

the charity for
your community



**Fareham Citizens Advice Bureau
Directors' and Trustees' Report & Financial Statements
For the year ended 31st March 2022**

Registered Charity Number:
Company Registration Number:

1142745
07653014 (England & Wales)

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Financial Statements for the year ended 31st March 2022

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The following does not form part of the statutory Financial Statements
to filed at Companies House:

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**Fareham Citizens Advice Bureau
(A company limited by guarantee)
Company and Bureau Information**

Charity Name and Number

Fareham Citizens Advice Bureau: registered charity number 1142745
company number: 07653014 (England and Wales)

Correspondence Address

1st Floor, County Library Building, Osborn Road, Fareham, Hants, PO16 7EN

Trustees/Directors

Mrs D J Stringfellow (Chair)
Mr R G Applegate (Vice chair)
Mr I H Currie (Secretary and Treasurer)
Mr J Keating
Mr J E Tompkinson
Mrs A Head (resigned 8th July 2022)
Mr L P Hallman
Mrs C Sykes
Ms D Whitelock (resigned 22nd June 2021)
Mr P L Rutt (appointed 15th September 2021, resigned 28th June 2022)

Fareham Borough Council Representatives on Trustee Board

Cllr L Clubley
Cllr S Pankhurst

Operations Manager

Ms B Mayo

Bankers

Barclays Bank, 66- 69 West Street, Fareham, Hants, PO16 0AP

Independent Examiner:

J Metherell FCA, Palmer Riley & Co, Chartered Accountants,
1st Floor, Unit E2, Fareham Heights, Standard Way, Fareham, Hants, PO16 8XT

Fareham Citizens Advice Bureau (A company limited by guarantee)
Directors' and Trustees' Report
For the year ended 31st March 2022

Citizens Advice Fareham (A company limited by guarantee) Directors' and Trustees' Report For the year ended 31st March 2022

The trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their report and financial statements for the year ended 31st March 2022. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

History, objectives and activities of the Charity

Citizens Advice Fareham (CAF) has been in operation since 1942. It was originally run as part of the WVS and was situated in a small building behind Westbury Manor, formerly the old Council Offices. In 1978 the Bureau relocated to 5 Osborn Road South and again moved in 1985, this time to the second floor of Fareham Library. Our latest move in October 2013 was to the 1st floor of the library. The company acquired the charitable activities of Fareham Citizens Advice Bureau, registered charity number 265158, on 1st October 2011.

The Fareham office is managed by a volunteer Trustee Board, with strategic business delegated to the Chief Officer. Day-to-day management of the operational aspects of the charity have been delegated to the Chief Officer. There are usually around 50 volunteers and 7 full time equivalent paid staff.

CAF is a member of the National Association of Citizens Advice (CitA) and as such is committed to the twin aims of the Citizens Advice service, which are:

- To provide the advice people need for the problems they face
- To improve the policies and practices that affect people's lives

The service provides free, confidential and impartial advice to everyone regardless of ability, age, gender, gender identity, race, religion or belief, sexual orientation and social or economic status.

It recognises the positive value of diversity, promotes equality, and challenges discrimination. The Office helps to resolve money, legal and other problems by providing advice and information, and by influencing policymakers in Fareham and surrounding areas and across Hampshire, as well as contributing to policy debates at a national level via our parent organisation CitA.

Our vision for CAF is to:

- be seen and known as a centre of excellence in the provision of Citizens Advice services to the citizens of Fareham and the surrounding area, working closely with Fareham Borough Council (FBC) and other key local partner organisations; and

Fareham Citizens Advice Bureau (A company limited by guarantee)
Directors' and Trustees' Report
For the year ended 31st March 2022

- contribute to the CitA drive to enrich society through becoming a powerful influence on social policy, both locally and nationally.

Management and governance arrangements

The Constitution document, the Articles of Association, provides for no fewer than three Trustees and for no more than fifteen. The current trustees come from a broad variety of backgrounds, giving the Office the benefit of a wide range of skills and experience.

Induction training for new Trustees is provided by CitA and includes awareness of a Trustee's responsibilities, and information about the CitA organisation such as the history and philosophical approach of the charity.

Specific information about CAF is provided by the Chief Officer, including access to the governing document, information on administrative procedures and copies of the previous year's annual report and accounts.

New Trustees are also encouraged to access the National CitA intranet www.citizensadvice.org.uk which contains useful information for trustees, including 'bite size' online training modules.

The Trustees annually review the risks that the charity faces. The main risks currently identified relate to possible reduction in funding and difficulties in recruiting volunteers to new advice roles such as webchat and email advice. Action is in hand to mitigate as far as possible each of these issues.

Achievements and performance of the Charity

We have continued to offer full advice throughout the pandemic, telephone triage, telephone and face to face appointments.

Throughout the whole of last year we have:

- Helped over 1,846 individual clients access advice
- Given advice on over 6,961 issues.
- Registered over 700 new clients to our service.
- Recorded an income gain for clients totalling over £531,254.
- Helped write off debts of over £178,396

We continue our Triage Process over the phone. The needs of each client are briefly assessed during a short interview with an experienced Adviser. Following the assessment, the client is informed as to the best course of action. Options include the provision of information that will help the client to resolve their issue independently, further advice that day or the booking of an appointment (telephone or face to face) with an Adviser for another day, or referral to our in-house caseworkers for complex matters or for clients who need more help to navigate through the process.

Fareham Citizens Advice Bureau (A company limited by guarantee)
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For the year ended 31st March 2022

We saw the continuation of our core funding by FBC for which we are very grateful.

Outreach services have continued this year where we have seen over 545 clients at 2 hourly outreach sessions per week each in the following locations: Portchester (Woodsey's Foodbank), Fareham North West (Hampshire Food Revolution), Stubbington Library and at Waypoint Church pantry, Titchfield Common. The projects have also carried out 57 home visits over the year.

Our generalist advisers maintain a high level of competence and are supported by an up-to-date and comprehensive information system. We are subject to rigorous and regular CitA membership audits that cover both the quality of our advice (QAA) and the robustness of our management systems. We continue to assess 30 cases of advice for audit per quarter and the trustees reviewed Governance and management of the charity through Leadership Assessment. We had another successful independent audit in July 2022.

Financial review, investment policy and reserves

Our sources of funding are in the form of service agreements and contracts.

It has been considered necessary to make provision for contingencies against a sudden loss of income since some agreements are for fixed periods (a year or less). It is hoped, but understood that it may not be the case, that the Trustee Board would receive at least three months' notice of funding withdrawal.

It has been agreed to allow for a controlled wind down if specific grants are not renewed and provide resources to enable alternative funding to be sourced for a limited period. This would provide capacity for an orderly closure of the Office or enable a reduced service.

The Reserves will always be sufficient to cover:

- staff notice payments and fully cover redundancy payments; and
- any rent due under the lease; and
- any commitments for equipment or contracts unpaid; and
- closure and dilapidation costs; and
- a short operating contingency.

At the end of the financial year reserves were £92,436 compared to £118,857 the previous year. £92,436 of this money is ring fenced as required by Charity Law, to cover the possible closure of the Office and to cover unfunded operating commitments.

Fareham Citizens Advice Bureau (A company limited by guarantee)
Directors' and Trustees' Report
For the year ended 31st March 2022

The adequacy of the reserves policy is reviewed by the Board annually.

Our pension scheme is a defined contribution scheme and no associated costs as with final salary pension schemes.

Statement of internal control

The trustee board oversees the information security of all personal information of our clients, staff, funders and strategic partners that is processed. As a local Citizens Advice, we have adopted the national Citizens Advice recommended Information Assurance policy on how we manage risk. We hold joint responsibility for client data that is held in our case management system with the national Citizens Advice Service. An information assurance management team exists to ensure the confidentiality, integrity and availability of all personal and sensitive data is maintained to a level which is compliant with the requirements the General Data Protection Regulation and Data Protection Act 2018.

Covid-19

We have developed a hybrid working model since the pandemic. All staff and volunteers remain working both from home and in the office as the service requires.

We restarted our home visiting in June 2021 and outreach services in July 2021.

Our volunteers have been invaluable as they have risen to the challenges and sought new ways of working and adapting to the new working procedures allowing us to meet the demand and continue our service over telephone and online.

Many of our staff and volunteers continue working from home. We remain flexible and manage space by carefully scheduling staff between workplace and home working. We have been prioritising face to face appointments for clients who couldn't be dealt with over the phone.

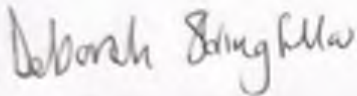
We continue our recruitment campaign and fundraising activities to ensure we do have enough staff to meet the increased demands of the service so that everyone in the borough can have the help they need through the most appropriate channel and support for them.

Fareham Citizens Advice Bureau (A company limited by guarantee)
Directors' and Trustees' Report
For the year ended 31st March 2022

As food and energy costs rise at an alarming rate, families are struggling to make ends meet and we're experiencing record-breaking demand for our services which we are struggling to meet on a 4 day week. We will need to increase our efforts to secure funding for an additional day next year in order to meet the demand for our services.

We continue to be indebted to our volunteers and staff who are working flat out to help as many people as possible at this difficult time. We could not run our service without our volunteers and we would like to extend our thanks to all our volunteers for their hard work at such a difficult time for everyone. Thank you volunteers for your exceptional continued support.

Signed on behalf of the charity's trustees/directors



Mrs Deborah Jane Stringfellow
Chair of Trustee Board

28th September 2022

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Statement of Financial Activities for the year ended 31st March 2022

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ | Total Funds 2021 £ |
|--|------|----------------------------|--------------------------|--------------------------|--------------------------|
| Incoming resources | 1b | | | | |
| Income from: | | | | | |
| Donations and legacies | 2a | 297 | - | 297 | 167 |
| <i>Income from charitable activities:</i> | | | | | |
| Operation of Citizens Advice Bureau | 3 | 145,084 | 169,186 | 314,270 | 253,809 |
| Investment income | 2b | 5 | - | 5 | 60 |
| Total incoming resources | | 145,386 | 169,186 | 314,572 | 254,036 |
| Resources expended | | | | | |
| Expenditure on: | | | | | |
| Raising funds | 4 | 250 | - | 250 | - |
| <i>Expenditure on charitable activities:</i> | | | | | |
| Operation of Citizens Advice Bureau | 5 | 150,810 | 189,933 | 340,743 | 208,010 |
| Total resources expended | | 151,060 | 189,933 | 340,993 | 208,010 |
| Net income/(expenditure) for the year | | (5,674) | (20,747) | (26,421) | 46,026 |
| Transfers between funds | | (20,747) | 20,747 | - | - |
| Net movement in funds for the year | | (26,421) | - | (26,421) | 46,026 |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 118,857 | - | 118,857 | 72,831 |
| Total funds carried forward | | 92,436 | - | 92,436 | 118,857 |

There are no recognised gains or losses in the year other than those included in the Statement of Financial Activities.

All income and expenditure derives from continuing activities.

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Balance Sheet

| | | As at 31st March 2022 | As at 31st March 2021 |
|---|------|--------------------------|--------------------------|
| | Note | £ | £ |
| Fixed assets | | | |
| Tangible assets | 8 | - | - |
| Current assets | | | |
| Debtors and prepayments | 9 | 9,084 | 4,776 |
| Cash at bank and in hand | 10 | 111,907 | 224,249 |
| Total current assets | | <u>120,991</u> | <u>229,025</u> |
| Liabilities | | | |
| Creditors: Amounts falling due within one year | 11 | <u>28,555</u> | <u>110,168</u> |
| Net current assets | | 92,436 | 118,857 |
| Total assets less current liabilities | | <u>92,436</u> | <u>118,857</u> |
| Creditors: Amounts falling due after more than one year | 12 | - | - |
| Net assets | | <u>92,436</u> | <u>118,857</u> |
| The funds of the charity | 14 | | |
| Unrestricted funds | | | |
| General funds | | - | - |
| Designated funds | | 92,436 | 118,857 |
| Restricted funds | | - | - |
| Total charity funds | | <u>92,436</u> | <u>118,857</u> |

Foreham Citizens Advice Bureau
(A company limited by guarantee)
Balance Sheet (continued)
As at 31st March 2022

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for:

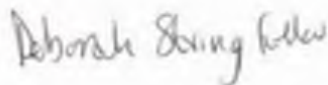
(i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and

(ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of section 383, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

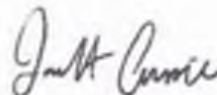
These financial statements were approved and signed by The Board of Directors and authorised for issue on 28th September 2022.

Chairperson/Director



Mrs. D.J. Stringfellow

Treasurer/Director



Mr. I. Currie

Company Registration Number:

07653014 (England & Wales)

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Notes to the Financial Statements for the year ended 31st March 2022

1 Statement of accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated on the relevant note(s) to these financial statements.

The financial statements have been prepared in accordance with:

Ø the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) issued on 2nd October 2019.

Ø the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102); and with

Ø the Charities Act 2011.

b) Income recognition policies

Grants receivable to finance the bureau's activities are credited to the Statement of Financial Activities in the year to which they relate. Revenue grants received in advance are held as deferred income within creditors in the Balance Sheet and released to the Statement of Financial Activities in the relevant year. Capital grants towards the cost of fixed assets are credited in full in the period of receipt and shown in the Balance Sheet as designated equipment reserves, released to general funds over the life of the assets.

Bank interest and donations are credited as income on receipt.

The bureau also benefits enormously from voluntary assistance in carrying out its activities. This voluntary contribution is not included in the financial statements but its value to the bureau has been estimated and is disclosed in the directors' report.

c) Expenditure

All expenditure is accounted for on accruals basis. Direct staff costs relating to each area of service provision are attributed to the relevant activity. Other costs including general management, finance and administration, together with overhead cost, have been apportioned to the core activities on the basis of their actual or estimated share of resource utilisation, as appropriate.

d) Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS102 SORP or FRS102.

e) Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Depreciation is charged on a straight line basis on the cost of the assets over their estimated useful lives at the following rates:

| | | |
|------------------------|---------|---------------|
| Furniture and fittings | 4 years | 25% per annum |
| Office equipment | 4 years | 25% per annum |

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Notes to the Financial Statements for the year ended 31st March 2022

1 Statement of accounting policies ... continued

f) Restricted funds

Income received for restricted purposes is included in a restricted fund against which appropriate expenditure is allocated.

g) Designated funds

Designated funds are allocated from unrestricted funds, by the trustees, for specific purposes. The use of these funds is at the discretion of the trustees.

h) Pensions

The bureau offers defined contributions into a pension fund and these are charged to expenditure in the period to which they relate.

i) Operating leases

Payments under operating leases are charged over the life of the lease in the period to which they relate.

j) Cash flow statement

The board of trustees has taken advantage of the exemption in section 1A of FRS102 from the requirement to produce a cash flow statement on the grounds that it is a small company.

k) Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

l) Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

2 Income from donations and investments

| | <u>Unrestricted</u> | <u>Restricted</u> | <u>2022 Total</u> | <u>2021 Total</u> |
|--|---------------------|-------------------|-------------------|-------------------|
| | <u>£</u> | <u>£</u> | <u>£</u> | <u>£</u> |
| a) Voluntary income: General donations | <u>297</u> | <u>-</u> | <u>297</u> | <u>167</u> |
| b) Investment income: Bank interest | <u>5</u> | <u>-</u> | <u>5</u> | <u>60</u> |

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Notes to the Financial Statements for the year ended 31st March 2022

3 Income from charitable activities

| | <u>Unrestricted</u> | <u>Restricted</u> | <u>2022 Total</u> | <u>2021 Total</u> |
|--|---------------------|-------------------|-------------------|-------------------|
| | <u>£</u> | <u>£</u> | <u>£</u> | <u>£</u> |
| Fareham Borough Council: | | | | |
| General | 120,000 | - | 120,000 | 120,000 |
| Hampshire County Council | - | 50,924 | 50,924 | 37,544 |
| Citizens Advice Hampshire: | | | | |
| Healthwatch | 2,500 | - | 2,500 | 3,750 |
| Gambling Support | 908 | - | 908 | - |
| Kickstart | 11,087 | - | 11,087 | - |
| Hampshire and Isle of Wight | | | | |
| Community Fund | 5,150 | - | 5,150 | 3,000 |
| The National Lottery Community Fund | 1,524 | - | 1,524 | - |
| Grant - Universal Credit | - | 35,018 | 35,018 | 37,041 |
| Grant - Tesco/Groundwork Covid Fund | 1,000 | - | 1,000 | 500 |
| Grant - Mental Health & Substance Misuse | - | - | - | 10,232 |
| Grant - Local Solutions | - | 17,500 | 17,500 | 8,750 |
| Grant - BEIS Adviceline | - | 8,800 | 8,800 | 8,500 |
| Grant - CA MAPs Money Advice | - | 51,794 | 51,794 | 20,830 |
| Grant - Other Fundraising | 232 | - | 232 | 3,282 |
| Grant - Windrush Compensation Scheme | 390 | - | 390 | - |
| Give as you live funding | 250 | - | 250 | 300 |
| Home and Well Project | 1,020 | - | 1,020 | 20 |
| Other income | 1,023 | 5,150 | 6,173 | 60 |
| Total income from charitable activities | 145,084 | 169,186 | 314,270 | 253,809 |

All income in the prior year was unrestricted except for the following grants:

| | <u>2021 Total</u> |
|--|-------------------|
| | <u>£</u> |
| Hampshire County Council | 37,544 |
| Grant - Universal Credit | 37,041 |
| Grant - Mental Health & Substance Misuse | 10,232 |
| Grant - Local Solutions | 8,750 |
| Grant - BEIS Adviceline | 8,500 |
| Grant - CA MAPs Money Advice | 20,830 |
| | <u>122,897</u> |

4 Expenditure on raising funds

| | <u>Unrestricted</u> | <u>Restricted</u> | <u>2022 Total</u> | <u>2021 Total</u> |
|-------------------------|---------------------|-------------------|-------------------|-------------------|
| | <u>£</u> | <u>£</u> | <u>£</u> | <u>£</u> |
| Incurred seeking grants | 250 | - | 250 | - |

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Notes to the Financial Statements for the year ended 31st March 2022

5 Expenditure on charitable activities

| | <u>Unrestricted</u> | <u>Restricted</u> | <u>2022 Total</u> | <u>2021 Total</u> |
|--|---------------------|-------------------|-------------------|-------------------|
| | <u>£</u> | <u>£</u> | <u>£</u> | <u>£</u> |
| Salaries & national insurance (note 7) | 102,710 | 179,584 | 282,294 | 158,746 |
| Travelling expenses | 463 | 445 | 908 | 990 |
| Recruitment costs | 214 | 305 | 519 | - |
| Training | 387 | 601 | 988 | 252 |
| Rent | 8,321 | 2,700 | 11,021 | 11,000 |
| Repairs and renewals | 8,902 | | 8,902 | 10,159 |
| Postage and stationery | 1,793 | 587 | 2,380 | 2,117 |
| Telephone | 3,739 | 3,915 | 7,654 | 6,710 |
| Insurance | 1,207 | | 1,207 | 765 |
| Annual general meeting costs | 44 | | 44 | - |
| General expenses | 8,382 | | 8,382 | 6,301 |
| Bank charges | 96 | | 96 | 65 |
| Photocopying | 636 | 342 | 978 | 565 |
| Computer consumables & licence fees | 2,902 | 1,203 | 4,105 | 1,769 |
| NACAB Information System | 2,930 | 251 | 3,181 | 3,181 |
| Accountancy and book-keeping fees | 7,980 | | 7,980 | 3,949 |
| Legal and professional fees | - | | - | 35 |
| Access to support costs | 104 | | 104 | 1,406 |
| Total expenditure on charitable | <u>150,810</u> | <u>189,933</u> | <u>340,743</u> | <u>208,010</u> |

6 Fees paid for examination of the Financial Statements

| | <u>2022 Total</u> | <u>2021 Total</u> |
|-----------------------------|-------------------|-------------------|
| | <u>£</u> | <u>£</u> |
| Independent examiner's fees | 1,098 | 1,098 |
| Tax compliance fees | 102 | 102 |
| | <u>1,200</u> | <u>1,200</u> |

7 Directors and employee information

The trustee directors of Fareham Citizens Advice Bureau are all volunteers and no trustee received, or is due to receive, any remuneration for the year to 31st March 2022.

The average number of employees, analysed by function, was:

| | <u>2022 Total</u> | <u>2021 Total</u> |
|-------------------------------|-------------------|-------------------|
| | <u>No.</u> | <u>No.</u> |
| Direct charitable activities | 13 | 9 |
| Management and administration | 3 | 3 |
| | <u>16</u> | <u>12</u> |

Analysis of staff costs

| | <u>2022 Total</u> | <u>2021 Total</u> |
|---|-------------------|-------------------|
| | <u>£</u> | <u>£</u> |
| Wages and salaries | 265,003 | 152,159 |
| Social security costs | 12,706 | 4,463 |
| Contributions into employees' defined contribution pensions | 4,585 | 2,124 |
| | <u>282,294</u> | <u>158,746</u> |

No employee received remuneration of more than £60,000.

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Notes to the Financial Statements for the year ended 31st March 2022

8 Tangible fixed assets

| | <u>Furniture and fittings</u> | <u>Office equipment</u> | <u>Total</u> |
|--------------------------|-------------------------------|-------------------------|--------------|
| | £ | £ | £ |
| <u>Cost</u> | | | |
| As at 1st April 2021 | 1,350 | 2,111 | 3,461 |
| Additions | - | - | - |
| Disposals | - | (2,111) | (2,111) |
| As at 31st March 2022 | <u>1,350</u> | <u>-</u> | <u>1,350</u> |
| <u>Depreciation</u> | | | |
| As at 1st April 2021 | 1,350 | 2,111 | 3,461 |
| Charge for the year | - | - | - |
| Written out on disposals | - | (2,111) | (2,111) |
| As at 31st March 2022 | <u>1,350</u> | <u>-</u> | <u>1,350</u> |
| <u>Net book value</u> | | | |
| As at 31st March 2022 | <u>-</u> | <u>-</u> | <u>-</u> |
| As at 1st April 2021 | <u>-</u> | <u>-</u> | <u>-</u> |

9 Debtors

| | <u>2022 Total</u> | <u>2021 Total</u> |
|--------------------------------|-------------------|-------------------|
| | £ | £ |
| Grant debtor | 500 | 3,953 |
| Other debtors | 5,347 | - |
| Prepayments and accrued income | 3,237 | 823 |
| | <u>9,084</u> | <u>4,776</u> |

All debtors are recoverable within one year.

10 Cash at bank and in hand

| | <u>2022 Total</u> | <u>2021 Total</u> |
|----------------------|-------------------|-------------------|
| | £ | £ |
| Bank current account | 64,333 | 176,711 |
| Bank deposit account | 47,508 | 47,504 |
| Cash in hand | 66 | 34 |
| | <u>111,907</u> | <u>224,249</u> |

11 Creditors - amounts falling due within one year

| | <u>2022 Total</u> | <u>2021 Total</u> |
|------------------------------|-------------------|-------------------|
| | £ | £ |
| Taxation and social security | 5,285 | 3,815 |
| Pension costs | 1,538 | 1,224 |
| Other creditors | 1,862 | - |
| Accruals and deferred income | 19,870 | 105,129 |
| | <u>28,555</u> | <u>110,168</u> |

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Notes to the Financial Statements for the year ended 31st March 2022

12 Creditors - amounts falling due after more than one year

The bureau had no creditors falling due after more than one year.

13 Analysis of net assets between funds

| | <u>General</u> <u>funds</u> | <u>Designated</u> <u>funds</u> | <u>Restricted</u> <u>funds</u> | <u>Total</u> <u>funds</u> |
|-----------------------|--------------------------------|-----------------------------------|-----------------------------------|------------------------------|
| | £ | £ | £ | £ |
| Tangible fixed assets | - | - | - | - |
| Current assets | 28,555 | 92,436 | - | 120,991 |
| Current liabilities | (28,555) | - | - | (28,555) |

14 Analysis of charitable funds

Analysis of movements in restricted funds

| | <u>As at 1st</u> <u>April 2021</u> | <u>Incoming</u> <u>resources</u> | <u>Outgoing</u> <u>resources</u> | <u>Transfer</u> <u>between funds</u> | <u>As at 31st</u> <u>March 2022</u> |
|------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|---|--|
| | £ | £ | £ | £ | £ |
| Restricted funds | | | | | |
| Hampshire County Council | - | 50,924 | 52,560 | 1,636 | - |
| Grant - Universal Credit | - | 35,018 | 35,018 | - | - |
| Grant - Local Solutions | - | 17,500 | 24,441 | 6,941 | - |
| Grant - BEIS Adviceline | - | 8,800 | 12,910 | 4,110 | - |
| Grant - CA MAPs Money Advice | - | 51,794 | 54,054 | 2,260 | - |
| Grant - Outreach | - | 5,150 | 10,950 | 5,800 | - |
| Total restricted funds | - | 169,186 | 189,933 | 20,747 | - |

Analysis of movements in unrestricted funds

| | | | | | |
|--|---------|---------|---------|-----------|--------|
| Unrestricted funds | | | | | |
| General funds | - | 127,573 | 106,826 | (20,747) | - |
| Designated employee termination fund | 24,724 | 12,226 | - | - | 36,950 |
| Designated rent fund | 3,667 | - | - | - | 3,667 |
| Leases | 1,721 | - | - | - | 1,721 |
| Designated dilapidations and closure cost fund | 6,000 | - | - | - | 6,000 |
| Designated operating contingency fund | 39,644 | - | 1,133 | - | 38,511 |
| Designated fund for seeking alternative funding | 43,101 | - | 43,101 | - | - |
| Designated fund for seeking alternative premises | - | 5,587 | - | - | 5,587 |
| Total unrestricted funds | 118,857 | 145,386 | 151,060 | (20,747) | 92,436 |
| Total funds | 118,857 | 314,572 | 340,993 | - | 92,436 |

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Notes to the Financial Statements for the year ended 31st March 2022

14 Analysis of charitable funds ... continued

| Name of fund | Description, nature and purpose of the fund |
|---------------------------------|---|
| General fund: | These are the 'free reserves' after allowing for all designated funds. |
| Designated funds | |
| Employee termination fund: | These reserves have been designated to meet the costs of redundancy in the event of the bureau's closure. |
| Rent fund: | Funds have been set aside to cover four months rent on the premises in anticipation of the landlord being able to find a new tenant within this period after the bureau has closed. |
| Leases: | This is to cover the termination costs for the leases relating to the telephone system and photocopier. |
| Dilapidations and closure fund: | In the event of the bureau's closure these funds will be used to meet the costs arising from closure. |
| Operating contingency: | These funds have been designated to cover the cost of any unforeseen expenses and accrued holiday pay for a period of four months. |
| Seeking alternative premises | These funds have been set aside to enable the bureau to seek alternative premises and include moving costs and the fitting out of the new premises. |

15 Financial commitments

a) Capital commitments

No capital commitments existed as at 31st March 2022.

b) Operating lease commitments

As at 31st March 2022 the company had annual commitments under non-cancellable operating leases as follows:

| | <u>Land and</u> <u>Buildings</u> <u>2022 Total</u> | <u>Other</u> <u>Assets</u> <u>2022 Total</u> | <u>Land and</u> <u>Buildings</u> <u>2021 Total</u> | <u>Other</u> <u>Assets</u> <u>2021 Total</u> |
|-----------------------------------|--|--|--|--|
| | £ | £ | £ | £ |
| Expiring in less than one year | - | 189 | - | - |
| Expiring within one to two years | - | - | - | - |
| Expiring within five years | 11,000 | 413 | 11,000 | 602 |
| Expiring within five to ten years | - | - | - | - |

16 Corporation Taxation

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

The following does not form part of the statutory financial statements to be filed at Companies House.

Independent examiner's report

Report to the trustees of the Fareham Citizens Advice Bureau (charity no. 1142745) on the Financial Statements for the year ended 31st March 2022 set out on pages 7 to 16

I report to the trustees on my examination of the financial statements of the above charity ("the Company") for the year ended 31st March 2022.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Company's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England & Wales.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the financial statements did not accord with the accounting records; or
- the financial statements did not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 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.

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



Date: 30th September 2022

J. Metherell FCA
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