



**Fareham Citizens Advice Bureau
Directors' and Trustees' Report & Financial Statements
For the year ended 31st March 2025**

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 2025

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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

Mr N Carter (resigned 30th September 2024)
Mr J Keating
Mrs L Rigby (resigned 30th May 2024)
Mr D Bridger - Treasurer
Mr K Buchanan (resigned 16th October 2024)
Mr P Ellison (resigned 4th June 2024)
Mr J G J Neale (appointed 22nd May 2024, resigned 3rd February 2025)
Mrs A Harrison (appointed 9th September 2024, resigned 12th May 2025)
Mr O Phillips (appointed 16th October 2024)
Ms B Poppe (appointed 16th October 2024, resigned 31st May 2025)
Mr D R Lawrence (appointed 16th October 2024, resigned 3rd February 2025,
re-appointed 14th July 2025, resigned 9th October 2025)
Mr C McKay (appointed 17th October 2024, resigned 28th May 2025)
Ms S Lane (appointed 17th October 2024, resigned 30th September 2025)
Mr J P C Lloyd (appointed 17th October 2024, resigned 30th June 2025)
Ms K Velasco - Chairperson (appointed 16th September 2025)

Fareham Borough Council Representatives on Trustee Board

Cllr L Clubleby
Cllr J Needham

Chief Officer and Company Secretary

Ms B Mayo

Bankers

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

Independent Examiner:

Mrs G Graham, 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 2025

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 2025. 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
- contribute to the CitA drive to enrich society through becoming a powerful influence on social policy, both locally and nationally.

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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 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.

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 2,132 individual clients access advice
- Given advice on over 7,664 issues
- Registered 819 new clients to our service
- Saw over 602 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 £608,830.
- Helped write off bad debts totalling £141,622
- The total financial outcome for year 24-25 is £786,009.

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

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(telephone or face to face or a home visit) with an Adviser for another day, or referral to our projects for specific 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 600 clients at hourly outreach sessions per week each in the following locations: Portchester Library, Fareham North West, Stubbington Library and at Waypoint Church Hub & pantry, Titchfield Common. 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 47% 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.

We were delighted to become part of the Hampshire Home and Well project again this year. 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, two advisers 20hrs pw. 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.

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. Trustees carried out a Year 1 audit in July 2024 to ensure we remain on track.

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.

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

- staff notice payments and redundancy payments;

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- 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. The Board decided to increase the operating contingency fund due to the challenging fundraising environment and the lack of confirmed funding to be received by the Charity at the year end, for the next financial year. If additional funds are received, amounts will be released to general funds throughout the year. At the end of March 2025, three months' operating costs and salaries were valued at £58,172 and the full value of designated reserves to include closure and dilapidation service reserve were agreed by the Trustee Board in May 2025 to be £77,892.

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



Ms K Velasco
Chair of Trustee Board

2nd December 2025

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Statement of Financial Activities for the year ended 31st March 2025

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Incoming resources	1b				
Income from:					
Donations and legacies	2a	12,237	-	12,237	14,115
<i>Income from charitable activities:</i>					
Operation of Citizens Advice Bureau	3	143,081	100,628	243,709	284,361
Investment income	2b	716	-	716	575
Total incoming resources		156,034	100,628	256,662	299,051
Resources expended					
Expenditure on:					
Raising funds	4	-	-	-	13
<i>Expenditure on charitable activities:</i>					
Operation of Citizens Advice Bureau	5	105,047	105,257	210,304	263,620
Total resources expended		105,047	105,257	210,304	263,633
Net income/(expenditure) for the year		50,987	(4,629)	46,358	35,418
Transfers between funds		(4,629)	4,629	-	-
Net movement in funds for the year		46,358	-	46,358	35,418
Reconciliation of funds					
Total funds brought forward		121,732	-	121,732	86,314
Total funds carried forward		168,090	-	168,090	121,732

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.

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Balance Sheet

		As at 31st March 2025		As at 31st March 2024	
	Note	£	£	£	£
Fixed assets					
Tangible assets	8		-		-
Current assets					
Debtors and prepayments	9	27,800		10,322	
Cash at bank and in hand	10	164,384		129,166	
Total current assets		<u>192,184</u>		<u>139,488</u>	
Liabilities					
Creditors: Amounts falling due within one year	11	<u>24,094</u>		<u>17,756</u>	
Net current assets			168,090		121,732
Total assets less current liabilities			<u>168,090</u>		<u>121,732</u>
Creditors: Amounts falling due after more than one year	12		-		-
Net assets			<u>168,090</u>		<u>121,732</u>
The funds of the charity	14				
Unrestricted funds					
General funds			-		-
Designated funds			168,090		121,732
Restricted funds			-		-
Total charity funds			<u>168,090</u>		<u>121,732</u>

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

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 2nd December 2025.

Chairperson/Director



Ms K Velasco

Treasurer/Director



Mr D Bridger

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 2025

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.

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Notes to the Financial Statements for the year ended 31st March 2025

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 2025

2 Income from donations and investments

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2025 Total</u>	<u>2024 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
a) Voluntary income: General donations	<u>12,237</u>	<u>-</u>	<u>12,237</u>	<u>14,115</u>
b) Investment income: Bank interest	<u>716</u>	<u>-</u>	<u>716</u>	<u>575</u>

3 Income from charitable activities

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2025 Total</u>	<u>2024 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fareham Borough Council:				
General	135,000	-	135,000	135,000
Hampshire County Council	-	-	-	-
Citizens Advice Hampshire:				
Healthwatch	-	-	-	2,733
Outreach	3,408	-	3,408	7,789
Grant - Local Solutions	-	-	-	19,772
Grant - CA MAPs Money Advice	-	-	-	-
Grant - Other Fundraising	146	-	146	582
Grant - The National Lottery	-	8,724	8,724	53,939
Grant - Communities Against Cancer	-	-	-	-
Grant - COL payment - Remote worker	-	17,083	17,083	23,917
Grant - COL payment - Debt advisor	-	-	-	15,000
Grant - Household Support Fund	-	16,417	16,417	13,903
Grant - Energy Assistance Programme	-	12,075	12,075	6,510
Grant - Clothworkers Fund	-	7,200	7,200	-
Grant - Connect4Communities	-	5,000	5,000	-
Grant - Digital Inclusion	-	7,908	7,908	-
Give as you live funding	562	-	562	320
Home and Well Project	-	26,221	26,221	2,435
Other income	3,965	-	3,965	2,461
Total income from charitable activities	<u>143,081</u>	<u>100,628</u>	<u>243,709</u>	<u>284,361</u>

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

	<u>2024 Total</u>
	<u>£</u>
Grant - Local Solutions	19,772
Grant - National Lottery	53,939
Grant - COL payment - Remote worker	23,917
Grant - COL payment - Debt advisor	15,000
Grant - Energy Assistance Programme	6,510
Home and Well Project	2,435
	<u>121,573</u>

Fareham Citizens Advice Bureau
(A company limited by guarantee)
Notes to the Financial Statements for the year ended 31st March 2025

4 Expenditure on raising funds

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2025 Total</u>	<u>2024 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Incurred seeking grants	-	-	-	13

5 Expenditure on charitable activities

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2025 Total</u>	<u>2024 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Salaries & national insurance (note 7)	66,307	96,875	163,182	218,507
Travelling expenses	3,064	-	3,064	954
Recruitment costs	-	-	-	-
Training	810	-	810	325
AHA South Hants access strategy costs	-	-	-	-
Rent	11,000	-	11,000	11,000
Repairs and renewals	676	-	676	237
Postage and stationery	3,382	-	3,382	2,564
Telephone	5,595	153	5,748	6,839
Insurance	947	-	947	956
Annual general meeting costs	25	-	25	211
General expenses	3,801	1,012	4,813	6,567
Bank charges	115	-	115	113
Photocopying	781	-	781	911
Computer consumables & licence fees	1,630	-	1,630	1,137
IT and office equipment	169	7,217	7,386	1,038
NACAB Information System	2,028	-	2,028	3,039
Accountancy and book-keeping fees	3,838	-	3,838	7,816
Legal and professional fees	-	-	-	420
Access to support costs	879	-	879	986
Total expenditure on charitable activities	<u>105,047</u>	<u>105,257</u>	<u>210,304</u>	<u>263,620</u>

6 Fees paid for examination of the Financial Statements

	<u>2025 Total</u>	<u>2024 Total</u>
	<u>£</u>	<u>£</u>
Independent examiner's fees	1,350	1,804
Tax compliance fees	150	130
	<u>1,500</u>	<u>1,934</u>

Fareham Citizens Advice Bureau
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Notes to the Financial Statements for the year ended 31st March 2025

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 2025.

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

	<u>2025 Total</u>	<u>2024 Total</u>
	<u>No.</u>	<u>No.</u>
Direct charitable activities	6	6
Management and administration	1	2
	<u>7</u>	<u>8</u>

Analysis of staff costs

	<u>2025 Total</u>	<u>2024 Total</u>
	<u>£</u>	<u>£</u>
Wages and salaries	153,780	205,553
Social security costs	6,734	9,735
Contributions into employees' defined contribution pensions	2,668	3,219
	<u>163,182</u>	<u>218,507</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>£</u>	<u>£</u>	<u>£</u>
<u>Cost</u>			
As at 1st April 2024	1,350	2,111	3,461
Disposals at cost	(1,350)	(2,111)	(3,461)
As at 31st March 2025	<u>-</u>	<u>-</u>	<u>-</u>
<u>Depreciation</u>			
As at 1st April 2024	1,350	2,111	3,461
Written out on disposals	(1,350)	(2,111)	(3,461)
As at 31st March 2025	<u>-</u>	<u>-</u>	<u>-</u>
<u>Net book value</u>			
As at 31st March 2025	<u>-</u>	<u>-</u>	<u>-</u>
As at 1st April 2024	<u>-</u>	<u>-</u>	<u>-</u>

9 Debtors

	<u>2025 Total</u>	<u>2024 Total</u>
	<u>£</u>	<u>£</u>
Grant debtor	12,108	4,868
Other debtors	11,330	3,854
Prepayments and accrued income	4,362	1,600
	<u>27,800</u>	<u>10,322</u>

All debtors are recoverable within one year.

Fareham Citizens Advice Bureau
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Notes to the Financial Statements for the year ended 31st March 2025

10 Cash at bank and in hand

	<u>2025 Total</u>	<u>2024 Total</u>
	<u>£</u>	<u>£</u>
Bank current account	115,462	80,979
Bank deposit account	48,866	48,152
Cash in hand	56	35
	<u>164,384</u>	<u>129,166</u>

11 Creditors - amounts falling due within one year

	<u>2025 Total</u>	<u>2024 Total</u>
	<u>£</u>	<u>£</u>
Taxation and social security	6,082	4,348
Pension costs	548	784
Other creditors	4,166	932
Accruals and deferred income	13,298	11,692
	<u>24,094</u>	<u>17,756</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	24,094	168,090	-	192,184
Current liabilities	(24,094)	-	-	(24,094)
Net assets	<u>-</u>	<u>168,090</u>	<u>-</u>	<u>168,090</u>

Fareham Citizens Advice Bureau
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Notes to the Financial Statements for the year ended 31st March 2025

14 Analysis of charitable funds

Analysis of movements in restricted funds

	<u>As at 1st</u> <u>April 2024</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 2025</u>
	£	£	£	£	£
Restricted funds					
Grant - The National Lottery	-	8,724	9,118	394	-
Grant - COL payment - Remote worker	-	17,083	17,705	622	-
Grant - Household Support Fund	-	16,417	17,013	596	-
Grant - Energy Assistance Programme	-	12,075	12,725	650	-
Grant - Clothworkers Fund	-	7,200	7,217	17	-
Grant - Connect4Communities	-	5,000	5,361	361	-
Grant - Digital Inclusion	-	7,908	8,556	648	-
Home and Well Project	-	26,221	27,562	1,341	-
Total restricted funds	-	100,628	105,257	4,629	-

Analysis of movements in unrestricted funds

Unrestricted funds					
General funds	-	109,676	105,047	(4,629)	-
Designated employee termination fund	55,149	11,096	-	-	66,245
Designated rent fund	2,750	-	-	-	2,750
Designated dilapidations and closure cost fund	5,222	3,675	-	-	8,897
Designated operating contingency fund	58,611	31,587	-	-	90,198
Total unrestricted funds	121,732	156,034	105,047	(4,629)	168,090
Total funds	121,732	256,662	210,304	-	168,090

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Notes to the Financial Statements for the year ended 31st March 2025

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 six months.

15 Financial commitments

a) Capital commitments

No capital commitments existed as at 31st March 2025.

b) Operating lease commitments

As at 31st March 2025 the company had annual commitments under non-cancellable operating leases as follows:

	<u>Land and</u> <u>Buildings</u> <u>2025 Total</u> <u>£</u>	<u>Other</u> <u>Assets</u> <u>2025 Total</u> <u>£</u>	<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>
Expiring in less than one year	-	211	-	103
Expiring within one to two years	-	53	-	-
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 2025 set out on pages 6 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 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.



Mrs G Graham ACA
Palmer Riley & Co., Chartered Accountants
Unit E2, Fareham Heights
Standard Way
Fareham
Hampshire
PO16 8XT

Date: 3rd December 2025