

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

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LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

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

Trustees	Isobel Mills, Chair Alison Lowe, Vice Chair Dr Kenneth Patterson, Trustee Laura Walker, Treasurer Nigel Turner, Trustee Patrick Grant, Trustee Rebecca Dearden, Trustee Richard Balfe, Trustee Richard Brook, Trustee Ryk Downes, Trustee
Company registered number	02228358
Charity registered number	700314
Registered office	Oxford House Oxford Row Leeds West Yorkshire LS1 3BE
Company secretary	Dianne Lyons
Key Management Personnel	Dianne Lyons (Chief Executive) Badamkhand Palmer (Finance Manager) Julie Balfour (Specialist Services Director) Marie Mooney (Advice Services Director)
Independent auditor	BHP LLP Chartered Accountants Rievaulx House 1 St Mary's Court York YO24 1AH
Bankers	Unity Trust Bank plc 4 Brindleyplace Birmingham B1 2HB

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their Annual Report together with the audited Financial Statements of the charity for the period 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 charity 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. Purpose and Values

The Charity's objectives are to promote any charitable purpose for the benefit of the community in the Leeds Metropolitan District and surrounding areas ("the area of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness, and distress. Citizens Advice Leeds seeks to achieve these aims by providing a comprehensive service of information, advice, and representation and by working to achieve policy change for the benefit of those in greatest need.

Citizens Advice Leeds provides a generalist advice service that covers a wide range of subjects including Benefits, Debt, Employment, Housing and Utilities. We provide advice that is free, independent, confidential, and impartial; we value diversity, promote equality and challenge discrimination. Our services are available via telephone, online and face-to-face channels.

Our services are delivered in accordance with the quality standards of Citizens Advice and the Advice Quality Standard. Quality of advice and organisation performance are monitored on an ongoing basis through the Citizens Advice Performance Quality Framework and we are audited annually. We are also regulated by the Financial Conduct Authority in relation to the debt advice we provide.

b. Public benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

c. Policies and objectives

Our objectives for 2023/24 fell into three main categories:

- Increase access to frontline advice services.
- Build capacity in specialist advice services.
- Strengthen our campaigning voice.

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

Objectives and activities (continued)

We're pleased to report we've made significant progress in all three areas.

1. Increase access to frontline advice services

- We've been very successful in increasing access, achieving a 23% increase in the number of people we helped to 35,119, compared to the previous year.
- We continue to prioritise access for people at greater risk of disadvantage or deprivation, as our client data shows:
 - 51% of clients had a disability or long term health problem
 - 33% of clients were from racially minoritised groups
 - 63% of clients live in rented accommodation
- A key focus has been to increase access via our telephone advice lines and we made substantial progress in this ambition, doubling the number of calls we answer per month.
- We've been exploring ways in which AI can help increase efficiency in giving advice and in 2024/25 we'll be participating in a pilot project to evaluate the effectiveness of AI in consultancy support for advisers.

2. Build capacity in specialist advice services

We didn't want to increase access to frontline advice without being able to back that up with additional capacity to deal with the more complex problems that our clients face, especially in Benefits, Debt, Employment and Housing. Progress in this area included:

- The funding from Leeds City Council and the West Yorkshire Combined Authority enabled us to increase our Debt and Benefits casework team and to appoint a Housing Solicitor.
- This increased capacity meant we were able to apply for Legal Aid funding and we were awarded a Housing advice contract to start in September 2024. This will provide longer term funding for casework and we aim to increase our Legal Aid provision in future years.
- The University of Law has been very supportive of our work, including delivering a pro bono advice service for Employment cases.

3. Strengthen our campaigning voice

Increased staff and volunteer resources for this area of work has enabled us to:

- Produce research and campaign briefings on the issues most affecting our clients, such as housing costs, negative budgets and energy costs.
- Participate in community events and respond to consultations in order to influence local and national policy work

d. Grant making policies

During the year the charity has issued 1,619 grants to clients in the form of vouchers to pay for fuel or food. Vouchers can be issued to people who are on low incomes and without funds to pay for energy or food costs, and who are receiving advice from the charity. Most of these vouchers have been purchased from Household Support Funds allocated to the charity by Leeds City Council, with a small number purchased from other funds set aside for this purpose.

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

Achievements and performance

a. Main achievements of the charity

2023/24 has been another busy year in which Citizens Advice Leeds has substantially increased access to our services and the number of people we help, compared to the previous year. Alongside this we've been working on several projects focussed on reaching people at higher risk of disadvantage and deprivation, and developing specialist casework services to tackle legal problems in debt, benefits, housing and employment.

Support from Leeds City Council and the West Yorkshire Combined Authority has been crucial in enabling us to make progress on these projects. Additional funding from them meant that we were able to sustain service levels despite financial pressures, and to appoint additional advisers and caseworkers to respond to increased demand arising from the cost of living crisis. A detailed review of the Charity's performance against our aims and objectives, and our financial position, are set out below.

As always, our staff and volunteers have risen to the challenges of increased demand and the increasingly intractable problems our clients face, to support people with expert advice, kindness and patience. Our clients frequently feedback their appreciation of that kindness and patience when they have so often met with indifference - or worse - when trying to resolve problems themselves. Once again our profound thanks go to everyone in the Citizens Advice Leeds team who do so much to combat poverty and inequality in Leeds.

b. Fundraising activities and income generation

Nearly all of the charity's income comes from grants and contracts through which the charity is funded to deliver specified services. The Senior Management Team has responsibility for securing new and ongoing funding through competitive tendering or other application processes.

The organisation does not actively fundraise from the public, no commercial fundraisers or participators are engaged. Where donations are received this is on a voluntary basis from individuals and not actively sought.

Fundraising in the charity sector has been regulated by the fundraising Regulator since 2015 but the organisation is not specifically registered. The Trustee Board is not aware of any failure by the charity to comply with this regulation and no complaints have been received in relation to any form of fundraising.

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

Financial review

a. Reserves policy

The purposes of Citizens Advice Leeds reserves are:

- To provide a level of working capital that protects the continuity of our work.
- To provide a level of funding for unexpected opportunities.
- To provide cover for risks such as unforeseen expenditure or loss of income.
- To meet anticipated liabilities in respect of premises.

In order to establish what level of reserves this equates to, we have undertaken an analysis of our income and expenditure to determine the level of risk we need to manage. Given increased uncertainty about certain funding streams and the possibility of incurring premises costs in 2025, the Board decided to set a target range for reserves, rather than a single figure. The minimum amount of reserves is the equivalent of 3 months' running costs (£620,000 excluding sub-contracts) and the maximum is £720,000.

At the end of 2023/24 the charity's unrestricted reserves not held in tangible fixed assets were £624,634. Citizens Advice Leeds is in a sound position to deal with the continuing uncertainty around national funding streams and to sustain service capacity during this period of exceptional pressures on our service users.

b. Financial position

The charity's free reserves as at 1 April 2023 were £557,168.

The Statement of Financial Activities (Page 14) shows a net surplus for the year of £41,493 (2023: £21,986) after accounting for FRS 102 current year pension costs of £99,960 (2023: £82,266). The result excluding this amount is an operating surplus of £141,453 (before pension scheme costs) (2023: £104,252) of which £nil (2023: £nil) was on restricted funds and £141,453 (2023: £104,252) on unrestricted funds.

At the end of 2023/24 the charity's free reserves stood at £624,634. This represents 3.1 months' running costs excluding sub-contracts.

The Trustees have approved a budget for 2024/25 which anticipates a deficit of £35,932 on a turnover of £2.89 million. This deficit is expected to arise as a result of the charity starting to undertake Legal Aid work in 2024. As Legal Aid fees are paid in arrears, the charity expects to meet some running costs from its own resources in the first year and has sufficient reserves to meet this obligation.

After completing appropriate enquiries, including a review of ongoing funding sources, current level of reserves and assessment of risks and uncertainties, the trustees have a reasonable expectation that the charity has sufficient resources to manage anticipated outgoings in the next year and therefore consider it appropriate to prepare the financial statements on the going concern basis.

The Statement of Cash Flows on page 16 shows that the charity had £1,058,920 in cash and cash equivalents at 31.3.2024, an increase of £323,769 on the previous year. That amount includes £265,000 income that is being deferred to 2024/25, including £50,000 for sub-contractors, and which is budgeted to be spent in that financial year.

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

c. Investments policy and objectives

The investment policy of the organisation is to adopt a low risk strategy with liquid resources being invested in deposit accounts and this policy is reviewed annually.

d. Principal funding

Leeds City Council remains the principal funder of Citizens Advice Leeds, representing 63% of income in 2023/24. 28% of income derived from Citizens Advice to deliver the Money Advice Service Debt Advice Project, Help to Claim and Pension Wise services, and 9% of income came from other projects and donations.

We are very grateful to all those funders who have supported Citizens Advice Leeds' work in 2023/24:

- Leeds City Council
- West Yorkshire Combined Authority
- Money and Pensions Service
- Department for Work and Pensions
- West Yorkshire Integrated Care Board
- Northern Powergrid
- Yorkshire Building Society

We are also grateful to all those individuals and organisations who have made donations during the year and to local firms that have provided pro bono services or other support in kind.

Structure, governance and management

a. Constitution

Leeds Citizens Advice Bureau is registered as a Charitable Company limited by guarantee and was set up by a Trust Deed. The charity was registered on 16 June 1988, number 700314 and the company was incorporated on 1 March 1988, number 2228358. The Charity is constituted as a company limited by guarantee, and is therefore governed by Articles of Association, which were updated as of 27 November 2012.

The members of the charity are the current Trustees as named on page 1, and a further 2 members who were appointed by the Trustees in accordance with charity's Articles of Association in November 2023. At 31 March 2024 the charity therefore had 12 members. The maximum liability of each member is limited to £1.

The Charity is governed through a Trustee Board, which has a maximum of 15 members and a minimum of 3, being either:

- Elected at the AGM (up to 10); or
- Co-opted (provided that on appointment the total number of co-opted trustees does not exceed one third of the total number of trustees.)

The Directors and Trustees who have held office during the year are set out on page 1. Trustees shall retire from office at the third Annual General Meeting following the Annual General Meeting at which they were elected, and are eligible for re-appointment.

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

Structure, governance and management (continued)

b. Methods of appointment or election of Trustees

Procedures for electing/appointing Trustees are set out in the Articles of Association. The Charity wishes its Trustee Board to be representative of the local communities it serves, as well as containing the range of skills necessary to provide leadership and good governance. To that end the Charity advertises to fill any vacancies on the Board from time to time and Trustees are selected through an open recruitment process.

All trustees give their time voluntarily. Any expenses reclaimed by trustees from the charity are set out in note 11 to these accounts.

c. Organisational structure and decision-making policies

The Trustee Board is responsible for the strategic direction of the Charity and its policy, planning and finances. The Trustees carry ultimate responsibility for ensuring that the Charity meets its legal, regulatory and contractual obligations. The Trustee Board meets at least six times a year and delegates day-to-day running of the organisation to the Chief Executive and senior managers.

d. Policies adopted for the induction and training of Trustees

New Trustees are provided with an induction pack containing information about the Charity, the work it carries out and the national Citizens Advice network and induction meetings are held with the Chair of the Trustee Board and the Chief Executive.

Trustees are also invited to attend training and conferences run by Citizens Advice at regional and national levels.

e. Pay policy for key management personnel

Remuneration of key management personnel is reviewed annually by the Trustee Board.

f. Related party relationships

Citizens Advice Leeds is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux. Citizens Advice Leeds has entered into a Membership Agreement with Citizens Advice, which requires it to meet certain standards in its service provision and organisational management. The Organisation pays fees to Citizens Advice, for which it receives a range of services, including information resources, electronic case recording facilities and management consultancy. All local Citizens Advice have voting rights at Citizens Advice Annual General Meeting.

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

Structure, governance and management (continued)

g. Financial risk management

Citizens Advice Leeds holds a risk register and systems are put in place to mitigate those risks. The most significant risks identified are:

- Potential failure to retain existing funding, or to secure new sources of income.
- Cyber security threats to sensitive information.

To manage and mitigate these risks:

- Income and expenditure is monitored regularly and reviewed quarterly by the Directors and Trustees in line with the approved budget, to identify trends as part of the risk management process and avoid unforeseen calls on reserves.
- We've achieved Cyber Essentials accreditation and are working towards Cyber Essentials Plus standards.

Aims and objectives for 2024/25

Although inflation and fuel costs are easing at the time of writing, our clients are still struggling to meet persistently high fuel and food costs, with incomes nowhere near to keeping pace with inflation. Our aims in 2024/25 therefore continue to be focussed on maximising the help we're able to offer local people and continuing to campaign for policy changes to help those on low incomes, including:

- Increase access to frontline and specialist advice services
- Strengthen our voice in campaigning for justice and against poverty

Specific objectives include:

- Increase capacity to answer advice line calls
- Secure funding to maintain increased capacity in specialist advice services
- Achieve accreditation as a member of the Law Centres Network and begin delivery of Legal Aid funded services
- Produce and distribute regular social policy briefings.

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

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the charity 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 . 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 charity 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 charity will continue in business.

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

Disclosure of information to auditor

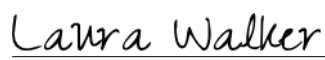
Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Auditor

BHP LLP were appointed as auditor during the year. The auditor, BHP LLP, has indicated his willingness to continue in office. The designated Trustees will propose a motion reappointing the auditor at a meeting of the Trustees.

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



Signer ID: YYVD0V6X2Y...
Laura Walker

Date: 28/07/2024 GMT

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LEEDS CITIZENS ADVICE BUREAU

We have audited the financial statements of Leeds Citizens Advice Bureau (the 'charitable company') for the year ended 31 March 2024, which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LEEDS CITIZENS ADVICE BUREAU (CONTINUED)

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LEEDS CITIZENS ADVICE BUREAU (CONTINUED)

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations.
- We identified the laws and regulations applicable to the charitable company through discussions with management and trustees, and from our knowledge and experience of this organisation.
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charitable company, including the Charities Act 2011, the Companies Act 2006, data protection, health and safety and employment law.
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and trustees.
- Identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit of the charitable company.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by;

- Making enquiries of management and trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud.
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risks of fraud through management bias and override controls we:

- Performed analytical procedures to identify any unusual or unexpected variances.
- Tested journal entries to identify unusual transactions.
- Assessed whether judgments and assumptions made in determining the accounting estimates set out in note 1e were indicative of potential bias.
- Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non compliance with laws and regulations, we designed procedures which included, but were not limited to:

- Agreeing financial statement disclosures to underlying supporting documentation.
- Reading the minutes of meetings of those charged with governance.
- Enquiring of management as to actual and potential litigation and claims

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the FRC's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF LEEDS CITIZENS ADVICE BUREAU (CONTINUED)

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

BHP LLP

Signer ID: CRZCVPKXXZ...

Laura Mashedor (Senior statutory auditor)

for and on behalf of

BHP LLP

Chartered Accountants

Statutory Auditors

Rievaulx House

1 St Mary's Court

York

YO24 1AH

Date: 02/08/2024 GMT

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations and legacies	4	211	-	211	372
Charitable activities	5	1,684,279	1,293,762	2,978,041	2,517,367
Investments		14,921	-	14,921	2,772
Total income		1,699,411	1,293,762	2,993,173	2,520,511
Expenditure on:					
Charitable activities	6	1,657,800	1,293,880	2,951,680	2,498,525
Total expenditure		1,657,800	1,293,880	2,951,680	2,498,525
Net income/(expenditure)		41,611	(118)	41,493	21,986
Transfers between funds	16	(118)	118	-	-
Net movement in funds		41,493	-	41,493	21,986
Reconciliation of funds:					
Total funds brought forward		697,005	-	697,005	675,019
Net movement in funds		41,493	-	41,493	21,986
Total funds carried forward	16	738,498	-	738,498	697,005

The Statement of financial activities includes all gains and losses recognised in the year and also complies with the requirements for an income and expenditure account under the Companies Act 2006.

All income and expenditure derive from continuing activities.

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)
REGISTERED NUMBER: 02228358

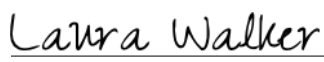
BALANCE SHEET
AS AT 31 MARCH 2024

	Note	2024 £	2023 £
Fixed assets			
Intangible assets	12	-	3,240
Tangible assets	13	113,864	136,597
		113,864	139,837
Current assets			
Debtors	14	93,945	26,439
Cash at bank and in hand		1,058,920	735,151
		1,152,865	761,590
Creditors: amounts falling due within one year	15	(528,231)	(204,422)
Net current assets		624,634	557,168
Total net assets		738,498	697,005
Charity funds			
Restricted funds	16	-	-
Unrestricted funds	16	738,498	697,005
Total funds		738,498	697,005

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 and signed on their behalf by:


Signer ID: YYVDOV6X2Y...
Laura Walker
Trustee and Treasurer
Date: 28/07/2024 GMT

The notes on pages 17 to 36 form part of these financial statements.

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash used in operating activities	19	308,848	(5,735)
Cash flows from investing activities			
Investment income received		14,921	2,772
Net cash provided by investing activities		14,921	2,772
Change in cash and cash equivalents in the year		323,769	(2,963)
Cash and cash equivalents at the beginning of the year		735,151	738,114
Cash and cash equivalents at the end of the year	20	1,058,920	735,151

Included within cash and cash equivalents at the end of the year is cash relating to deferred income at year end of £315,125 (2023: £41,153). This cash is due to be spent in the year ending 31 March 2025.

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

1. General information

Charity information Leeds Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales and is a charity registered in England and Wales. The registered office is Oxford House, Oxford Row, Leeds, LS1 3BE.

Each member of the company has undertaken to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

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.

Leeds 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.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.

2.2 Going concern

After completing a review of ongoing funding sources, current level of reserves and assessment of risks and uncertainties, the Trustees have a reasonable expectation that the charity 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.

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

2. Accounting policies (continued)

2.3 Income

Income is recognised in the Statement of Financial Activity ("SoFA") when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income from charitable activities includes income recognised as earned (as the related service is provided) under contract. Where income is received in advance of a specified service, it is deferred until the charity is entitled to that income.

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.

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

All expenditure is inclusive of irrecoverable VAT.

2.5 Intangible assets and amortisation

Intangible assets costing £5,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life.

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

2. Accounting policies (continued)

2.5 Intangible assets and amortisation (continued)

Amortisation is provided on the following basis:

Computer software	-	20 % Straight line
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2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £5,000 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, .

Depreciation is provided on the following bases:

Leasehold improvements	-	Straight line over life of the lease
Computer equipment	-	20% straight line

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.

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 charity 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.

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

2. Accounting policies (continued)

2.10 Taxation

Leeds Citizens Advice Bureau is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, it is potentially entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

2.11 Employee Benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received. Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2.13 Financial instruments

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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.14 Pensions

The charity contributes to a defined contribution pension scheme for the benefit of its employees. Contributions are charged to the statement of financial activities as they are incurred.

2.15 Grants payable

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

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

2. Accounting policies (continued)

2.16 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 charity 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 charity 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.

3. Critical accounting estimates and areas of judgment

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

Critical accounting estimates and assumptions:

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustees have judged that there are no critical accounting estimates or assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities.

4. Income from donations and legacies

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	211	211	372
Total 2023	372	372	

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

5. Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Leeds Advice Service contract	1,095,223	-	1,095,223	1,035,973
Leeds Advice Service contract - sub contracted services	465,852	-	465,852	450,102
Money and Pensions Service - Debt Advice Project	-	194,313	194,313	165,794
Citizens Advice Remote Advice Project (Pot 1 and 2)	-	46,125	46,125	-
West Yorkshire Combined Authority	-	135,000	135,000	-
Help to Claim	-	454,185	454,185	453,354
NHS West Yorkshire Integrated Care Board	90,000	-	90,000	90,000
PensionWise	-	-	-	45,032
Northern Powergrid and Regional Project	-	338,745	338,745	175,663
Yorkshire Building Society referral service	-	19,688	19,688	18,000
Household Support Fund	-	105,706	105,706	-
Other income	33,204	-	33,204	83,449
	1,684,279	1,293,762	2,978,041	2,517,367
Total 2023	1,659,524	857,843	2,517,367	

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
Charitable activities	1,657,800	1,293,880	2,951,680	2,498,525
Total 2023	1,639,786	858,739	2,498,525	

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

7. Analysis of expenditure by activities

	Activities undertaken directly 2024 £	Grant funding of activities 2024 £	Support costs 2024 £	Total funds 2024 £	Total funds 2023 £
Charitable activities	2,820,440	90,891	40,349	2,951,680	2,498,525
Total 2023	2,396,337	70,385	31,803	2,498,525	

Analysis of direct costs

	Total funds 2024 £	Total funds 2023 £
Staff costs	1,912,616	1,605,835
Depreciation and impairment	25,973	20,900
Insurance	6,922	6,597
Telephone	15,601	17,928
Office expenses, stationary and postage	14,264	10,426
Premises	115,594	86,082
Repairs and maintenance	13,999	14,726
Equipment	40,823	18,263
Training and conferences	8,669	11,839
Interpreting costs	19,455	22,248
Information, referencing and subscriptions	15,000	20,867
Travel and care expenses	13,065	7,408
Professional fees	698	3,123
Employer related costs and recruitment	24,378	22,598
Subcontracted advice work	515,852	450,102
Bank charges	1,030	894
Rent paid	76,501	76,501
	2,820,440	2,396,337

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

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2024 £	Total funds 2024 £	Total funds 2023 £
Staff costs	21,708	21,708	20,685
Governance costs - Professional Fees	14,400	14,400	10,320
Governance costs - Other	4,241	4,241	798
	<u>40,349</u>	<u>40,349</u>	<u>31,803</u>
Total 2023	<u>31,803</u>	<u>31,803</u>	

8. Analysis of grants

	Grants to Individuals 2024 £	Total funds 2024 £	Total funds 2023 £
Grants paid	90,891	90,891	70,385
Total 2023	<u>70,385</u>	<u>70,385</u>	

During the year 1,619 grants were paid to individuals.

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

9. Auditor's remuneration

	2024 £	2023 £
Fees payable to the charity's auditor for the audit of the charity's annual accounts	9,800	-
Fees payable to the charity's previous auditor for the audit of the charity's annual accounts	-	6,500
Fees payable to the charity's auditor in respect of:		
All non-audit services not included above	2,200	-
Fees payable to the charity's previous auditor for all non-audit services	-	2,100
	<u> </u>	<u> </u>

10. Staff costs

	2024 £	2023 £
Employment costs		
Wages and salaries	1,680,176	1,419,657
Social security costs	154,188	124,597
Contribution to defined contribution pension schemes	99,960	82,266
	<u> </u>	<u> </u>
	<u>1,934,324</u>	<u>1,626,520</u>

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

	2024 No.	2023 No.
Number of employees		
The average monthly number of employees during the year was :	<u>63</u>	<u>68</u>

The average headcount expressed as full-time equivalents was:

	2024 No.	2023 No.
	<u>53</u>	<u>49</u>

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

10. Staff costs (continued)

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

The key management personnel of the charity have been identified as the Chief Executive, Advice Services Director, Specialist Services Director and Finance Manager. The aggregate employment benefits, including employer's national insurance and pension contributions, for the key management personnel for the year was £209,708 (2023: £162,777). The remuneration of these key management personnel is set and reviewed annually by the Trustee Board.

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

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. Intangible assets

	Computer software £
Cost	
At 1 April 2023	6,480
At 31 March 2024	6,480
Amortisation	
At 1 April 2023	3,240
Charge for the year	3,240
At 31 March 2024	6,480
Net book value	
At 31 March 2024	-
At 31 March 2023	3,240

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

13. Tangible fixed assets

	Leasehold improvements £	Computer equipment £	Total £
<i>Cost or valuation</i>			
At 1 April 2023	175,176	10,431	185,607
At 31 March 2024	175,176	10,431	185,607
<i>Depreciation</i>			
At 1 April 2023	43,795	5,215	49,010
Charge for the year	17,517	5,216	22,733
At 31 March 2024	61,312	10,431	71,743
<i>Net book value</i>			
At 31 March 2024	113,864	-	113,864
At 31 March 2023	131,381	5,216	136,597

14. Debtors

	2024 £	2023 £
Trade debtors	55,957	-
Other debtors	3,832	-
Prepayments and accrued income	34,156	26,439
	93,945	26,439

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

15. Creditors: Amounts falling due within one year

	2024 £	2023 £
Trade creditors	11,683	4,779
Other taxation and social security	36,311	29,175
Other creditors	20,006	2,473
Accruals and deferred income	460,231	167,995
	<u>528,231</u>	<u>204,422</u>
	2024 £	2023 £
<i>Deferred Income</i>		
Brought forward	41,153	55,416
Released in the year	(41,153)	(55,416)
Deferred in the year	315,125	41,153
<i>Carried forward</i>	<u>315,125</u>	<u>41,153</u>

The deferred income is contract income relating to a future accounting period.

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

16. Statement of funds

Statement of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
<i>Unrestricted funds</i>					
General funds	697,005	1,699,411	(1,657,800)	(118)	738,498
<i>Restricted funds</i>					
Money and Pensions Service Debt Advice Project	-	194,313	(194,409)	96	-
Northern Powergrid	-	309,745	(309,665)	(80)	-
Help to Claim	-	454,185	(454,220)	35	-
Yorkshire Building Society	-	19,688	(19,786)	98	-
Citizens Advice Remote Advice Project (Pot 1)	-	15,000	(15,120)	120	-
Citizens Advice Remote Advice Project (Pot 2)	-	31,125	(31,111)	(14)	-
Household Support Fund	-	105,706	(105,716)	10	-
West Yorkshire Combined Authority	-	135,000	(134,853)	(147)	-
Northern Powergrid Regional Project	-	29,000	(29,000)	-	-
	-	1,293,762	(1,293,880)	118	-
<i>Total of funds</i>	697,005	2,993,173	(2,951,680)	-	738,498

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

16. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
<i>Unrestricted funds</i>					
General funds	675,019	1,662,668	(1,639,786)	(896)	697,005
<i>Restricted funds</i>					
Money and Pensions Service Debt					
Advice Project	-	165,794	(165,710)	(84)	-
Northern Powergrid	-	175,663	(175,663)	-	-
Pensionwise	-	45,032	(45,673)	641	-
Help to Claim	-	453,354	(453,653)	299	-
Yorkshire Building Society	-	18,000	(18,040)	40	-
	-	857,843	(858,739)	896	-
<i>Total of funds</i>	675,019	2,520,511	(2,498,525)	-	697,005

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

16. Statement of funds (continued)

Money and Pensions Service Debt Advice Project

Funding from the Money Advice Service to deliver debt advice. This is a restricted fund and the monies paid cover the project costs.

Northern Powergrid

This is a restricted grant from Northern Powergrid to combat fuel poverty through advice in the Yorkshire region.

PensionWise

A restricted grant from The Department of Work and Pensions to deliver pensions guidance to residents of Leeds and Bradford.

Help to Claim

A restricted grant to help with early stages of universal credit claim.

Yorkshire Building Society

A project to provide qualified generalist advice at two specified offices of the Yorkshire Building Society to support the Yorkshire Building Society's customers who have been identified as having additional support needs.

Citizens Advice Remote Advice Project (Pot 1)

Funding to increase capacity in telephone and online services from April to December 2023.

Citizens Advice Remote Advice Project (Pot 2)

Funding to increase capacity in telephone and online services from July 2023 to July 2024.

Household Support Fund

Funds energy and food vouchers for households in need (national government funding via Leeds City Council).

West Yorkshire Combined Authority

Funding to support and develop advice services in response to the cost of living crisis (from WYCA via Leeds City Council).

Northern Powergrid Regional Project

Funding for project management of fuel poverty advice services across the NPG region.

Transfers from restricted funds to unrestricted funds represent the unspent portion of funding for completed projects which is not required to be returned to funders.

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

17. Summary of funds

Summary of funds - current year

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
General funds	697,005	1,699,411	(1,657,800)	(118)	738,498
Restricted funds	-	1,293,762	(1,293,880)	118	-
	<u>697,005</u>	<u>2,993,173</u>	<u>(2,951,680)</u>	<u>-</u>	<u>738,498</u>

Summary of funds - prior year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
General funds	675,019	1,662,668	(1,639,786)	(896)	697,005
Restricted funds	-	857,843	(858,739)	896	-
	<u>675,019</u>	<u>2,520,511</u>	<u>(2,498,525)</u>	<u>-</u>	<u>697,005</u>

18. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	113,864	113,864
Current assets	1,152,865	1,152,865
Creditors due within one year	(528,231)	(528,231)
Total	<u>738,498</u>	<u>738,498</u>

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

18. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	136,597	136,597
Intangible fixed assets	3,240	3,240
Current assets	761,590	761,590
Creditors due within one year	(204,422)	(204,422)
Total	697,005	697,005

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

	2024 £	2023 £
Net income for the period (as per Statement of Financial Activities)	41,493	21,986
Adjustments for:		
Depreciation charges	22,733	19,604
Amortisation charges	3,240	1,296
Investment income	(14,921)	(2,772)
(increase)/decrease in debtors	(67,506)	26,308
Increase/(decrease) in creditors	49,837	(57,894)
Increase(decrease) in deferred income	273,972	(14,263)
Net cash provided by/(used in) operating activities	308,848	(5,735)

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NOTES TO THE FINANCIAL STATEMENTS
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20. Analysis of cash and cash equivalents

	2024	2023
	£	£
Cash in hand	1,058,920	735,151
<i>Total cash and cash equivalents</i>	1,058,920	735,151

21. Analysis of changes in net debt

	At 1 April 2023	Cash flows	At 31 March 2024
	£	£	£
Cash at bank and in hand	735,151	323,769	1,058,920
	735,151	323,769	1,058,920

The charity had no net debt in the current or previous year.

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

22. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund of £99,960 for the year (2023: £82,266). As at 31 March 2024 a creditor of £16,406 (2023: £11,663) was due in respect of contributions to the scheme.

23. Operating lease commitments

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

	2024 £	As restated 2023 £
Not later than 1 year	95,948	95,948
Later than 1 year and not later than 5 years	374,405	378,354
Later than 5 years	85,456	177,718
	<u>555,809</u>	<u>652,020</u>

24. Related party transactions

There were no disclosable related party transactions during either this or the previous year.