

# Community Advice Ards and North Down Ltd

Northern Ireland · Charity number 101425

## Details

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**Status** Received

**Registered** 2015-02-25

**Register** [View on the Charity Commission for Northern Ireland register](#)

## Contact

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**Address** Community Advice Ards And North Dow  
39A Hamilton Road  
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**Website** [www.caand.co.uk](http://www.caand.co.uk)

## Activities

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**Purposes:** The Company's objects are to promote any charitable purpose for the benefit of the community in Northern Ireland by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

**What the charity does:** The prevention or relief of poverty, The advancement of education, The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

**How the charity works:** Advice/advocacy/information, Community development, Counselling/support, Medical/health/sickness, Relief of poverty, Volunteer development, Welfare/benevolent

**Who the charity helps:** Carers, Ethnic minorities, Ex-offenders and prisoners, General public, Homelessness, Learning disabilities, Men, Mental health, Older people, Parents, Physical disabilities, Sensory disabilities, Sexual orientation, Specific areas of deprivation, Tenants, Travellers, Unemployed/low income, Victim support, Voluntary and community sector, Volunteers, Women, Youth (14-25 year olds)

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£845,578	£785,132	£-10,677	29

## Trustees

Name	Role	Appointed
Colin Foote		
Jennifer Louise Togneri		
Leanne Brown		
Mr Gavin North		
Mr John Corey		
Mrs Anne Mckenna		
Mrs Vivienne Beck		
Robin McClelland		
Susan Mckee		
Valerie Goodchild		

**Community Advice Ards and North Down Ltd**

Northern Ireland - Charity number 101425

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# Accounts

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**Registration number NI033560**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**  
**Company limited by guarantee**

**Annual' report and financial statements**

**for the year ended 31 March 2025**

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Reference and Administrative Details

Trustees	Louise Togneri, Chairperson Leanne Brown Colin Foote Valerie Goodchild Robin McClelland, Vice-Chairperson Anne McKenna, Treasurer Aaron Mulholland Vivienne Beck Gavin North John Corey Peter Gamble Susan McKee
Secretary	Leanne Brown
Company number	NI033560
Charity number	101425
Registered office	Hamilton Road Community Hub 39A Hamilton Road Bangor Co Down BT20 4LF
Auditors	McCreery Turkington Stockman LTD 1 Lanyon Quay Belfast BT1 3LG
Bankers	Danske Bank 77 Main Street Bangor BT20 5AF
Solicitors	McCoubrey Hinds 61 Main Street Bangor Co Down BT20 5AF

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

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# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Trustees' Report for the year ended 31 March 2025

The Trustees present their report with the audited financial statements for the year ended 31 March 2025. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and 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 published in October 2019".

### Management Structure

Community Advice Ards and North Down is an independent local charity, run by local people for the benefit of local people. CAAND was formerly Citizens Advice Ards and North Down and part of the UK wide Citizens Advice service. The Citizens Advice brand was withdrawn from Northern Ireland in 2018 requiring implementation of the name change to Community Advice Ards and North Down (CAAND) with effect from January 2019.

CAAND is a member of AdviceNI the independent advice network. CAAND subscribes fully to AdviceNI membership criteria which include the requirements to be independent of central or local government control, non-profit making, providing advice free and accountable to the community.

CAAND is governed by its board of trustees, which is drawn from the local community. The members are charity trustees and company directors who are collectively responsible for the governance, including setting an overall vision and making strategic decisions. The board ensures there is effective planning, financial management and control plus compliance with charity law/company law and other relevant legislation.

In practice, day-to-day management is delegated to a manager who is also responsible for quality and service delivery. The board holds staff accountable while carrying ultimate responsibility for the activities of the organisation.

### Trustee Board

Trustees are elected at the Annual General Meeting. Officers are elected by the trustees at the first meeting after the AGM. The board normally meets monthly throughout each year. The board may delegate any of their powers and duties to a sub-committee comprising at least three Board members; there are three sub-committees within the board dealing with Finance, Planning and Staffing matters. The chair of the board is ex officio on all committees and the managers act as facilitators.

CAAND aims to ensure the members of the trustee board reflect the local community and trustees are provided with appropriate training as required.

### Risk Assessment

CAAND undertakes timely risk assessments and the results are used to inform financial and business planning for contingency

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2025

#### Purpose and Aims

1. To ensure that individuals do not suffer through:

- lack of knowledge of their rights and responsibilities;
- lack of knowledge of service available to them;
- an inability to express their needs effectively.

2. To exercise a responsible influence on the development of social policies and services both locally and nationally.

CAAND aims to achieve its purpose by:

- providing free, confidential, independent advice and assistance for the people in the community, regardless of religion, race, sex, disability or sexuality;
- contributing to the development of social policy from the experience of working with clients;
- managing operations within available funding and in compliance with regulatory, statutory and AdviceNI membership requirements ;
- developing its staff and systems to respond to business needs, arranging appropriate training for volunteers, staff and trustees so as to ensure the delivery of quality services to clients;
- making people aware of the work of CAAND;
- working effectively with its main funder, Ards and North Down Borough Council, to maintain the efficiency, effectiveness and economy of its service delivery;
- networking within AdviceNI and similar organisations in Northern Ireland.

#### Services provided

CAAND's core contract is with Ards and North Down Borough Council and provides a general advice service through an appointment and drop-in service, plus telephone advice from offices in Bangor, Newtownards and Holywood. Weekly advice sessions are also available at 10 outreach advice clinics, to give citizens throughout the Borough Council's geographic area access to CAAND's services.

Other services available include Specialist Debt Advice (funded by Ards & North Down Borough Council core funding) and Tribunal representation (social security).

#### Additional Advice Projects

CAAND provides additional advice services under a number of other funded projects including Welfare Reform, Debt Action, Advocacy Representation (funded by The National Lottery) and Macmillan Cancer Care advice services based in the Ulster Hospital, Dundonald.

In the 2024/25 year, across all projects, CAAND provided advice, help and support to over 10,000 people, dealing with almost 30,000 issues. The total income generated for our clients was over £6.1 million.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2025

#### Public Benefit Statement

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act (Northern-Ireland) 2008 to have due regard to the Charity Commission for Northern Ireland public benefit guidance.

- CAAND records client statistics relating to disability and ethnicity in order to assist identification of under use by client groups.
  - Posters stating the service's commitment to equality, diversity and non-discrimination are displayed in public areas in the CAAND offices.
  - Promotional material is prepared and distributed as widely as possible.
  - CAAND has on display as many leaflets in many languages relating to benefits, services and employment.
  - CAAND has an up to date child protection policy.
- Copies of CAAND's Strategic Plan and Annual Operational Plan were available on request.

#### Social Policy

Throughout the 2024/25 year, actions continued to achieve CAAND's second purpose of exercising a responsible influence on the development of social policies and services to improve the lives of people in the community. Drawing on the evidence of advisers' work in providing advice and helping people, CAAND prepared quarterly Social Policy reports to assist in raising awareness of evidence of shortcomings in laws, policies and public services. These reports were shared with MPs, MLAs and Councillors and provided to the regional organisation Advice NI to support lobbying on social policy issues.

#### Financial Review

CAAND's funding contract with the Ards and North Down Borough Council provided core funding for the three-year period from 1 April 2021 plus options for the annual renewal of the contract to March 2026.

As well as this core funding, other sources of income for the 2024/25 year included:-

- Funding from Macmillan Care for the advice project based in the Ulster Hospital
- Funding from the Department of Communities for employment of advisers to meet advice demands and assist with appeals arising from Welfare Reform
- Funding from the National Lottery for Advisors to represent clients at tribunal hearings
- Funding provided via Advice NI for the Debt Action project
- Funding provided by The Headley Trust to allow for an advisor to specifically advise on issues impacting on older people
- Funding provided by the Trussell Trust to facilitate an advisor being present at Bangor Foodbank

The combination of the above funding has enabled CAAND to finish the 2024/25 year with a surplus of income over expenditure amounting to £60,446.

#### Reserves Policy

The trustees reviewed and reaffirmed the policy to achieve reserves in unrestricted funds equivalent to up to six months of CAAND's annual operating expenditure.

#### Going Concern

The trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. In arriving at this conclusion, the year to date budgets for 2025/26 and current cash position were reviewed. For this reason they continue to adopt the going concern basis in preparing the financial statements.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2025

#### Statement of Trustees' Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditors

The auditors are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report was approved by the Board on 21st October 2025 and signed on its behalf by



Louise Togneri  
Trustee

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

#### Opinion

We have audited the financial statements of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD for the year ended 31 March 2025 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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, 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'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 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.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Company will continue in operation. 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 annual report, other than the accounts and our auditors report thereon. The trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD continued

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our 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; and
- we have not received all the information and explanations we require for our audit.

#### Responsibilities of trustees

As explained more fully in the Statement of trustees' Responsibilities, the trustees, who are also the Directors of the charity for the purpose of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the committee determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

#### 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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Extent to which the audit was capable of detecting irregularities, including fraud**

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:

We identified the areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements and risks of material misstatement due to fraud, using our understanding of the entity's industry, regulatory environment and other external factors and inquiry with the Trustees. In addition, our risk assessment procedures included: inquiring with the Trustees as to the charities policies and procedures regarding compliance with laws and regulations and prevention and detection of fraud; inquiring whether the Trustees have knowledge of any actual or suspected non-compliance with laws or regulations or alleged fraud; inspecting the charities regulatory and legal correspondence; and reading Board minutes.

We discussed identified laws and regulations, fraud risk factors and the need to remain alert among the audit team.

The charity is subject to laws and regulations that directly affect the financial statements charity and financial reporting legislation. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items, including assessing the financial statement disclosures and agreeing them to supporting documentation when necessary.

The charity is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, anti-bribery, employment law, environmental law.

Auditing standards limit the required audit procedures to identify non-compliance with these non-direct laws and regulations to inquiry of the Trustees and inspection of regulatory and legal correspondence, if any. These limited procedures did not identify actual or suspected non-compliance.

We assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. As required by auditing standards, we performed procedures to address the risk of management override of controls. On this audit we do not believe there is a fraud risk related to revenue recognition. We did not identify any additional fraud risks.

In response to risk of fraud, we also performed procedures including: identifying journal entries to test based on risk criteria and comparing the identified entries to supporting documentation; evaluating the business purpose of significant unusual transactions; assessing significant accounting estimates for bias; and assessing the disclosures in the financial statements.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

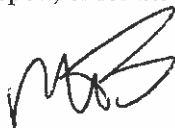
## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

In addition, as with any audit, there remains a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditors-responsibilities>. This description forms part of our auditor's report.

### **The purpose of our audit work and to whom we owe our responsibilities**

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.



**Richard McClay FCA (Senior Statutory Auditor)**  
**For and on behalf of McCreery Turkington Stockman LTD**  
**Chartered Accountants**  
**Registered Auditors**  
**1 Lanyon Quay**  
**Belfast**  
**BT1 3LG**

**21 October 2025**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Statement of Financial Activities (Including Summary Income and Expenditure Account)  
for the year ended 31 March 2025**

		Unrestricted	Restricted				
		Funds	Funds	Total			Total
		2025	2025	2025			2024
<b>Income from:</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>			<b>£</b>
Charitable activities	2	383,945	458,336	842,281			814,783
Donations and legacies	3	745	-	745			220
Investment Income	4	2,552	-	2,552			1,833
<b>Total incoming resources</b>		<u>387,242</u>	<u>458,336</u>	<u>845,578</u>			<u>816,836</u>
<b>Expenditure on:</b>							
Charitable activities	5	(329,175)	(455,957)	(785,132)			(762,214)
<b>Total resources expended</b>		<u>(329,175)</u>	<u>(455,957)</u>	<u>(785,132)</u>			<u>(762,214)</u>
<b>Net income before transfers</b>		<u>58,067</u>	<u>2,379</u>	<u>60,446</u>			<u>54,622</u>
<b>Net incoming resources</b>		<u>58,067</u>	<u>2,379</u>	<u>60,446</u>			<u>54,622</u>
Fund balances brought forward		<u>281,848</u>	<u>67,988</u>	<u>349,836</u>			<u>295,214</u>
<b>Fund balances carried forward</b>		<u>339,915</u>	<u>70,367</u>	<u>410,282</u>			<u>349,836</u>

All of the above results are derived from continuing gains and losses recognised in the year are included above.

**The notes on pages 12 to 19 form an integral part of these financial statements.**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Balance sheet  
as at 31 March 2025**

		2025		2024	
Notes	£	£	£	£	
<b>Fixed assets</b>					
Tangible assets	8		9,951	12,678	
<b>Current assets</b>					
Debtors	9	176,811		119,657	
Cash at bank and in hand		234,197		223,739	
		411,008		343,396	
<b>Creditors: amounts falling due within one year</b>	10	(10,677)		(6,238)	
<b>Net current assets</b>			400,331	337,158	
<b>Net assets</b>			410,282	349,836	
<b>Capital and reserves</b>					
Restricted funds	11		70,367	67,988	
Unrestricted funds	11		339,915	281,848	
<b>Total funds</b>			410,282	349,836	

The financial statements were approved by the Directors on 21 October 2025 and signed and approved for issue on its behalf by

**Louise Togneri**  
Trustee



The notes on pages 12 to 19 form an integral part of these financial statements.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Cash flow statement  
for the year ended 31 March 2025**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Cash generated from operations</b>		
Net income / (expenditure) for the year	60,446	54,622
Depreciation	2,727	3,027
(Increase) in debtors	(57,154)	2,794
Increase in creditors	4,439	(4,030)
Investment income recognised in statement of financial activities	(2,552)	(1,833)
<b>Net cash inflow from operating activities</b>	<u>7,906</u>	<u>54,580</u>
 <b>Cash flow statement</b>		
Net cash inflow from operating activities	7,906	54,580
 <b>Cash flow from investing activities</b>		
Interest received	<u>2,552</u>	<u>1,833</u>
<b>Increase in cash in the year</b>	<u>10,458</u>	<u>56,413</u>
 <b>Reconciliation of net cash flow to movement in net funds</b>		
Increase in cash in the year	10,458	56,413
Cash and cash equivalents at 1 April 2024	<u>223,739</u>	<u>167,326</u>
<b>Cash and cash equivalents at 31 March 2025</b>	<u>234,197</u>	<u>223,739</u>

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Notes to the financial statements for the year ended 31 March 2025

#### 1. Accounting policies

##### Company information

Community Advice Ards and North Down is a Company limited by guarantee, registered in Northern Ireland. The address of the registered office is Hamilton Road Community Hub, 39A Hamilton road, Bangor, Co Down, BT20 4LF.

##### 1.1. Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 published in October 2019". The charity is a Public Benefit Entity as defined by FRS 102.

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

##### 1.2. Going concern

At the time of approving the accounts the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3. Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4. Incoming resources

Income is recognised 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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Investment income is recognised once the income has been declared and notified to bank accounts.

##### 1.5. Resources expended

All expenditure is accounted for on an accruals basis.

Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Notes to the financial statements for the year ended 31 March 2025

..... continued

#### **1.6. Tangible fixed assets and depreciation**

Tangible fixed assets are initially recorded at cost and subsequently stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	10% Straight line
Fixtures, fittings and equipment	-	25% reducing balance

#### **1.7. Impairment of fixed assets**

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated, and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in surplus or deficit unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

#### **1.8. Cash at bank and in hand**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Notes to the financial statements for the year ended 31 March 2025

..... continued

#### 1.9. Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Notes to the financial statements for the year ended 31 March 2025

..... continued

#### 1.10. Provisions

Provisions are recognised when the Company has a legal or constructive present obligation as a result of a past event, it is probable that the Company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value the unwinding of the discount is recognised as a finance cost in profit and loss in the period it arises.

#### 1.11. Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

#### 1.12. Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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 company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.13 Critical accounting estimates and judgements

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.

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.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2025**

continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2. Income from charitable activities</b>				
ANDBC Contract	299,945	-	299,945	303,875
ANDBC Multiplier Project	79,800	-	79,800	-
ANDBC Additional Funding	1,500	-	1,500	-
Welfare Reform	-	60,648	60,648	57,760
National Lottery People & Communities	-	116,143	116,143	110,482
National Lottery Cost of Living	-	8,650	8,650	9,000
National Lottery IT Grant	-	1,067	1,067	46,010
Macmillan Cancer Support	-	177,114	177,114	141,884
Debt Action Funding	-	59,049	59,049	64,490
WR- Appeals Funding	-	21,093	21,093	19,200
Bangor Foodbank	-	14,572	14,572	15,502
Police Benevolent Fund	2,700	-	2,700	1,485
Halifax Foundation NI	-	-	-	5,000
The Headley Trust	-	-	-	35,000
Danske Bank Charity Group	-	-	-	1,575
Macmillan Volunteer Event	-	-	-	1,000
PRRT- Police Rehabilitation	-	-	-	720
Pension Wise	-	-	-	1,800
	<u>383,945</u>	<u>458,336</u>	<u>842,281</u>	<u>814,783</u>
<b>3. Donations and legacies</b>			<b>2025</b>	<b>2024</b>
			<b>£</b>	<b>£</b>
Donations			<u>745</u>	<u>220</u>
<b>4. Income from investments</b>			<b>2025</b>	<b>2024</b>
			<b>£</b>	<b>£</b>
Bank interest			<u>2,552</u>	<u>1,833</u>

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2025**

..... continued

	<b>Unrestricted 2025 £</b>	<b>Restricted 2025 £</b>	<b>Total 2025 £</b>	<b>Total 2024 £</b>
<b>5. Expenditure on charitable activities</b>				
Wages and salaries	258,116	404,056	662,172	594,817
Subscription & care code	4,737	4,985	9,722	10,166
Training	757	1,693	2,450	5,723
Travelling	520	405	925	1,054
Office costs	15,966	18,499	34,465	80,898
Telephone	2,697	2,374	5,071	4,009
Establishment costs	27,376	10,257	37,633	39,650
Insurance	630	3,493	4,123	3,975
Depreciation	2,727	-	2,727	3,027
Accountancy costs	3,806	8,182	11,988	12,285
Audit fee	1,788	1,788	3,576	3,576
Other costs	3,708	225	3,933	3,034
Project costs	6,347	-	6,347	-
	<u>329,175</u>	<u>455,957</u>	<u>785,132</u>	<u>762,214</u>

**6. Employees**

	<b>Year ended 2025</b>	<b>Year ended 2024</b>
<b>Number of employees</b>		
The average monthly numbers of employees (including the Directors) during the year were:		
Support staff	<u>29</u>	<u>29</u>
<b>Employment costs</b>	<b>2025 £</b>	<b>2024 £</b>
Wages, salaries and pension costs	597,643	541,054
Social security costs	43,145	35,824
Other pension costs	21,384	17,939
	<u>662,172</u>	<u>594,817</u>

There were no employees earning over £60,000 in the two years ended 31 March 2025.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2025**

..... continued

**7. Taxation**

No liability to UK corporation tax arises on ordinary activities for the year. The company is a registered charity .

<b>8. Tangible fixed assets</b>	<b>Land and buildings £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2024	18,189	72,753	90,942
At 31 March 2025	<u>18,189</u>	<u>72,753</u>	<u>90,942</u>
<b>Depreciation</b>			
At 1 April 2024	9,105	69,159	78,264
Charge for the year	1,829	898	2,727
At 31 March 2025	<u>10,934</u>	<u>70,057</u>	<u>80,991</u>
<b>Net book values</b>			
At 31 March 2025	<u>7,255</u>	<u>2,696</u>	<u>9,951</u>
At 31 March 2024	<u>9,084</u>	<u>3,594</u>	<u>12,678</u>

<b>9. Debtors</b>	<b>2025 £</b>	<b>2024 £</b>
Debtors	173,869	117,005
Prepayments and accrued income	2,942	2,652
	<u>176,811</u>	<u>119,657</u>

<b>10. Creditors: amounts falling due within one year</b>	<b>2025 £</b>	<b>2024 £</b>
Creditors	7,101	2,662
Accruals and deferred income	3,576	3,576
	<u>10,677</u>	<u>6,238</u>

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2025**

..... continued

<b>11. Statement of funds</b>	<b>General reserve account £</b>	<b>Restricted reserve account £</b>	<b>Total £</b>
<b>Total reserves at 1 April 2024</b>	281,848	67,988	349,836
Total income for the year	387,242	458,336	845,578
Total expenditure for the year	(329,175)	(455,957)	(785,132)
<b>Total reserves at 31 March 2025</b>	<u>339,915</u>	<u>70,367</u>	<u>410,282</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

<b>12. Analysis of net assets between funds</b>	<b>General reserve fund £</b>	<b>Restricted reserve fund £</b>	<b>Total £</b>
<b>Fund Balances at 31 March 2025 represented by:</b>			
Tangible fixed assets	9,951	-	9,951
Current assets	340,641	70,367	411,008
Current liabilities	(10,677)	-	(10,677)
<b>Total net assets</b>	<u>339,915</u>	<u>70,367</u>	<u>410,282</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

**13. Related party transactions**

There was no related party transactions during the year under review.

**Community Advice Ards and North Down Ltd**

Northern Ireland - Charity number 101425

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# Accounts

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**Registration number NI033560**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Company limited by guarantee**

**Annual' report and financial statements**

**for the year ended 31 March 2024**

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Reference and Administrative Details

Trustees	Louise Togneri, Chairperson Leanne Brown Colin Foote Valerie Goodchild Robin McClelland, Vice-Chairperson Anne McKenna, Treasurer Aaron Mulholland Vivienne Beck Gavin North John Corey Peter Gamble Susan McKee
Secretary	Leanne Brown
Company number	NI033560
Charity number	101425
Registered office	Hamilton Road Community Hub 39A Hamilton Road Bangor Co Down BT20 4LF
Auditors	McCreery Turkington Stockman LTD 1 Lanyon Quay Belfast BT1 3LG
Bankers	Danske Bank 77 Main Street Bangor BT20 5AF
Solicitors	McCoubrey Hinds 61 Main Street Bangor Co Down BT20 5AF

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

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# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Trustees' Report for the year ended 31 March 2024

The Trustees present their report with the audited financial statements for the year ended 31 March 2024. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and 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 published in October 2019".

### Management Structure

Community Advice Ards and North Down is an independent local charity, run by local people for the benefit of local people. CAAND was formerly Citizens Advice Ards and North Down and part of the UK wide Citizens Advice service. The Citizens Advice brand was withdrawn from Northern Ireland in 2018 requiring implementation of the name change to Community Advice Ards and North Down (CAAND) with effect from January 2019.

CAAND is a member of AdviceNI the independent advice network. CAAND subscribes fully to AdviceNI membership criteria which include the requirements to be independent of central or local government control, non-profit making, providing advice free and accountable to the community.

CAAND is governed by its board of trustees, which is drawn from the local community. The members are charity trustees and company directors who are collectively responsible for the governance, including setting an overall vision and making strategic decisions. The board ensures there is effective planning, financial management and control plus compliance with charity law/company law and other relevant legislation.

In practice, day-to-day management is delegated to a manager who is also responsible for quality and service delivery. The board holds staff accountable while carrying ultimate responsibility for the activities of the organisation.

### Trustee Board

Trustees are elected at the Annual General Meeting. Officers are elected by the trustees at the first meeting after the AGM. The board normally meets monthly throughout each year. The board may delegate any of their powers and duties to a sub-committee comprising at least three Board members; there are three sub-committees within the board dealing with Finance, Planning and Staffing matters. The chair of the board is ex officio on all committees and the managers act as facilitators.

CAAND aims to ensure the members of the trustee board reflect the local community and trustees are provided with appropriate training as required.

### Risk Assessment

CAAND undertakes timely risk assessments and the results are used to inform financial and business planning for contingency

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Trustees' Report for the year ended 31 March 2024

### Purpose and Aims

1. To ensure that individuals do not suffer through:

- lack of knowledge of their rights and responsibilities;
- lack of knowledge of service available to them;
- an inability to express their needs effectively.

2. To exercise a responsible influence on the development of social policies and services both locally and nationally.

CAAND aims to achieve its purpose by:

- providing free, confidential, independent advice and assistance for the people in the community, regardless of religion, race, sex, disability or sexuality;
- contributing to the development of social policy from the experience of working with clients;
- managing operations within available funding and in compliance with regulatory, statutory and AdviceNI membership requirements ;
- developing its staff and systems to respond to business needs, arranging appropriate training for volunteers, staff and trustees so as to ensure the delivery of quality services to clients;
- making people aware of the work of CAAND;
- working effectively with its main funder, Ards and North Down Borough Council, to maintain the efficiency, effectiveness and economy of its service delivery;
- networking within AdviceNI and similar organisations in Northern Ireland.

### Services provided

CAAND's core contract is with Ards and North Down Borough Council and provides a general advice service through an appointment and drop-in service, plus telephone advice from offices in Bangor, Newtownards and Holywood. Weekly advice sessions are also available at 10 outreach advice clinics, to give citizens throughout the Borough Council's geographic area access to CAAND's services.

Other services available include Specialist Debt Advice (funded by Ards & North Down Borough Council core funding) and Tribunal representation (social security).

### Additional Advice Projects

CAAND provides additional advice services under a number of other funded projects including Welfare Reform, Debt Action, Advocacy Representation (funded by The National Lottery) and Macmillan Cancer Care advice services based in the Ulster Hospital, Dundonald.

In the 2023/24 year, across all projects, CAAND provided advice, help and support to over 10,000 people, dealing with almost 30,000 issues. The total income generated for our clients was over £4.1 million.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2024

#### Public Benefit Statement

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act (Northern-Ireland) 2008 to have due regard to the Charity Commission for Northern Ireland public benefit guidance.

- CAAND records client statistics relating to disability and ethnicity in order to assist identification of under use by client groups.
- Posters stating the service's commitment to equality, diversity and non-discrimination are displayed in public areas in the CAAND offices.
- Promotional material is prepared and distributed as widely as possible.
- CAAND has on display as many leaflets in many languages relating to benefits, services and employment.
- CAAND has an up to date child protection policy.

Copies of CAAND's Strategic Plan and Annual Operational Plan were available on request.

#### Social Policy

Throughout the 2023/24 year, actions continued to achieve CAAND's second purpose of exercising a responsible influence on the development of social policies and services to improve the lives of people in the community. Drawing on the evidence of advisers' work in providing advice and helping people, CAAND prepared quarterly Social Policy reports to assist in raising awareness of evidence of shortcomings in laws, policies and public services. These reports were shared with MPs, MLAs and Councillors and provided to the regional organisation Advice NI to support lobbying on social policy issues.

#### Financial Review

CAAND's funding contract with the Ards and North Down Borough Council provided core funding for the three-year period from 1 April 2021 plus options for the annual renewal of the contract to March 2026.

As well as this core funding, other sources of income for the 2023/24 year included: -

- Funding from Macmillan Care for the advice project based in the Ulster Hospital
- Funding from the Department of Communities for employment of advisers to meet advice demands and assist with appeals arising from Welfare Reform
- Funding from the National Lottery for Advisors to represent clients at tribunal hearings
- Funding provided via Advice NI for the Debt Action project
- Funding provided by The Headley Trust to allow for an advisor to specifically adviser issues impacting on older people
- Funding provided by the Trussell Trust to facilitate an advisor being present at Bangor Foodbank

The combination of the above funding has enabled CAAND to finish the 2023/24 year with a surplus of income over expenditure amounting to £54,622.

#### Reserves Policy

The trustees reviewed and reaffirmed the policy to achieve reserves in unrestricted funds equivalent to up to six months of CAAND's annual operating expenditure.

#### Going Concern

The trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. In arriving at this conclusion, the year to date budgets for 2024/25 and current cash position were reviewed. For this reason they continue to adopt the going concern basis in preparing the financial statements.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Trustees' Report for the year ended 31 March 2024

### Statement of Trustees' Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Auditors

The auditors are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report was approved by the Board on 15th October 2024 and signed on its behalf by

Louise Togneri  
Trustee

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

#### Opinion

We have audited the financial statements of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, 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'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 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.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Company will continue in operation. 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 annual report, other than the accounts and our auditors report thereon. The trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

## **COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

### **Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD continued**

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

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:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the Statement of trustees' Responsibilities, the trustees, who are also the Directors of the charity for the purpose of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the committee determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

#### **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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Extent to which the audit was capable of detecting irregularities, including fraud**

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:

We identified the areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements and risks of material misstatement due to fraud, using our understanding of the entity's industry, regulatory environment and other external factors and inquiry with the Trustees. In addition, our risk assessment procedures included: inquiring with the Trustees as to the charities policies and procedures regarding compliance with laws and regulations and prevention and detection of fraud; inquiring whether the Trustees have knowledge of any actual or suspected non-compliance with laws or regulations or alleged fraud; inspecting the charities regulatory and legal correspondence; and reading Board minutes.

We discussed identified laws and regulations, fraud risk factors and the need to remain alert among the audit team.

The charity is subject to laws and regulations that directly affect the financial statements charity and financial reporting legislation. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items, including assessing the financial statement disclosures and agreeing them to supporting documentation when necessary.

The charity is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, anti-bribery, employment law, environmental law.

Auditing standards limit the required audit procedures to identify non-compliance with these non-direct laws and regulations to inquiry of the Trustees and inspection of regulatory and legal correspondence, if any. These limited procedures did not identify actual or suspected non-compliance.

We assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. As required by auditing standards, we performed procedures to address the risk of management override of controls. On this audit we do not believe there is a fraud risk related to revenue recognition. We did not identify any additional fraud risks.

In response to risk of fraud, we also performed procedures including: identifying journal entries to test based on risk criteria and comparing the identified entries to supporting documentation; evaluating the business purpose of significant unusual transactions; assessing significant accounting estimates for bias; and assessing the disclosures in the financial statements.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

## **COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

In addition, as with any audit, there remains a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditors-responsibilities>. This description forms part of our auditor's report.

### **The purpose of our audit work and to whom we owe our responsibilities**

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 auditors' 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.

**Richard McClay FCA (Senior Statutory Auditor)**  
**For and on behalf of McCreery Turkington Stockman LTD**  
**1 Lanyon Quay**  
**BELFAST**  
**BT1 3LG**

**Chartered Accountants**

**15th October 2024**



**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Statement of Financial Activities (Including Summary Income and Expenditure Account)  
for the year ended 31 March 2024**

		Unrestricted	Restricted		
		Funds	Funds	Total	Total
		2024	2024	2024	2023
<b>Income from:</b>	Notes	£	£	£	£
Charitable activities	2	307,880	506,903	814,783	529,278
Donations and legacies	3	220	-	220	385
Investment Income	4	1,833	-	1,833	580
<b>Total incoming resources</b>		<u>309,933</u>	<u>506,903</u>	<u>816,836</u>	<u>530,243</u>
<b>Expenditure on:</b>					
Charitable activities	5	(308,274)	(453,940)	(762,214)	(660,877)
<b>Total resources expended</b>		<u>(308,274)</u>	<u>(453,940)</u>	<u>(762,214)</u>	<u>(660,877)</u>
<b>Net income before transfers</b>		<u>1,659</u>	<u>52,963</u>	<u>54,622</u>	<u>(130,634)</u>
<b>Net incoming resources</b>		<u>1,659</u>	<u>52,963</u>	<u>54,622</u>	<u>(130,634)</u>
Fund balances brought forward		280,189	15,025	295,214	425,848
<b>Fund balances carried forward</b>		<u>281,848</u>	<u>67,988</u>	<u>349,836</u>	<u>295,214</u>

All of the above results are derived from continuing gains and losses recognised in the year are included above.

The notes on pages 12 to 19 form an integral part of these financial statements.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Balance sheet  
as at 31 March 2024**

		2024		2023	
Notes	£	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		12,678		15,704
<b>Current assets</b>					
Debtors	9	119,657		122,451	
Cash at bank and in hand		223,739		167,327	
		343,396		289,778	
<b>Creditors: amounts falling due within one year</b>	10	(6,238)		(10,268)	
<b>Net current assets</b>			337,158		279,510
<b>Net assets</b>			349,836		295,214
<b>Capital and reserves</b>					
Restricted funds	11		67,988		15,025
Unrestricted funds	11		281,848		280,189
<b>Total funds</b>			349,836		295,214

The financial statements were approved by the Directors on 15 October 2024 and signed and approved for issue on its behalf by

**Louise Togneri**  
**Trustee**

**The notes on pages 12 to 19 form an integral part of these financial statements.**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Cash flow statement  
for the year ended 31 March 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Cash generated from operations</b>		
Net income / (expenditure) for the year	54,622	(130,634)
Depreciation	3,027	7,252
Decrease in debtors	2,793	35,989
(Decrease) in creditors	(4,030)	5,668
Investment income recognised in statement of financial activities	(1,833)	(580)
<b>Net cash inflow from operating activities</b>	<u>54,579</u>	<u>(82,305)</u>
 <b>Cash flow statement</b>		
Net cash inflow from operating activities	54,579	(82,305)
 <b>Cash flow from investing activities</b>		
Interest received	<u>1,833</u>	<u>580</u>
<b>Increase in cash in the year</b>	<u>56,412</u>	<u>(81,725)</u>
 <b>Reconciliation of net cash flow to movement in net funds</b>		
Increase in cash in the year	56,412	(81,725)
Cash and cash equivalents at 1 April 2023	<u>167,327</u>	<u>249,052</u>
<b>Cash and cash equivalents at 31 March 2024</b>	<u>223,739</u>	<u>167,327</u>

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

### 1. Accounting policies

#### Company information

Community Advice Ards and North Down is a Company limited by guarantee, registered in Northern Ireland. The address of the registered office is Hamilton Road Community Hub, 39A Hamilton road, Bangor, Co Down, BT20 4LF.

#### 1.1. Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 published in October 2019". The charity is a Public Benefit Entity as defined by FRS 102.

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

#### 1.2. Going concern

At the time of approving the accounts the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3. Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4. Incoming resources

Income is recognised 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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Investment income is recognised once the income has been declared and notified to bank accounts.

#### 1.5. Resources expended

All expenditure is accounted for on an accruals basis.

Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

..... continued

### 1.6. Tangible fixed assets and depreciation

Tangible fixed assets are initially recorded at cost and subsequently stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	10% Straight line
Fixtures, fittings and equipment	-	25% reducing balance

### 1.7. Impairment of fixed assets

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated, and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in surplus or deficit unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease

### 1.8. Cash at bank and in hand

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

..... continued

### 1.9. Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

..... continued

### 1.10. Provisions

Provisions are recognised when the Company has a legal or constructive present obligation as a result of a past event, it is probable that the Company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value the unwinding of the discount is recognised as a finance cost in profit and loss in the period it arises.

### 1.11. Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

### 1.12. Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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 company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 1.13 Critical accounting estimates and judgements

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.

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.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2. Income from charitable activities</b>				
ANDBC Contract	303,875	-	303,875	294,000
ANDBC Core Salary Uplifts	-	-	-	29,350
ANDBC Additional Funding	-	-	-	8,172
Welfare Reform	-	57,760	57,760	57,760
National Lottery People & Communities	-	110,482	110,482	-
National Lottery Cost of Living	-	9,000	9,000	-
National Lottery IT Grant	-	46,010	46,010	-
Macmillan Cancer Support	-	141,884	141,884	67,603
Macmillan Volunteer Event	-	1,000	1,000	-
PRRT- Police Rehabilitation	720	-	720	-
Debt Action Funding	-	64,490	64,490	51,393
WR- Appeals Funding	-	19,200	19,200	19,200
Pension Wise	1,800	-	1,800	1,800
Bangor Foodbank	-	15,502	15,502	-
Halifax Foundation NI	-	5,000	5,000	-
The Headley Trust	-	35,000	35,000	-
Danske Bank Charity Group	-	1,575	1,575	-
Police Benevolent Fund	1,485	-	1,485	-
	<u>307,880</u>	<u>506,903</u>	<u>814,783</u>	<u>529,278</u>
<b>3. Donations and legacies</b>			<b>2024</b>	<b>2023</b>
			<b>£</b>	<b>£</b>
Donations			<u>220</u>	<u>385</u>
<b>4. Income from investments</b>			<b>2024</b>	<b>2023</b>
			<b>£</b>	<b>£</b>
Bank interest			<u>1,833</u>	<u>580</u>

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>5. Expenditure on charitable activities</b>				
Wages and salaries	236,066	358,751	594,817	541,046
Subscription & care code	5,356	4,810	10,166	9,486
Training	1,465	4,258	5,723	6,780
Travelling	897	157	1,054	1,061
Office costs	17,409	63,489	80,898	32,314
Telephone	1,804	2,205	4,009	4,192
Establishment costs	29,988	9,662	39,650	37,082
Insurance	675	3,300	3,975	3,828
Depreciation	3,027	-	3,027	7,252
Accountancy costs	7,160	5,125	12,285	11,065
Audit fee	2,503	1,073	3,576	3,576
Other costs	1,924	1,110	3,034	3,195
	<u>308,274</u>	<u>453,940</u>	<u>762,214</u>	<u>660,877</u>

**6. Employees**

	<b>Year ended 2024</b>	<b>Year ended 2023</b>
<b>Number of employees</b>		
The average monthly numbers of employees (including the Directors) during the year were:		
Support staff	<u>29</u>	<u>32</u>
<b>Employment costs</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages, salaries and pension costs	541,054	494,796
Social security costs	35,824	31,168
Other pension costs	17,939	15,082
	<u>594,817</u>	<u>541,046</u>

There were no employees earning over £60,000 in the two years ended 31 March 2024.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

**7. Taxation**

No liability to UK corporation tax arises on ordinary activities for the year. The company is a registered charity .

**8. Tangible fixed assets**

	<b>Land and buildings £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2023	18,189	72,753	90,942
At 31 March 2024	18,189	72,753	90,942
<b>Depreciation</b>			
At 1 April 2023	7,276	67,961	75,237
Charge for the year	1,829	1,198	3,027
At 31 March 2024	9,105	69,159	78,264
<b>Net book values</b>			
At 31 March 2024	9,084	3,594	12,678
At 31 March 2023	10,913	4,792	15,705

**9. Debtors**

	<b>2024 £</b>	<b>2023 £</b>
Debtors	117,005	119,876
Prepayments and accrued income	2,652	2,575
	119,657	122,451

**10. Creditors: amounts falling due within one year**

	<b>2024 £</b>	<b>2023 £</b>
Creditors	2,662	6,692
Accruals and deferred income	3,576	3,576
	6,238	10,268

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

<b>11. Statement of funds</b>	<b>General reserve account £</b>	<b>Restricted reserve account £</b>	<b>Total £</b>
<b>Total reserves at 1 April 2023</b>	280,189	15,025	295,214
Total income for the year	309,933	506,903	816,836
Total expenditure for the year	(308,274)	(453,940)	(762,214)
<b>Total reserves at 31 March 2024</b>	<u>281,848</u>	<u>67,988</u>	<u>349,836</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

<b>12. Analysis of net assets between funds</b>	<b>General reserve fund £</b>	<b>Restricted reserve fund £</b>	<b>Total £</b>
<b>Fund Balances at 31 March 2024 represented by:</b>			
Tangible fixed assets	12,678	-	12,678
Current assets	275,408	67,988	343,396
Current liabilities	(6,238)	-	(6,238)
<b>Total net assets</b>	<u>281,848</u>	<u>67,988</u>	<u>349,836</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

**13. Related party transactions**

There was no related party transactions during the year under review.

**Community Advice Ards and North Down Ltd**

Northern Ireland - Charity number 101425

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# Annual report

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**Registration number NI033560**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**  
**Company limited by guarantee**

**Annual' report and financial statements**

**for the year ended 31 March 2024**

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Reference and Administrative Details

Trustees	Louise Togneri, Chairperson Leanne Brown Colin Foote Valerie Goodchild Robin McClelland, Vice-Chairperson Anne McKenna, Treasurer Aaron Mulholland Vivienne Beck Gavin North John Corey Peter Gamble Susan McKee
Secretary	Leanne Brown
Company number	NI033560
Charity number	101425
Registered office	Hamilton Road Community Hub 39A Hamilton Road Bangor Co Down BT20 4LF
Auditors	McCreery Turkington Stockman LTD 1 Lanyon Quay Belfast BT1 3LG
Bankers	Danske Bank 77 Main Street Bangor BT20 5AF
Solicitors	McCoubrey Hinds 61 Main Street Bangor Co Down BT20 5AF

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

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# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Trustees' Report for the year ended 31 March 2024

The Trustees present their report with the audited financial statements for the year ended 31 March 2024. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and 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 published in October 2019".

### Management Structure

Community Advice Ards and North Down is an independent local charity, run by local people for the benefit of local people. CAAND was formerly Citizens Advice Ards and North Down and part of the UK wide Citizens Advice service. The Citizens Advice brand was withdrawn from Northern Ireland in 2018 requiring implementation of the name change to Community Advice Ards and North Down (CAAND) with effect from January 2019.

CAAND is a member of AdviceNI the independent advice network. CAAND subscribes fully to AdviceNI membership criteria which include the requirements to be independent of central or local government control, non-profit making, providing advice free and accountable to the community.

CAAND is governed by its board of trustees, which is drawn from the local community. The members are charity trustees and company directors who are collectively responsible for the governance, including setting an overall vision and making strategic decisions. The board ensures there is effective planning, financial management and control plus compliance with charity law/company law and other relevant legislation.

In practice, day-to-day management is delegated to a manager who is also responsible for quality and service delivery. The board holds staff accountable while carrying ultimate responsibility for the activities of the organisation.

### Trustee Board

Trustees are elected at the Annual General Meeting. Officers are elected by the trustees at the first meeting after the AGM. The board normally meets monthly throughout each year. The board may delegate any of their powers and duties to a sub-committee comprising at least three Board members; there are three sub-committees within the board dealing with Finance, Planning and Staffing matters. The chair of the board is ex officio on all committees and the managers act as facilitators.

CAAND aims to ensure the members of the trustee board reflect the local community and trustees are provided with appropriate training as required.

### Risk Assessment

CAAND undertakes timely risk assessments and the results are used to inform financial and business planning for contingency

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Trustees' Report for the year ended 31 March 2024

### Purpose and Aims

1. To ensure that individuals do not suffer through:

- lack of knowledge of their rights and responsibilities;
- lack of knowledge of service available to them;
- an inability to express their needs effectively.

2. To exercise a responsible influence on the development of social policies and services both locally and nationally.

CAAND aims to achieve its purpose by:

- providing free, confidential, independent advice and assistance for the people in the community, regardless of religion, race, sex, disability or sexuality;
- contributing to the development of social policy from the experience of working with clients;
- managing operations within available funding and in compliance with regulatory, statutory and AdviceNI membership requirements ;
- developing its staff and systems to respond to business needs, arranging appropriate training for volunteers, staff and trustees so as to ensure the delivery of quality services to clients;
- making people aware of the work of CAAND;
- working effectively with its main funder, Ards and North Down Borough Council, to maintain the efficiency, effectiveness and economy of its service delivery;
- networking within AdviceNI and similar organisations in Northern Ireland.

### Services provided

CAAND's core contract is with Ards and North Down Borough Council and provides a general advice service through an appointment and drop-in service, plus telephone advice from offices in Bangor, Newtownards and Holywood. Weekly advice sessions are also available at 10 outreach advice clinics, to give citizens throughout the Borough Council's geographic area access to CAAND's services.

Other services available include Specialist Debt Advice (funded by Ards & North Down Borough Council core funding) and Tribunal representation (social security).

### Additional Advice Projects

CAAND provides additional advice services under a number of other funded projects including Welfare Reform, Debt Action, Advocacy Representation (funded by The National Lottery) and Macmillan Cancer Care advice services based in the Ulster Hospital, Dundonald.

In the 2023/24 year, across all projects, CAAND provided advice, help and support to over 10,000 people, dealing with almost 30,000 issues. The total income generated for our clients was over £4.1 million.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2024

#### Public Benefit Statement

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act (Northern-Ireland) 2008 to have due regard to the Charity Commission for Northern Ireland public benefit guidance.

- CAAND records client statistics relating to disability and ethnicity in order to assist identification of under use by client groups.
- Posters stating the service's commitment to equality, diversity and non-discrimination are displayed in public areas in the CAAND offices.
- Promotional material is prepared and distributed as widely as possible.
- CAAND has on display as many leaflets in many languages relating to benefits, services and employment.
- CAAND has an up to date child protection policy.

Copies of CAAND's Strategic Plan and Annual Operational Plan were available on request.

#### Social Policy

Throughout the 2023/24 year, actions continued to achieve CAAND's second purpose of exercising a responsible influence on the development of social policies and services to improve the lives of people in the community. Drawing on the evidence of advisers' work in providing advice and helping people, CAAND prepared quarterly Social Policy reports to assist in raising awareness of evidence of shortcomings in laws, policies and public services. These reports were shared with MPs, MLAs and Councillors and provided to the regional organisation Advice NI to support lobbying on social policy issues.

#### Financial Review

CAAND's funding contract with the Ards and North Down Borough Council provided core funding for the three-year period from 1 April 2021 plus options for the annual renewal of the contract to March 2026.

As well as this core funding, other sources of income for the 2023/24 year included: -

- Funding from Macmillan Care for the advice project based in the Ulster Hospital
- Funding from the Department of Communities for employment of advisers to meet advice demands and assist with appeals arising from Welfare Reform
- Funding from the National Lottery for Advisors to represent clients at tribunal hearings
- Funding provided via Advice NI for the Debt Action project
- Funding provided by The Headley Trust to allow for an advisor to specifically adviser issues impacting on older people
- Funding provided by the Trussell Trust to facilitate an advisor being present at Bangor Foodbank

The combination of the above funding has enabled CAAND to finish the 2023/24 year with a surplus of income over expenditure amounting to £54,622.

#### Reserves Policy

The trustees reviewed and reaffirmed the policy to achieve reserves in unrestricted funds equivalent to up to six months of CAAND's annual operating expenditure.

#### Going Concern

The trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. In arriving at this conclusion, the year to date budgets for 2024/25 and current cash position were reviewed. For this reason they continue to adopt the going concern basis in preparing the financial statements.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2024

#### Statement of Trustees' Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditors

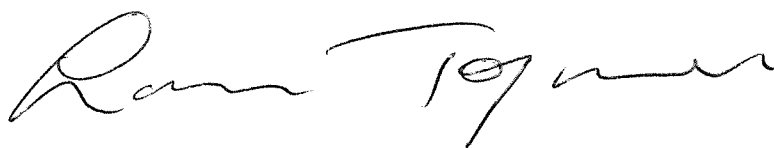
The auditors are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report was approved by the Board on 15th October 2024 and signed on its behalf by

Louise Togneri  
Trustee



## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

#### Opinion

We have audited the financial statements of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, 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'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 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.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Company will continue in operation. 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 annual report, other than the accounts and our auditors report thereon. The trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD continued**

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

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:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the Statement of trustees' Responsibilities, the trustees, who are also the Directors of the charity for the purpose of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the committee determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

#### **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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Extent to which the audit was capable of detecting irregularities, including fraud**

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:

We identified the areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements and risks of material misstatement due to fraud, using our understanding of the entity's industry, regulatory environment and other external factors and inquiry with the Trustees. In addition, our risk assessment procedures included: inquiring with the Trustees as to the charities policies and procedures regarding compliance with laws and regulations and prevention and detection of fraud; inquiring whether the Trustees have knowledge of any actual or suspected non-compliance with laws or regulations or alleged fraud; inspecting the charities regulatory and legal correspondence; and reading Board minutes.

We discussed identified laws and regulations, fraud risk factors and the need to remain alert among the audit team.

The charity is subject to laws and regulations that directly affect the financial statements charity and financial reporting legislation. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items, including assessing the financial statement disclosures and agreeing them to supporting documentation when necessary.

The charity is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, anti-bribery, employment law, environmental law.

Auditing standards limit the required audit procedures to identify non-compliance with these non-direct laws and regulations to inquiry of the Trustees and inspection of regulatory and legal correspondence, if any. These limited procedures did not identify actual or suspected non-compliance.

We assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. As required by auditing standards, we performed procedures to address the risk of management override of controls. On this audit we do not believe there is a fraud risk related to revenue recognition. We did not identify any additional fraud risks.

In response to risk of fraud, we also performed procedures including: identifying journal entries to test based on risk criteria and comparing the identified entries to supporting documentation; evaluating the business purpose of significant unusual transactions; assessing significant accounting estimates for bias; and assessing the disclosures in the financial statements.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

In addition, as with any audit, there remains a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditors-responsibilities>. This description forms part of our auditor's report.

### **The purpose of our audit work and to whom we owe our responsibilities**

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 auditors' 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.

**Richard McClay FCA (Senior Statutory Auditor)**  
**For and on behalf of McCreery Turkington Stockman LTD**  
**1 Lanyon Quay**  
**BELFAST**  
**BT1 3LG**

**Chartered Accountants**

**15th October 2024**



**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Statement of Financial Activities (Including Summary Income and Expenditure Account)  
for the year ended 31 March 2024**

		Unrestricted Funds	Restricted Funds	Total	Total
		2024	2024	2024	2023
	Notes	£	£	£	£
<b>Income from:</b>					
Charitable activities	2	307,880	506,903	814,783	529,278
Donations and legacies	3	220	-	220	385
Investment Income	4	1,833	-	1,833	580
<b>Total incoming resources</b>		<u>309,933</u>	<u>506,903</u>	<u>816,836</u>	<u>530,243</u>
<b>Expenditure on:</b>					
Charitable activities	5	(308,274)	(453,940)	(762,214)	(660,877)
<b>Total resources expended</b>		<u>(308,274)</u>	<u>(453,940)</u>	<u>(762,214)</u>	<u>(660,877)</u>
<b>Net income before transfers</b>		<u>1,659</u>	<u>52,963</u>	<u>54,622</u>	<u>(130,634)</u>
<b>Net incoming resources</b>		<u>1,659</u>	<u>52,963</u>	<u>54,622</u>	<u>(130,634)</u>
Fund balances brought forward		280,189	15,025	295,214	425,848
<b>Fund balances carried forward</b>		<u>281,848</u>	<u>67,988</u>	<u>349,836</u>	<u>295,214</u>

All of the above results are derived from continuing gains and losses recognised in the year are included above.

**The notes on pages 12 to 19 form an integral part of these financial statements.**

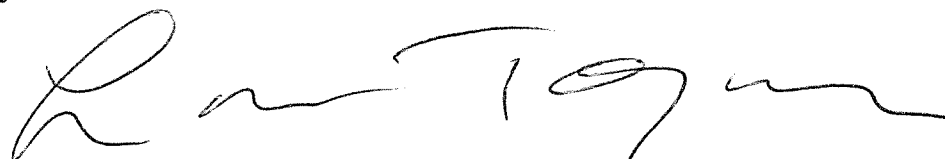
## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Balance sheet as at 31 March 2024

	Notes	2024		2023	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		12,678		15,704
<b>Current assets</b>					
Debtors	9	119,657		122,451	
Cash at bank and in hand		223,739		167,327	
		<u>343,396</u>		<u>289,778</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(6,238)</u>		<u>(10,268)</u>	
<b>Net current assets</b>			<u>337,158</u>		<u>279,510</u>
<b>Net assets</b>			<u>349,836</u>		<u>295,214</u>
<b>Capital and reserves</b>					
Restricted funds	11		67,988		15,025
Unrestricted funds	11		281,848		280,189
<b>Total funds</b>			<u>349,836</u>		<u>295,214</u>

The financial statements were approved by the Directors on 15 October 2024 and signed and approved for issue on its behalf by

**Louise Togneri**  
Trustee



The notes on pages 12 to 19 form an integral part of these financial statements.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Cash flow statement  
for the year ended 31 March 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Cash generated from operations</b>		
Net income / (expenditure) for the year	54,622	(130,634)
Depreciation	3,027	7,252
Decrease in debtors	2,793	35,989
(Decrease) in creditors	(4,030)	5,668
Investment income recognised in statement of financial activities	(1,833)	(580)
<b>Net cash inflow from operating activities</b>	<u>54,579</u>	<u>(82,305)</u>
 <b>Cash flow statement</b>		
Net cash inflow from operating activities	54,579	(82,305)
 <b>Cash flow from investing activities</b>		
Interest received	1,833	580
<b>Increase in cash in the year</b>	<u>56,412</u>	<u>(81,725)</u>
 <b>Reconciliation of net cash flow to movement in net funds</b>		
Increase in cash in the year	56,412	(81,725)
Cash and cash equivalents at 1 April 2023	167,327	249,052
<b>Cash and cash equivalents at 31 March 2024</b>	<u>223,739</u>	<u>167,327</u>

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

### 1. Accounting policies

#### Company information

Community Advice Ards and North Down is a Company limited by guarantee, registered in Northern Ireland. The address of the registered office is Hamilton Road Community Hub, 39A Hamilton road, Bangor, Co Down, BT20 4LF.

#### 1.1. Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 published in October 2019". The charity is a Public Benefit Entity as defined by FRS 102.

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

#### 1.2. Going concern

At the time of approving the accounts the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3. Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4. Incoming resources

Income is recognised 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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Investment income is recognised once the income has been declared and notified to bank accounts.

#### 1.5. Resources expended

All expenditure is accounted for on an accruals basis.

Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

..... continued

### 1.6. Tangible fixed assets and depreciation

Tangible fixed assets are initially recorded at cost and subsequently stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	10% Straight line
Fixtures, fittings and equipment	-	25% reducing balance

### 1.7. Impairment of fixed assets

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated, and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in surplus or deficit unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease

### 1.8. Cash at bank and in hand

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

..... continued

### 1.9. Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

..... continued

### 1.10. Provisions

Provisions are recognised when the Company has a legal or constructive present obligation as a result of a past event, it is probable that the Company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value the unwinding of the discount is recognised as a finance cost in profit and loss in the period it arises.

### 1.11. Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

### 1.12. Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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 company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 1.13 Critical accounting estimates and judgements

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.

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.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2. Income from charitable activities</b>				
ANDBC Contract	303,875	-	303,875	294,000
ANDBC Core Salary Uplifts	-	-	-	29,350
ANDBC Additional Funding	-	-	-	8,172
Welfare Reform	-	57,760	57,760	57,760
National Lottery People & Communities	-	110,482	110,482	-
National Lottery Cost of Living	-	9,000	9,000	-
National Lottery IT Grant	-	46,010	46,010	-
Macmillan Cancer Support	-	141,884	141,884	67,603
Macmillan Volunteer Event	-	1,000	1,000	-
PRRT- Police Rehabilitation	720	-	720	-
Debt Action Funding	-	64,490	64,490	51,393
WR- Appeals Funding	-	19,200	19,200	19,200
Pension Wise	1,800	-	1,800	1,800
Bangor Foodbank	-	15,502	15,502	-
Halifax Foundation NI	-	5,000	5,000	-
The Headley Trust	-	35,000	35,000	-
Danske Bank Charity Group	-	1,575	1,575	-
Police Benevolent Fund	1,485	-	1,485	-
	<u>307,880</u>	<u>506,903</u>	<u>814,783</u>	<u>529,278</u>
<b>3. Donations and legacies</b>			<b>2024</b>	<b>2023</b>
			<b>£</b>	<b>£</b>
Donations			<u>220</u>	<u>385</u>
<b>4. Income from investments</b>			<b>2024</b>	<b>2023</b>
			<b>£</b>	<b>£</b>
Bank interest			<u>1,833</u>	<u>580</u>

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>5. Expenditure on charitable activities</b>				
Wages and salaries	236,066	358,751	594,817	541,046
Subscription & care code	5,356	4,810	10,166	9,486
Training	1,465	4,258	5,723	6,780
Travelling	897	157	1,054	1,061
Office costs	17,409	63,489	80,898	32,314
Telephone	1,804	2,205	4,009	4,192
Establishment costs	29,988	9,662	39,650	37,082
Insurance	675	3,300	3,975	3,828
Depreciation	3,027	-	3,027	7,252
Accountancy costs	7,160	5,125	12,285	11,065
Audit fee	2,503	1,073	3,576	3,576
Other costs	1,924	1,110	3,034	3,195
	<b>308,274</b>	<b>453,940</b>	<b>762,214</b>	<b>660,877</b>

**6. Employees**

	<b>Year ended</b>	<b>Year ended</b>
	<b>2024</b>	<b>2023</b>
<b>Number of employees</b>		
The average monthly numbers of employees (including the Directors) during the year were:		
Support staff	29	32
<b>Employment costs</b>		
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages, salaries and pension costs	541,054	494,796
Social security costs	35,824	31,168
Other pension costs	17,939	15,082
	<b>594,817</b>	<b>541,046</b>

There were no employees earning over £60,000 in the two years ended 31 March 2024.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

**7. Taxation**

No liability to UK corporation tax arises on ordinary activities for the year. The company is a registered charity .

**8. Tangible fixed assets**

	<b>Land and buildings £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2023	18,189	72,753	90,942
At 31 March 2024	18,189	72,753	90,942
<b>Depreciation</b>			
At 1 April 2023	7,276	67,961	75,237
Charge for the year	1,829	1,198	3,027
At 31 March 2024	9,105	69,159	78,264
<b>Net book values</b>			
At 31 March 2024	9,084	3,594	12,678
At 31 March 2023	10,913	4,792	15,705

**9. Debtors**

	<b>2024 £</b>	<b>2023 £</b>
Debtors	117,005	119,876
Prepayments and accrued income	2,652	2,575
	119,657	122,451

**10. Creditors: amounts falling due within one year**

	<b>2024 £</b>	<b>2023 £</b>
Creditors	2,662	6,692
Accruals and deferred income	3,576	3,576
	6,238	10,268

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

<b>11. Statement of funds</b>	<b>General reserve account £</b>	<b>Restricted reserve account £</b>	<b>Total £</b>
<b>Total reserves at 1 April 2023</b>	280,189	15,025	295,214
Total income for the year	309,933	506,903	816,836
Total expenditure for the year	(308,274)	(453,940)	(762,214)
<b>Total reserves at 31 March 2024</b>	<u>281,848</u>	<u>67,988</u>	<u>349,836</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

<b>12. Analysis of net assets between funds</b>	<b>General reserve fund £</b>	<b>Restricted reserve fund £</b>	<b>Total £</b>
<b>Fund Balances at 31 March 2024 represented by:</b>			
Tangible fixed assets	12,678	-	12,678
Current assets	275,408	67,988	343,396
Current liabilities	(6,238)	-	(6,238)
<b>Total net assets</b>	<u>281,848</u>	<u>67,988</u>	<u>349,836</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

**13. Related party transactions**

There was no related party transactions during the year under review.

**Community Advice Ards and North Down Ltd**

Northern Ireland - Charity number 101425

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# Annual return

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**Registration number NI033560**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**  
**Company limited by guarantee**

**Annual' report and financial statements**

**for the year ended 31 March 2024**

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Reference and Administrative Details

Trustees	Louise Togneri, Chairperson Leanne Brown Colin Foote Valerie Goodchild Robin McClelland, Vice-Chairperson Anne McKenna, Treasurer Aaron Mulholland Vivienne Beck Gavin North John Corey Peter Gamble Susan McKee
Secretary	Leanne Brown
Company number	NI033560
Charity number	101425
Registered office	Hamilton Road Community Hub 39A Hamilton Road Bangor Co Down BT20 4LF
Auditors	McCreery Turkington Stockman LTD 1 Lanyon Quay Belfast BT1 3LG
Bankers	Danske Bank 77 Main Street Bangor BT20 5AF
Solicitors	McCoubrey Hinds 61 Main Street Bangor Co Down BT20 5AF

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

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# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Trustees' Report for the year ended 31 March 2024

The Trustees present their report with the audited financial statements for the year ended 31 March 2024. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and 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 published in October 2019".

### Management Structure

Community Advice Ards and North Down is an independent local charity, run by local people for the benefit of local people. CAAND was formerly Citizens Advice Ards and North Down and part of the UK wide Citizens Advice service. The Citizens Advice brand was withdrawn from Northern Ireland in 2018 requiring implementation of the name change to Community Advice Ards and North Down (CAAND) with effect from January 2019.

CAAND is a member of AdviceNI the independent advice network. CAAND subscribes fully to AdviceNI membership criteria which include the requirements to be independent of central or local government control, non-profit making, providing advice free and accountable to the community.

CAAND is governed by its board of trustees, which is drawn from the local community. The members are charity trustees and company directors who are collectively responsible for the governance, including setting an overall vision and making strategic decisions. The board ensures there is effective planning, financial management and control plus compliance with charity law/company law and other relevant legislation.

In practice, day-to-day management is delegated to a manager who is also responsible for quality and service delivery. The board holds staff accountable while carrying ultimate responsibility for the activities of the organisation.

### Trustee Board

Trustees are elected at the Annual General Meeting. Officers are elected by the trustees at the first meeting after the AGM. The board normally meets monthly throughout each year. The board may delegate any of their powers and duties to a sub-committee comprising at least three Board members; there are three sub-committees within the board dealing with Finance, Planning and Staffing matters. The chair of the board is ex officio on all committees and the managers act as facilitators.

CAAND aims to ensure the members of the trustee board reflect the local community and trustees are provided with appropriate training as required.

### Risk Assessment

CAAND undertakes timely risk assessments and the results are used to inform financial and business planning for contingency

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Trustees' Report for the year ended 31 March 2024

### Purpose and Aims

1. To ensure that individuals do not suffer through:

- lack of knowledge of their rights and responsibilities;
- lack of knowledge of service available to them;
- an inability to express their needs effectively.

2. To exercise a responsible influence on the development of social policies and services both locally and nationally.

CAAND aims to achieve its purpose by:

- providing free, confidential, independent advice and assistance for the people in the community, regardless of religion, race, sex, disability or sexuality;
- contributing to the development of social policy from the experience of working with clients;
- managing operations within available funding and in compliance with regulatory, statutory and AdviceNI membership requirements ;
- developing its staff and systems to respond to business needs, arranging appropriate training for volunteers, staff and trustees so as to ensure the delivery of quality services to clients;
- making people aware of the work of CAAND;
- working effectively with its main funder, Ards and North Down Borough Council, to maintain the efficiency, effectiveness and economy of its service delivery;
- networking within AdviceNI and similar organisations in Northern Ireland.

### Services provided

CAAND's core contract is with Ards and North Down Borough Council and provides a general advice service through an appointment and drop-in service, plus telephone advice from offices in Bangor, Newtownards and Holywood. Weekly advice sessions are also available at 10 outreach advice clinics, to give citizens throughout the Borough Council's geographic area access to CAAND's services.

Other services available include Specialist Debt Advice (funded by Ards & North Down Borough Council core funding) and Tribunal representation (social security).

### Additional Advice Projects

CAAND provides additional advice services under a number of other funded projects including Welfare Reform, Debt Action, Advocacy Representation (funded by The National Lottery) and Macmillan Cancer Care advice services based in the Ulster Hospital, Dundonald.

In the 2023/24 year, across all projects, CAAND provided advice, help and support to over 10,000 people, dealing with almost 30,000 issues. The total income generated for our clients was over £4.1 million.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2024

#### Public Benefit Statement

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act (Northern-Ireland) 2008 to have due regard to the Charity Commission for Northern Ireland public benefit guidance.

- CAAND records client statistics relating to disability and ethnicity in order to assist identification of under use by client groups.
- Posters stating the service's commitment to equality, diversity and non-discrimination are displayed in public areas in the CAAND offices.
- Promotional material is prepared and distributed as widely as possible.
- CAAND has on display as many leaflets in many languages relating to benefits, services and employment.
- CAAND has an up to date child protection policy.

Copies of CAAND's Strategic Plan and Annual Operational Plan were available on request.

#### Social Policy

Throughout the 2023/24 year, actions continued to achieve CAAND's second purpose of exercising a responsible influence on the development of social policies and services to improve the lives of people in the community. Drawing on the evidence of advisers' work in providing advice and helping people, CAAND prepared quarterly Social Policy reports to assist in raising awareness of evidence of shortcomings in laws, policies and public services. These reports were shared with MPs, MLAs and Councillors and provided to the regional organisation Advice NI to support lobbying on social policy issues.

#### Financial Review

CAAND's funding contract with the Ards and North Down Borough Council provided core funding for the three-year period from 1 April 2021 plus options for the annual renewal of the contract to March 2026.

As well as this core funding, other sources of income for the 2023/24 year included: -

- Funding from Macmillan Care for the advice project based in the Ulster Hospital
- Funding from the Department of Communities for employment of advisers to meet advice demands and assist with appeals arising from Welfare Reform
- Funding from the National Lottery for Advisors to represent clients at tribunal hearings
- Funding provided via Advice NI for the Debt Action project
- Funding provided by The Headley Trust to allow for an advisor to specifically adviser issues impacting on older people
- Funding provided by the Trussell Trust to facilitate an advisor being present at Bangor Foodbank

The combination of the above funding has enabled CAAND to finish the 2023/24 year with a surplus of income over expenditure amounting to £54,622.

#### Reserves Policy

The trustees reviewed and reaffirmed the policy to achieve reserves in unrestricted funds equivalent to up to six months of CAAND's annual operating expenditure.

#### Going Concern

The trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. In arriving at this conclusion, the year to date budgets for 2024/25 and current cash position were reviewed. For this reason they continue to adopt the going concern basis in preparing the financial statements.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2024

#### Statement of Trustees' Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditors

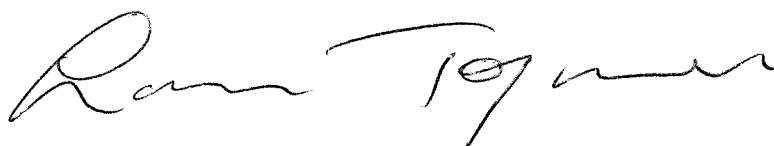
The auditors are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report was approved by the Board on 15th October 2024 and signed on its behalf by

Louise Togneri  
Trustee



## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

#### Opinion

We have audited the financial statements of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2024 and of its incoming resources and application of resources, 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'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 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.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Company will continue in operation. 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 annual report, other than the accounts and our auditors report thereon. The trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD continued**

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

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:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the Statement of trustees' Responsibilities, the trustees, who are also the Directors of the charity for the purpose of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the committee determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

#### **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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Extent to which the audit was capable of detecting irregularities, including fraud**

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:

We identified the areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements and risks of material misstatement due to fraud, using our understanding of the entity's industry, regulatory environment and other external factors and inquiry with the Trustees. In addition, our risk assessment procedures included: inquiring with the Trustees as to the charities policies and procedures regarding compliance with laws and regulations and prevention and detection of fraud; inquiring whether the Trustees have knowledge of any actual or suspected non-compliance with laws or regulations or alleged fraud; inspecting the charities regulatory and legal correspondence; and reading Board minutes.

We discussed identified laws and regulations, fraud risk factors and the need to remain alert among the audit team.

The charity is subject to laws and regulations that directly affect the financial statements charity and financial reporting legislation. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items, including assessing the financial statement disclosures and agreeing them to supporting documentation when necessary.

The charity is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, anti-bribery, employment law, environmental law.

Auditing standards limit the required audit procedures to identify non-compliance with these non-direct laws and regulations to inquiry of the Trustees and inspection of regulatory and legal correspondence, if any. These limited procedures did not identify actual or suspected non-compliance.

We assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. As required by auditing standards, we performed procedures to address the risk of management override of controls. On this audit we do not believe there is a fraud risk related to revenue recognition. We did not identify any additional fraud risks.

In response to risk of fraud, we also performed procedures including: identifying journal entries to test based on risk criteria and comparing the identified entries to supporting documentation; evaluating the business purpose of significant unusual transactions; assessing significant accounting estimates for bias; and assessing the disclosures in the financial statements.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

In addition, as with any audit, there remains a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditors-responsibilities>. This description forms part of our auditor's report.

### **The purpose of our audit work and to whom we owe our responsibilities**

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 auditors' 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.

**Richard McClay FCA (Senior Statutory Auditor)**  
**For and on behalf of McCreery Turkington Stockman LTD**  
**1 Lanyon Quay**  
**BELFAST**  
**BT1 3LG**

**Chartered Accountants**

**15th October 2024**



**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Statement of Financial Activities (Including Summary Income and Expenditure Account)  
for the year ended 31 March 2024**

		Unrestricted	Restricted			
		Funds	Funds	Total		
		2024	2024	2024	2023	
<b>Income from:</b>	Notes	£	£	£	£	
Charitable activities	2	307,880	506,903	814,783	529,278	
Donations and legacies	3	220	-	220	385	
Investment Income	4	1,833	-	1,833	580	
<b>Total incoming resources</b>		<u>309,933</u>	<u>506,903</u>	<u>816,836</u>	<u>530,243</u>	
<b>Expenditure on:</b>						
Charitable activities	5	(308,274)	(453,940)	(762,214)	(660,877)	
<b>Total resources expended</b>		<u>(308,274)</u>	<u>(453,940)</u>	<u>(762,214)</u>	<u>(660,877)</u>	
<b>Net income before transfers</b>		<u>1,659</u>	<u>52,963</u>	<u>54,622</u>	<u>(130,634)</u>	
<b>Net incoming resources</b>		<u>1,659</u>	<u>52,963</u>	<u>54,622</u>	<u>(130,634)</u>	
Fund balances brought forward		280,189	15,025	295,214	425,848	
<b>Fund balances carried forward</b>		<u>281,848</u>	<u>67,988</u>	<u>349,836</u>	<u>295,214</u>	

All of the above results are derived from continuing gains and losses recognised in the year are included above.

**The notes on pages 12 to 19 form an integral part of these financial statements.**

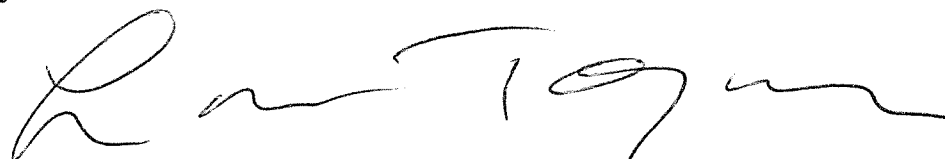
## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Balance sheet as at 31 March 2024

		2024		2023	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		12,678		15,704
<b>Current assets</b>					
Debtors	9	119,657		122,451	
Cash at bank and in hand		223,739		167,327	
		<u>343,396</u>		<u>289,778</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(6,238)</u>		<u>(10,268)</u>	
<b>Net current assets</b>			<u>337,158</u>		<u>279,510</u>
<b>Net assets</b>			<u>349,836</u>		<u>295,214</u>
<b>Capital and reserves</b>					
Restricted funds	11		67,988		15,025
Unrestricted funds	11		281,848		280,189
<b>Total funds</b>			<u>349,836</u>		<u>295,214</u>

The financial statements were approved by the Directors on 15 October 2024 and signed and approved for issue on its behalf by

**Louise Togneri**  
Trustee



The notes on pages 12 to 19 form an integral part of these financial statements.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Cash flow statement for the year ended 31 March 2024

	2024	2023
	£	£
<b>Cash generated from operations</b>		
Net income / (expenditure) for the year	54,622	(130,634)
Depreciation	3,027	7,252
Decrease in debtors	2,793	35,989
(Decrease) in creditors	(4,030)	5,668
Investment income recognised in statement of financial activities	(1,833)	(580)
<b>Net cash inflow from operating activities</b>	<u>54,579</u>	<u>(82,305)</u>
<b>Cash flow statement</b>		
Net cash inflow from operating activities	54,579	(82,305)
<b>Cash flow from investing activities</b>		
Interest received	1,833	580
<b>Increase in cash in the year</b>	<u>56,412</u>	<u>(81,725)</u>
<b>Reconciliation of net cash flow to movement in net funds</b>		
Increase in cash in the year	56,412	(81,725)
Cash and cash equivalents at 1 April 2023	167,327	249,052
<b>Cash and cash equivalents at 31 March 2024</b>	<u>223,739</u>	<u>167,327</u>

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

### 1. Accounting policies

#### Company information

Community Advice Ards and North Down is a Company limited by guarantee, registered in Northern Ireland. The address of the registered office is Hamilton Road Community Hub, 39A Hamilton road, Bangor, Co Down, BT20 4LF.

#### 1.1. Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 published in October 2019". The charity is a Public Benefit Entity as defined by FRS 102.

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

#### 1.2. Going concern

At the time of approving the accounts the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3. Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4. Incoming resources

Income is recognised 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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Investment income is recognised once the income has been declared and notified to bank accounts.

#### 1.5. Resources expended

All expenditure is accounted for on an accruals basis.

Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

..... continued

### 1.6. Tangible fixed assets and depreciation

Tangible fixed assets are initially recorded at cost and subsequently stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	10% Straight line
Fixtures, fittings and equipment	-	25% reducing balance

### 1.7. Impairment of fixed assets

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated, and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in surplus or deficit unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease

### 1.8. Cash at bank and in hand

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

..... continued

### 1.9. Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2024

..... continued

### 1.10. Provisions

Provisions are recognised when the Company has a legal or constructive present obligation as a result of a past event, it is probable that the Company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value the unwinding of the discount is recognised as a finance cost in profit and loss in the period it arises.

### 1.11. Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

### 1.12. Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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 company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 1.13 Critical accounting estimates and judgements

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.

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.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2. Income from charitable activities</b>				
ANDBC Contract	303,875	-	303,875	294,000
ANDBC Core Salary Uplifts	-	-	-	29,350
ANDBC Additional Funding	-	-	-	8,172
Welfare Reform	-	57,760	57,760	57,760
National Lottery People & Communities	-	110,482	110,482	-
National Lottery Cost of Living	-	9,000	9,000	-
National Lottery IT Grant	-	46,010	46,010	-
Macmillan Cancer Support	-	141,884	141,884	67,603
Macmillan Volunteer Event	-	1,000	1,000	-
PRRT- Police Rehabilitation	720	-	720	-
Debt Action Funding	-	64,490	64,490	51,393
WR- Appeals Funding	-	19,200	19,200	19,200
Pension Wise	1,800	-	1,800	1,800
Bangor Foodbank	-	15,502	15,502	-
Halifax Foundation NI	-	5,000	5,000	-
The Headley Trust	-	35,000	35,000	-
Danske Bank Charity Group	-	1,575	1,575	-
Police Benevolent Fund	1,485	-	1,485	-
	<u>307,880</u>	<u>506,903</u>	<u>814,783</u>	<u>529,278</u>
<b>3. Donations and legacies</b>			<b>2024</b>	<b>2023</b>
			<b>£</b>	<b>£</b>
Donations			<u>220</u>	<u>385</u>
<b>4. Income from investments</b>			<b>2024</b>	<b>2023</b>
			<b>£</b>	<b>£</b>
Bank interest			<u>1,833</u>	<u>580</u>

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>5. Expenditure on charitable activities</b>				
Wages and salaries	236,066	358,751	594,817	541,046
Subscription & care code	5,356	4,810	10,166	9,486
Training	1,465	4,258	5,723	6,780
Travelling	897	157	1,054	1,061
Office costs	17,409	63,489	80,898	32,314
Telephone	1,804	2,205	4,009	4,192
Establishment costs	29,988	9,662	39,650	37,082
Insurance	675	3,300	3,975	3,828
Depreciation	3,027	-	3,027	7,252
Accountancy costs	7,160	5,125	12,285	11,065
Audit fee	2,503	1,073	3,576	3,576
Other costs	1,924	1,110	3,034	3,195
	<u>308,274</u>	<u>453,940</u>	<u>762,214</u>	<u>660,877</u>

**6. Employees**

	<b>Year ended</b>	<b>Year ended</b>
	<b>2024</b>	<b>2023</b>
<b>Number of employees</b>		
The average monthly numbers of employees (including the Directors) during the year were:		
Support staff	<u>29</u>	<u>32</u>
<b>Employment costs</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Wages, salaries and pension costs	541,054	494,796
Social security costs	35,824	31,168
Other pension costs	17,939	15,082
	<u>594,817</u>	<u>541,046</u>

There were no employees earning over £60,000 in the two years ended 31 March 2024.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

**7. Taxation**

No liability to UK corporation tax arises on ordinary activities for the year. The company is a registered charity .

**8. Tangible fixed assets**

	<b>Land and buildings £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2023	18,189	72,753	90,942
At 31 March 2024	18,189	72,753	90,942
<b>Depreciation</b>			
At 1 April 2023	7,276	67,961	75,237
Charge for the year	1,829	1,198	3,027
At 31 March 2024	9,105	69,159	78,264
<b>Net book values</b>			
At 31 March 2024	9,084	3,594	12,678
At 31 March 2023	10,913	4,792	15,705

**9. Debtors**

	<b>2024 £</b>	<b>2023 £</b>
Debtors	117,005	119,876
Prepayments and accrued income	2,652	2,575
	119,657	122,451

**10. Creditors: amounts falling due within one year**

	<b>2024 £</b>	<b>2023 £</b>
Creditors	2,662	6,692
Accruals and deferred income	3,576	3,576
	6,238	10,268

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2024**

..... continued

<b>11. Statement of funds</b>	<b>General reserve account £</b>	<b>Restricted reserve account £</b>	<b>Total £</b>
<b>Total reserves at 1 April 2023</b>	280,189	15,025	295,214
Total income for the year	309,933	506,903	816,836
Total expenditure for the year	(308,274)	(453,940)	(762,214)
<b>Total reserves at 31 March 2024</b>	<u>281,848</u>	<u>67,988</u>	<u>349,836</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

<b>12. Analysis of net assets between funds</b>	<b>General reserve fund £</b>	<b>Restricted reserve fund £</b>	<b>Total £</b>
<b>Fund Balances at 31 March 2024 represented by:</b>			
Tangible fixed assets	12,678	-	12,678
Current assets	275,408	67,988	343,396
Current liabilities	(6,238)	-	(6,238)
<b>Total net assets</b>	<u>281,848</u>	<u>67,988</u>	<u>349,836</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

**13. Related party transactions**

There was no related party transactions during the year under review.

**Community Advice Ards and North Down Ltd**

Northern Ireland - Charity number 101425

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# Accounts

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**Registration number NI033560**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Company limited by guarantee**

**Annual' report and financial statements**

**for the year ended 31 March 2023**

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Reference and Administrative Details

Trustees	John Corey, Chairperson Leanne Brown Colin Foote Valerie Goodchild Robin McClelland, Vice-Chairperson Anne McKenna, Treasurer Aaron Mulholland Vivienne Beck Gavin North Louise Togneri Peter Gamble Susan McKee
Secretary	Leanne Brown
Company number	NI033560
Charity number	101425
Registered office	Hamilton Road Community Hub 39A Hamilton Road Bangor Co Down BT20 4LF
Auditors	McCreery Turkington Stockman LTD 1 Lanyon Quay Belfast BT1 3LG
Bankers	Danske Bank 77 Main Street Bangor BT20 5AF
Solicitors	McCoubrey Hinds 61 Main Street Bangor Co Down BT20 5AF

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

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# **COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

## **Trustees' Report for the year ended 31 March 2023**

The Trustees present their report with the audited financial statements for the year ended 31 March 2023. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and 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 published in October 2019".

### **Management Structure**

Community Advice Ards and North Down is an independent local charity, run by local people for the benefit of local people. CAAND was formerly Citizens Advice Ards and North Down and part of the UK wide Citizens Advice service. The Citizens Advice brand was withdrawn from Northern Ireland in 2018 requiring implementation of the name change to Community Advice Ards and North Down (CAAND) with effect from January 2019.

CAAND is a member of AdviceNI the independent advice network. CAAND subscribes fully to AdviceNI membership criteria which include the requirements to be independent of central or local government control, non-profit making, providing advice free and accountable to the community.

CAAND is governed by its board of trustees, which is drawn from the local community. The members are charity trustees and company directors who are collectively responsible for the governance, including setting an overall vision and making strategic decisions. The board ensures there is effective planning, financial management and control plus compliance with charity law/company law and other relevant legislation.

In practice, day-to-day management is delegated to managers who are also responsible for quality and service delivery. The board holds staff accountable while carrying ultimate responsibility for the activities of the organisation.

### **Trustee Board**

Trustees are elected at the Annual General Meeting. Officers are elected by the trustees at the first meeting after the AGM. The board normally meets monthly throughout each year. The board may delegate any of their powers and duties to a sub-committee comprising at least three Board members; there are three sub-committees within the board dealing with Finance, Planning and Staffing matters. The chair of the board is ex officio on all committees and the managers act as facilitators.

CAAND aims to ensure the members of the trustee board reflect the local community and trustees are provided with appropriate training as required

### **Risk Assessment**

CAAND undertakes timely risk assessments and the results are used to inform financial and business planning for contingency

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2023

#### Purpose and Aims

1. To ensure that individuals do not suffer through:

- lack of knowledge of their rights and responsibilities;
- lack of knowledge of service available to them;
- an inability to express their needs effectively.

2. To exercise a responsible influence on the development of social policies and services both locally and nationally.

CAAND aims to achieve its purpose by:

- providing free, confidential, independent advice and assistance for the people in the community, regardless of religion, race, sex, disability or sexuality;
- contributing to the development of social policy from the experience of working with clients;
- managing operations within available funding and in compliance with regulatory, statutory and AdviceNI membership requirements ;
- developing its staff and systems to respond to business needs, arranging appropriate training for volunteers, staff and trustees so as to ensure the delivery of quality services to clients;
- making people aware of the work of CANND;
- working effectively with its main funder, Ards and North Down Borough Council, to maintain the efficiency, effectiveness and economy of its service delivery;
- networking within AdviceNI and similar organisations in Northern Ireland.

#### Services provided

CAAND's core contract is with Ards and North Down Borough Council and provides a general advice service through an appointment and drop-in service, plus telephone advice from offices in Bangor, Newtownards and Holywood. Weekly advice sessions are also available at outreach facilities to give citizens throughout the Borough Council's geographic area access to CAAND's services.

Other services available include Specialist Debt Advice (funded by Ards & North Down Borough Council core funding) and Tribunal representation (social security).

#### Additional Advice Projects

CAAND provides additional advice services under a number of other funded projects including Welfare Reform, Debt Action and Macmillan Cancer Care advice services based in the Ulster Hospital, Dundonald.

In the 2022/23 year across all projects CAAND provided advice, help and support to 10002 people, dealing with 28,384 issues. The total income generated for our clients was £3,587,048.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2023

#### Public Benefit Statement

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act (Northern-Ireland) 2008 to have due regard to the Charity Commission for Northern Ireland public benefit guidance.

- CAAND records client statistics relating to disability and ethnicity in order to assist identification of under use by client groups.
- Posters stating the service's commitment to equality, diversity and non-discrimination are displayed in public areas in the CAAND offices.
- Promotional material is prepared and distributed as widely as possible.
- CAAND has on display as many leaflets in many languages relating to benefits, services and employment.
- CAAND has an up to date child protection policy.

Copies of CAAND's Strategic Plan and Annual Operational Plan were available on request.

#### Social Policy

Throughout the 2022/23 year, actions continued to achieve CAAND's second purpose of exercising a responsible influence on the development of social policies and services to improve the lives of people in the community. Drawing on the evidence of advisers' work in providing advice and helping people, CAAND prepared quarterly Social Policy reports to assist in raising awareness of evidence of shortcomings in laws, policies and public services. These reports were shared with MPs, MLAs and Councillors and provided to the regional organisation AdviceNI to support lobbying on social policy issues.

#### Financial Review

CAAND's funding contract with the Ards and North Down Borough Council provided core funding for the three-year period from 1 April 2021 plus options for the annual renewal of the contract to March 2026.

As well as this core funding, other sources of income for the 2022/23 year included:-

- Funding from Macmillan Care for the advice project based in the Ulster Hospital
- Funding from the Department of Communities for employment of advisers to meet advice demands and assist with appeals arising from Welfare Reform
- Funding provided via AdviceNI for the Debt Action project

The combination of the above funding has enabled CAAND to finish the 2022/23 year with a reduction of funds amounting to £130,634.

#### Reserves Policy

The trustees reviewed and reaffirmed the policy to achieve reserves in unrestricted funds equivalent to up to six months of CAAND's annual operating expenditure.

#### Going Concern

The trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. In arriving at this conclusion, the year to date budgets for 2023/24 and current cash position were reviewed. For this reason they continue to adopt the going concern basis in preparing the financial statements

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2023

#### Statement of Trustees' Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditors

The auditors are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report was approved by the Board on 1st December 2023 and signed on its behalf by



John Corey  
Trustee

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

#### Opinion

We have audited the financial statements of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 2023 and of its incoming resources and application of resources, 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'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 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.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Company will continue in operation. 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 annual report, other than the accounts and our auditors report thereon. The trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD continued**

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

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:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the Statement of trustees' Responsibilities, the trustees, who are also the Directors of the charity for the purpose of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the committee determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

#### **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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Extent to which the audit was capable of detecting irregularities, including fraud**

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:

We identified the areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements and risks of material misstatement due to fraud, using our understanding of the entity's industry, regulatory environment and other external factors and inquiry with the Trustees. In addition, our risk assessment procedures included: inquiring with the Trustees as to the charities policies and procedures regarding compliance with laws and regulations and prevention and detection of fraud; inquiring whether the Trustees have knowledge of any actual or suspected non-compliance with laws or regulations or alleged fraud; inspecting the charities regulatory and legal correspondence; and reading Board minutes.

We discussed identified laws and regulations, fraud risk factors and the need to remain alert among the audit team.

The charity is subject to laws and regulations that directly affect the financial statements charity and financial reporting legislation. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items, including assessing the financial statement disclosures and agreeing them to supporting documentation when necessary.

The charity is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, anti-bribery, employment law, environmental law.

Auditing standards limit the required audit procedures to identify non-compliance with these non-direct laws and regulations to inquiry of the Trustees and inspection of regulatory and legal correspondence, if any. These limited procedures did not identify actual or suspected non-compliance.

We assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. As required by auditing standards, we performed procedures to address the risk of management override of controls. On this audit we do not believe there is a fraud risk related to revenue recognition. We did not identify any additional fraud risks.

In response to risk of fraud, we also performed procedures including: identifying journal entries to test based on risk criteria and comparing the identified entries to supporting documentation; evaluating the business purpose of significant unusual transactions; assessing significant accounting estimates for bias; and assessing the disclosures in the financial statements.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

In addition, as with any audit, there remains a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditors-responsibilities>. This description forms part of our auditor's report.

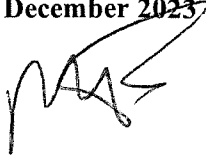
### **The purpose of our audit work and to whom we owe our responsibilities**

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.

**Richard McClay FCA (Senior Statutory Auditor)**  
**For and on behalf of McCreery Turkington Stockman LTD**  
**1 Lanyon Quay**  
**BELFAST**  
**BT1 3LG**

**Chartered Accountants**

**1st December 2023**



**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Statement of Financial Activities (Including Summary Income and Expenditure Account)  
for the year ended 31 March 2023**

		Unrestricted	Restricted				
		Funds	Funds	Total			Total
		2023	2023	2023			2022
<b>Income from:</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>			<b>£</b>
Charitable activities	2	333,322	195,956	529,278			656,777
Donations and legacies	3	385	-	385			60
Investment Income	4	580	-	580			152
<b>Total incoming resources</b>		<u>334,287</u>	<u>195,956</u>	<u>530,243</u>			<u>656,989</u>
<b>Expenditure on:</b>							
Charitable activities	5	(422,684)	(238,193)	(660,877)			(610,901)
<b>Total resources expended</b>		<u>(422,684)</u>	<u>(238,193)</u>	<u>(660,877)</u>			<u>(610,901)</u>
<b>Net income before transfers</b>		<u>(88,397)</u>	<u>(42,237)</u>	<u>(130,634)</u>			<u>46,088</u>
<b>Net incoming resources</b>		<u>(88,397)</u>	<u>(42,237)</u>	<u>(130,634)</u>			<u>46,088</u>
Fund balances brought forward		<u>368,586</u>	<u>57,262</u>	<u>425,848</u>			<u>379,760</u>
<b>Fund balances carried forward</b>		<u>280,189</u>	<u>15,025</u>	<u>295,214</u>			<u>425,848</u>

All of the above results are derived from continuing gains and losses recognised in the year are included above.


**The notes on pages 12 to 19 form an integral part of these financial statements.**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Balance sheet  
as at 31 March 2023**

		2023		2022	
Notes	£	£	£	£	
<b>Fixed assets</b>					
Tangible assets	8		15,704	22,956	
<b>Current assets</b>					
Debtors	9	122,451		158,440	
Cash at bank and in hand		167,327		249,052	
		<u>289,778</u>		<u>407,492</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(10,268)</u>		<u>(4,600)</u>	
<b>Net current assets</b>			<u>279,510</u>	<u>402,892</u>	
<b>Net assets</b>			<u>295,214</u>	<u>425,848</u>	
<b>Capital and reserves</b>					
Restricted funds	11		15,025	57,262	
Unrestricted funds	11		280,189	368,586	
<b>Total funds</b>			<u>295,214</u>	<u>425,848</u>	

The financial statements were approved by the Directors on 1 December 2023 and signed and approved for issue on its behalf by

  
**John Corey**  
**Trustee**

**The notes on pages 12 to 19 form an integral part of these financial statements.**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Cash flow statement  
for the year ended 31 March 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Cash generated from operations</b>		
Net income / (expenditure) for the year	(130,634)	46,088
Depreciation	7,252	10,656
Decrease in debtors	35,989	(46,618)
Increase in creditors	5,668	(45,404)
Investment income recognised in statement of financial activities	(580)	(152)
<b>Net cash outflow from operating activities</b>	<u>(82,305)</u>	<u>(35,430)</u>
 <b>Cash flow statement</b>		
Net cash outflow from operating activities	(82,305)	(35,430)
 <b>Cash flow from investing activities</b>		
Interest received	580	152
Payments to acquire tangible fixed assets	-	(2,711)
<b>Decrease in cash in the year</b>	<u>(81,725)</u>	<u>(37,989)</u>
 <b>Reconciliation of net cash flow to movement in net debt</b>		
Decrease in cash in the year	(81,725)	(37,989)
Cash and cash equivalents at 1 April 2022	249,052	287,041
<b>Cash and cash equivalents at 31 March 2023</b>	<u>167,327</u>	<u>249,052</u>

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2023

### 1. Accounting policies

#### Company information

Community Advice Ards and North Down is a Company limited by guarantee, registered in Northern Ireland. The address of the registered office is Hamilton Road Community Hub, 39A Hamilton road, Bangor, Co Down, BT20 4LF.

#### 1.1. Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 published in October 2019". The charity is a Public Benefit Entity as defined by FRS 102.

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

#### 1.2. Going concern

At the time of approving the accounts the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3. Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4. Incoming resources

Income is recognised 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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Investment income is recognised once the income has been declared and notified to bank accounts.

#### 1.5. Resources expended

All expenditure is accounted for on an accruals basis.

Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Notes to the financial statements for the year ended 31 March 2023

..... continued

#### 1.6. Tangible fixed assets and depreciation

Tangible fixed assets are initially recorded at cost and subsequently stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	10% Straight line
Fixtures, fittings and equipment	-	25% Straight line

#### 1.7. Impairment of fixed assets

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated, and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in surplus or deficit unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease

#### 1.8. Cash at bank and in hand

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2023

..... continued

### 1.9. Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Notes to the financial statements for the year ended 31 March 2023

..... continued

#### **1.10. Provisions**

Provisions are recognised when the Company has a legal or constructive present obligation as a result of a past event, it is probable that the Company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value the unwinding of the discount is recognised as a finance cost in profit and loss in the period it arises.

#### **1.11. Government grants**

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

#### **1.12. Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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 company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.13 Critical accounting estimates and judgements**

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.

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.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2. Income from charitable activities</b>				
ANDBC Contract	294,000	-	294,000	294,000
ANDBC Core Salary Uplifts	29,350	-	29,350	21,849
ANDBC Additional Funding	8,172	-	8,172	106,665
Welfare Reform	-	57,760	57,760	58,647
National Lottery Community Fund	-	-	-	9,950
Macmillan Cancer Support	-	67,603	67,603	66,443
PRRT- Police Rehabilitation	-	-	-	1,000
Debt Action Funding	-	51,393	51,393	68,753
WR- Appeals Funding	-	19,200	19,200	20,870
Other Income	1,800	-	1,800	3,600
Halifax Foundation NI	-	-	-	5,000
	<u>333,322</u>	<u>195,956</u>	<u>529,278</u>	<u>656,777</u>

The other income figure for 2023 relates to funding from Pension Wise (£1800) .

<b>3. Donations and legacies</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Donations	<u>385</u>	<u>60</u>
<b>4. Income from investments</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Bank interest	<u>580</u>	<u>152</u>

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

	<b>Unrestricted 2023 £</b>	<b>Restricted 2023 £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
<b>5. Expenditure on charitable activities</b>				
Wages and salaries	325,332	215,714	541,046	488,100
Subscription & care code	6,115	3,371	9,486	5,432
Training	3,839	2,941	6,780	5,941
Travelling	496	565	1,061	650
Office costs	21,516	10,798	32,314	31,672
Telephone	3,307	885	4,192	16,249
Establishment costs	37,082	-	37,082	33,116
Insurance	2,182	1,646	3,828	3,782
Depreciation	7,252	-	7,252	10,656
Grant released	-	-	-	(3,750)
Accountancy costs	9,865	1,200	11,065	10,510
Audit fee	2,503	1,073	3,576	3,576
Other costs	3,195	-	3,195	4,967
	<u>422,684</u>	<u>238,193</u>	<u>660,877</u>	<u>610,901</u>

**6. Employees**

	<b>Year ended 2023</b>	<b>Year ended 2022</b>
<b>Number of employees</b>		
The average monthly numbers of employees (including the Directors) during the year were:		
Support staff	<u>32</u>	<u>28</u>
<b>Employment costs</b>	<b>2023 £</b>	<b>2022 £</b>
Wages, salaries and pension costs	494,796	447,499
Social security costs	31,168	29,439
Other pension costs	15,082	11,162
	<u>541,046</u>	<u>488,100</u>

There were no employees earning over £60,000 in the two years ended 31 March 2023.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

**7. Taxation**

No liability to UK corporation tax arises on ordinary activities for the year. The company is a registered charity .

<b>8. Tangible fixed assets</b>	<b>Land and buildings £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2022	18,189	72,753	90,942
At 31 March 2023	<u>18,189</u>	<u>72,753</u>	<u>90,942</u>
<b>Depreciation</b>			
At 1 April 2022	5,457	62,529	67,986
Charge for the year	1,819	5,433	7,252
At 31 March 2023	<u>7,276</u>	<u>67,962</u>	<u>75,238</u>
<b>Net book values</b>			
At 31 March 2023	<u>10,913</u>	<u>4,791</u>	<u>15,704</u>
At 31 March 2022	<u>12,732</u>	<u>10,224</u>	<u>22,956</u>

**9. Debtors**

	<b>2023 £</b>	<b>2022 £</b>
Debtors	119,876	129,371
Prepayments and accrued income	2,575	29,069
	<u>122,451</u>	<u>158,440</u>

**10. Creditors: amounts falling due within one year**

	<b>2023 £</b>	<b>2022 £</b>
Creditors	6,692	1,024
Accruals and deferred income	3,576	3,576
	<u>10,268</u>	<u>4,600</u>

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

<b>11. Statement of funds</b>	<b>General reserve account £</b>	<b>Restricted reserve account £</b>	<b>Total £</b>
<b>Total reserves at 1 April 2022</b>	368,586	57,262	425,848
Total income for the year	334,287	195,956	530,243
Total expenditure for the year	(422,684)	(238,193)	(660,877)
<b>Total reserves at 31 March 2023</b>	<u>280,189</u>	<u>15,025</u>	<u>295,214</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

<b>12. Analysis of net assets between funds</b>	<b>General reserve fund £</b>	<b>Restricted reserve fund £</b>	<b>Total £</b>
<b>Fund Balances at 31 March 2023 represented by:</b>			
Tangible fixed assets	15,704	-	15,704
Current assets	274,753	15,025	289,778
Current liabilities	(10,268)	-	(10,268)
<b>Total net assets</b>	<u>280,189</u>	<u>15,025</u>	<u>295,214</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

**13. Related party transactions**

There was no related party transactions during the year under review.

**Community Advice Ards and North Down Ltd**

Northern Ireland - Charity number 101425

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# Annual report

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**Registration number NI033560**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Company limited by guarantee**

**Annual' report and financial statements**

**for the year ended 31 March 2023**

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Reference and Administrative Details

Trustees	John Corey, Chairperson Leanne Brown Colin Foote Valerie Goodchild Robin McClelland, Vice-Chairperson Anne McKenna, Treasurer Aaron Mulholland Vivienne Beck Gavin North Louise Togneri Peter Gamble Susan McKee
Secretary	Leanne Brown
Company number	NI033560
Charity number	101425
Registered office	Hamilton Road Community Hub 39A Hamilton Road Bangor Co Down BT20 4LF
Auditors	McCreery Turkington Stockman LTD 1 Lanyon Quay Belfast BT1 3LG
Bankers	Danske Bank 77 Main Street Bangor BT20 5AF
Solicitors	McCoubrey Hinds 61 Main Street Bangor Co Down BT20 5AF

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

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# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Trustees' Report for the year ended 31 March 2023

The Trustees present their report with the audited financial statements for the year ended 31 March 2023. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and 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 published in October 2019".

### Management Structure

Community Advice Ards and North Down is an independent local charity, run by local people for the benefit of local people. CAAND was formerly Citizens Advice Ards and North Down and part of the UK wide Citizens Advice service. The Citizens Advice brand was withdrawn from Northern Ireland in 2018 requiring implementation of the name change to Community Advice Ards and North Down (CAAND) with effect from January 2019.

CAAND is a member of AdviceNI the independent advice network. CAAND subscribes fully to AdviceNI membership criteria which include the requirements to be independent of central or local government control, non-profit making, providing advice free and accountable to the community.

CAAND is governed by its board of trustees, which is drawn from the local community. The members are charity trustees and company directors who are collectively responsible for the governance, including setting an overall vision and making strategic decisions. The board ensures there is effective planning, financial management and control plus compliance with charity law/company law and other relevant legislation.

In practice, day-to-day management is delegated to managers who are also responsible for quality and service delivery. The board holds staff accountable while carrying ultimate responsibility for the activities of the organisation.

### Trustee Board

Trustees are elected at the Annual General Meeting. Officers are elected by the trustees at the first meeting after the AGM. The board normally meets monthly throughout each year. The board may delegate any of their powers and duties to a sub-committee comprising at least three Board members; there are three sub-committees within the board dealing with Finance, Planning and Staffing matters. The chair of the board is ex officio on all committees and the managers act as facilitators.

CAAND aims to ensure the members of the trustee board reflect the local community and trustees are provided with appropriate training as required

### Risk Assessment

CAAND undertakes timely risk assessments and the results are used to inform financial and business planning for contingency

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2023

#### Purpose and Aims

1. To ensure that individuals do not suffer through:

- lack of knowledge of their rights and responsibilities;
- lack of knowledge of service available to them;
- an inability to express their needs effectively.

2. To exercise a responsible influence on the development of social policies and services both locally and nationally.

CAAND aims to achieve its purpose by:

- providing free, confidential, independent advice and assistance for the people in the community, regardless of religion, race, sex, disability or sexuality;
- contributing to the development of social policy from the experience of working with clients;
- managing operations within available funding and in compliance with regulatory, statutory and AdviceNI membership requirements ;
- developing its staff and systems to respond to business needs, arranging appropriate training for volunteers, staff and trustees so as to ensure the delivery of quality services to clients;
- making people aware of the work of CANND;
- working effectively with its main funder, Ards and North Down Borough Council, to maintain the efficiency, effectiveness and economy of its service delivery;
- networking within AdviceNI and similar organisations in Northern Ireland.

#### Services provided

CAAND's core contract is with Ards and North Down Borough Council and provides a general advice service through an appointment and drop-in service, plus telephone advice from offices in Bangor, Newtownards and Holywood. Weekly advice sessions are also available at outreach facilities to give citizens throughout the Borough Council's geographic area access to CAAND's services.

Other services available include Specialist Debt Advice (funded by Ards & North Down Borough Council core funding) and Tribunal representation (social security).

#### Additional Advice Projects

CAAND provides additional advice services under a number of other funded projects including Welfare Reform, Debt Action and Macmillan Cancer Care advice services based in the Ulster Hospital, Dundonald.

In the 2022/23 year across all projects CAAND provided advice, help and support to 10002 people, dealing with 28,384 issues. The total income generated for our clients was £3,587,048.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2023

#### Public Benefit Statement

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act (Northern-Ireland) 2008 to have due regard to the Charity Commission for Northern Ireland public benefit guidance.

- CAAND records client statistics relating to disability and ethnicity in order to assist identification of under use by client groups.
- Posters stating the service's commitment to equality, diversity and non-discrimination are displayed in public areas in the CAAND offices.
- Promotional material is prepared and distributed as widely as possible.
- CAAND has on display as many leaflets in many languages relating to benefits, services and employment.
- CAAND has an up to date child protection policy.

Copies of CAAND's Strategic Plan and Annual Operational Plan were available on request.

#### Social Policy

Throughout the 2022/23 year, actions continued to achieve CAAND's second purpose of exercising a responsible influence on the development of social policies and services to improve the lives of people in the community. Drawing on the evidence of advisers' work in providing advice and helping people, CAAND prepared quarterly Social Policy reports to assist in raising awareness of evidence of shortcomings in laws, policies and public services. These reports were shared with MPs, MLAs and Councillors and provided to the regional organisation AdviceNI to support lobbying on social policy issues.

#### Financial Review

CAAND's funding contract with the Ards and North Down Borough Council provided core funding for the three-year period from 1 April 2021 plus options for the annual renewal of the contract to March 2026.

As well as this core funding, other sources of income for the 2022/23 year included:-

- Funding from Macmillan Care for the advice project based in the Ulster Hospital
- Funding from the Department of Communities for employment of advisers to meet advice demands and assist with appeals arising from Welfare Reform
- Funding provided via AdviceNI for the Debt Action project

The combination of the above funding has enabled CAAND to finish the 2022/23 year with a reduction of funds amounting to £130,634.

#### Reserves Policy

The trustees reviewed and reaffirmed the policy to achieve reserves in unrestricted funds equivalent to up to six months of CAAND's annual operating expenditure.

#### Going Concern

The trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. In arriving at this conclusion, the year to date budgets for 2023/24 and current cash position were reviewed. For this reason they continue to adopt the going concern basis in preparing the financial statements

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2023

#### Statement of Trustees' Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditors

The auditors are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report was approved by the Board on 1st December 2023 and signed on its behalf by



John Corey  
Trustee

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

#### Opinion

We have audited the financial statements of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 2023 and of its incoming resources and application of resources, 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'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 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.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Company will continue in operation. 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 annual report, other than the accounts and our auditors report thereon. The trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD continued**

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

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:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the Statement of trustees' Responsibilities, the trustees, who are also the Directors of the charity for the purpose of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the committee determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

#### **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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Extent to which the audit was capable of detecting irregularities, including fraud**

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:

We identified the areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements and risks of material misstatement due to fraud, using our understanding of the entity's industry, regulatory environment and other external factors and inquiry with the Trustees. In addition, our risk assessment procedures included: inquiring with the Trustees as to the charities policies and procedures regarding compliance with laws and regulations and prevention and detection of fraud; inquiring whether the Trustees have knowledge of any actual or suspected non-compliance with laws or regulations or alleged fraud; inspecting the charities regulatory and legal correspondence; and reading Board minutes.

We discussed identified laws and regulations, fraud risk factors and the need to remain alert among the audit team.

The charity is subject to laws and regulations that directly affect the financial statements charity and financial reporting legislation. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items, including assessing the financial statement disclosures and agreeing them to supporting documentation when necessary.

The charity is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, anti-bribery, employment law, environmental law.

Auditing standards limit the required audit procedures to identify non-compliance with these non-direct laws and regulations to inquiry of the Trustees and inspection of regulatory and legal correspondence, if any. These limited procedures did not identify actual or suspected non-compliance.

We assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. As required by auditing standards, we performed procedures to address the risk of management override of controls. On this audit we do not believe there is a fraud risk related to revenue recognition. We did not identify any additional fraud risks.

In response to risk of fraud, we also performed procedures including: identifying journal entries to test based on risk criteria and comparing the identified entries to supporting documentation; evaluating the business purpose of significant unusual transactions; assessing significant accounting estimates for bias; and assessing the disclosures in the financial statements.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

In addition, as with any audit, there remains a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditors-responsibilities>. This description forms part of our auditor's report.

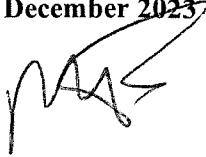
### **The purpose of our audit work and to whom we owe our responsibilities**

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 auditors' 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.

**Richard McClay FCA (Senior Statutory Auditor)**  
**For and on behalf of McCreery Turkington Stockman LTD**  
**1 Lanyon Quay**  
**BELFAST**  
**BT1 3LG**

**Chartered Accountants**

**1st December 2023**



**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Statement of Financial Activities (Including Summary Income and Expenditure Account)  
for the year ended 31 March 2023**

		Unrestricted Funds	Restricted Funds	Total	Total
		2023	2023	2023	2022
<b>Income from:</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Charitable activities	2	333,322	195,956	529,278	656,777
Donations and legacies	3	385	-	385	60
Investment Income	4	580	-	580	152
<b>Total incoming resources</b>		<u>334,287</u>	<u>195,956</u>	<u>530,243</u>	<u>656,989</u>
<b>Expenditure on:</b>					
Charitable activities	5	(422,684)	(238,193)	(660,877)	(610,901)
<b>Total resources expended</b>		<u>(422,684)</u>	<u>(238,193)</u>	<u>(660,877)</u>	<u>(610,901)</u>
<b>Net income before transfers</b>		<u>(88,397)</u>	<u>(42,237)</u>	<u>(130,634)</u>	<u>46,088</u>
<b>Net incoming resources</b>		<u>(88,397)</u>	<u>(42,237)</u>	<u>(130,634)</u>	<u>46,088</u>
Fund balances brought forward		368,586	57,262	425,848	379,760
<b>Fund balances carried forward</b>		<u>280,189</u>	<u>15,025</u>	<u>295,214</u>	<u>425,848</u>

All of the above results are derived from continuing gains and losses recognised in the year are included above.


**The notes on pages 12 to 19 form an integral part of these financial statements.**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Balance sheet  
as at 31 March 2023**

		2023		2022	
Notes	£	£	£	£	
<b>Fixed assets</b>					
Tangible assets	8		15,704	22,956	
<b>Current assets</b>					
Debtors	9	122,451		158,440	
Cash at bank and in hand		167,327		249,052	
		<u>289,778</u>		<u>407,492</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(10,268)</u>		<u>(4,600)</u>	
<b>Net current assets</b>			<u>279,510</u>	<u>402,892</u>	
<b>Net assets</b>			<u>295,214</u>	<u>425,848</u>	
<b>Capital and reserves</b>					
Restricted funds	11	15,025		57,262	
Unrestricted funds	11	280,189		368,586	
<b>Total funds</b>			<u>295,214</u>	<u>425,848</u>	

The financial statements were approved by the Directors on 1 December 2023 and signed and approved for issue on its behalf by

  
**John Corey**  
 Trustee

**The notes on pages 12 to 19 form an integral part of these financial statements.**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Cash flow statement  
for the year ended 31 March 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Cash generated from operations</b>		
Net income / (expenditure) for the year	(130,634)	46,088
Depreciation	7,252	10,656
Decrease in debtors	35,989	(46,618)
Increase in creditors	5,668	(45,404)
Investment income recognised in statement of financial activities	(580)	(152)
<b>Net cash outflow from operating activities</b>	<u>(82,305)</u>	<u>(35,430)</u>
 <b>Cash flow statement</b>		
Net cash outflow from operating activities	(82,305)	(35,430)
 <b>Cash flow from investing activities</b>		
Interest received	580	152
Payments to acquire tangible fixed assets	-	(2,711)
<b>Decrease in cash in the year</b>	<u>(81,725)</u>	<u>(37,989)</u>
 <b>Reconciliation of net cash flow to movement in net debt</b>		
Decrease in cash in the year	(81,725)	(37,989)
Cash and cash equivalents at 1 April 2022	249,052	287,041
<b>Cash and cash equivalents at 31 March 2023</b>	<u>167,327</u>	<u>249,052</u>

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2023

### 1. Accounting policies

#### Company information

Community Advice Ards and North Down is a Company limited by guarantee, registered in Northern Ireland. The address of the registered office is Hamilton Road Community Hub, 39A Hamilton road, Bangor, Co Down, BT20 4LF.

#### 1.1. Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 published in October 2019". The charity is a Public Benefit Entity as defined by FRS 102.

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

#### 1.2. Going concern

At the time of approving the accounts the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3. Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4. Incoming resources

Income is recognised 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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Investment income is recognised once the income has been declared and notified to bank accounts.

#### 1.5. Resources expended

All expenditure is accounted for on an accruals basis.

Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Notes to the financial statements for the year ended 31 March 2023

..... continued

#### 1.6. Tangible fixed assets and depreciation

Tangible fixed assets are initially recorded at cost and subsequently stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	10% Straight line
Fixtures, fittings and equipment	-	25% Straight line

#### 1.7. Impairment of fixed assets

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated, and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in surplus or deficit unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease

#### 1.8. Cash at bank and in hand

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2023

..... continued

### 1.9. Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Notes to the financial statements for the year ended 31 March 2023

..... continued

#### **1.10. Provisions**

Provisions are recognised when the Company has a legal or constructive present obligation as a result of a past event, it is probable that the Company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value the unwinding of the discount is recognised as a finance cost in profit and loss in the period it arises.

#### **1.11. Government grants**

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

#### **1.12. Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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 company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.13 Critical accounting estimates and judgements**

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.

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.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2. Income from charitable activities</b>				
ANDBC Contract	294,000	-	294,000	294,000
ANDBC Core Salary Uplifts	29,350	-	29,350	21,849
ANDBC Additional Funding	8,172	-	8,172	106,665
Welfare Reform	-	57,760	57,760	58,647
National Lottery Community Fund	-	-	-	9,950
Macmillan Cancer Support	-	67,603	67,603	66,443
PRRT- Police Rehabilitation	-	-	-	1,000
Debt Action Funding	-	51,393	51,393	68,753
WR- Appeals Funding	-	19,200	19,200	20,870
Other Income	1,800	-	1,800	3,600
Halifax Foundation NI	-	-	-	5,000
	<u>333,322</u>	<u>195,956</u>	<u>529,278</u>	<u>656,777</u>

The other income figure for 2023 relates to funding from Pension Wise (£1800) .

<b>3. Donations and legacies</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Donations	<u>385</u>	<u>60</u>
<b>4. Income from investments</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Bank interest	<u>580</u>	<u>152</u>

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>5. Expenditure on charitable activities</b>				
Wages and salaries	325,332	215,714	541,046	488,100
Subscription & care code	6,115	3,371	9,486	5,432
Training	3,839	2,941	6,780	5,941
Travelling	496	565	1,061	650
Office costs	21,516	10,798	32,314	31,672
Telephone	3,307	885	4,192	16,249
Establishment costs	37,082	-	37,082	33,116
Insurance	2,182	1,646	3,828	3,782
Depreciation	7,252	-	7,252	10,656
Grant released	-	-	-	(3,750)
Accountancy costs	9,865	1,200	11,065	10,510
Audit fee	2,503	1,073	3,576	3,576
Other costs	3,195	-	3,195	4,967
	<u>422,684</u>	<u>238,193</u>	<u>660,877</u>	<u>610,901</u>

**6. Employees**

	<b>Year ended 2023</b>	<b>Year ended 2022</b>
<b>Number of employees</b>		
The average monthly numbers of employees (including the Directors) during the year were:		
Support staff	<u>32</u>	<u>28</u>
<b>Employment costs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages, salaries and pension costs	494,796	447,499
Social security costs	31,168	29,439
Other pension costs	15,082	11,162
	<u>541,046</u>	<u>488,100</u>

There were no employees earning over £60,000 in the two years ended 31 March 2023.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

**7. Taxation**

No liability to UK corporation tax arises on ordinary activities for the year. The company is a registered charity .

<b>8. Tangible fixed assets</b>	<b>Land and buildings £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2022	18,189	72,753	90,942
At 31 March 2023	18,189	72,753	90,942
<b>Depreciation</b>			
At 1 April 2022	5,457	62,529	67,986
Charge for the year	1,819	5,433	7,252
At 31 March 2023	7,276	67,962	75,238
<b>Net book values</b>			
At 31 March 2023	10,913	4,791	15,704
At 31 March 2022	12,732	10,224	22,956

**9. Debtors**

	<b>2023 £</b>	<b>2022 £</b>
Debtors	119,876	129,371
Prepayments and accrued income	2,575	29,069
	122,451	158,440

**10. Creditors: amounts falling due within one year**

	<b>2023 £</b>	<b>2022 £</b>
Creditors	6,692	1,024
Accruals and deferred income	3,576	3,576
	10,268	4,600

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

<b>11. Statement of funds</b>	<b>General reserve account £</b>	<b>Restricted reserve account £</b>	<b>Total £</b>
<b>Total reserves at 1 April 2022</b>	368,586	57,262	425,848
Total income for the year	334,287	195,956	530,243
Total expenditure for the year	(422,684)	(238,193)	(660,877)
<b>Total reserves at 31 March 2023</b>	<u>280,189</u>	<u>15,025</u>	<u>295,214</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

<b>12. Analysis of net assets between funds</b>	<b>General reserve fund £</b>	<b>Restricted reserve fund £</b>	<b>Total £</b>
<b>Fund Balances at 31 March 2023 represented by:</b>			
Tangible fixed assets	15,704	-	15,704
Current assets	274,753	15,025	289,778
Current liabilities	(10,268)	-	(10,268)
<b>Total net assets</b>	<u>280,189</u>	<u>15,025</u>	<u>295,214</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

**13. Related party transactions**

There was no related party transactions during the year under review.

**Community Advice Ards and North Down Ltd**

Northern Ireland - Charity number 101425

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# Annual return

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**Registration number NI033560**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**  
**Company limited by guarantee**

**Annual' report and financial statements**

**for the year ended 31 March 2023**

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Reference and Administrative Details

Trustees	John Corey, Chairperson Leanne Brown Colin Foote Valerie Goodchild Robin McClelland, Vice-Chairperson Anne McKenna, Treasurer Aaron Mulholland Vivienne Beck Gavin North Louise Togneri Peter Gamble Susan McKee
Secretary	Leanne Brown
Company number	NI033560
Charity number	101425
Registered office	Hamilton Road Community Hub 39A Hamilton Road Bangor Co Down BT20 4LF
Auditors	McCreery Turkington Stockman LTD 1 Lanyon Quay Belfast BT1 3LG
Bankers	Danske Bank 77 Main Street Bangor BT20 5AF
Solicitors	McCoubrey Hinds 61 Main Street Bangor Co Down BT20 5AF

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

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# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Trustees' Report for the year ended 31 March 2023

The Trustees present their report with the audited financial statements for the year ended 31 March 2023. The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and 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 published in October 2019".

### Management Structure

Community Advice Ards and North Down is an independent local charity, run by local people for the benefit of local people. CAAND was formerly Citizens Advice Ards and North Down and part of the UK wide Citizens Advice service. The Citizens Advice brand was withdrawn from Northern Ireland in 2018 requiring implementation of the name change to Community Advice Ards and North Down (CAAND) with effect from January 2019.

CAAND is a member of AdviceNI the independent advice network. CAAND subscribes fully to AdviceNI membership criteria which include the requirements to be independent of central or local government control, non-profit making, providing advice free and accountable to the community.

CAAND is governed by its board of trustees, which is drawn from the local community. The members are charity trustees and company directors who are collectively responsible for the governance, including setting an overall vision and making strategic decisions. The board ensures there is effective planning, financial management and control plus compliance with charity law/company law and other relevant legislation.

In practice, day-to-day management is delegated to managers who are also responsible for quality and service delivery. The board holds staff accountable while carrying ultimate responsibility for the activities of the organisation.

### Trustee Board

Trustees are elected at the Annual General Meeting. Officers are elected by the trustees at the first meeting after the AGM. The board normally meets monthly throughout each year. The board may delegate any of their powers and duties to a sub-committee comprising at least three Board members; there are three sub-committees within the board dealing with Finance, Planning and Staffing matters. The chair of the board is ex officio on all committees and the managers act as facilitators.

CAAND aims to ensure the members of the trustee board reflect the local community and trustees are provided with appropriate training as required

### Risk Assessment

CAAND undertakes timely risk assessments and the results are used to inform financial and business planning for contingency

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2023

#### Purpose and Aims

1. To ensure that individuals do not suffer through:

- lack of knowledge of their rights and responsibilities;
- lack of knowledge of service available to them;
- an inability to express their needs effectively.

2. To exercise a responsible influence on the development of social policies and services both locally and nationally.

CAAND aims to achieve its purpose by:

- providing free, confidential, independent advice and assistance for the people in the community, regardless of religion, race, sex, disability or sexuality;
- contributing to the development of social policy from the experience of working with clients;
- managing operations within available funding and in compliance with regulatory, statutory and AdviceNI membership requirements ;
- developing its staff and systems to respond to business needs, arranging appropriate training for volunteers, staff and trustees so as to ensure the delivery of quality services to clients;
- making people aware of the work of CANND;
- working effectively with its main funder, Ards and North Down Borough Council, to maintain the efficiency, effectiveness and economy of its service delivery;
- networking within AdviceNI and similar organisations in Northern Ireland.

#### Services provided

CAAND's core contract is with Ards and North Down Borough Council and provides a general advice service through an appointment and drop-in service, plus telephone advice from offices in Bangor, Newtownards and Holywood. Weekly advice sessions are also available at outreach facilities to give citizens throughout the Borough Council's geographic area access to CAAND's services.

Other services available include Specialist Debt Advice (funded by Ards & North Down Borough Council core funding) and Tribunal representation (social security).

#### Additional Advice Projects

CAAND provides additional advice services under a number of other funded projects including Welfare Reform, Debt Action and Macmillan Cancer Care advice services based in the Ulster Hospital, Dundonald.

In the 2022/23 year across all projects CAAND provided advice, help and support to 10002 people, dealing with 28,384 issues. The total income generated for our clients was £3,587,048.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2023

#### Public Benefit Statement

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act (Northern-Ireland) 2008 to have due regard to the Charity Commission for Northern Ireland public benefit guidance.

- CAAND records client statistics relating to disability and ethnicity in order to assist identification of under use by client groups.
- Posters stating the service's commitment to equality, diversity and non-discrimination are displayed in public areas in the CAAND offices.
- Promotional material is prepared and distributed as widely as possible.
- CAAND has on display as many leaflets in many languages relating to benefits, services and employment.
- CAAND has an up to date child protection policy.

Copies of CAAND's Strategic Plan and Annual Operational Plan were available on request.

#### Social Policy

Throughout the 2022/23 year, actions continued to achieve CAAND's second purpose of exercising a responsible influence on the development of social policies and services to improve the lives of people in the community. Drawing on the evidence of advisers' work in providing advice and helping people, CAAND prepared quarterly Social Policy reports to assist in raising awareness of evidence of shortcomings in laws, policies and public services. These reports were shared with MPs, MLAs and Councillors and provided to the regional organisation AdviceNI to support lobbying on social policy issues.

#### Financial Review

CAAND's funding contract with the Ards and North Down Borough Council provided core funding for the three-year period from 1 April 2021 plus options for the annual renewal of the contract to March 2026.

As well as this core funding, other sources of income for the 2022/23 year included:-

- Funding from Macmillan Care for the advice project based in the Ulster Hospital
- Funding from the Department of Communities for employment of advisers to meet advice demands and assist with appeals arising from Welfare Reform
- Funding provided via AdviceNI for the Debt Action project

The combination of the above funding has enabled CAAND to finish the 2022/23 year with a reduction of funds amounting to £130,634.

#### Reserves Policy

The trustees reviewed and reaffirmed the policy to achieve reserves in unrestricted funds equivalent to up to six months of CAAND's annual operating expenditure.

#### Going Concern

The trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future. In arriving at this conclusion, the year to date budgets for 2023/24 and current cash position were reviewed. For this reason they continue to adopt the going concern basis in preparing the financial statements

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Trustees' Report for the year ended 31 March 2023

#### Statement of Trustees' Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Auditors

The auditors are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

This report was approved by the Board on 1st December 2023 and signed on its behalf by



John Corey  
Trustee

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

#### Opinion

We have audited the financial statements of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 2023 and of its incoming resources and application of resources, 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'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 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.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Company will continue in operation. 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 annual report, other than the accounts and our auditors report thereon. The trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts 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 accounts 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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Independent auditors' report to the members of COMMUNITY ADVICE ARDS AND NORTH DOWN LTD continued**

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

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:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the Statement of trustees' Responsibilities, the trustees, who are also the Directors of the charity for the purpose of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the committee determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, 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.

#### **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.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### **Extent to which the audit was capable of detecting irregularities, including fraud**

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:

We identified the areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements and risks of material misstatement due to fraud, using our understanding of the entity's industry, regulatory environment and other external factors and inquiry with the Trustees. In addition, our risk assessment procedures included: inquiring with the Trustees as to the charities policies and procedures regarding compliance with laws and regulations and prevention and detection of fraud; inquiring whether the Trustees have knowledge of any actual or suspected non-compliance with laws or regulations or alleged fraud; inspecting the charities regulatory and legal correspondence; and reading Board minutes.

We discussed identified laws and regulations, fraud risk factors and the need to remain alert among the audit team.

The charity is subject to laws and regulations that directly affect the financial statements charity and financial reporting legislation. We assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items, including assessing the financial statement disclosures and agreeing them to supporting documentation when necessary.

The charity is subject to many other laws and regulations where the consequences of non-compliance could have a material effect on amounts or disclosures in the financial statements, for instance through the imposition of fines or litigation. We identified the following areas as those most likely to have such an effect: health and safety, anti-bribery, employment law, environmental law.

Auditing standards limit the required audit procedures to identify non-compliance with these non-direct laws and regulations to inquiry of the Trustees and inspection of regulatory and legal correspondence, if any. These limited procedures did not identify actual or suspected non-compliance.

We assessed events or conditions that could indicate an incentive or pressure to commit fraud or provide an opportunity to commit fraud. As required by auditing standards, we performed procedures to address the risk of management override of controls. On this audit we do not believe there is a fraud risk related to revenue recognition. We did not identify any additional fraud risks.

In response to risk of fraud, we also performed procedures including: identifying journal entries to test based on risk criteria and comparing the identified entries to supporting documentation; evaluating the business purpose of significant unusual transactions; assessing significant accounting estimates for bias; and assessing the disclosures in the financial statements.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

In addition, as with any audit, there remains a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditors-responsibilities>. This description forms part of our auditor's report.

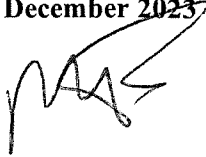
### **The purpose of our audit work and to whom we owe our responsibilities**

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 auditors' 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.

**Richard McClay FCA (Senior Statutory Auditor)**  
**For and on behalf of McCreery Turkington Stockman LTD**  
**1 Lanyon Quay**  
**BELFAST**  
**BT1 3LG**

**Chartered Accountants**

**1st December 2023**



**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Statement of Financial Activities (Including Summary Income and Expenditure Account)  
for the year ended 31 March 2023**

		Unrestricted	Restricted		
		Funds	Funds	Total	Total
		2023	2023	2023	2022
<b>Income from:</b>	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Charitable activities	2	333,322	195,956	529,278	656,777
Donations and legacies	3	385	-	385	60
Investment Income	4	580	-	580	152
<b>Total incoming resources</b>		<u>334,287</u>	<u>195,956</u>	<u>530,243</u>	<u>656,989</u>
<b>Expenditure on:</b>					
Charitable activities	5	(422,684)	(238,193)	(660,877)	(610,901)
<b>Total resources expended</b>		<u>(422,684)</u>	<u>(238,193)</u>	<u>(660,877)</u>	<u>(610,901)</u>
<b>Net income before transfers</b>		<u>(88,397)</u>	<u>(42,237)</u>	<u>(130,634)</u>	<u>46,088</u>
<b>Net incoming resources</b>		<u>(88,397)</u>	<u>(42,237)</u>	<u>(130,634)</u>	<u>46,088</u>
Fund balances brought forward		368,586	57,262	425,848	379,760
<b>Fund balances carried forward</b>		<u>280,189</u>	<u>15,025</u>	<u>295,214</u>	<u>425,848</u>

All of the above results are derived from continuing gains and losses recognised in the year are included above.


**The notes on pages 12 to 19 form an integral part of these financial statements.**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Balance sheet  
as at 31 March 2023**

		2023		2022	
Notes	£	£	£	£	
<b>Fixed assets</b>					
Tangible assets	8		15,704	22,956	
<b>Current assets</b>					
Debtors	9	122,451		158,440	
Cash at bank and in hand		167,327		249,052	
		<u>289,778</u>		<u>407,492</u>	
<b>Creditors: amounts falling due within one year</b>	10	<u>(10,268)</u>		<u>(4,600)</u>	
<b>Net current assets</b>			<u>279,510</u>	<u>402,892</u>	
<b>Net assets</b>			<u>295,214</u>	<u>425,848</u>	
<b>Capital and reserves</b>					
Restricted funds	11		15,025	57,262	
Unrestricted funds	11		280,189	368,586	
<b>Total funds</b>			<u>295,214</u>	<u>425,848</u>	

The financial statements were approved by the Directors on 1 December 2023 and signed and approved for issue on its behalf by

  
**John Corey**  
**Trustee**

**The notes on pages 12 to 19 form an integral part of these financial statements.**

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Cash flow statement  
for the year ended 31 March 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Cash generated from operations</b>		
Net income / (expenditure) for the year	(130,634)	46,088
Depreciation	7,252	10,656
Decrease in debtors	35,989	(46,618)
Increase in creditors	5,668	(45,404)
Investment income recognised in statement of financial activities	(580)	(152)
<b>Net cash outflow from operating activities</b>	<u>(82,305)</u>	<u>(35,430)</u>
 <b>Cash flow statement</b>		
Net cash outflow from operating activities	(82,305)	(35,430)
 <b>Cash flow from investing activities</b>		
Interest received	580	152
Payments to acquire tangible fixed assets	-	(2,711)
<b>Decrease in cash in the year</b>	<u>(81,725)</u>	<u>(37,989)</u>
 <b>Reconciliation of net cash flow to movement in net debt</b>		
Decrease in cash in the year	(81,725)	(37,989)
Cash and cash equivalents at 1 April 2022	249,052	287,041
<b>Cash and cash equivalents at 31 March 2023</b>	<u>167,327</u>	<u>249,052</u>

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2023

### 1. Accounting policies

#### Company information

Community Advice Ards and North Down is a Company limited by guarantee, registered in Northern Ireland. The address of the registered office is Hamilton Road Community Hub, 39A Hamilton road, Bangor, Co Down, BT20 4LF.

#### 1.1. Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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 published in October 2019". The charity is a Public Benefit Entity as defined by FRS 102.

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

#### 1.2. Going concern

At the time of approving the accounts the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3. Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4. Incoming resources

Income is recognised 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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Investment income is recognised once the income has been declared and notified to bank accounts.

#### 1.5. Resources expended

All expenditure is accounted for on an accruals basis.

Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required, and the amount of the obligation can be measured reliably.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Notes to the financial statements for the year ended 31 March 2023

..... continued

#### **1.6. Tangible fixed assets and depreciation**

Tangible fixed assets are initially recorded at cost and subsequently stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	10% Straight line
Fixtures, fittings and equipment	-	25% Straight line

#### **1.7. Impairment of fixed assets**

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated, and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in surplus or deficit unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease

#### **1.8. Cash at bank and in hand**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

## Notes to the financial statements for the year ended 31 March 2023

..... continued

### 1.9. Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

## COMMUNITY ADVICE ARDS AND NORTH DOWN LTD

### Notes to the financial statements for the year ended 31 March 2023

..... continued

#### **1.10. Provisions**

Provisions are recognised when the Company has a legal or constructive present obligation as a result of a past event, it is probable that the Company will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value the unwinding of the discount is recognised as a finance cost in profit and loss in the period it arises.

#### **1.11. Government grants**

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

#### **1.12. Employee benefits**

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

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 company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.13 Critical accounting estimates and judgements**

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.

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.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2. Income from charitable activities</b>				
ANDBC Contract	294,000	-	294,000	294,000
ANDBC Core Salary Uplifts	29,350	-	29,350	21,849
ANDBC Additional Funding	8,172	-	8,172	106,665
Welfare Reform	-	57,760	57,760	58,647
National Lottery Community Fund	-	-	-	9,950
Macmillan Cancer Support	-	67,603	67,603	66,443
PRRT- Police Rehabilitation	-	-	-	1,000
Debt Action Funding	-	51,393	51,393	68,753
WR- Appeals Funding	-	19,200	19,200	20,870
Other Income	1,800	-	1,800	3,600
Halifax Foundation NI	-	-	-	5,000
	<u>333,322</u>	<u>195,956</u>	<u>529,278</u>	<u>656,777</u>

The other income figure for 2023 relates to funding from Pension Wise (£1800) .

<b>3. Donations and legacies</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Donations	<u>385</u>	<u>60</u>
<b>4. Income from investments</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Bank interest	<u>580</u>	<u>152</u>

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

	<b>Unrestricted 2023 £</b>	<b>Restricted 2023 £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
<b>5. Expenditure on charitable activities</b>				
Wages and salaries	325,332	215,714	541,046	488,100
Subscription & care code	6,115	3,371	9,486	5,432
Training	3,839	2,941	6,780	5,941
Travelling	496	565	1,061	650
Office costs	21,516	10,798	32,314	31,672
Telephone	3,307	885	4,192	16,249
Establishment costs	37,082	-	37,082	33,116
Insurance	2,182	1,646	3,828	3,782
Depreciation	7,252	-	7,252	10,656
Grant released	-	-	-	(3,750)
Accountancy costs	9,865	1,200	11,065	10,510
Audit fee	2,503	1,073	3,576	3,576
Other costs	3,195	-	3,195	4,967
	<u>422,684</u>	<u>238,193</u>	<u>660,877</u>	<u>610,901</u>

**6. Employees**

	<b>Year ended 2023</b>	<b>Year ended 2022</b>
<b>Number of employees</b>		
The average monthly numbers of employees (including the Directors) during the year were:		
Support staff	<u>32</u>	<u>28</u>
<b>Employment costs</b>	<b>2023 £</b>	<b>2022 £</b>
Wages, salaries and pension costs	494,796	447,499
Social security costs	31,168	29,439
Other pension costs	15,082	11,162
	<u>541,046</u>	<u>488,100</u>

There were no employees earning over £60,000 in the two years ended 31 March 2023.

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

**7. Taxation**

No liability to UK corporation tax arises on ordinary activities for the year. The company is a registered charity .

<b>8. Tangible fixed assets</b>	<b>Land and buildings £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2022	18,189	72,753	90,942
At 31 March 2023	18,189	72,753	90,942
<b>Depreciation</b>			
At 1 April 2022	5,457	62,529	67,986
Charge for the year	1,819	5,433	7,252
At 31 March 2023	7,276	67,962	75,238
<b>Net book values</b>			
At 31 March 2023	10,913	4,791	15,704
At 31 March 2022	12,732	10,224	22,956

**9. Debtors**

	<b>2023 £</b>	<b>2022 £</b>
Debtors	119,876	129,371
Prepayments and accrued income	2,575	29,069
	122,451	158,440

**10. Creditors: amounts falling due within one year**

	<b>2023 £</b>	<b>2022 £</b>
Creditors	6,692	1,024
Accruals and deferred income	3,576	3,576
	10,268	4,600

**COMMUNITY ADVICE ARDS AND NORTH DOWN LTD**

**Notes to the financial statements  
for the year ended 31 March 2023**

..... continued

<b>11. Statement of funds</b>	<b>General reserve account £</b>	<b>Restricted reserve account £</b>	<b>Total £</b>
<b>Total reserves at 1 April 2022</b>	368,586	57,262	425,848
Total income for the year	334,287	195,956	530,243
Total expenditure for the year	(422,684)	(238,193)	(660,877)
<b>Total reserves at 31 March 2023</b>	<u>280,189</u>	<u>15,025</u>	<u>295,214</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

<b>12. Analysis of net assets between funds</b>	<b>General reserve fund £</b>	<b>Restricted reserve fund £</b>	<b>Total £</b>
<b>Fund Balances at 31 March 2023 represented by:</b>			
Tangible fixed assets	15,704	-	15,704
Current assets	274,753	15,025	289,778
Current liabilities	(10,268)	-	(10,268)
<b>Total net assets</b>	<u>280,189</u>	<u>15,025</u>	<u>295,214</u>

The general reserve represents the free funds of the charity which are not designated for particular purposes.

The restricted reserve funds represent the funds held by the charity that have restrictions on use.

**13. Related party transactions**

There was no related party transactions during the year under review.