

Registered number: 02228358
Charity number: 700314

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

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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 2025

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

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their Annual Report together with the audited Financial Statements of the charity for the period 1 April 2024 to 31 March 2025. 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.

In November 2024 the Charity was granted membership of the Law Centres Network and has subsequently adopted the operating name of **Leeds Citizens Advice & Law Centre**.

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. Leeds Citizens Advice & Law Centre 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 at greatest risk of disadvantage or discrimination.

Leeds Citizens Advice & Law Centre provides generalist advice services covering a wide range of subjects including Benefits, Debt, Employment, Housing and Utilities, and specialist advice services in Benefits, Debt and Housing. We provide advice that is free, independent, confidential, and impartial; we value diversity, promote equality and challenge discrimination.

In line with our commitment to delivering high quality advice, our services meet the standards of several quality frameworks:

- We meet the quality standards of Citizens Advice;
- We hold the Advice Quality Standard for generalist advice and for casework in benefits and debt;
- Our debt advice services meet the Money and Pensions Service quality standards and are accredited by the Financial Conduct Authority;
- We hold the Specialist Quality Mark for specialist and legal advice services.

Our resources are focused on providing free and independent advice to the residents of Leeds, with some services extending to West Yorkshire, or England & Wales, where funded for these purposes.

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.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Objectives and activities (continued)

c. Policies and objectives

Leeds Citizens Advice & Law Centre is working for a fairer society where people are free from poverty and social injustice. Our activities are focused on achieving this aim through:

- The provision of free and independent advice, and
- Campaigning for policy changes that will improve the lives of those experiencing disadvantage or discrimination.

Community Advice Needs

Every year we carry out an analysis of community advice needs in Leeds, to identify what advice services are most needed, and how effective we're being in reaching people most in need of free advice. Our assessment is based on:

- The findings of the latest Legal Problems & Resolutions Survey
- Our client data
- Information from the Leeds Data Observatory
- Reports from relevant organisations such as Citizens Advice, Leeds City Council, Joseph Rowntree Foundation and Child Poverty Action Group.

Our findings in 2024/25 were:

- Demand for free advice continues to exceed supply locally and nationally.
- Demand is highest for advice in:
 - o Benefits
 - o Debt
 - o Housing
 - o Employment
- There is also significant unmet demand for immigration advice.
- There is almost no free legal advice or representation in Leeds for the above subjects, following cuts to legal aid and the resulting loss of providers.
- People from the following groups experience these kinds of legal problems more frequently than others:
 - o Women
 - o People who are disabled or have a long term health condition
 - o People from racially minoritised groups
 - o Single parents
 - o Tenants
 - o People on low incomes

Our own data shows that we are effective in reaching people from these groups and are meeting significant needs for free advice, but that demand across all subjects continues to exceed supply, particularly for legal advice and representation.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Objectives and activities (continued)

Activities

This analysis of advice needs informed our plans and activities for 2024/25 which were focused on:

- Making advice accessible to as many people as possible with the resources available to us.
- Increasing capacity for Benefits, Debt, Employment and Housing casework.
- Increasing access to free legal advice and representation by becoming a Law Centre and securing a Legal Aid contract.
- Seeking to influence policy decisions with evidence gathered from our advice work.

In accordance with these priorities in 2024/25 we delivered the services described below.

1. Leeds Advice Service

The Leeds Advice Service (LAS) is funded by Leeds City Council to provide free advice to Leeds residents. Leeds Citizens Advice & Law Centre holds the LAS contract and subcontracts to Chapeltown Citizens Advice and Better Leeds Communities for some elements of the service. Advice services provided as part of the LAS are:

- Leeds Adviceline, open Monday-Friday 9am to 5pm. Additional capacity is provided by funding from Citizens Advice for a freephone number and 2 advisers.
- Drop-in sessions and appointments at offices in the City Centre and Chapeltown.
- Outreach advice services in over 12 locations city-wide, with a focus on people with physical and mental health problems.
- Casework in Benefits, Housing and Immigration.

2. Energy advice

Our Energy Affordability Helpline is funded by Northern Powergrid (NPG) to provide advice to NPG customers in West Yorkshire. The service is in high demand as a result of the surge in energy prices, with advice focused on helping people to maximise their incomes, manage and reduce arrears and challenge poor practices by energy companies. In 2024/25 the service was expanded to include provision of Low Carbon Technology (LCT) advice.

3. Debt advice & casework

Most of our Debt advice and casework is funded by the Money and Pensions Service (MaPS). It is part of a national service overseen by Citizens Advice, but we only work with Leeds residents. In 2024/25 additional capacity was provided through funding from the West Yorkshire Combined Authority.

4. Legal advice & representation

From September 2024 we began delivering legal advice and representation in Housing funded through Legal Aid, with additional capacity provided through funding from the West Yorkshire Combined Authority.

5. Help to Claim

Help to Claim is a service funded by the DWP to help new claimants for Universal Credit. It is a national service delivered by telephone and online, and Leeds Citizens Advice & Law Centre is one of the largest providers of the service. In 2024/25 our Help to Claim team was expanded to respond to additional demand resulting from the transition of Employment Support Allowance claimants to Universal Credit.

6. Yorkshire Building Society

We are one of several local Citizens Advice agencies funded by the Yorkshire Building Society to deliver face to face advice sessions at their branches.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Objectives and activities (continued)

7. Other

In addition to the above services we also provide:

- Free interpreting where needed
- Access to the BSL advice service delivered by Sheffield Citizens Advice & Law Centre
- Extensive information resources on our website, with accessibility features for people with sensory impairments, and a translation facility.

Research & Campaigns

Our research and campaigns activity includes campaigning on issues that arise from the advice enquiries we deal with and contributing to relevant research. We've worked with Leeds University and Leeds City Council on various research projects into poverty and financial inclusion and contribute regularly to the Council's cost of living and financial inclusion data reports.

In 2024/25 we highlighted research by Citizens Advice into 'negative budgets', raising awareness with local MPs and Leeds City Council of the impact on Leeds residents of being stuck in deficit budgets. We responded to several consultations, including Ofgem and the DWP, attended Bank of England forum meetings, and contributed to a Citizens Advice webinar on barriers to resolving debt problems.

In 2025/26 our main focus is on campaigning against the planned cuts to disability benefits.

d. Grant making policies

During the year the charity has issued 1,346 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.

Achievements and performance

a. Main achievements of the charity

In 2024/25 Leeds Citizens Advice & Law Centre was successful both in meeting our organisation objectives and delivering on the targets set by our funders. Key achievements were:

- We increased access to frontline advice by answering 52% more calls than in the previous year.
- We increased access to specialist advice by securing a Legal Aid contract for Housing and additional capacity for casework came from the West Yorkshire Combined Authority.
- We enhanced our ability to provide legal advice and casework by becoming a Law Centre and achieving SQM accreditation.
- Our excellent track record in meeting KPIs and quality standards helped us to secure additional funding for a range of services.
- We campaigned for change through public newsletters, responding to consultations (Ofgem, MaPS, DWP and others), communicating with local MPs and working with Leeds City Council to evidence local needs.

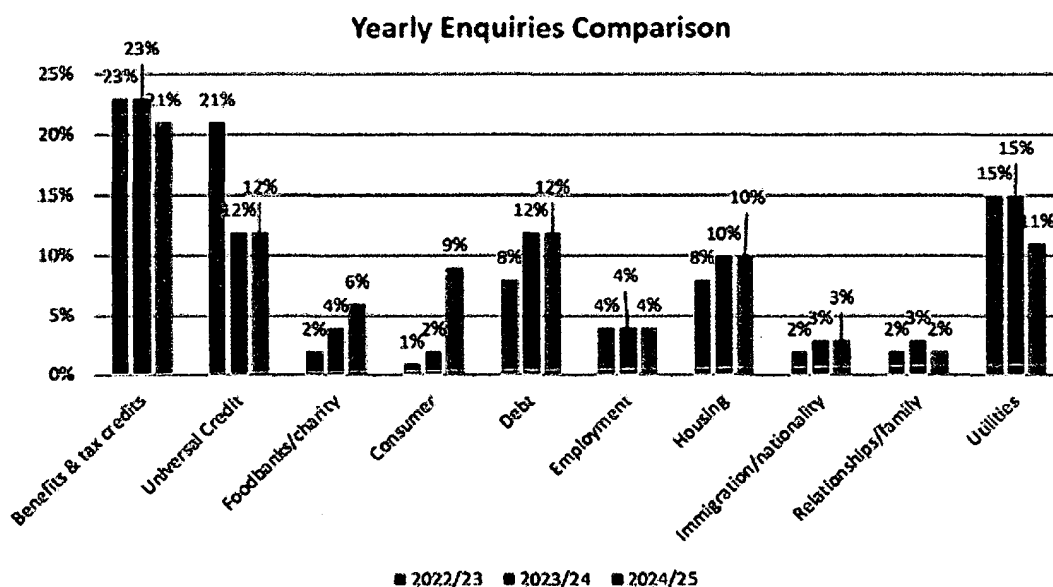
Our paid staff team increased to 73 people and collectively helped over 35,000 people to deal with financial, housing, debt, employment and many other issues.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance (continued)

Enquiries

We advised clients on 135,515 enquiries in 2024/25.



The above graph illustrates the subjects our clients seek advice on and shows changes that have occurred over the last three years. This data does not include the work we do on the Help to Claim service as it is a national service that would skew our local data.

- Benefits and Universal Credit (UC) continue to be our highest enquiry areas, now about a third of all enquiries. The fall in UC enquiries is a result of more enquiries being dealt with by the national Help to Claim service.
- Enquiries about food banks and other sources of charitable help have trebled in the last three years, reflecting the effects of the cost of living crisis.
- Consumer enquiries increased in 2024/25 as a result of our new Low Carbon Technology advice service.
- The increase in Housing enquiries relates to more clients facing eviction and homelessness, and more cases of disrepair.
- Utilities enquiries increased from 6% in 2021/22 to 15% in 2022/23 and 2023/24. This was a result of the surge in energy prices at that time and also reflects the increased capacity in our Energy Affordability service.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance (continued)

Outcomes

Our advice helps clients to improve their financial, housing and health situations. In 2024/25:

- We helped Leeds residents to secure an additional £6.9 million of income over 12 months and to write off debts to the value of £730,000.
- We helped clients of the Help to Claim service to secure nearly £16 million of income over 12 months.
- Of respondents to our client feedback survey:
 - o 40% stated their emotional wellbeing improved following advice
 - o 11% stated their physical health improved following advice
 - o 21% had more control of their finances
 - o 14% were no longer worried about losing their home
- Feedback from clients included the following statements:
 - o "If we were doing it out of 10 it would be 11 very satisfied."
 - o "I felt that all of the stress had been taken away."
 - o "The debt advisers are a total credit to [Leeds Citizens Advice & Law Centre] they have changed my life."

Our clients

We collect demographic information about our clients to help us evaluate the accessibility of our services and whether they are being used by people who are most likely to need free advice. Our data reflects the findings of the Legal Problems & Resolution Survey 2023, with the following groups more heavily represented among our clients than in the Leeds population as a whole:

- o Women
- o People who are disabled or have a long term health condition
- o People from racially minoritised groups
- o Single parents
- o Tenants
- o People on low incomes

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 2025

Financial review

a. Reserves policy

Leeds Citizens Advice & Law Centre holds reserves for the following reasons:

- To manage the risk of an unforeseen emergency or other unexpected need for funds.
- Covering unforeseen day-to-day operational costs.
- A source of income, eg a grant, not being renewed. Funds might be needed to give the trustees time to take action if income falls below expectations
- Planned commitments, or designations, that cannot be met by future income alone, e.g. plans for a major asset purchase.
- The need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received.

The Treasurer, CEO and Finance Manager have made a detailed assessment of Leeds Citizens Advice & Law Centre's needs for reserves, taking into account Charity Commission guidance and other relevant factors. On the basis of that assessment the Trustees approved a reserves level in a range between £600,000 and £700,000.

At the end of 2024/25 the charity's free reserves stood at £609,249 (2024: £624,634).

b. Financial position

The charity's free reserves as at 1 April 2024 were £624,634.

The Statement of Financial Activities (Page 17) shows a net deficit for the year of (£32,902) (2024: £41,493 surplus).

The Trustees have approved a budget for 2025/26 which anticipates a slightly better than break even position of £5,266 on a turnover of £3.3 million. This increase in turnover means that the free reserves of £609,249 represent 2.5 months' running costs in 2025/26, excluding sub-contracts, but is within the range set in the reserves policy of holding £600,000-£700,000.

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 19 shows that the charity had £873,713 (2024: £1,058,920) in cash and cash equivalents at 31 March 2025.

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.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

d. Principal funding

Leeds City Council remains the principal funder of Leeds Citizens Advice & Law Centre, representing 45% of income in 2024/25. 28% of income derived from Citizens Advice to deliver the Money Advice Service Debt Advice Project, Help to Claim, YBS and Adviceline services, and 27% of income came from other projects and donations.

We are very grateful to all those funders who have supported the Leeds Citizens Advice & Law Centre's work in 2024/25:

- 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
- Aviva

We are also grateful to all those individuals and organisations who have made donations during the year, to the University of Law and to other local organisations 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 2025 the charity therefore had 10 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 2025

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

Leeds Citizens Advice & Law Centre is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux. Leeds Citizens Advice & Law Centre 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 and electronic case recording facilities. All local Citizens Advice agencies have voting rights at Citizens Advice Annual General Meeting.

Leeds Citizens Advice & Law Centre is a member of the Law Centres Network. Leeds Citizens Advice & Law Centre has entered into a Membership Agreement with the Law Centres Network, which requires it to operate in accordance with the values and principles of the network. The Charity pays a membership fee to the Law Centres Network, for which it receives a range of services. All local Law Centres have voting rights at the Law Centres Network Annual General Meeting.

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

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 2025/26

Although the cost of living crisis has faded from the news, for our clients it remains a real and continuing problem. Food and fuel prices remain high with benefits and wages not keeping pace. Levels of poverty continue to rise, a record £4 billion is owed in fuel arrears and housing costs continue to increase at uncontrolled rates.

Leeds Citizens Advice & Law Centre's finances remain under pressure despite having secured additional income in 2024/25 and 2025/26. The key underlying cause of this pressure is that funders have not applied inflation increases for 5 or more years, while salary costs have increased significantly. The increase to employer's National Insurance this year alone has added over £30,000 to our running costs, with charities not being granted exemption as public bodies have been.

Other key risk factors in the next two years are potential loss of income, and threats arising from technological developments. Several of our income streams are being re-tendered in the next two years so ensuring we are well placed to win those tenders is a priority. Keeping up with technological developments and protecting the organisation from cyber attacks are also essential and are likely to increase running costs.

Against this background, maintaining services and organisation stability becomes ever more complex and expensive, and in 2025/26 our priority is to maintain the level of advice provision we have, to expand telephone and specialist services where possible, and to sustain our campaigning voice.

Our objectives for 2025/26 are therefore to:

- Maintain capacity in advice services and seek to expand provision where possible
 - o Retain existing sources of funding, especially the Leeds Advice Service contract.
 - o Maximise opportunities for obtaining new funding for telephone and specialist advice services.
- Sustain our voice in campaigning for social justice and combating poverty.
 - o Promote awareness of our work among policy makers and highlight the effects of policy decisions on our clients.
 - o Campaign against the planned cuts to disability benefits.

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

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

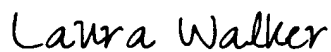
Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- 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: YYVDOV6X2Y...

Laura Walker

Trustee and Treasurer

Date: 01/10/2025 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 2025, 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 2025, 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.

Laura Masheder

Signer ID: CRZCVPKXXZ...
Laura Masheder (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: 02/10/2025 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 2025

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income from:					
Donations and legacies	4	170	-	170	211
Charitable activities	5	1,465,815	1,649,038	3,114,853	2,978,041
Investments		24,960	-	24,960	14,921
Total income		1,490,945	1,649,038	3,139,983	2,993,173
Expenditure on:					
Charitable activities	6	1,523,028	1,649,857	3,172,885	2,951,680
Total expenditure		1,523,028	1,649,857	3,172,885	2,951,680
Net (expenditure)/income		(32,083)	(819)	(32,902)	41,493
Transfers between funds	15	(819)	819	-	-
Net movement in funds		(32,902)	-	(32,902)	41,493
Reconciliation of funds:					
Total funds brought forward		738,498	-	738,498	697,005
Net movement in funds		(32,902)	-	(32,902)	41,493
Total funds carried forward	15	705,596	-	705,596	738,498

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 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	12	96,347	113,864
		<u>96,347</u>	<u>113,864</u>
Current assets			
Debtors	13	161,799	93,945
Cash at bank and in hand	19	873,713	1,058,920
		<u>1,035,512</u>	<u>1,152,865</u>
Current liabilities			
Creditors: amounts falling due within one year	14	(426,263)	(528,231)
		<u>609,249</u>	<u>624,634</u>
Total net assets		<u><u>705,596</u></u>	<u><u>738,498</u></u>
Charity funds			
Restricted funds	15	-	-
Unrestricted funds	15	705,596	738,498
		<u>705,596</u>	<u>738,498</u>
Total funds		<u><u>705,596</u></u>	<u><u>738,498</u></u>

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:

Laura Walker
Signer ID: YYVDOV6X2Y...

Laura Walker

Trustee and Treasurer

Date: lauraannsewell@
googlemail.com

The notes on pages 20 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 2025

	Note	2025 £	2024 £
Cash flows from operating activities			
Net cash (used in)/provided by operating activities	18	(210,167)	308,848
Cash flows from investing activities			
Investment income received		24,960	14,921
Net cash provided by investing activities		24,960	14,921
Change in cash and cash equivalents in the year		(185,207)	323,769
Cash and cash equivalents at the beginning of the year		1,058,920	735,151
Cash and cash equivalents at the end of the year	19	873,713	1,058,920

Included within cash and cash equivalents at the end of the year is cash relating to deferred income at year end of £110,945 (2024: £315,125). This cash is due to be spent in the year 2025/26.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

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.

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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

2. Accounting policies (continued)

2.3 Income (continued)

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 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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

2. Accounting policies (continued)

2.6 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.

2.7 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.

2.8 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.

2.9 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.

2.10 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.

2.11 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.

2.12 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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

2. Accounting policies (continued)

2.13 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.

2.14 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.

2.15 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.

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

4. Income from donations and legacies

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Donations	170	170	211
Total 2024	211	211	

5. Income from charitable activities

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Leeds Advice Service contract	969,126	-	969,126	1,095,223
Leeds Advice Service contract - sub contracted services	357,648	-	357,648	465,852
Money and Pensions Service - Debt Advice Project	-	194,951	194,951	194,313
Citizens Advice Remote Advice Project	-	65,708	65,708	46,125
West Yorkshire Combined Authority	-	265,000	265,000	135,000
Help to Claim	-	601,189	601,189	454,185
NHS West Yorkshire Integrated Care Board	90,000	-	90,000	90,000
Legal Aid Agency Housing	28,422	-	28,422	-
Northern Powergrid	-	402,054	402,054	338,745
Yorkshire Building Society Advice Project	-	20,136	20,136	19,688
Household Support Fund	-	100,000	100,000	105,706
Other income	20,619	-	20,619	33,204
	1,465,815	1,649,038	3,114,853	2,978,041
Total 2024	1,684,279	1,293,762	2,978,041	

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Total 2024 £
Charitable activities	1,523,028	1,649,857	3,172,885	2,951,680
Total 2024	1,657,800	1,293,880	2,951,680	

7. Analysis of expenditure by activities

	Activities undertaken directly 2025 £	Grant funding of activities 2025 £	Support costs 2025 £	Total funds 2025 £	Total funds 2024 £
Charitable activities	3,042,419	85,088	45,378	3,172,885	2,951,680
Total 2024	2,820,440	90,891	40,349	2,951,680	

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2025 £	Total funds 2024 £
Staff costs	2,280,403	1,912,616
Depreciation and impairment	17,517	25,973
Insurance	8,500	6,922
Telephone	13,785	15,601
Office expenses, stationary and postage	20,417	14,264
Premises	93,854	115,594
Repairs and maintenance	17,088	13,999
Equipment	38,059	40,823
Training and conferences	10,718	8,669
Interpreting costs	21,466	19,455
Information, referencing and subscriptions	17,777	15,000
Travel and care expenses	12,566	13,065
Professional fees	634	698
Employer related costs and recruitment	21,862	24,378
Subcontracted advice work	388,588	515,852
Bank charges	1,034	1,030
Rent paid	78,151	76,501
	3,042,419	2,820,440

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2025 £	Total funds 2025 £	Total funds 2024 £
Staff costs	21,877	21,877	21,708
Governance costs - Professional Fees	16,920	16,920	14,400
Governance costs - Other	6,581	6,581	4,241
	<u>45,378</u>	<u>45,378</u>	<u>40,349</u>
Total 2024	<u>40,349</u>	<u>40,349</u>	

8. Analysis of grants

	Grants to Individuals 2025 £	Total funds 2025 £	Total funds 2024 £
Grants paid	85,088	85,088	90,891
Total 2024	<u>90,891</u>	<u>90,891</u>	

During the year 1,346 grants were paid to individuals (2024: 1,619 grants).

9. Auditor's remuneration

	2025 £	2024 £
Fees payable to the charity's auditor for the audit of the charity's annual accounts	11,790	9,800
Fees payable to the charity's auditor in respect of:		
All non-audit services not included above	<u>2,310</u>	<u>2,200</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

10. Staff costs

	2025 £	2024 £
Employment costs		
Wages and salaries	1,995,800	1,680,176
Social security costs	185,256	154,188
Contribution to defined contribution pension schemes	121,224	99,960
	<u>2,302,280</u>	<u>1,934,324</u>

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

	2025 No.	2024 No.
Number of employees		
The average monthly number of employees during the year was :	<u>73</u>	<u>63</u>

The average headcount expressed as full-time equivalents was:

	2025 No.	2024 No.
	<u>62</u>	<u>53</u>

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 £218,479 (2024: £209,708). The remuneration of these key management personnel is set and reviewed annually by the Trustee Board.

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2024 - £NIL).

During the year ended 31 March 2025, no Trustee expenses have been incurred (2024 - £NIL).

12. Tangible fixed assets

	Leasehold improvements £	Computer equipment £	Total £
Cost or valuation			
At 1 April 2024	175,176	10,431	185,607
At 31 March 2025	175,176	10,431	185,607
Depreciation			
At 1 April 2024	61,312	10,431	71,743
Charge for the year	17,517	-	17,517
At 31 March 2025	78,829	10,431	89,260
Net book value			
At 31 March 2025	96,347	-	96,347
At 31 March 2024	113,864	-	113,864

13. Debtors

	2025 £	2024 £
Trade debtors	111,323	55,957
Other debtors	23,521	3,832
Prepayments and accrued income	26,955	34,156
	161,799	93,945

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

14. Creditors: Amounts falling due within one year

	2025 £	2024 £
Trade creditors	33,272	11,683
Other taxation and social security	72,163	36,311
Other creditors	64,331	20,006
Accruals and deferred income	256,497	460,231
	426,263	528,231
	2025 £	2024 £
Deferred Income		
Brought forward	315,125	41,153
Released in the year	(315,125)	(41,153)
Deferred in the year	110,945	315,125
Carried forward	110,945	315,125

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

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2025 £
<i>Unrestricted funds</i>					
General funds	738,498	1,462,523	(1,470,569)	(819)	729,633
Legal Aid Agency	-	28,422	(52,459)	-	(24,037)
	<u>738,498</u>	<u>1,490,945</u>	<u>(1,523,028)</u>	<u>(819)</u>	<u>705,596</u>
<i>Restricted funds</i>					
Money and Pensions Service Debt Advice Project	-	194,951	(196,085)	1,134	-
Northern Powergrid Energy Affordability Project	-	320,758	(321,892)	1,134	-
Help to Claim	-	601,189	(600,082)	(1,107)	-
Yorkshire Building Society Advice Project	-	20,136	(19,623)	(513)	-
Citizens Advice Remote Advice Project (Pot 2)	-	65,708	(64,829)	(879)	-
Household Support Fund	-	100,000	(100,091)	91	-
West Yorkshire Combined Authority	-	265,000	(265,070)	70	-
Northern Powergrid Regional Project	-	40,744	(41,660)	916	-
Northern Powergrid Low Carbon Transition Project	-	40,552	(40,525)	(27)	-
	<u>-</u>	<u>1,649,038</u>	<u>(1,649,857)</u>	<u>819</u>	<u>-</u>
<i>Total of funds</i>	<u>738,498</u>	<u>3,139,983</u>	<u>(3,172,885)</u>	<u>-</u>	<u>705,596</u>

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

15. Statement of funds (continued)

Statement of funds - prior 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 Energy Affordability Project	-	309,745	(309,665)	(80)	-
Help to Claim	-	454,185	(454,220)	35	-
Yorkshire Building Society Advice Project	-	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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

15. 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 Energy Affordability Project

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

Help to Claim

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

Yorkshire Building Society Advice Project

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 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.

Northern Powergrid Low Carbon Transition Project

Northern Powergrid Low Carbon Transition Project is a service to advise NPG customers on changes they can make to reduce their carbon footprint through measures such as improving energy efficiency in their homes, using renewable energy sources, etc.

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.

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2025 £
General funds	738,498	1,490,945	(1,523,028)	(819)	705,596
Restricted funds	-	1,649,038	(1,649,857)	819	-
	738,498	3,139,983	(3,172,885)	-	705,596

Summary of funds - prior 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	-
	697,005	2,993,173	(2,951,680)	-	738,498

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2025 £	Total funds 2025 £
Tangible fixed assets	96,347	96,347
Current assets	1,035,512	1,035,512
Creditors due within one year	(426,263)	(426,263)
Total	705,596	705,596

LEEDS CITIZENS ADVICE BUREAU
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	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	738,498	738,498

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

	2025 £	2024 £
Net (expenditure)/income for the year (as per Statement of Financial Activities)	(32,902)	41,493
Adjustments for:		
Depreciation charges	17,517	22,733
Amortisation charges	-	3,240
Investment income	(24,960)	(14,921)
Increase in debtors	(67,854)	(67,506)
Increase in creditors	102,212	49,837
(Decrease)/increase in deferred income	(204,180)	273,972
Net cash (used in)/provided by operating activities	(210,167)	308,848

19. Analysis of cash and cash equivalents

	2025 £	2024 £
Cash in hand	873,713	1,058,920
Total cash and cash equivalents	873,713	1,058,920

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

20. Analysis of changes in net debt

	At 1 April 2024	Cash flows	At 31 March 2025
	£	£	£
Cash at bank and in hand	1,058,920	(185,207)	873,713
	<u>1,058,920</u>	<u>(185,207)</u>	<u>873,713</u>

The charity had no debt in this or the previous financial year.

21. 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 £121,224 for the year (2024: £99,960). As at 31 March 2025 a creditor of £27,398 (2024: £16,406) was due in respect of contributions to the scheme.

22. Operating lease commitments

At 31 March 2025 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2025 £	2024 £
Not later than 1 year	100,937	95,948
Later than 1 year and not later than 5 years	345,239	374,405
Later than 5 years	-	85,456
	<u>446,176</u>	<u>555,809</u>

23. Related party transactions

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