

**FYLDE CITIZENS ADVICE BUREAU LTD**

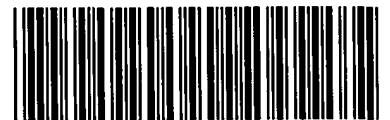
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**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

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**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

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# **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**

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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

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#### **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

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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*

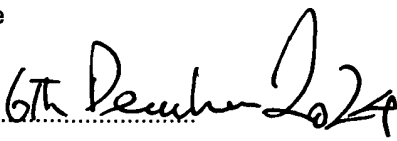
New trustees are appointed by way of formal application and interview process. Their appointment is confirmed at the next Annual General Meeting.

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: .....

  
6th December 2024

# FYLDE CITIZENS ADVICE BUREAU LTD

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEE BOARD OF FYLDE CITIZENS ADVICE BUREAU LTD

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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						
<b>Income and endowments from:</b>							
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
<b>Total income</b>		<u>138,778</u>	<u>63,365</u>	<u>202,143</u>	<u>141,484</u>	<u>3,333</u>	<u>144,817</u>
<b>Expenditure on:</b>							
Charitable activities	8	145,730	63,365	209,095	157,528	3,333	160,861
<b>Total expenditure</b>		<u>145,730</u>	<u>63,365</u>	<u>209,095</u>	<u>157,528</u>	<u>3,333</u>	<u>160,861</u>
<b>Net expenditure and movement in funds</b>		(6,952)	-	(6,952)	(16,044)	-	(16,044)
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2023		<u>118,395</u>	<u>-</u>	<u>118,395</u>	<u>134,439</u>	<u>-</u>	<u>134,439</u>
<b>Fund balances at 31 March 2024</b>		<u>111,443</u>	<u>-</u>	<u>111,443</u>	<u>118,395</u>	<u>-</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 £	£
<b>Fixed assets</b>					
Tangible assets	12		416		1,396
<b>Current assets</b>					
Debtors	13	444		330	
Cash at bank and in hand		222,174		309,281	
		222,618		309,611	
<b>Creditors: amounts falling due within one year</b>	14	(111,591)		(192,612)	
<b>Net current assets</b>			111,027		116,999
<b>Total assets less current liabilities</b>			111,443		118,395
<b>Net assets excluding pension liability</b>			111,443		118,395
<b>The funds of the charity</b>					
Unrestricted funds			111,443		118,395
			111,443		118,395

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**

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### **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
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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 2024

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### 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>
<b>Analysed between:</b>		
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>
<b>Analysis by fund</b>		
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 £
<b>Cost</b>	
At 1 April 2023	28,082
At 31 March 2024	<u>28,082</u>
<b>Depreciation and impairment</b>	
At 1 April 2023	26,685
Depreciation charged in the year	981
At 31 March 2024	<u>27,666</u>
<b>Carrying amount</b>	
At 31 March 2024	<u>416</u>
At 31 March 2023	<u>1,396</u>

### 13 Debtors

	2024 £	2023 £
<b>Amounts falling due within one year:</b>		
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

	2024 £	2023 £
<b>Defined contribution schemes</b>		
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	<u>106,665</u>	<u>133,845</u>	<u>(145,730)</u>	<u>94,780</u>
	<u>118,395</u>	<u>138,778</u>	<u>(145,730)</u>	<u>111,443</u>
<b>Previous year:</b>	<b>At 1 April 2022 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>At 31 March 2023 £</b>
Redundancy costs	8,823	2,907	-	11,730
General funds	<u>125,616</u>	<u>138,577</u>	<u>(157,528)</u>	<u>106,665</u>
	<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 £
<b>At 31 March 2024:</b>	
Tangible assets	416
Current assets/(liabilities)	111,027
	<u>111,443</u>
	<u>111,443</u>
	Unrestricted funds 2023 £
<b>At 31 March 2023:</b>	
Tangible assets	1,396
Current assets/(liabilities)	116,999
	<u>118,395</u>
	<u>118,395</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>63,365</u>	<u>(63,365)</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).