<u>10</u>	<u>9</u>
Employment costs	2021 £	2020 £
Wages and salaries	106,606	95,586
Other pension costs	3,013	2,742
	<u>109,619</u>	<u>98,328</u>

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

10 Tangible fixed assets

Fixtures, fittings & equipment

£

Cost

At 1 April 2020

22,712

Additions

3,710

At 31 March 2021

26,422

Depreciation and impairment

At 1 April 2020

20,550

Depreciation charged in the year

1,648

At 31 March 2021

22,198

Carrying amount

At 31 March 2021

4,224

At 31 March 2020

2,162

11 Debtors

2021

2020

Amounts falling due within one year:

£

£

Other debtors

3,976

4,242

Prepayments and accrued income

294

448

4,270

4,690

12 Creditors: amounts falling due within one year

2021

2020

£

£

Other taxation and social security

1,431

1,663

Accruals and deferred income

3,886

3,719

5,317

5,382

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			
	Incoming resources	Balance at 1 April 2020	Transfers	Balance at 31 March 2021
	£	£	£	£
Redundancy costs	-	-	7,500	7,500
	<u>-</u>	<u>-</u>	<u>7,500</u>	<u>7,500</u>
	-	-	7,500	7,500
	<u>-</u>	<u>-</u>	<u>7,500</u>	<u>7,500</u>

This sum is held as designated within unrestricted reserves to cover potential redundancy costs.

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
Rosemary Project	-	6,667	(6,667)	-	-	-	-
At Home Project	542	5,828	(6,370)	-	-	-	-
Lancashire County Council	-	1,000	(1,000)	-	-	-	-
WEA (IT) Project	-	3,327	(3,327)	-	-	-	-
Fylde Borough Council Debt project	-	-	-	-	2,500	(2,500)	-
Help2Claim project	-	41,506	(41,506)	-	44,003	(44,003)	-
Fylde Energy	-	4,242	(4,242)	-	29,151	(25,268)	3,883
	-	87	(87)	-	-	-	-
National CAB remote working	-	-	-	-	2,460	(2,460)	-
	<u>542</u>	<u>62,657</u>	<u>(63,199)</u>	<u>-</u>	<u>78,114</u>	<u>(74,231)</u>	<u>3,883</u>

Fylde Energy - Administration and performance of Fylde Energy Project.

Help2Claim - Helping claimants of Universal Credit to complete the initial claim process.

FBC Covid Fuel - to administer grants to clients for COVID related energy poverty issues.

National CAB remote working - to enable home working during COVID

Debt project - for distribution to clients in need.

FYLDE CITIZENS ADVICE BUREAU LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

15 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	4,224	-	4,224	2,162	-	2,162
Current assets/ (liabilities)	109,103	3,883	112,986	81,804	-	81,804
	<u>113,327</u>	<u>3,883</u>	<u>117,210</u>	<u>83,966</u>	<u>-</u>	<u>83,966</u>

The charity is obliged to ensure that the unrestricted reserves are sufficient to cover three months operating costs in order that an orderly run down of the company could take place in the event of core funding being lost. The amount of reserves required to cover this obligation amounts to £36,220. The free unrestricted reserves therefore amount to £69,607.

16 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).