



Fareham Citizens Advice Bureau  
Directors' and Trustees' Report & Financial Statements  
For the year ended 31st March 2024

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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 2024

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

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**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**

Mr N Carter (Chair)  
Mr R D Knight (Vice Chair) (resigned 14th March 2024)  
Mr R G Applegate (Vice chair) (resigned 6th September 2023)  
Mrs D J Stringfellow (resigned 6th December 2023)  
Mr I H Currie (Secretary and Treasurer) (resigned 15th November 2023)  
Mr J Keating  
Mr J E Tompkinson (resigned 12th July 2023)  
Mr L P Hallman (resigned 6th September 2023)  
Mrs C Sykes (resigned 26th April 2023)  
Mrs L Rigby (appointed 28th June 2023 resigned 30th May 2024)  
Mr D Bridger (Treasurer) (appointed 6th December 2023)  
Mr K Buchanan (appointed 6th December 2023)  
Mr P Ellison (appointed 15th February 2024 resigned 4th June 2024)  
Mr J G J Neale (appointed 22nd May 2024)

**Fareham Borough Council Representatives on Trustee Board**

Cllr L Clubley  
Cllr J Needham

**Chief Officer and Company Secretary**

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 2024**

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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 2024. 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 8 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.

**Fareham Citizens Advice Bureau (A company limited by guarantee)**  
**Directors' and Trustees' Report**  
**For the year ended 31st March 2024**

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**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
- 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](http://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 the risks being faced due to the reduction in funding and difficulties in recruiting volunteers and keeping paid staff for advice roles such as webchat and email advice.

Action is in hand to mitigate as far as possible each of these issues.

**Fareham Citizens Advice Bureau (A company limited by guarantee)**  
**Directors' and Trustees' Report**  
**For the year ended 31st March 2024**

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**Achievements and performance of the Charity**

We offer full advice via telephone, email and face to face at Citizens Advice Fareham and at outreach locations and through home visiting appointments.

Throughout the whole of last year we have:

- Helped over 2,437 individual clients access advice
- Given advice on over 8,740 issues
- Registered 1,007 new clients to our service
- Seen over 800 people at outreach locations (72% of these were new clients or existing clients with new issues)
- Carried out 67 home visits
- Recorded an income gain for clients totalling over £386,644
- Helped write off debts of over £284,240
- Achieved a total financial outcome for 23-24 of £852,182.

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.

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

Due to funding from the National Lottery, Community Fund, outreach services have continued this year where we have seen over 800 clients at hourly outreach sessions per week each in the following locations: Portchester (Woodsey's Foodbank and Portchester Library), Fareham North West (Hampshire Food Revolution and St Columba Church), Stubbington Library and Titchfield Common (Waypoint Church Hub & pantry). New clients or clients with new issues made up 72% of all clients seen at outreach, showing the importance of outreach to enable increased access to advice for the outlying areas of the Fareham Borough. An impressive 40% of those seen at outreach had their issues resolved with advice given. This is testimony to the quality and training of the adviser(s) at Outreach.

**Fareham Citizens Advice Bureau (A company limited by guarantee)**  
**Directors' and Trustees' Report**  
**For the year ended 31st March 2024**

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Due to funding from The National Lottery, Community Fund and Hampshire County Council's Local Solutions Funding, the projects have worked with around 300 clients, with over 1,500 issues, completing complex casework or assisting vulnerable clients and carried out 67 home visits over the year to clients who were unable to get into the office due to disability, childcare or caring responsibilities. None of this work would be possible without these additional funds.

We were delighted to become part of the Hampshire Home and Well project in February 2024. This is for the provision of a wraparound service that helps vulnerable patients primarily in hospitals and Primary Care, with energy poverty needs and advice or signposting for related social needs. In turn, the project aims to equip the person with the necessary support to live safely and independently, one adviser 15hrs pw rising to 20hrs pw from 1st April. This two year grant is from Citizens Advice Hampshire in partnership with SSEN, SGN, Portsmouth Water, Southern Water, South East Water and Hampshire & Isle of Wight ICB.

Funding from Citizens Advice National - Cost of Living Fund also enabled us to keep our MAPs debt caseworker 19hrs pw for 6 months during the year helping 45 clients write off over £128k of debt and increase income by almost £10k.

The Remote Service Deliver project, 36.25 hrs pw adviser funding from Citizens Advice Pot 2 - AVIVA funding which began in September 2023 enabled us to increase our telephone (60%), email and webchat capability. This project runs over until July 31st 2024.

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 Year 3 audit in July 2023.

**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.

**Fareham Citizens Advice Bureau (A company limited by guarantee)**  
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**For the year ended 31st March 2024**

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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.

In accordance with Charity Commission guidelines, the Reserves will always be sufficient to cover:

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

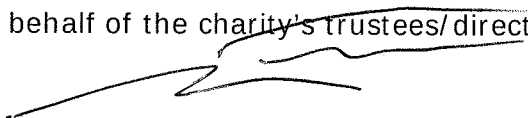
The adequacy of the reserves policy is reviewed by the Board annually. At the end of March 2023, three months' operating costs were valued at £39,118.

The full value of designated reserves to include closure and dilapidation were agreed by the Trustee Board in May 2024 to be £66,942.

**Statement of internal control**

The trustee board oversees the information security of all personal information of our clients, staff, funders and strategic partners that are 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.

Signed on behalf of the charity's trustees/directors



Mr Noah Carter  
Chair of Trustee Board

9<sup>th</sup> September 2024



Fareham Citizens Advice Bureau  
(A company limited by guarantee)  
Statement of Financial Activities for the year ended 31st March 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Incoming resources	1b				
Income from:					
Donations and legacies	2a	14,115	-	14,115	5,480
Income from charitable activities:					
Operation of Citizens Advice Bureau	3	162,788	121,573	284,361	270,538
Investment income	2b	575	-	575	72
Total incoming resources		<u>177,478</u>	<u>121,573</u>	<u>299,051</u>	<u>276,090</u>
Resources expended					
Expenditure on:					
Raising funds	4	13	-	13	-
Expenditure on charitable activities:					
Operation of Citizens Advice Bureau	5	137,016	126,604	263,620	282,212
Total resources expended		<u>137,029</u>	<u>126,604</u>	<u>263,633</u>	<u>282,212</u>
Net income/ (expenditure) for the year		40,449	( 5,031)	35,418	( 6,122)
Transfers between funds		( 5,031)	5,031	-	-
Net movement in funds for the year		<u>35,418</u>	<u>-</u>	<u>35,418</u>	<u>( 6,122)</u>
Reconciliation of funds					
Total funds brought forward		86,314	-	86,314	92,436
Total funds carried forward		<u>121,732</u>	<u>-</u>	<u>121,732</u>	<u>86,314</u>

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

All income and expenditure derive from continuing activities.

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

		As at 31st March 2024		As at 31st March 2023	
	Note	£	£	£	£
Fixed assets					
Tangible assets	8		-		-
Current assets					
Debtors and prepayments	9	10,322		5,279	
Cash at bank and in hand	10	129,166		123,038	
Total current assets		<u>139,488</u>		<u>128,317</u>	
Liabilities					
Creditors: Amounts falling due within one year	11	<u>17,756</u>		<u>42,003</u>	
Net current assets			121,732		86,314
Total assets less current liabilities			<u>121,732</u>		<u>86,314</u>
Creditors: Amounts falling due after more than one year	12		-		-
Net assets			<u>121,732</u>		<u>86,314</u>
The funds of the charity	14				
Unrestricted funds					
General funds			-		-
Designated funds			121,732		86,314
Restricted funds			-		-
Total charity funds			<u>121,732</u>		<u>86,314</u>

Fareham Citizens Advice Bureau  
(A company limited by guarantee)  
Balance Sheet (continued)  
As at 31st March 2024

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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 393, 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 9th September 2024.

Chairperson/Director



Mr N Carter

Treasurer/Director



Mr D Bridger

Company Registration Number:

07653014 (England & Wales)

## 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:

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

### 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.

1 Statement of accounting policies ... continued

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

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.

m) Going concern

The financial statements have been prepared on a going concern basis.

Fareham Citizens Advice Bureau  
(A company limited by guarantee)  
Notes to the Financial Statements for the year ended 31st March 2024

2 Income from donations and investments

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2024 Total</u>	<u>2023 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
a) Voluntary income: General donations	<u>14,115</u>	<u>-</u>	<u>14,115</u>	<u>5,480</u>
b) Investment income: Bank interest	<u>575</u>	<u>-</u>	<u>575</u>	<u>72</u>

3 Income from charitable activities

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2024 Total</u>	<u>2023 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fareham Borough Council:				
General	135,000	-	135,000	120,000
Hampshire County Council	-	-	-	8,054
Citizens Advice Hampshire:				
Healthwatch	2,733	-	2,733	-
Outreach	7,789	-	7,789	9,970
Grant - Local Solutions	-	19,772	19,772	18,540
Grant - CA MAPs Money Advice	-	-	-	37,892
Grant - Other Fundraising	582	-	582	363
Grant - The National Lottery	-	53,939	53,939	52,409
Grant - Communities Against Cancer	-	-	-	5,000
Grant - COL payment - Remote worker	-	23,917	23,917	-
Grant - COL payment - Debt advisor	-	15,000	15,000	-
Grant - Household Support Fund	13,903	-	13,903	-
Grant - Energy Assistance Programme	-	6,510	6,510	-
Give as you live funding	320	-	320	-
Home and Well Project	-	2,435	2,435	-
Other income	2,461	-	2,461	18,310
Total income from charitable activities	<u>162,788</u>	<u>121,573</u>	<u>284,361</u>	<u>270,538</u>

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

	<u>2023 Total</u>
	<u>£</u>
Outreach	9,970
Grant - Local Solutions	18,540
Grant - Communities Against Cancer	5,000
Grant - CA MAPs Money Advice	37,892
Grant - The National Lottery	52,409
	<u>123,811</u>

Fareham Citizens Advice Bureau  
(A company limited by guarantee)  
Notes to the Financial Statements for the year ended 31st March 2024

4 Expenditure on raising funds

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2024 Total</u>	<u>2023 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Incurring seeking grants	13	-	13	-

5 Expenditure on charitable activities

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2024 Total</u>	<u>2023 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Salaries & national insurance (note 7)	96,114	122,393	218,507	233,151
Travelling expenses	647	307	954	2,407
Training	325	-	325	360
Rent	11,000	-	11,000	11,000
Repairs and renewals	1,275	-	1,275	1,337
Postage and stationery	2,558	6	2,564	1,935
Telephone	6,814	25	6,839	6,496
Insurance	956	-	956	506
Annual general meeting costs	211	-	211	65
General expenses	3,831	2,736	6,567	6,244
Bank charges	113	-	113	108
Photocopying	911	-	911	881
Computer consumables & licence fees	-	1,137	1,137	2,365
NACAB Information System	3,039	-	3,039	3,969
Accountancy and book-keeping fees	7,816	-	7,816	10,562
Legal and professional fees	420	-	420	-
Access to support costs	986	-	986	826
Total expenditure on charitable activities	<u>137,016</u>	<u>126,604</u>	<u>263,620</u>	<u>282,212</u>

6 Fees paid for examination of the Financial Statements

	<u>2024 Total</u>	<u>2023 Total</u>
	<u>£</u>	<u>£</u>
Independent examiner's fees	1,804	1,098
Tax compliance fees	130	102
	<u>1,934</u>	<u>1,200</u>

Fareham Citizens Advice Bureau  
(A company limited by guarantee)  
Notes to the Financial Statements for the year ended 31st March 2024

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 2024.

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

	<u>2024 Total</u>	<u>2023 Total</u>
	<u>No.</u>	<u>No.</u>
Direct charitable activities	6	8
Management and administration	2	3
	<u>8</u>	<u>11</u>

Analysis of staff costs

	<u>2024 Total</u>	<u>2023 Total</u>
	<u>£</u>	<u>£</u>
Wages and salaries	205,553	218,997
Social security costs	9,735	11,930
Contributions into employees' defined contribution pensions	3,219	2,224
	<u>218,507</u>	<u>233,151</u>

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

8 Tangible fixed assets

	<u>Furniture and fittings</u>	<u>Office equipment</u>	<u>Total</u>
<u>Cost</u>	<u>£</u>	<u>£</u>	<u>£</u>
As at 1st April 2023 and 31st March 2024	<u>1,350</u>	<u>2,111</u>	<u>3,461</u>
<u>Depreciation</u>			
As at 1st April 2023 and 31st March 2024	<u>1,350</u>	<u>2,111</u>	<u>3,461</u>
<u>Net book value</u>			
As at 1st April 2023 and 31st March 2024	<u>-</u>	<u>-</u>	<u>-</u>

9 Debtors

	<u>2024 Total</u>	<u>2023 Total</u>
	<u>£</u>	<u>£</u>
Grant debtor	4,868	1,500
Other debtors	3,854	-
Prepayments and accrued income	1,600	3,779
	<u>10,322</u>	<u>5,279</u>

All debtors are recoverable within one year.



Fareham Citizens Advice Bureau  
(A company limited by guarantee)  
Notes to the Financial Statements for the year ended 31st March 2024

10 Cash at bank and in hand

	<u>2024 Total</u>	<u>2023 Total</u>
	<u>£</u>	<u>£</u>
Bank current account	80,979	75,411
Bank deposit account	48,152	47,579
Cash in hand	35	48
	<u>129,166</u>	<u>123,038</u>

11 Creditors - amounts falling due within one year

	<u>2024 Total</u>	<u>2023 Total</u>
	<u>£</u>	<u>£</u>
Taxation and social security	4,348	4,756
Pension costs	784	724
Other creditors	932	4,594
Accruals and deferred income	11,692	31,929
	<u>17,756</u>	<u>42,003</u>

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>Designated</u>	<u>Restricted</u>	<u>Total</u>
	<u>funds</u>	<u>funds</u>	<u>funds</u>	<u>funds</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Tangible fixed assets	-	-	-	-
Current assets	17,756	121,732	-	139,488
Current liabilities	( 17,756)	-	-	( 17,756)
Net assets	<u>-</u>	<u>121,732</u>	<u>-</u>	<u>121,732</u>

Fareham Citizens Advice Bureau  
(A company limited by guarantee)  
Notes to the Financial Statements for the year ended 31st March 2024

14 Analysis of charitable funds

Analysis of movements in restricted funds

	<u>As at 1st</u> <u>April 2023</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 2024</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Restricted funds					
Grant - The National Lottery	-	53,939	55,370	1,431	-
Grant - Local Solutions	-	19,772	20,417	645	-
Grant - COL payment - Remote worker	-	23,917	24,580	663	-
Grant - COL payment - Debt advisor	-	15,000	15,989	989	-
Grant - Energy Assistance Programme	-	6,510	7,589	1,079	-
Home and Well Project	-	2,435	2,659	224	-
Total restricted funds	<u>-</u>	<u>121,573</u>	<u>126,604</u>	<u>5,031</u>	<u>-</u>

Analysis of movements in unrestricted funds

Unrestricted funds					
General funds	-	141,584	136,553	( 5,031)	-
Designated employee termination fund	41,974	13,175	-	-	55,149
Designated rent fund	2,750	-	-	-	2,750
Leases	476	-	476	-	-
Designated dilapidations and closure cost fund	5,222	-	-	-	5,222
Designated operating contingency fund	35,892	22,719	-	-	58,611
Total unrestricted funds	<u>86,314</u>	<u>177,478</u>	<u>137,029</u>	<u>( 5,031)</u>	<u>121,732</u>
Total funds	<u>86,314</u>	<u>299,051</u>	<u>263,633</u>	<u>-</u>	<u>121,732</u>

Fareham Citizens Advice Bureau  
(A company limited by guarantee)  
Notes to the Financial Statements for the year ended 31st March 2024

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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 three 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 three months.

15 Financial commitments

a) Capital commitments

No capital commitments existed as at 31st March 2024.

b) Operating lease commitments

As at 31st March 2024 the company had annual commitments under non-cancellable operating leases as follows:

	<u>Land and</u> <u>Buildings</u> <u>2024 Total</u> <u>£</u>	<u>Other</u> <u>Assets</u> <u>2024 Total</u> <u>£</u>	<u>Land and</u> <u>Buildings</u> <u>2023 Total</u> <u>£</u>	<u>Other</u> <u>Assets</u> <u>2023 Total</u> <u>£</u>
Expiring in less than one year		103	11,000	-
Expiring within one to two years	-	-	-	103
Expiring within five years	-	-	-	-
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 2024 set out on pages 7 to 17

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I report to the trustees on my examination of the financial statements of the above charity ("the Company") for the year ended 31st March 2024 .

#### 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: 11th September 2024

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J. Metherell FCA  
Palmer Riley & Co., Chartered Accountants  
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Standard Way  
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Hampshire  
PO16 8XT