

Advice NI
Company Limited by Guarantee
Financial Statements
31 March 2024

Finegan Gibson Ltd
Chartered accountants & statutory auditor
Causeway Tower
9 James Street South
Belfast
BT2 8DN

Advice NI

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2024

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Advice NI

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2024

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2024.

Reference and administrative details

Registered charity name	Advice NI
Charity registration number	100008
Company registration number	NI071966
Principal office and registered office	First Floor, Block 3 Forestview Purdy's Lane Newtownbreda Belfast BT8 4AR Northern Ireland

The trustees

B Kearns	(Resigned 4 December 2023)
M Loughran	
G Morgan	
A Cunningham	(Appointed 17 November 2023)
C Feely	(Resigned 28 July 2023)
M Taulbutt (Chairperson)	
B McMullan	
G O'Neill	
D McGregor	(Appointed 12 June 2023)
J Farrell	

Company secretary Kathleen Mulligan

Auditor Finegan Gibson Ltd
Chartered accountants & statutory auditor
Causeway Tower
9 James Street South
Belfast
BT2 8DN

Bankers Ulster Bank
365-369 Ormeau Road
Belfast
BT7 3GP

Advice NI

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2024

Structure, governance and management

The organisation is a charitable organisation recognised by HM Revenue & Customs and registered with the Charities Commission for Northern Ireland. As of April 2009 the organisation has been registered as a charitable company limited by guarantee established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Appointment of trustees

Trustees are appointed by the members of Advice NI at its Annual General Meeting. The process for appointing Trustees is outlined in the governing documents.

The Directors of the organisation are also charity trustees for the purposes of charity law and under the governing document are known as members of the Management Committee. The members of the Management Committee are elected and one third (or the number nearest one third) must retire at each AGM, those longest in office retiring first and the choice between any equal length of service (i.e. appointed or last re-appointed on the same day) being made by drawing lots. All members of the Management Committee give their time voluntarily and receive no benefits from the charity.

Trustee induction and training

An annual induction is held for all new members of the Board and training in good governance is also provided to the whole board each year.

Arrangements for setting pay and remuneration of key management personnel

Pay for senior staff is set by the board of trustees and are broadly in line with NJC local government scales for the equivalent job role.

Organisation structure and how charity makes decisions

The management board meets at least 4 times per annum to set the strategy for the organisation and to receive reports (including financial report) from the Chief Executive. There are also 2 sub-committees - Staffing and Resources and Policy and Planning which also meet a minimum of 4 times per annum and are elected each year from within the ranks of the Board.

Relationships with related parties

Advice NI has a number of external relationships and partnership across a range of projects and services. Further information on projects and partnership are contained within our Annual Impact Report.

Risk management

Advice NI has a risk management strategy in place which is reviewed and updated each quarter by the Staff and Resources subcommittee and then presented and discussed at each board meeting. A risk register has been established. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Advice NI

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2024

Objectives and activities

The Charity's objects as set out in the governing documents are:

The Charity's objects are to promote the following purposes for the public benefit:

- (i) the advancement of citizenship or community development by the provision of training, advice, administrative support and information to charities in direct pursuit of their objects and to the general public; and
- (ii) such other exclusively charitable purpose according to the law of Northern Ireland as the Trustees may from time to time decide

Our key strategic themes for 2020/24 are:

- (i) Supporting the development of membership capacity to respond to client need
- (ii) Driving member benefit throughout the work of Advice NI
- (iii) Enabling effective engagement and communication with and among the membership and public
- (iv) Encouraging cohesion within the advice sector

To ensure a sustainable and effective organisation. We review our strategic aims and objectives every three years and our operational activities each year through the use of the Balanced Scorecard. Our Strategic plan sets out Advice NI's key objectives, vision, mission and values for 2020/24. The operational review looks at what we achieved and the outcomes of our work in the previous 12 months. The review helps us to ensure that our targets, aims and objectives remain focused and in line with our strategic plan.

The focus of our work

The main focus of our work for the year continued to be the development of an independent advice sector that provides the best possible advice to those who need it most. We work to support our members in the areas of training, research, policy, IT and membership services.

How our activities deliver public benefit

Our main activities and who we try to help are described below. All our charitable activities focus on the development of an effective independent advice sector that in turn provides advice, information and advocacy on behalf of the public.

Who used and benefited from our services?

Advice NIs membership remained steady with 65. Members provide information, advice and representation services to those in greatest need. Over 60% of our enquiries are social security benefit related. Other significant areas on which advice is given include housing, debt and employment. Our members contributed to our social policy and lobbying activities on a range of social welfare matters and we also provided IT and human and financial resources support.

Details on all Advice NI's work can be accessed through our website www.adviceni.net

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2024

Achievements and performance

Advice NI achievements and performance is captured through our quarterly progress reports and ultimately through our Annual Report. This has been another exceptionally busy and challenging year for the organisation and its staff.

Despite the many challenges Advice NI staff continue to step up to the mark to ensure as much business as usual was delivered. Advice NI is gradually and cautiously bringing staff back to its offices following individual risk assessment and clear policy in this area.

Learning and Development

Advice NI provides a range of learning and development opportunities for our members and others in the wider community and voluntary sector. We are a City & Guilds and Open College Network Northern Ireland (OCNNI) Assessment Centre delivering regulated qualifications and endorsed courses. We also deliver the Wiseradviser NI Money & Debt Advice programme for Money and Debt Advisers across Northern Ireland. Our training enables Advisers to meet quality standard, industry standard and legal training requirements. We continue to offer a range of programmes and develop new courses to ensure the Independent Advice sector can access the latest information, knowledge and skills to provide quality advice.

Training Stats for April 2023 to March 2024:

1. No. of new courses developed/coordinated = 41
2. No. of training sessions delivered = 401 (including face-to-face, online, and distance/ongoing programmes)
3. No. of training participants = 3,078
4. Satisfaction rate = 97%

This year a major focus of our training work included re-development of our Adviser Training Programme to a fast-track, face-to-face programme, as well as getting future ready by investing in our 'Any-time Online' learning activities and portfolio. We ensured Advisers were provided training in key areas of legislative change, including the Managed Migration to UC and Consumer Duty. We delivered on a range of training related contracts including those funded by ABC Council and Legal Education Foundation, as well as working with training partners such as Community Advice ABC.

Social Policy

This year a major focus of our training work included re-development of our Adviser Training Programme to a fast-track, face-to-face programme, as well as getting future ready by investing in our 'Any-time Online' learning activities and portfolio. We ensured Advisers were provided training in key areas of legislative change, including the Managed Migration to UC and Consumer Duty. We delivered on a range of training related contracts including those funded by ABC Council and Legal Education Foundation, as well as working with training partners such as Community Advice ABC.

Some of the key policy achievements during the year included:

Evidence based inputs and consultations (x 19)
Social Policy Publications (x 164)
Evidence based, solution research and policy propositions (x 5)
Social Policy campaigns (x 8)
Promotion and awareness events (x 87)

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2024

Responses to complex case queries from advisers (x 382)
External organisations participating in our policy work (x 87)
NI-relevant information resources published for use by advisers (x 1,099) Social media policy impressions (x 311.6k)
Extensive media engagement

Further information: www.adviceni.net/policy

Helplines and Specialist Support

We dealt with 3368 Tax and Benefits enquiries through our HMRC funded helpline.

Our Historical Institutional Abuse Advice Service dealt with 641 enquiries during the year which has grown considerably from the previous year.

Our Welfare Reform Support Project dealt with 17312 enquiries during the year.

Our Trussell Trust project issued 1791 food vouchers for people in need

Our Business Debt Service advised 138 business owners and assisted them to deal with £8.3m debt.

Our Personal Debt Service dealt with 3,395 clients with nearly £44.1m in debt during the year and our Specialist Debt Support Service dealt with 158 enquiries. We continued to build our relationship with Navigator Blue and had 85 pieces of coverage with an estimated reach of 69million people. Through our Business Relationship Manager, we had 27 organisations live on our referral portal with a total of 189 users.

We are extremely proud to have successfully supported thousands to secure their immigration status in the UK through EU Settlement Scheme project funded by the Home Office. Advice NI is OISC Level 3 Immigration, Asylum and Protection registered, OISC Ref N2O1900041

The Quality team carried out:

- 145 quality audits
- 1835 case file reviews
- 40 call listening and shadowing activities
- 39 assessor & adviser workshops
- 21 peer review workshops
- 53 training sessions for 97 participants
- 19 quality presentations
- 284 meetings to support with development and learning
- 51 policy guides.

Digital and Communications

Our Social Media Audience: Facebook:14k, X:8k, Instagram:1.2k. We email AdviceMatters, quarterly, to 1,099 subscribers and 411 advice staff across the independent advice network are in contact with each other via AdviceLink. Visitors to our websites have increased to 540,614 page views. A total of 4,682 website visitors used our accessibility toolbar. We maintained a strong media presence across print, TV and radio interviews, and online ads for our services, running 113 digital campaigns encouraging people to seek independent advice.

We resolved 316+ queries for tech support from Advice NI teams and our members across the

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2024

independent advice network. We have maintained secure and robust IT systems.

We ran 4 digital inclusion programmes, supporting people to access and navigate the Internet with confidence.

Financial review

Our accounts for the year show a deficit of £21,133, which has decreased the total fund balance carried forward to £817,345. The Statement of Financial Activities for the year is detailed on page 14. The Board has examined the charity's requirements for reserves in light of the main risks of the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of expenditure. Running costs for 2023/24 was £3,541,233 and therefore the target is £885,308 to £1,770,617 in general funds. Free reserves of the charity at 31st March 24 stand at £738,342 which is below the target level. The management committee have a strategy in place to build reserves through planned operating surpluses.

Reserves policy and going concern

Advice NI does not anticipate any risks to its financial stability although this is under constantly under review by the senior management team, staffing and resources committee and the Board. Our reserves are currently healthy.

Plans for future periods

Key aims, objectives and activities for the organisation are contained within our new strategic plan 2020/24 which is available on our website www.adviceni.net.

Trustees' responsibilities statement

The trustees, who are also directors 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 charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the 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 in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

Advice NI

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2024

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.

Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 14 November 2024 and signed on behalf of the board of trustees by:



M Taulbutt (Chairperson)
Trustee

Advice NI

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Independent Auditor's Report to the Members of Advice NI

Year ended 31 March 2024

Opinion

We have audited the financial statements of Advice NI (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 charity'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;
- 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's responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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 the provisions available for small entities, in the circumstances set out below, 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.

In common with many other organisations of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

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 charity'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.

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Company Limited by Guarantee

Independent Auditor's Report to the Members of Advice NI *(continued)*

Year ended 31 March 2024

Other information

The other information comprises the information included in the annual 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

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 for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- 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 charity and its environment obtained in the course of the audit, we have not identified material misstatements in 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.

Advice NI

Company Limited by Guarantee

Independent Auditor's Report to the Members of Advice NI *(continued)*

Year ended 31 March 2024

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

Advice NI

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Independent Auditor's Report to the Members of Advice NI *(continued)*

Year ended 31 March 2024

Auditor's 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.

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:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the industry and sector, control environment and business performance including the design of the remuneration policies, key drivers for directors' remuneration, bonus levels and performance targets;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities;
 - any matters we identified having obtained and reviewed documentation of their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether management were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether management have knowledge of any actual, suspected or alleged fraud;
 - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations.
- the matters discussed among the audit engagement team including significant component audit teams and relevant internal specialists, including tax and valuations specialists regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks in operation, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included ongoing compliance with the UK Companies Act and tax legislation.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental for their ability to operate or to avoid a material penalty.

Advice NI

Company Limited by Guarantee

Independent Auditor's Report to the Members of Advice NI *(continued)*

Year ended 31 March 2024

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Advice NI

Company Limited by Guarantee

Independent Auditor's Report to the Members of Advice NI *(continued)*

Year ended 31 March 2024

As explained more fully in the Trustees' Responsibilities Statement (set out on page 6), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK). Those standards require us to comply with the Financial Reporting Council's (FRC's) Ethical Standard for Auditors', in in the circumstances set out in note 24 to the financial statements.

Use of our report

This report is made solely to the charity'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 charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Paul Dolan FCA (Senior Statutory Auditor)

For and on behalf of
Finegan Gibson Ltd
Chartered accountants & statutory auditor
Causeway Tower
9 James Street South
Belfast
BT2 8DN

14 November 2024

Advice NI

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Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2024

			2024		2023
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Charitable activities	5	161,809	3,252,190	3,413,999	3,161,100
Other trading activities	6	67,284	–	67,284	68,197
Investment income	7	12,383	–	12,383	5,213
Other income	8	26,434	–	26,434	28,052
Total income		<u>267,910</u>	<u>3,252,190</u>	<u>3,520,100</u>	<u>3,262,562</u>
Expenditure					
Expenditure on charitable activities	9	327,006	3,214,227	3,541,233	3,440,918
Total expenditure		<u>327,006</u>	<u>3,214,227</u>	<u>3,541,233</u>	<u>3,440,918</u>
Net expenditure		<u>(59,096)</u>	<u>37,963</u>	<u>(21,133)</u>	<u>(178,356)</u>
Transfers between funds		(210,404)	210,404	–	–
Net movement in funds		<u>(269,500)</u>	<u>248,367</u>	<u>(21,133)</u>	<u>(178,356)</u>
Reconciliation of funds					
Total funds brought forward		878,744	(40,266)	838,478	1,016,834
Total funds carried forward		<u>609,244</u>	<u>208,101</u>	<u>817,345</u>	<u>838,478</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 17 to 27 form part of these financial statements.

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Statement of Financial Position

31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible fixed assets	14	79,003	105,844
Current assets			
Debtors	15	446,667	237,311
Cash at bank and in hand		584,233	805,114
		<u>1,030,900</u>	<u>1,042,425</u>
Creditors: amounts falling due within one year	16	<u>292,558</u>	<u>309,791</u>
Net current assets		<u>738,342</u>	<u>732,634</u>
Total assets less current liabilities		<u>817,345</u>	<u>838,478</u>
Net assets		<u>817,345</u>	<u>838,478</u>
Funds of the charity			
Restricted funds		208,101	(40,266)
Unrestricted funds		<u>609,244</u>	<u>878,744</u>
Total charity funds	18	<u>817,345</u>	<u>838,478</u>

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

These financial statements were approved by the board of trustees and authorised for issue on 14 November 2024, and are signed on behalf of the board by:



M Taulbutt (Chairperson)
Trustee

The notes on pages 17 to 27 form part of these financial statements.

Advice NI

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Statement of Cash Flows

Year ended 31 March 2024

	2024 £	2023 £
Cash flows from operating activities		
Net expenditure	(21,133)	(178,356)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	31,943	55,523
Other interest receivable and similar income	(12,383)	(5,213)
Interest payable and similar charges	940	981
Accrued (income)/expenses	(219)	264
<i>Changes in:</i>		
Trade and other debtors	(209,356)	304,552
Trade and other creditors	(17,014)	182,301
Cash generated from operations	(227,222)	360,052
Interest paid	(940)	(981)
Interest received	12,383	5,213
Net cash (used in)/from operating activities	<u>(215,779)</u>	<u>364,284</u>
Cash flows from investing activities		
Purchase of tangible assets	<u>(5,102)</u>	<u>(9,722)</u>
Net cash used in investing activities	<u>(5,102)</u>	<u>(9,722)</u>
Net (decrease)/increase in cash and cash equivalents	(220,881)	354,562
Cash and cash equivalents at beginning of year	805,114	450,552
Cash and cash equivalents at end of year	<u>584,233</u>	<u>805,114</u>

The notes on pages 17 to 27 form part of these financial statements.

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2024

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is First Floor, Block 3, Forestview, Purdy's Lane, Newtownbreda, Belfast, BT8 4AR, Northern Ireland.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

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

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Short leasehold property	- 10% straight line
Fixtures and fittings	- 25% straight line
Motor vehicles	- 25% straight line
Equipment	- 33% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

4. Limited by guarantee

Advice NI is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes 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.

5. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Department for Communities	3,000	2,621,401	2,624,401
Insolvency Service	900	–	900
Portal Income	47,200	–	47,200
CFNI Carers Fund	–	45,205	45,205
Legal Education	–	57,000	57,000
Ofcom	–	7,275	7,275
Armagh City, Banbridge & Craigavon Borough Council	31,576	–	31,576
Lisburn & Castlereagh City Council	–	–	–
Feeding Britain	20,000	–	20,000
Power NI	9,800	–	9,800
Consumer Council NI	5,000	–	5,000
Big Lottery Income	–	50,188	50,188
The Access to Justice	–	–	–
Link Scheme	–	45,510	45,510
Lloyds	9,885	–	9,885
Ulster Garden Villages	–	13,333	13,333
EUSS	–	142,376	142,376
Trussell Trust	–	80,532	80,532
Begin Together	–	37,928	37,928
Forward South Belfast Roma Hub	14,448	–	14,448
NI Strategic Migration P/ship	–	–	–
HMRC	–	110,030	110,030
Victim and Survivors Service	–	37,967	37,967
Deloitte	–	3,445	3,445
Charities Trust	20,000	–	20,000
	<u>161,809</u>	<u>3,252,190</u>	<u>3,413,999</u>

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

5. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Department for Communities	3,000	2,597,049	2,600,049
Insolvency Service	1,290	—	1,290
Portal Income	9,760	—	9,760
CFNI Carers Fund	—	29,653	29,653
Legal Education	—	29,000	29,000
Ofcom	—	37,892	37,892
Armagh City, Banbridge & Craigavon Borough Council	18,024	—	18,024
Lisburn & Castlereagh City Council	—	6,850	6,850
Feeding Britain	10,000	—	10,000
Power NI	5,700	—	5,700
Consumer Council NI	4,999	—	4,999
Big Lottery Income	—	—	—
The Access to Justice	12,196	—	12,196
Link Scheme	—	—	—
Lloyds	—	—	—
Ulster Garden Villages	—	—	—
EUSS	—	160,090	160,090
Trussell Trust	—	80,532	80,532
Begin Together	—	4,850	4,850
Forward South Belfast Roma Hub	14,448	—	14,448
NI Strategic Migration P/ship	—	1,600	1,600
HMRC	—	99,583	99,583
Victim and Survivors Service	—	34,584	34,584
Deloitte	—	—	—
Charities Trust	—	—	—
	<u>79,417</u>	<u>3,081,683</u>	<u>3,161,100</u>

6. Other trading activities

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Membership fees and insurance	15,450	15,450	16,551	16,551
Training income	51,580	51,580	51,386	51,386
Room hire	254	254	260	260
	<u>67,284</u>	<u>67,284</u>	<u>68,197</u>	<u>68,197</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Bank interest receivable	<u>12,383</u>	<u>12,383</u>	<u>5,213</u>	<u>5,213</u>

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

8. Other income

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Other income	<u>26,434</u>	<u>26,434</u>	<u>28,052</u>	<u>28,052</u>

9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2024 £	Total fund 2023 £
Advice service provider	3,429,391	42,627	3,472,018	3,387,527
Governance costs	—	69,215	69,215	53,391
	<u>3,429,391</u>	<u>111,842</u>	<u>3,541,233</u>	<u>3,440,918</u>

10. Analysis of support costs

	Analysis of support costs £	Total 2024 £	Total 2023 £
Staff costs	42,627	42,627	44,334
Governance costs	69,215	69,215	53,391
	<u>111,842</u>	<u>111,842</u>	<u>97,725</u>

11. Net expenditure

Net expenditure is stated after charging/(crediting):

	2024 £	2023 £
Depreciation of tangible fixed assets	31,943	55,523
Fees payable for the audit of the financial statements	<u>7,844</u>	<u>7,944</u>

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024 £	2023 £
Wages and salaries	1,848,482	1,707,040
Social security costs	178,073	163,979
Employer contributions to pension plans	202,715	192,522
Other employee benefits	—	5,280
	<u>2,229,270</u>	<u>2,068,821</u>

The average head count of employees during the year was 65 (2023: 66).

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

12. Staff costs *(continued)*

The number of employees whose remuneration for the year fell within the following bands, were:

	2024	2023
	No.	No.
£60,000 to £69,999	—	1
£70,000 to £79,999	1	—
	<u>1</u>	<u>1</u>

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £499,842 (2023:£438,099).

13. Trustee remuneration and expenses

The charity trustees were not paid or received any other benefits from employment with the Charity in the year (2023: Nil).

No charity trustee received payment for professional or other services supplies to the charity (2023: Nil).

One trustee was reimbursed travel expenses during the year totalling £91 (2023: Nil).

14. Tangible fixed assets

	Short leasehold property £	Fixtures and fittings £	Motor vehicles £	Equipment £	Total £
Cost					
At 1 April 2023	144,498	132,634	31,464	250,530	559,126
Additions	—	—	—	5,102	5,102
Disposals	—	—	—	(1,547)	(1,547)
At 31 March 2024	<u>144,498</u>	<u>132,634</u>	<u>31,464</u>	<u>254,085</u>	<u>562,681</u>
Depreciation					
At 1 April 2023	57,800	130,280	23,598	241,604	453,282
Charge for the year	14,450	2,354	7,866	7,273	31,943
Disposals	—	—	—	(1,547)	(1,547)
At 31 March 2024	<u>72,250</u>	<u>132,634</u>	<u>31,464</u>	<u>247,330</u>	<u>483,678</u>
Carrying amount					
At 31 March 2024	<u>72,248</u>	<u>—</u>	<u>—</u>	<u>6,755</u>	<u>79,003</u>
At 31 March 2023	<u>86,698</u>	<u>2,354</u>	<u>7,866</u>	<u>8,926</u>	<u>105,844</u>

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

15. Debtors

	2024 £	2023 £
Trade debtors	423,246	187,283
Prepayments and accrued income	23,421	50,028
	<u>446,667</u>	<u>237,311</u>

16. Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	201,282	91,330
Accruals and deferred income	7,844	15,839
Social security and other taxes	46,105	68,538
Other creditors	37,327	134,084
	<u>292,558</u>	<u>309,791</u>

17. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £202,715 (2023: £192,522).

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2023 £	Income £	Expenditure £	Transfers £	At 31 March 2024 £
General funds	750,872	267,910	(327,006)	(210,404)	481,372
Capital fund	127,872	—	—	—	127,872
	<u>878,744</u>	<u>267,910</u>	<u>(327,006)</u>	<u>(210,404)</u>	<u>609,244</u>

	At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023 £
General funds	888,962	180,879	(303,956)	(15,013)	750,872
Capital fund	127,872	—	—	—	127,872
	<u>1,016,834</u>	<u>180,879</u>	<u>(303,956)</u>	<u>(15,013)</u>	<u>878,744</u>

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

18. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 April 2023 £	Income £	Expenditure £	Transfers £	At 31 March 2024 £
Department for Communities	(105,357)	2,621,401	(2,677,607)	161,563	–
EUSS	–	142,376	(174,599)	32,223	–
Trussell Trust	–	80,532	(80,532)	–	–
NI Strategic Migration Partnership	–	–	–	–	–
HMRC	–	110,030	(125,823)	15,793	–
Victim and Survivors Service	–	37,967	(38,792)	825	–
Begin Together	–	37,928	(22,330)	–	15,598
Community Foundation NI	4,720	45,205	(38,085)	–	11,840
Legal Education Foundation	22,977	57,000	(32,394)	–	47,583
Lisburn & Castlereagh City Council	–	–	–	–	–
Ofcom	37,394	7,275	(18,145)	–	26,524
Deloitte	–	3,445	(237)	–	3,208
National Lottery	–	–	–	–	–
Dormant Accounts Fund	–	50,188	(3,649)	–	46,539
Link Scheme	–	45,510	(2,034)	–	43,476
Ulster Garden Villages	–	13,333	–	–	13,333
	<u>(40,266)</u>	<u>3,252,190</u>	<u>(3,214,227)</u>	<u>210,404</u>	<u>208,101</u>

	At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023 £
Department for Communities	–	2,597,049	(2,692,684)	(9,722)	(105,357)
EUSS	–	160,090	(178,965)	18,875	–
Trussell Trust	–	80,532	(80,532)	–	–
NI Strategic Migration Partnership	–	1,600	(1,600)	–	–
HMRC	–	99,583	(105,443)	5,860	–

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

18. Analysis of charitable funds *(continued)*

Victim and Survivors Service	–	34,584	(34,584)	–	–
Begin Together	–	4,850	(4,850)	–	–
Community Foundation NI	–	29,653	(24,933)	–	4,720
Legal Education Foundation	–	29,000	(6,023)	–	22,977
Lisburn & Castlereagh City Council	–	6,850	(6,850)	–	–
Ofcom	–	37,892	(498)	–	37,394
Deloitte	–	–	–	–	–
National Lottery	–	–	–	–	–
Dormant Accounts Fund	–	–	–	–	–
Link Scheme	–	–	–	–	–
Ulster Garden Villages	–	–	–	–	–
	–	<u>3,081,683</u>	<u>(3,136,962)</u>	<u>15,013</u>	<u>(40,266)</u>

The transfer out of restricted funds relates to the capital assets purchased with restricted funding which do not have a restriction over their ongoing use. Transfers into restricted funds relate to overspends on projects being supported by unrestricted funds.

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Tangible fixed assets	79,003	–	79,003
Current assets	641,227	389,673	1,030,900
Creditors less than 1 year	(110,986)	(181,572)	(292,558)
Net assets	<u>609,244</u>	<u>208,101</u>	<u>817,345</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	105,844	–	105,844
Current assets	882,273	160,152	1,042,425
Creditors less than 1 year	(109,373)	(200,418)	(309,791)
Net assets	<u>878,744</u>	<u>(40,266)</u>	<u>838,478</u>

20. Taxation

The Company is a registered charity, and as such is entitled to tax exemptions on income and profits in furtherance of the charity's primary objectives.

Advice NI

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

21. Analysis of changes in net debt

	At 1 Apr 2023	Cash flows	At 31 Mar 2024
	£	£	£
Cash at bank and in hand	<u>805,114</u>	<u>(220,881)</u>	<u>584,233</u>

22. Contingencies

A contingent liability exists to repay grants received should certain conditions not be fulfilled by the charity. In the opinion of the Trustees, the terms of the Letters of Offer have been, or will be, complied with and no liability is expected.

23. Related parties

There were no other related party transactions incurred during the year (2023: nil).

24. Ethical standards

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

Advice NI

Company Limited by Guarantee

Management Information

Year ended 31 March 2024

The following pages do not form part of the financial statements.

Advice NI

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 31 March 2024

	2024 £	2023 £
Income and endowments		
Charitable activities		
Department for Communities	2,624,401	2,600,049
Insolvency Service	900	1,290
Portal Income	47,200	9,760
CFNI Carers Fund	45,205	29,653
Legal Education	57,000	29,000
Ofcom	7,275	37,892
Armagh City, Banbridge & Craigavon Borough Council	31,576	18,024
Lisburn & Castlereagh City Council	—	6,850
Feeding Britain	20,000	10,000
Power NI	9,800	5,700
Consumer Council NI	5,000	4,999
Big Lottery Income	50,188	—
The Access to Justice	—	12,196
Link Scheme	45,510	—
Lloyds	9,885	—
Ulster Garden Villages	13,333	—
EUSS	142,376	160,090
Trussell Trust	80,532	80,532
Begin Together	37,928	4,850
Forward South Belfast Roma Hub	14,448	14,448
NI Strategic Migration P/ship	—	1,600
HMRC	110,030	99,583
Victim and Survivors Service	37,967	34,584
Deloitte	3,445	—
Charities Trust	20,000	—
	<u>3,413,999</u>	<u>3,161,100</u>
Other trading activities		
Membership fees and insurance	15,450	16,551
Training income	51,580	51,386
Room hire	254	260
	<u>67,284</u>	<u>68,197</u>
Investment income		
Bank interest receivable	<u>12,383</u>	<u>5,213</u>
Other income		
Other income	<u>26,434</u>	<u>28,052</u>
Total income	<u><u>3,520,100</u></u>	<u><u>3,262,562</u></u>

Advice NI

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2024

	2024 £	2023 £
Expenditure on charitable activities		
Advice service provider		
Activities undertaken directly		
Wages and salaries	1,798,182	1,656,866
Employer's NIC	174,472	160,958
Pension costs	197,308	186,628
Other employee benefits	—	5,280
Rent & service charges	106,916	121,446
Light & heat	10,710	12,688
Repairs & maintenance	3,696	1,470
Insurance	14,310	16,269
Travel costs	10,501	6,445
Telephone	62,528	64,039
Printing, postage & stationery	12,439	8,917
Depreciation	31,943	55,523
Members training	39,985	60,969
Publications and subscriptions	15,937	10,910
Staff recruitment and training	24,089	14,291
Computer and website development costs	109,219	58,911
Conference costs	6,236	4,200
Publicity and literature	90,789	37,967
Project payments - Money & Debt salaries/EUSS experts	716,949	735,115
Bad debt	725	(4,162)
Members other costs	1,681	1,605
Employee Benefits & Wellbeing	9,895	14,421
Miscellaneous Expenses	1,712	7,080
Grant repayment	(10,831)	105,357
	<u>3,429,391</u>	<u>3,343,193</u>
Support costs		
Wages & salaries	37,007	38,599
Employer's NIC	2,167	1,670
Pension costs	3,453	4,065
	<u>42,627</u>	<u>44,334</u>
Governance costs		
Wages and salaries	13,293	11,575
Employer's NIC	1,434	1,351
Pension costs	1,954	1,829
Audit fees	7,844	7,944
Legal and other professional fees	43,750	29,711
Bank charges and interest	940	981
	<u>69,215</u>	<u>53,391</u>
Expenditure on charitable activities	<u>3,541,233</u>	<u>3,440,918</u>
Net expenditure	<u>(21,133)</u>	<u>(178,356)</u>