

Company registration number: 07975636

Charity registration number: 1148060

# CAB Devon

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023

Thompson Jenner LLP  
Chartered Accountants  
1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

## **CAB Devon**

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## **CAB Devon**

### **Reference and Administrative Details**

#### **Principal Office**

Citizens Advice Bureau  
Dix's Field  
Exeter  
Devon  
EX1 1QA

#### **Company Registration Number**

07975636

#### **Charity Registration Number**

1148060

#### **Bankers**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

#### **Independent Examiner**

Thompson Jenner LLP  
Chartered Accountants  
1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

## **CAB Devon**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023 which comply with current statutory requirements, the charity's governing documents and prepared in accordance with 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 2015) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

The Charity was incorporated on 5 March 2012 and is a company limited by guarantee, having no share capital.

#### **Trustees**

E S Bradshaw (Chair)

M D Byrne (Treasurer)

C E Mottram

M Holmes (resigned 24 August 2022)

G Buck (resigned 19 July 2023)

K Routledge

J Collins

G Williams (appointed 24 August 2022)

A Alder-Westlake (appointed 16 November 2022)

K McDonald (appointed 16 November 2022)

D Mardon (resigned 15 November 2022)

#### **Objectives and activities**

##### ***Objects and aims***

The objects of the charity 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 Devon and surrounding areas.

The aims of the charity are to establish and provide and assist in the provision of Citizens Advice Bureau services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public.

## **CAB Devon**

### **Trustees' Report**

Overall, we use the National Leadership Self-Assessment as an annual external test of how well we are doing in meeting our aims and objectives. The Report by CA nationally gives us an objective view of how we are performing and progressing, whilst measuring our standards of governance, financial and risk management.

To continue to provide our highly valued Service in Devon we need to be funded, which necessitates us demonstrating that we are relevant and our services meet users' needs. To that end our Strategy is to create relevant Countywide visibility, which is partly achieved by working successfully with partners and by being represented at relevant Events. We are an active member of the Devon Strategic Partnership, a body of local authority, public and private bodies.

We also maintain strong relationships with key players such as NHS, Local Government, the Police Commissioner with a view to entering into new projects and programmes.

#### ***Objectives, strategies and activities***

The creation of CAB Devon as a legal entity in 2012, was an important and necessary strategy for the individual Citizens Advice office throughout Devon, who collectively comprise of over 30 office locations, 210 employees and a valuable volunteer force of over 580 people.

As an organisation we do not deliver the client services directly however we form the essential collaborative elements that are beneficial to the funders, partners and individual Citizens Advice consortium members in Devon, which ultimately creates the ability to offer a wider, more efficient, cohesive, client access.

The benefits of the consortia are:-

1. We contract directly with large grant funders and contractually distribute these grants on agreed formulae to the various applicable consortia members.
2. We contract with major project funders, where a full, or part Devon, delivery of services is required by the funders and then sub contract the delivery and management services to consortia members.
3. We measure, monitor and report to funders and conduct regular service delivery meetings with the relevant sub-contracted consortia members.
4. We seek new funding streams where more than one consortium members are required to work together to perform the contract.
5. We meet to promote best practice, sharing of knowledge and resources throughout the consortia.
6. We invest any free unrestricted reserves to support new initiatives with the prime aim to meet our collective aims of wider and more efficient client access.
7. We act as the voice of Devon for the Citizens Advice offices where Devon wide press, and promotion is necessary, plus the voice and conduit for promoting the collective strength of the consortia's members to present and future project funders.
8. We add value and additive services to what our consortia members do at the least cost, ensuring maximum distribution of the grants and project funding, to maximise our collective charitable focus and aims towards clients.

#### ***Public benefit***

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## **CAB Devon**

### **Trustees' Report**

#### ***Grant making policies***

The core grant from Devon County Council is split between the various local offices which make up the consortium on the basis of an index combining the Index of Multiple Deprivation and their respective populations. The English Indices of Deprivation are based on 37 separate indicators, organised across seven distinct domains of deprivation which are combined, using appropriate weights, to calculate the Index of Multiple Deprivation 2019 (IMD 2019) as published by the Department for Communities and Local Government. These domains are Income Deprivation; Employment Deprivation; Health Deprivation and Disability; Education, Skills and Training Deprivation; Crime; Barriers to Housing and Services; and Living Environment Deprivation. The IMD is revised every 5 years. The population statistics are supplied by the Office of National Statistics and the most current figures are used at the time of creating the budget.

The specific project grants are allocated between the various offices based on the relative time and effort spent by each office on the particular project. One office is identified as the lead office for any particular project and they receive an additional share of the funding to recognise the additional workload associated with that responsibility.

#### **Achievements and performance**

CAB Devon secured the renewal of our Core Grant of £400,000 from Devon County Council to help fund the generalist services our Local Offices provide; despite the significant financial pressures the Council is facing. This in turn gives confidence to other potential partners.

In addition, CAB Devon secured project funding of a value of £394,758.

This funding was achieved following successful bidding for the following projects-

1. An advice service for carers.
2. An advice service for families with a disabled child.
3. Support for families who attend children's centres, in partnership with Action for Children.
4. Support for victims of crime.
5. An information and advice service on health and social care issues (as part of Healthwatch Devon).
6. Supporting Devon C.C. with financial assessments for social care.
7. A special additional grant to fund the regional legal advice project.
8. An extension project working with people carrying out a social prescribing role to make sure the people they help receive the support with financial and other practical issues.
9. A project to provide targeted CA training to other voluntary groups in Devon to improve support for people required to self-isolate as a result of Covid

#### **Financial review**

Our income in this year reported on was £794,995 compared with £976,669 in the 2021/22 fiscal year. This variance is due almost entirely to the one-off Covid related projects and funding in 2021/22 that has now come to an end. As the majority of our expenditure is partner funding to the CA Devon consortium, this reduced proportionally. In addition, there were further savings to running costs due to staff leave and we were able to increase our reserves to £65,232 as at the 31st March 2023. This is now above the level of reserves necessary for the organisation and we are looking to reallocate some of these funds in 2023-24.

## **CAB Devon**

### **Trustees' Report**

#### **Risk and uncertainty**

Below are the identified principal risks and uncertainties affecting the charity and the strategies for managing those risks:

Finance: Maintain sufficient reserves and oversee a commitment for Local Offices to help each other if funding lost.

Effective decision making: Ensuring the Board have the right mix of skills, experience and commitment.

Project Management: Ensure effective performance management and control of costs.

Management: Regular monitoring of outcomes.

Project failure or cessation: Identifying risks before Contract signing & effective monitoring.

#### **Policy on reserves**

The trustees (directors) believe it is necessary to maintain a level of reserves to manage uncertainty, support new initiatives for new extended service delivery initiatives through the members we represent, the local citizens advice offices throughout Devon; and provide in the unlikely event for the cost of planned closure of this consortium member charity.

Whilst the latter closure costs are foreseen as circa £15,000 we believe the remaining unrestricted funds are now slightly higher than necessary and we will look to ensure that some of these funds are redeployed to provide services to our members. We expect to redistribute circa £25,000 with an emphasis on provision of front-line services. Our unrestricted reserves for this reported period as at the 31st March 2023 are £65,232 and we review this reserve level annually to ensure all funds are being deployed effectively.

#### **Going concern**

The trustees have given due consideration to the impact of the ongoing crisis in relation to Covid-19 and the effect this may have on the charity and financial statements. At present, the trustees do not consider it to have a material impact on the balances included within the financial statements and do not consider it to cast any significant doubt upon the charity's ability to continue to operate as a going concern.

#### **Structure, governance and management**

##### ***Nature of governing document***

The charity is governed by its Memorandum and Articles of Association.

## CAB Devon

### Trustees' Report

#### ***Recruitment and appointment of trustees***

Trustees are appointed in line with the terms and conditions of the Memorandum and Articles of Association of the charity. A term of office is 3 years and trustees may be elected at the general meeting, nominated by members or co-opted by the trustee board.

A Trustee is appointed from each of our Local Offices (2 in the case of Torridge North, West & Mid Devon) together with two Independent Trustees who currently serve as Chair and Treasurer.

#### ***Organisational structure***

The day to day management is conducted by the Chair, Edwina Bradshaw (Governance issues, overall strategy) and the Business Development Manager, Katie Carter who oversees Contract discussions and bidding processes as well as representing the Charity at key meetings and in key relations. The Treasurer Matthew Byrne is responsible for financial management.

#### **Financial instruments**

##### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk and liquidity risk.

##### ***Cash flow risk***

Due to the nature of the charitable activities and assets held, risk in relation to cash flow is considered to be minimal, with funds being held in instant access UK bank accounts and our unrestricted reserves being held in free cash not tied up in fixed assets.

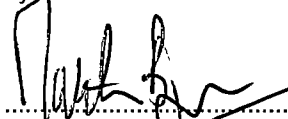
##### ***Credit risk***

The charity's principal financial assets are bank balances. The credit risk on liquid funds is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies. The charity has no significant concentration of credit risk.

##### ***Liquidity risk***

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity holds surplus funds in instant access bank accounts.

The annual report was approved by the trustees of the charity on 15/11/23 and signed on its behalf by:



M D Byrne (Treasurer)  
Trustee



## CAB Devon

### Statement of Trustees' Responsibilities

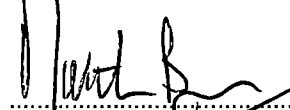
The trustees (who are also the directors of CAB Devon for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law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

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 charitable 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 apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 15/11/23 and signed on its behalf by:



M D Byrne (Treasurer)  
Trustee

## CAB Devon

### Independent Examiner's Report to the trustees of CAB Devon

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 9 to 24.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of CAB Devon (and also 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 CAB Devon 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 your charity's accounts as 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 CAB Devon'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 Association of Chartered Certified Accountants, 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 CAB Devon 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.

Thompson Jenner LLP

David Tucker FCCA  
The Association of Chartered Certified Accountants

Thompson Jenner LLP  
1 Colleton Crescent  
Exeter  
Devon  
EX2 4DG

Date: 19/12/23.....

# CAB Devon

## Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

|                                    | Note | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2023<br>£ |
|------------------------------------|------|----------------------------|--------------------------|--------------------|
| <b>Income and Endowments from:</b> |      |                            |                          |                    |
| Charitable activities              | 3    | 400,000                    | 394,758                  | 794,758            |
| Investment income                  | 4    | 237                        | -                        | 237                |
| Total income                       |      | 400,237                    | 394,758                  | 794,995            |
| <b>Expenditure on:</b>             |      |                            |                          |                    |
| Charitable activities              | 5    | (400,000)                  | (385,386)                | (785,386)          |
| Total expenditure                  |      | (400,000)                  | (385,386)                | (785,386)          |
| Net (expenditure)/income           |      | 237                        | 9,372                    | 9,609              |
| Transfers between funds            |      | 9,372                      | (9,372)                  | -                  |
| Net movement in funds              |      | 9,609                      | -                        | 9,609              |
| <b>Reconciliation of funds</b>     |      |                            |                          |                    |
| Total funds brought forward        |      | 55,623                     | -                        | 55,623             |
| Total funds carried forward        | 18   | 65,232                     | -                        | 65,232             |

|                                    | Note | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2022<br>£ |
|------------------------------------|------|----------------------------|--------------------------|--------------------|
| <b>Income and Endowments from:</b> |      |                            |                          |                    |
| Charitable activities              | 3    | 15,099                     | 961,570                  | 976,669            |
| Total income                       |      | 15,099                     | 961,570                  | 976,669            |
| <b>Expenditure on:</b>             |      |                            |                          |                    |
| Charitable activities              | 5    | (45,100)                   | (926,238)                | (971,338)          |
| Total expenditure                  |      | (45,100)                   | (926,238)                | (971,338)          |
| Net income                         |      | (30,001)                   | 35,332                   | 5,331              |
| Transfers between funds            |      | 35,332                     | (35,332)                 | -                  |
| Net movement in funds              |      | 5,331                      | -                        | 5,331              |
| <b>Reconciliation of funds</b>     |      |                            |                          |                    |
| Total funds brought forward        |      | 50,292                     | -                        | 50,292             |
| Total funds carried forward        | 18   | 55,623                     | -                        | 55,623             |

All of the charity's activities derive from continuing operations during the above two periods.  
The funds breakdown for 2022 is shown in note 18.

The notes on pages 12 to 24 form an integral part of these financial statements.

# CAB Devon

(Registration number: 07975636)  
Balance Sheet as at 31 March 2023

|   | Note | 2023<br>£      | 2022<br>£       |
|---|------|----------------|-----------------|
| <b>Fixed assets</b>                                   |      |                |                 |
| Tangible assets                                       | 12   | -              | -               |
| <b>Current assets</b>                                 |      |                |                 |
| Debtors   | 13   | 7,222          | 39,459          |
| Cash at bank and in hand                              | 14   | 61,655         | 81,595          |
|   |      | <u>68,877</u>  | <u>121,054</u>  |
| <b>Creditors: Amounts falling due within one year</b> | 15   | <u>(3,645)</u> | <u>(65,431)</u> |
| <b>Net current assets</b>                             |      | <u>65,232</u>  | <u>55,623</u>   |
| <b>Net assets</b>                                     |      | <u>65,232</u>  | <u>55,623</u>   |
| <b>Funds of the charity:</b>                          |      |                |                 |
| <b>Restricted</b>                                     |      | -              | -               |
| <b>Unrestricted income funds</b>                      |      |                |                 |
| Unrestricted  |      | <u>65,232</u>  | <u>55,623</u>   |
| <b>Total funds</b>                                    | 18   | <u>65,232</u>  | <u>55,623</u>   |

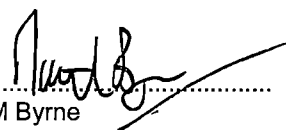
For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements on pages 9 to 24 were approved by the trustees and authorised for issue on 15/11/23 and signed on their behalf by:

  
.....  
M Byrne  
Trustee

The notes on pages 12 to 24 form an integral part of these financial statements.

# CAB Devon

## Statement of Cash Flows for the Year Ended 31 March 2023

|  | Note | 2023<br>£ | 2022<br>£ |
|--|------|-----------|-----------|
| <b>Cash flows from operating activities</b>          |      |           |           |
| Net cash income/(expenditure)                        |      | 9,609     | 5,331     |
| <b>Adjustments to cash flows from non-cash items</b> |      |           |           |
| Depreciation   |      | -         | 239       |
|  |      | 9,609     | 5,570     |
| <b>Working capital adjustments</b>                   |      |           |           |
| Decrease/(increase) in debtors                       | 13   | 32,237    | (34,477)  |
| (Decrease)/increase in creditors                     | 15   | (55,031)  | 57,226    |
| (Decrease)/increase in deferred income               | 16   | (6,755)   | 6,755     |
| Net cash flows from operating activities             |      | (29,549)  | 35,074    |
| <b>Cash flows from investing activities</b>          |      |           |           |
| Purchase of tangible fixed assets                    | 12   | -         | -         |
| Net (decrease)/increase in cash and cash equivalents |      | (19,940)  | 35,074    |
| Cash and cash equivalents at 1 April 2022            |      | 81,595    | 46,521    |
| Cash and cash equivalents at 31 March 2023           |      | 61,655    | 81,595    |

All of the cash flows are derived from continuing operations during the above two periods.

## **CAB Devon**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **1 Charity status**

The charity is incorporated in UK and is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Citizens Advice Bureau  
Dix's Field  
Exeter  
Devon  
EX1 1QA

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

CAB Devon 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 notes.

The financial statements are prepared in sterling, which is the functional currency of the charity.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Income and endowments**

###### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**Notes to the Financial Statements for the Year Ended 31 March 2023**

***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

***Grant provisions***

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

***Support costs***

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

***Taxation***

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

***Tangible fixed assets***

Individual fixed assets costing £450.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

***Depreciation and amortisation***

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Notes to the Financial Statements for the Year Ended 31 March 2023

| Asset class        | Depreciation method and rate  |
|--------------------|-------------------------------|
| Computer equipment | 33.33% on straight line basis |

**Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

**Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

**Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

**Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

**Pensions and other post-retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

**Financial instruments**

***Classification, recognition and measurement***

The Charity 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.



# CAB Devon

## Notes to the Financial Statements for the Year Ended 31 March 2023

### 3 Income from charitable activities

|                                 | Unrestricted<br>funds<br>General<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|---------------------------------|---------------------------------------|--------------------------|---------------------|
| Devon County Council Core Grant | 400,000                               | -                        | 400,000             |
| Victim Care Network             | -                                     | 25,000                   | 25,000              |
| Quids4Kids                      | -                                     | 80,000                   | 80,000              |
| Healthwatch                     | -                                     | 109,664                  | 109,664             |
| Action for Children             | -                                     | 50,000                   | 50,000              |
| Carers Project                  | -                                     | 24,299                   | 24,299              |
| Access to Justice               | -                                     | 16,922                   | 16,922              |
| DASWAC/ABC                      | -                                     | 46,700                   | 46,700              |
| Income Maximisation             | -                                     | 41,500                   | 41,500              |
| Household Support Fund          | -                                     | 673                      | 673                 |
| <b>Total for 2023</b>           | <b>400,000</b>                        | <b>394,758</b>           | <b>794,758</b>      |
| <b>Total for 2022</b>           | <b>15,099</b>                         | <b>961,570</b>           | <b>976,669</b>      |

### 4 Income from investments

|                          | Unrestricted<br>funds<br>General<br>£ | Restricted<br>funds<br>£ | Total<br>funds<br>£ |
|--------------------------|---------------------------------------|--------------------------|---------------------|
| Bank interest receivable | 237                                   | -                        | 237                 |
| <b>Total for 2023</b>    | <b>237</b>                            | <b>-</b>                 | <b>237</b>          |
| <b>Total for 2022</b>    | <b>-</b>                              | <b>-</b>                 | <b>-</b>            |

# CAB Devon

## Notes to the Financial Statements for the Year Ended 31 March 2023

### 5 Expenditure on charitable activities

|                                | Note | Unrestricted<br>£ | Restricted<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|--------------------------------|------|-------------------|-----------------|--------------------|--------------------|
| DCC Core Grant                 |      | 400,000           | -               | 400,000            | 395,000            |
| Victim Care Network            |      | -                 | 25,000          | 25,000             | 23,750             |
| Healthwatch                    |      | -                 | 109,664         | 109,664            | 111,069            |
| Fairer Charging                |      | -                 | -               | -                  | 30,735             |
| Quids4Kids                     |      | -                 | 74,066          | 74,066             | 66,784             |
| Action For Children            |      | -                 | 50,000          | 50,000             | 47,600             |
| Training                       |      | -                 | -               | -                  | 3,000              |
| Access To Justice              |      | -                 | 14,672          | 14,672             | -                  |
| Carers Project                 |      | -                 | 23,784          | 23,784             | 23,784             |
| DASWAC/ABC                     |      | -                 | 46,700          | 46,700             | 41,445             |
| Income Maximisation            |      | -                 | 41,500          | 41,500             | 37,000             |
| Winter Warmth                  |      | -                 | -               | -                  | 8,078              |
| Task & Finish Group            |      | -                 | -               | -                  | 8,000              |
| COMF                           |      | -                 | -               | -                  | 102,803            |
| Household Support Fund         |      | -                 | -               | -                  | 20,970             |
| Self Isolation Management Fund |      | -                 | -               | -                  | 8,520              |
| DCC Track & Trace              |      | -                 | -               | -                  | -                  |
| Secondment                     |      | -                 | -               | -                  | 6,683              |
| Allocated support costs        |      | -                 | -               | -                  | 35,417             |
|                                |      | 400,000           | 385,386         | 785,386            | 971,338            |

|                                  | Activity<br>undertaken<br>directly<br>£ | Grant funding<br>of activity<br>£ | Activity support<br>costs<br>£ | Total<br>expenditure<br>£ |
|----------------------------------|---|-----------------------------------|--------------------------------|---------------------------|
| Grant funding local CAB branches | -                                       | 759,794                           | 25,592                         | 785,386                   |
| <b>Total for 2023</b>            | -                                       | 759,794                           | 25,592                         | 785,386                   |
| <b>Total for 2022</b>            | 9,683                                   | 926,238                           | 35,417                         | 971,338                   |

Included in the expenditure analysed above, there are governance costs of £14,937 (2022 - £4,044) which relate directly to charitable activities. See note 6 for further details.

# CAB Devon

## Notes to the Financial Statements for the Year Ended 31 March 2023

### 6 Analysis of governance and support costs

#### Support costs allocated to charitable activities

|  | Basis of allocation | Governance costs<br>£ | Information technology<br>£ | Staff costs<br>£ | Administration costs<br>£ | Total funds<br>£ |
|--|---------------------|-----------------------|-----------------------------|------------------|---------------------------|------------------|
| Grant making to local Citizens Advice branches | Direct              | 14,937                | 1,190                       | 7,619            | 1,846                     | 25,592           |
| <b>Total for 2023</b>                          |                     | <b>14,937</b>         | <b>1,190</b>                | <b>7,619</b>     | <b>1,846</b>              | <b>25,592</b>    |
| <b>Total for 2022</b>                          |                     | <b>4,044</b>          | <b>1,299</b>                | <b>25,261</b>    | <b>4,813</b>              | <b>35,417</b>    |

#### Governance costs

|  | Unrestricted Funds<br>General<br>£ | Total funds<br>£ |
|--|------------------------------------|------------------|
| Independent examiner fees                          |                                    |                  |
| Examination of the financial statements            | 1,000                              | 1,000            |
| Trustees remuneration and expenses                 | 0                                  | 0                |
| Legal & Consultancy fees                           | 13,937                             | 13,937           |
| Depreciation, amortisation and other similar costs | -                                  | -                |
| <b>Total for 2023</b>                              | <b>14,937</b>                      | <b>14,937</b>    |
| <b>Total for 2022</b>                              | <b>4,044</b>                       | <b>4,044</b>     |

### 7 Grant-making

#### Analysis of grants

|  | Grants to institutions<br>2023<br>£ | 2022<br>£      |
|--|-------------------------------------|----------------|
| <b>Analysis</b>                            |                                     |                |
| Local Citizens Advice Branches in Devon    | 759,794                             | 914,639        |
| Project partnerships & consultancy (other) | -                                   | 11,599         |
| <b>Total funds</b>                         | <b>759,794</b>                      | <b>926,238</b> |

## CAB Devon

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 8 Trustees remuneration and expenses

There were no Trustee expenses during the year in respect of travel and subsistence (2022 - £0).

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any other benefits from the charity during the year.

#### 9 Staff costs

The aggregate payroll costs were as follows:

|  | 2023<br>£    | 2022<br>£     |
|--|--------------|---------------|
| <b>Staff costs during the year were:</b> |              |               |
| Wages and salaries                       | 6,863        | 30,260        |
| Pension costs                            | 756          | 1,046         |
|  | <u>7,619</u> | <u>31,306</u> |

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full-time equivalents was as follows:

|                       | 2023<br>No | 2022<br>No |
|-----------------------|------------|------------|
| Charitable activities | <u>1</u>   | <u>1</u>   |

1 (2022 - 1) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled £756 (2022 - £1,046).

No employee received emoluments of more than £60,000 during the year.

The total employee compensation of the key management personnel of the charity was £7,619 (2022 - £20,710).

#### 10 Independent examiner's remuneration

|   | 2023<br>£    | 2022<br>£    |
|---|--------------|--------------|
| Examination of the financial statements | <u>1,000</u> | <u>1,720</u> |

#### 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

# CAB Devon

## Notes to the Financial Statements for the Year Ended 31 March 2023

### 12 Tangible fixed assets

|                       | Computer<br>equipment<br>£ | Total<br>£ |
|-----------------------|----------------------------|------------|
| <b>Cost</b>           |                            |            |
| At 1 April 2022       | 500                        | 500        |
| At 31 March 2023      | 500                        | 500        |
| <b>Depreciation</b>   |                            |            |
| At 1 April 2022       | 500                        | 500        |
| Charge for the year   | -                          | -          |
| At 31 March 2023      | 500                        | 500        |
| <b>Net book value</b> |                            |            |
| At 31 March 2023      | -                          | -          |
| At 31 March 2022      | -                          | -          |

### 13 Debtors

|               | 2023<br>£ | 2022<br>£ |
|---------------|-----------|-----------|
| Prepayments   | 434       | -         |
| Other debtors | 6,788     | 39,459    |
|               | 7,222     | 39,459    |

### 14 Cash and cash equivalents

|              | 2023<br>£ | 2022<br>£ |
|--------------|-----------|-----------|
| Cash at bank | 61,655    | 81,595    |

### 15 Creditors: amounts falling due within one year

|                   | 2023<br>£ | 2022<br>£ |
|-------------------|-----------|-----------|
| Trade creditors   | -         | 54,011    |
| Accruals          | 3,505     | 4,665     |
| Deferred income   | -         | 6,755     |
| Pension creditors | 140       | -         |
|                   | 3,645     | 65,431    |

## CAB Devon

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 16 Deferred Income

|  | 2023<br>£ | 2022<br>£ |
|--|-----------|-----------|
| Deferred income at 1 April 2022        | 6,755     | -         |
| Resources deferred in the period       | -         | 6,755     |
| Amounts released from previous periods | (6,755)   | -         |
| Deferred income at year end            | -         | 6,755     |

#### 17 Pension and other schemes

##### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £756 (2022 - £1,046).

#### 18 Funds

|                                 | Balance at 1<br>April 2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Balance at 31<br>March 2023<br>£ |
|---------------------------------|---------------------------------|----------------------------|----------------------------|----------------|----------------------------------|
| <b>Unrestricted funds</b>       |                                 |                            |                            |                |                                  |
| General unrestricted            | 55,623                          | 237                        | -                          | 9,372          | 65,232                           |
| Devon County Council Core Grant | -                               | 400,000                    | (400,000)                  | -              | -                                |
| <b>Restricted funds</b>         |                                 |                            |                            |                |                                  |
| Victim Care Network             | -                               | 25,000                     | (25,000)                   | -              | -                                |
| Quids4Kids                      | -                               | 80,000                     | (74,066)                   | (5,934)        | -                                |
| Healthwatch                     | -                               | 109,664                    | (109,664)                  | -              | -                                |
| Action For Children             | -                               | 50,000                     | (50,000)                   | -              | -                                |
| Carers Project                  | -                               | 24,299                     | (23,784)                   | (515)          | -                                |
| Access For Justice              | -                               | 16,922                     | (14,672)                   | (2,250)        | -                                |
| DASWAC/ABC                      | -                               | 46,700                     | (46,700)                   | -              | -                                |
| Income Maximisation             | -                               | 41,500                     | (41,500)                   | -              | -                                |
| Household Support Fund          | -                               | 673                        | -                          | (673)          | -                                |
| <b>Total restricted funds</b>   | -                               | 394,758                    | (385,386)                  | (9,372)        | -                                |
| <b>Total funds</b>              | 55,623                          | 794,995                    | (785,386)                  | -              | 65,232                           |

# CAB Devon

## Notes to the Financial Statements for the Year Ended 31 March 2023

|                                 | Balance at 1<br>April 2021<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | Balance at 31<br>March 2022<br>£ |
|---------------------------------|---------------------------------|----------------------------|----------------------------|----------------|----------------------------------|
| Unrestricted funds              |                                 |                            |                            |                |                                  |
| <b>General</b>                  |                                 |                            |                            |                |                                  |
| General unrestricted            | 50,292                          | 15,099                     | (45,100)                   | 35,332         | 55,623                           |
| <b>Restricted funds</b>         |                                 |                            |                            |                |                                  |
| Devon County Council Core Grant | -                               | 400,000                    | (395,000)                  | (5,000)        | -                                |
| Victim Care Network             | -                               | 25,000                     | (23,750)                   | (1,250)        | -                                |
| Fairer Charging                 | -                               | 31,435                     | (30,735)                   | (700)          | -                                |
| Quids4Kids                      | -                               | 80,000                     | (66,784)                   | (13,216)       | -                                |
| Healthwatch                     | -                               | 112,769                    | (111,069)                  | (1,700)        | -                                |
| Action For Children             | -                               | 50,000                     | (47,600)                   | (2,400)        | -                                |
| Carers Project                  | -                               | 24,299                     | (23,784)                   | (515)          | -                                |
| Access For Justice              | -                               | 3,000                      |                            | (3,000)        | -                                |
| DASWAC/ABC                      | -                               | 45,506                     | (41,445)                   | (4,061)        | -                                |
| Income Maximisation             | -                               | 41,500                     | (37,700)                   | (3,800)        | -                                |
| Winter Warmth                   | -                               | 8,078                      | (8,078)                    |                | -                                |
| Task & Finish Group             | -                               | 6,000                      | (8,000)                    | 2,000          | -                                |
| COMF                            | -                               | 102,803                    | (102,803)                  |                | -                                |
| Household Support Fund          | -                               | 22,000                     | (20,970)                   | (1,030)        | -                                |
| Self Isolation Management Fund  | -                               | 9,180                      | (8,520)                    | (660)          | -                                |
| <b>Total restricted funds</b>   | -                               | 961,570                    | (926,238)                  | (35,332)       | -                                |
| <b>Total funds</b>              | 50,292                          | 976,669                    | (971,338)                  | -              | 55,623                           |

During the year restricted funds were transferred to unrestricted reserves. The transfer is on the basis that conditions relating to certain grants have been satisfied and the transfer represents a contribution towards the support costs of the charity.

## Notes to the Financial Statements for the Year Ended 31 March 2023

### Unrestricted Funds

**Devon County Council Core Grant** - funding received to provide generalist advice work in line with the aims and objectives of the charity.

### Restricted Funds

**Victim Care Network** - a grant received to provide emotional and practical support services for victims of crime.

**Fairer charging (Charging for Care)** - a grant received to provide benefits advice.

**Quids 4 Kids** - a contractual arrangement with Devon County Council through Citizens Advice Devon to provide an income maximisation service for families with disabled children.

**Devon Advice Services for Workings Age Carers (DASWAC)** - provided by Devon County Council through Citizens Advice Devon to provide an advice service for working age carers.

**Healthwatch Devon** - a grant from Citizens Advice Devon to employ a Healthwatch Champion to assist clients in need.

**Training** - we will deliver training for external organisations on benefits and other advice topics, some in partnership with Devon Communities Together.

**Action for Children** - a grant received to provide advice for users of Children's Centres in Devon. The service can provide a free benefit check, help with claiming benefits and give guidance on financial management. It can also help parents understand how getting a job or changing the hours they work would affect their income and benefits.

**Carers Project** - funding provided by Devon Carers through Citizens Advice Devon to provide an income maximisation service for Devon's carers.

**Access to Justice** - a project to increase access to specialist legal advice and provide support to people who don't qualify for legal aid and can't afford to pay for advice from a solicitor.

**Income Maximisation** – funded through Devon County Council for carers full-year Covid support in response to increased demand for advice on employment decisions and benefits (carers income maximisation).

**Household Support Fund** – Department of Work and Pensions funds received through Devon County Council to support those most in need of help with significantly rising living costs. This fund was specifically for the distribution of fuel vouchers for Devon clients on prepayment meters. The CA funds for the project were accompanied by £200,000 for fuel vouchers distributed directly to clients through Charis, a third-party provider.

**Contain Outbreak Management Fund (COMF)** – funding provided through local government to fund LCA staff to help support clients to reduce the spread of coronavirus and support local public health.

**Self-Isolation Management Fund** – funding received through Devon County Council to provide targeted CA training to VCSEs in Devon improve the support people required to self-isolate as a result of Covid.

**DCC Track & Trace** – provided staff secondments through the Devon County Council Track & Trace scheme to provide support to the council contacting those having to isolate as a result of testing positive for Covid-19.



## CAB Devon

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 19 Analysis of net assets between funds

|                         | Unrestricted<br>funds<br>General<br>£ | Restricted<br>funds<br>£ | Total funds at<br>31 March<br>2023<br>£ |
|-------------------------|---------------------------------------|--------------------------|---|
| Tangible fixed assets   | -                                     | -                        | -                                       |
| Current assets          | 68,877                                | -                        | 68,877                                  |
| Current liabilities     | (3,645)                               | -                        | (3,645)                                 |
| <b>Total net assets</b> | <b>65,232</b>                         | <b>-</b>                 | <b>65,232</b>                           |

|                         | Unrestricted<br>funds<br>General<br>£ | Restricted<br>funds<br>£ | Total funds at<br>31 March<br>2022<br>£ |
|-------------------------|---------------------------------------|--------------------------|---|
| Tangible fixed assets   | -                                     | -                        | -                                       |
| Current assets          | 121,054                               | -                        | 121,054                                 |
| Current liabilities     | (65,431)                              | -                        | (65,431)                                |
| <b>Total net assets</b> | <b>55,623</b>                         | <b>-</b>                 | <b>55,623</b>                           |

#### 20 Related party transactions

There were no related party transactions in the year.