
WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

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WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2024**

Trustees	Ms. K. Bradshaw Mrs. N. Stewart Ms. S. F. Gooding, Chair Ms. M. Papworth, Honorary Treasurer Mr. T. Butt Mr R. Wilson Mrs. R. Luzmore Mr A.C. Tilley Mrs. W. Hainsworth (appointed 27 September 2023)
Company registered number	07799341
Charity registered number	1144965
Registered office	City Offices Colebrook Street Winchester Hampshire SO23 9LJ
Chief Executive Officer	Dr. Sue Campbell

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report together with the financial statements of the Company for the year 1 April 2023 to 31 March 2024. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The company's objectives are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Winchester District.

The company provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The service aims:

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

This is achieved through highly trained volunteers from all walks of life giving free, confidential, impartial and independent advice to the local community. The volunteer team is managed by a small team of experienced staff.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Main activities undertaken to further the Company's purposes for the public benefit

The Trustees have referred to the Charity Commission general guidance on public benefit when reviewing the company's objectives and planning future activities. Whilst there is an inherent geographical restriction in place encompassing the local government area covered by Winchester City Council, it is considered there are no restrictions to any individual within that community in either seeking or being provided with help by the company.

Achievements and performance

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Achievements and performance (continued)

a. Review of activities

The objectives and aims are reviewed each year in the light of what has been achieved in the previous 12 months. The review looks at the success of each activity and the benefits they have provided to the people the company exists to help. The review assists the directors in maintaining focus on the company's stated purpose. The Trustees are satisfied with the achievements in the period under review. The company has to provide services within the financial limitations set by local government, and the Trustees are satisfied they have been utilised in an effective and efficient manner.

As ever, 2023/24 has been incredibly busy for the company's service. With the cost-of-living crisis far from over, demand for advice continued to grow and the company helped more people, and dealt with more advice issues, than in the previous year.

The company helped nearly 6,000 people with 18,000 issues, and the advice team secured record financial outcomes for Winchester District residents of around £2.5m.

Other significant achievements included engaging with over 1,200 people through the expansion of outreach work – opening up the advice service to those who may otherwise have struggled to access help.

Volunteer capacity increased to its highest level (worth an estimated £200k), and the company successfully migrated to a cloud-based IT system and moved its satellite advice hub from Bishops Waltham to Wickham Community Centre.

The biggest demand for advice this year has been support with Personal Independence Payment, a disability benefit that many claimants are facing problems with.

The company continued to support people with more than double the number of energy issues than before the effects of the cost-of-living crisis took hold.

Other key support this year included:

- Over 700 people assisted to manage their debt
- Over 500 people with a disability or long-term health condition supported to understand and access their benefits entitlement
- At least two people a week facing homelessness provided with housing and related advice
- Increased crisis support (nearly 300 food bank referrals and over 400 energy vouchers provided)

Financial review

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

a. Review of the financial position

The financial statements cover the company's operations for the year ended 31 March 2024. The Trustees are satisfied that the company achieved its objectives during this period within the resources made available to it. It had been anticipated that the company would incur a deficit this year requiring it to draw on its reserves built up in previous periods. In addition, the Trustees authorised a move of premises from Bishops Waltham to Wickham utilising the Premises Fund of £10,000.

However the cost of living crisis resulted in additional funds being made available by government sources to provide additional services during the year ended 31 March 2024. As a result, the financial statements show an unrestricted funds surplus for the year of £13,668 (surplus of £7,460 for 2022/23) and a restricted funds deficit for the year of £5,792 (deficit of £2,346 for 2022/23), making an overall surplus of £7,876 (deficit of £9,806 for 2022/23).

It should be noted that £10,000 has been transferred from the Premises Fund following the move to Wickham in the year and £22,500 has been transferred from the Enhanced Capacity reserve to meet the costs of providing support for cost of living issues. A new Project Bridging Fund of £50,000 (incorporating the previously held Succession Planning fund of £20,000) has been created to help support services should alternative project or core income be required.

Consequently, the overall general fund movement was an increase of £16,168. At the start of the year the unrestricted funds (excluding designated funds) amounted to £129,813, which represented approximately four and a half months of core expenditure. This figure was in line with the company's stated policy of between three and six months and allowed for a deficit to be run this financial year. These funds totalled £145,981 as at 31 March 2024 and this continued to represent approximately four and a half months of core expenditure.

b. Reserves policy

The cumulative unrestricted funds (excluding designated funds) were £145,981 as at 31 March 2024 (£129,813, as at 31 March 2023). The trustees have determined that the company should retain unrestricted reserves (excluding designated funds), which at a minimum cover:

- The previous 3-6 months of gross expenditure, plus the
- book value of fixed assets less any realisable value

This policy is principally to enable the service to:

- continue operations whilst awaiting the receipt of grants
- pay contractual liabilities in the event that grants were discontinued or significantly reduced, whilst services were realigned to new levels of income
- recover the potential loss on fixed investments in the event where continued funding was withdrawn
- identify any unrestricted surplus to reinvest in the service

c. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

d. Pension schemes

The company provides a defined contribution scheme which is available to full-time and part-time permanent employees.

Structure, governance and management

a. Constitution

Winchester District Citizens Advice Bureau is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. It was incorporated on 6 October 2011 and took over the assets, liabilities and reserves of Winchester Citizens Advice Bureau and Bishop's Waltham and Meon Valley Citizens Advice Bureau on 1 February 2012. Whilst the registered name is Winchester District Citizens Advice Bureau, it operates as Citizens Advice Winchester District (CAWD). The principal object of the company is to provide services as described in the Policies and Objectives section on Page 2.

b. Methods of appointment or election of Trustees

All of the Trustees provide their time and skills voluntarily. When a vacancy arises a replacement Trustee is sought who can add to the Board's overall skill base. All Trustees are appointed via approval at the regular board meetings and formally appointed as directors at the Annual General Meeting.

c. Organisational structure and decision-making policies

A Trustee Board manages the company, which is independent of both management and volunteers. The Chief Executive attends but is not a member of the Trustee Board.

The Chief Executive and Core Management Team (CMT) have responsibility for the day to day operational management of the company's offices, including individual supervision of the staff and volunteers and also ensuring they continue to develop their skills and working practices in line with good practice. The company is heavily reliant on the time and support provided by volunteers to be able to meet its aims and objectives.

d. Financial risk management

The Trustees have considered the major risks to which the charity could be exposed and have reviewed the systems established to mitigate them. They are not aware of any irregularities, fraud involving management, employees or volunteers, or of any instance of actual or possible non-compliance with laws, regulations, contracts or agreements that might result in the charity suffering significant penalties or other loss.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Plans for future periods

In 2023 a new 3 year strategy was approved by the trustees, for the period April 2023 to March 2026. The company continues to be ambitious about continual improvement across all areas of the organisation, however the strategic objectives set out the areas that we will particularly focus on developing over the coming three years. These are to:

1. Develop our outreach and partnership working
 2. Develop our use of technology
 3. Develop a more flexible, cost-effective structure and operating model
 4. Ensure we remain a strong, sustainable, high-performing and well-regarded organisation.
- The management team develop an annual business detailing how these objectives will be progressed during the year, and progress is monitored quarterly at trustee meetings.

Members' liability

The Members of the Company guarantee to contribute an amount not exceeding £1 to the assets of the Company in the event of winding up.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 25 September 2024 and signed on their behalf by:

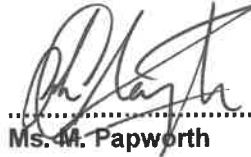
WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
(A company limited by guarantee)

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



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Ms. S. F. Gooding



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Ms. M. Papworth

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

Independent examiner's report to the Trustees of Winchester District Citizens Advice Bureau ('the Company')

I report to the charity Trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants of England and Wales (ICAEW), which is one of the listed bodies.

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

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

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

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed:



Dated: 2 October 2024

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Mr P.M. Ward

ACA

J&S Accountants Limited
6 Northlands Road
Southampton
Hampshire
SO15 2LF

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Core Grant	3	-	195,000	195,000	195,000
Other trading activities	4	236,808	89,258	326,066	276,516
Investments	5	-	2,896	2,896	684
Total income		236,808	287,154	523,962	472,200
Expenditure on:					
Raising funds	6	-	27,000	27,000	25,000
Charitable activities	7	242,600	246,486	489,086	457,006
Total expenditure		242,600	273,486	516,086	482,006
Net movement in funds		(5,792)	13,668	7,876	(9,806)
Reconciliation of funds:					
Total funds brought forward		5,792	212,313	218,105	227,911
Net movement in funds		(5,792)	13,668	7,876	(9,806)
Total funds carried forward		-	225,981	225,981	218,105

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

The notes on pages 14 to 29 form part of these financial statements.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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REGISTERED NUMBER: 07799341

BALANCE SHEET
AS AT 31 MARCH 2024

	Note	2024 £	2023 £
Fixed assets		-	-
Current assets			
Debtors	12	26,013	26,683
Cash at bank and in hand		254,738	251,810
		<u>280,751</u>	<u>278,493</u>
Creditors: amounts falling due within one year	13	(54,770)	(60,388)
Net current assets		<u>225,981</u>	218,105
Total assets less current liabilities		<u>225,981</u>	218,105
Net assets excluding pension asset		<u>225,981</u>	218,105
Total net assets		<u><u>225,981</u></u>	<u><u>218,105</u></u>
Charity funds			
Restricted funds	15	-	5,792
Unrestricted funds	15	225,981	212,313
Total funds		<u><u>225,981</u></u>	<u><u>218,105</u></u>

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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


The financial statements were approved and authorised for issue by the Trustees on 25 September 2024 and signed on their behalf by:

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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REGISTERED NUMBER: 07799341

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2024



Ms. S. F. Gooding



Ms. M. Papworth

The notes on pages 14 to 29 form part of these financial statements.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2023 £
Cash flows from operating activities		
Net cash used in operating activities	2,928	10,306
	<hr/>	<hr/>
Cash flows from investing activities		
	<hr/>	<hr/>
Net cash provided by investing activities	-	-
	<hr/>	<hr/>
Cash flows from financing activities		
	<hr/>	<hr/>
Net cash provided by financing activities	-	-
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	2,928	10,306
Cash and cash equivalents at the beginning of the year	251,810	241,504
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	254,738	251,810
	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 14 to 29 form part of these financial statements

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. General information

The entity is a private company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company. The company was incorporated in England and Wales, and the Registered Office is located at City Offices, Colebrook Street, Winchester, Hampshire, SO23 9LJ.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Winchester District Citizens Advice Bureau meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

2. Accounting policies (continued)

2.3 Expenditure (continued)

All expenditure is inclusive of irrecoverable VAT.

2.4 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £1000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Computer equipment	-	25%
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2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

2. Accounting policies (continued)

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.10 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from grants and donations

	Unrestricted funds 2024 £	Total funds 2024 £
Core Grant- Winchester City Council	195,000	195,000

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

3. Income from grants and donations (continued)

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Core Grant- Winchester City Council	195,000	195,000

4. Income from other trading activities

Income from fundraising events

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £
Grants, donations and fundraising	236,808	89,258	326,066

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Grants, donations and fundraising	203,079	73,437	276,516

5. Investment income

	Unrestricted funds 2024 £	Total funds 2024 £
Bank interest receivable	2,896	2,896

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

5. Investment income (continued)

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Bank interest receivable	<u>684</u>	<u>684</u>

6. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2024 £	Total funds 2024 £
Costs of raising voluntary income - wages and salaries	<u>27,000</u>	<u>27,000</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

6. Expenditure on raising funds (continued)

Costs of raising voluntary income (continued)

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Costs of raising voluntary income - wages and salaries	25,000	25,000

7. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2024 £	Unrestricted funds 2024 £	Total 2024 £
Charitable activities	242,600	246,486	489,086

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total 2023 £</i>
Charitable activities	203,079	253,927	457,006

8. Analysis of expenditure by activities

	Support costs 2024 £	Total funds 2024 £
Charitable activities	489,086	489,086

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

8. Analysis of expenditure by activities (continued)

	<i>Support costs 2023 £</i>	<i>Total funds 2023 £</i>
Charitable activities	457,006	457,006

9. Independent examiner's remuneration

	2024 £	2023 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	450	420
Fees payable to the Company's independent examiner in respect of: All other services not included above	300	300

10. Staff costs

	2024 £	2023 £
Wages and salaries	378,758	345,269
Social security costs	20,950	15,993
Contribution to defined contribution pension schemes	16,806	13,390
	416,514	374,652

The average number of persons employed by the Company during the year was as follows:

	2024 No.	2023 No.
Staff	23	22

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

10. Staff costs (continued)

The average headcount expressed as full-time equivalents was:

	2024	2023
	No.	No.
Staff	12	12

No employee received remuneration amounting to more than £60,000 in either year.

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2023 - £NIL).

During the year ended 31 March 2024, no Trustee expenses have been incurred (2023 - £NIL).

12. Debtors

	2024	2023
	£	£
Due within one year		
Other debtors	195	-
Prepayments and accrued income	25,818	26,683
	26,013	26,683

13. Creditors: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors	9,325	-
Accruals and deferred income	45,445	60,388
	54,770	60,388

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

14. Financial instruments

	2024	2023
	£	£
Financial assets		
Financial assets measured at fair value through income and expenditure	254,738	251,810

Financial assets measured at fair value through income and expenditure comprise cash at bank.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
Unrestricted funds					
Designated funds					
Premises Fund	10,000	-	-	(10,000)	-
Information Technology Fund	20,000	-	-	-	20,000
Redundancy Provision Fund	10,000	-	-	-	10,000
Succession Planning Fund	20,000	-	-	(20,000)	-
Enhanced Capacity Fund	22,500	-	-	(22,500)	-
Project Bridging Fund	-	-	-	50,000	50,000
	<u>82,500</u>	<u>-</u>	<u>-</u>	<u>(2,500)</u>	<u>80,000</u>
General funds					
General Funds	<u>129,813</u>	<u>287,154</u>	<u>(273,486)</u>	<u>2,500</u>	<u>145,981</u>
Total Unrestricted funds	<u>212,313</u>	<u>287,154</u>	<u>(273,486)</u>	<u>-</u>	<u>225,981</u>
Restricted funds					
Alresford Outreach	2,674	-	(2,674)	-	-
Client Emergency Fund	580	-	(580)	-	-
Demead Outreach	2,482	-	(2,482)	-	-
Wickham Outreach	56	-	(56)	-	-
MacMillan	-	5,094	(5,094)	-	-
WCC Cost of Living	-	41,053	(41,053)	-	-
National Lottery Cost of Living	-	55,301	(55,301)	-	-
WCC Inc Max	-	39,954	(39,954)	-	-
WCC Money Advice	-	30,000	(30,000)	-	-
Home and Well	-	32,991	(32,991)	-	-
Mental Health and Advice	-	32,415	(32,415)	-	-
	<u>5,792</u>	<u>236,808</u>	<u>(242,600)</u>	<u>-</u>	<u>-</u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

15. Statement of funds (continued)

Total of funds	218,105	523,962	(516,086)	-	225,981
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

15. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2023 £</i>
Unrestricted funds					
Designated funds					
Premises Fund	10,000	-	-	-	10,000
Information Technology Fund	40,000	-	-	(20,000)	20,000
Redundancy Provision Fund	10,000	-	-	-	10,000
Succession Planning Fund	20,000	-	-	-	20,000
Enhanced Capacity Fund	12,500	-	-	10,000	22,500
	<u>92,500</u>	<u>-</u>	<u>-</u>	<u>(10,000)</u>	<u>82,500</u>
General funds					
General Funds	127,273	269,121	(278,927)	12,346	129,813
Total Unrestricted funds	<u>219,773</u>	<u>269,121</u>	<u>(278,927)</u>	<u>2,346</u>	<u>212,313</u>
Restricted funds					
Alresford Outreach	2,674	-	-	-	2,674
Client Emergency Fund	580	-	-	-	580
Demead Outreach	2,482	-	-	-	2,482
Wickham Outreach	56	-	-	-	56
MacMillan	-	18,731	(18,731)	-	-
WCC Cost of Living	-	43,500	(43,500)	-	-
National Lottery Cost of Living	-	5,000	(5,000)	-	-
WCC Inc Max	-	30,000	(30,000)	-	-
WCC Money Advice	-	35,490	(35,490)	-	-
Home and Well	-	26,466	(26,466)	-	-
Reaching People Together	-	20,782	(20,782)	-	-
NHS	-	23,110	(23,110)	-	-
Capital Equipment	2,346	-	-	(2,346)	-

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

15. Statement of funds (continued)

Statement of funds - prior year (continued)

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2023 £</i>
	8,138	203,079	(203,079)	(2,346)	5,792
Total of funds	227,911	472,200	(482,006)	-	218,105

16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
Designated funds	82,500	-	-	(2,500)	80,000
General funds	129,813	287,154	(273,486)	2,500	145,981
Restricted funds	5,792	236,808	(242,600)	-	-
	218,105	523,962	(516,086)	-	225,981

Summary of funds - prior year

	<i>Balance at 1 April 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2023 £</i>
Designated funds	92,500	-	-	(10,000)	82,500
General funds	127,273	269,121	(278,927)	12,346	129,813
Restricted funds	8,138	203,079	(203,079)	(2,346)	5,792
	227,911	472,200	(482,006)	-	218,105

WINCHESTER DISTRICT CITIZENS ADVICE BUREAU
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

17. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Total funds 2024 £
Current assets	280,751	280,751
Creditors due within one year	(54,770)	(54,770)
Total	225,981	225,981

Analysis of net assets between funds - prior period

	<i>Restricted funds 2023 £</i>	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Current assets	5,792	272,701	278,493
Creditors due within one year	-	(60,388)	(60,388)
Total	5,792	212,313	218,105

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net income/expenditure for the period (as per Statement of Financial Activities)	7,876	(9,806)
Adjustments for:		
Decrease in debtors	670	2,495
Increase/(decrease) in creditors	(5,618)	17,617
Net cash provided by operating activities	2,928	10,306

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

19. Analysis of cash and cash equivalents

	2024 £	2023 £
Notice deposits (less than 3 months)	254,738	251,810
Total cash and cash equivalents	254,738	251,810

20. Analysis of changes in net debt

	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash at bank and in hand	251,810	2,928	254,738
	251,810	2,928	254,738

21. Operating lease commitments

At 31 March 2024 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Not later than 1 year	20,877	-
Later than 1 year and not later than 5 years	3,333	-
	24,210	-

22. Related party transactions

The Company has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the Company at 31 March 2024.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

23. Designated funds

The company moved to new premises in Wickham during the year and used the Premises Fund of £10,000 to pay for the relocation.

The Information Technology Fund was set up to ensure there was money available to fund necessary information technology improvements. The Trustees are satisfied there is still a need for this fund of £20,000.

The company runs a number of projects which are at risk of the funding being ended. In addition future Core funding is uncertain. In the event of a reduction in funding the company would be liable for redundancy payments. The Trustees therefore consider it prudent to maintain the Redundancy Provision Fund of £10,000 to cover this contingency.

Recruitment and retention of sufficiently experienced and expert staff is difficult in a small specialist Organisation and funding for Core services and specialist projects can be uncertain. With this in mind the Trustees have set up a Project Bridging Fund of £50,000 (this incorporates the existing Succession Planning Fund of £20,000). This can be drawn upon in future years to continue running services while seeking alternative funding sources.

During the year the Enhanced Capacity Fund of £22,500 was utilised as planned to meet the increased demand for support with cost-of-living issues.

The Trustees will keep these funds under regular review.

24. Restricted funds

Outreach - funds are received from local parish councils and other organisations to support the provision of outreach advice in district-wide locations.

Citizens Advice Hampshire in partnership with Macmillan Cancer Support - funding is allocated to the service to provide advice to those affected by cancer.

WCC Money Advice and WCC Inc Max - these are commissioned projects with funding from Winchester City Council to provide advice to referred tenants who are in, or at risk of, rent arrears.

Mental Health & Advice - working in an acute mental health unit, seeks to address underlying advice needs for residents, assisting them on their mental health recovery and return home.

Home & Well - funded via Citizens Advice Hampshire and seeks to support vulnerable people to live safely and independently in their homes, particularly those who are leaving hospital.

WCC Cost of Living – funding from Winchester city Council to increase capacity to meet the increased demand for support with cost-of-living issues.

Cost of Living - funding from national government, distributed by The National Lottery, to continue increased capacity to meet the ongoing demand for support with cost-of-living issues.

