

Company Registration Number: NI034750
Charity Number: NIC101573

Community Advice Craigavon Limited
(A company limited by guarantee, not having a share capital)

Annual Report and Audited Financial Statements
for the financial year ended 31 March 2024

Daly Park & Company Ltd
Chartered Accountants and Registered Auditors
4 Carnegie Street
Lurgan
Co. Armagh
BT66 6AS
Northern Ireland

Community Advice Craigavon Limited
(A company limited by guarantee, not having a share capital)
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Community Advice Craigavon Limited
(A company limited by guarantee, not having a share capital)
TRUSTEES' AND OTHER INFORMATION

Trustees	Martin Brian Stevenson Kieran Gerard McGeough Hazel Ruth Craig Maria McVeigh (Resigned 20 December 2023) Nicola Lorraine Cinnamond Adrian James McParland
Company Secretary	Maria McVeigh (Resigned 20 December 2023)
Charity Number in Northern Ireland	NIC101573
Company Registration Number	NI034750
Registered Office and Principal Address	Portadown Health & Care Centre Tavanagh Avenue Portadown Craigavon BT62 3BU Northern Ireland
Accountants	Daly Park & Company Ltd Chartered Accountants 4 Carnegie Street Lurgan Co. Armagh BT66 6AS Northern Ireland
Principal Bankers	Danske Bank 45-48 High Street Portadown Co. Armagh BT62 1LB Northern Ireland

Community Advice Craigavon Limited
(A company limited by guarantee, not having a share capital)
TRUSTEES' ANNUAL REPORT
for the financial year ended 31 March 2024

The trustees present their Trustees' Annual Report, combining the Directors' Report and Trustees' Report, and the audited financial statements for the financial year ended 31 March 2024.

The financial statements are prepared in accordance with the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Trustees' Report contains the information required to be provided in the Trustees' Annual Report under the Statement of Recommended Practice (SORP) guidelines. The trustees of the company are also charity trustees for the purpose of charity law and under the company's constitution are known as members of the board of trustees.

In this report the trustees of Community Advice Craigavon Limited present a summary of its purpose, governance, activities, achievements and finances for the financial year 31 March 2024.

The company is a registered charity and hence the report and results are presented in a form which complies with the requirements of the Companies Act 2006 and, although not obliged to comply with the Statement of Recommended Practice applicable in the UK and Republic of Ireland FRS 102, the organisation has implemented its recommendations where relevant in these financial statements.

Principal Activity

To provide advice, information and advocacy to help people with problems they face and campaign to improve the policies and practices that affect peoples lives. Our service is free, confidential, independent and impartial. It is committed to justice and equality and opposed to discrimination and its effects.

Mission, Objectives and Strategy

Mission Statement

To benefit the community of Craigavon, Portadown and Lurgan areas by the advancement of education, the prevention or relief of poverty, the advancement of health and the relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

We provide advice, information and advocacy to help people with problems they face and we campaign to improve policies and practices that affect peoples' lives. Our service is free, confidential, independent and impartial. We are committed to justice and equality and opposed to discrimination and its effects.

In addition to this, the charity continues to campaign to improve the practices and policies which affect people's lives.

Structure, Governance and Management

Structure

Community Advice Craigavon Limited is a company limited by guarantee governed by its Memorandum and Articles of Association. The company was recognised as a charity by the Charity Commission of Northern Ireland under the registration number NIC101573 in February 2015.

In the event of the charity being wound up, the liability in the respect of the guarantee is limited to £1 per member of the charity. The company is under the control of the directors who are, therefore, acting trustees for the charity.

Review of Activities, Achievements and Performance

During the past year we have continued to work closely with our colleagues at Community Advice Armagh to develop the best model for delivery of advice services across the Armagh, Banbridge and Craigavon council area. Following the closure of Community Advice Banbridge in February 2023, we worked collaboratively to ensure that residents living in the Banbridge area continued to have access to an advice service. In July 2023 we opened a new office in Banbridge Old Town Hall and introduced a new single telephone number and website covering the Armagh Banbridge & Craigavon area. This was a further step towards the transformation of advice services in the Armagh, Banbridge & Craigavon area and brought us closer to a full amalgamation, which was completed in December 2024.

Our achievements and performance throughout this period are captured through our progress reports and through our Annual Report. 2023/24 has been another very busy year for the organisation with our focus remaining on supporting the community through high quality holistic advice and advocacy.

During the past year we dealt with more than 28,000 issues, including welfare benefits advice and appeals casework, housing law, employment rights, consumer protection, immigration, money and debt advice casework, community care and family and relationship matters. These cases generated for clients more than £4,000,000 in additional income, backdated payments on appeal and discretionary waivers. Our debt team managed just under £2,500,000

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TRUSTEES' ANNUAL REPORT

for the financial year ended 31 March 2024

debt. This reflects how important our service is in the relief of poverty, sickness and stress.

We have continued to develop important partnership and collaborative working relationships which have helped us make a difference to many individuals both in short-term and the longer-term. This includes our longstanding partnership work with Macmillan Cancer Support, which allows us to run a dedicated advice project for people experiencing cancer with a presence in the Mandeville unit at Craigavon hospital, our ABC wide debt service helping people experiencing the financial pressure brought on by debt, our work with the Southern Health & Social Care Trust which enables us to deliver a dedicated 'in-reach' advice clinic at the Bluestone Unit at Craigavon hospital where advisers can help mentally unwell inpatients and provide follow up support upon discharge and our continued relationship with the national charity Citizens Advice which allows us to offer a means for clients to access specialist pension guidance from Pension-wise face to face in our local offices. It also includes our local partnerships with crisis support organisation, food pantries, foodbanks & others within the local community and voluntary sector, to help us reach the most vulnerable people in our community and develop effective wrap around support networks. Our annual report sets out the stories of people who have needed our support and feedback about how our service has made a difference to their lives.

Our service is:

- Independent - we will always act in the best interests of our clients, without influence from any outside bodies or agencies
- Impartial - There is no judgement or assumption - our service is open to everyone and we treat everyone equally according to their needs
- Confidential - we won't pass on anything a client tells us without their consent
- Free - our service is free at the point of delivery no-one will pay for any part of the service we provide

Our staff team, volunteers and Board members represent the ethos and values of our organisation and are committed to responding to the needs presenting every day at our doors. Embedded in the fabric of Community Advice is their dedication to making lives better.

Financial Review

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements. The organisation generated a surplus of £33k in the current financial year.

Reserves Policy

The charity's policy is to achieve a level of resources which matches the needs of the organisation both at the current time and in the foreseeable future. It is the reserves policy of the organisation that unrestricted funds, which have not been designated for a specific use, should be maintained at a level equivalent to between three and six months expenditure. The Trustees feel that these levels of reserves are essential to enable the Charity to continue to provide its activities for the foreseeable future. The Reserves Policy is an integral part of the charity's planning, budget and forecasts.

Financial Results

At the end of the financial year the company has assets of £253,312 (2023 - £231,111) and liabilities of £6,385 (2023 - £17,821). The net assets of the company have increased by £33,637.

Reference and Administrative details

Appointment of acting Trustees / Directors

As described in the Articles of Association a new director may be eligible for appointment if 21 days before the annual general meeting, written notice is deposited with the registered office of the intended proposal, signed by a member and signed by the person being proposed, so as to indicate his / her willingness to be elected.

Trustee Induction and Training

New trustees are briefed on their legal obligation under charity and company law, the content of the Memorandum and Articles of Association, the Board and decision making processes and recent financial performance of the charity. Trustees are encouraged to view the Charities Commission website so as to gain a full understanding of trustee roles and responsibilities.

Public benefit statement

The Trustees believe that each of our purposes satisfy both elements of the public benefit requirement. Purpose One – the advancement of education The direct benefits which flow from this purpose include: Training of Volunteers from the area of benefit. Education of people from the area of benefit as to their rights in relation to those areas of NI legislation which directly affects them. People from the area of benefit will not suffer through a lack of knowledge or an inability to express themselves. These benefits will be evidenced through: The number of volunteers trained each year Feedback from clients who use our services This purpose does not give rise to any harm. Purpose Two – the protection and preservation of health The direct benefits which flow from this purpose include: Claiming welfare benefits for those who have a physical or mental disability. Maximising the income of all clients who are in need.

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TRUSTEES' ANNUAL REPORT

for the financial year ended 31 March 2024

Reducing the levels of stress and anxiety of those in the area of benefit. Providing quality advice to those in ill health. Providing a signposting service to specialist organisations for those needing them. Providing quality advice to all those in the area of benefit who are in distress due to the impact of NI legislation. These benefits will be evidenced by: Amount of yearly benefit maximisation recorded by Craigavon District Citizens Advice Bureau. The numbers of people from the area of benefit using our service. Feedback from the people in the area of benefit. This purpose does not give rise to any harm. Purpose Three – the relief of poverty, sickness and distress. The direct benefits which flow from this purpose include: Maximising the income of all clients who are in need due to poverty sickness and distress. Reducing the levels of stress and anxiety of those in the area of benefit. Providing quality advice on managing debt and claiming welfare benefits, tax relief and other practical support to those in poverty, ill health and distress. Helping clients overcome fuel and food poverty. Providing a signposting service to specialist organisations for those needing them. Providing quality advice and advocacy to all those in the area of benefit who are in distress due to the impact of NI legislation. These benefits will be evidenced by: the amount of yearly income generated for clients recorded by Craigavon District Citizens Advice Bureau. The amount of debt managed for clients recorded by the bureau. The number of clients in the area of benefit using the service. Feedback from the clients who use of service and other stakeholders. This purpose does not give rise to any harm. The beneficiaries of these purposes are those people residing in the Craigavon District Area and across Northern Ireland. A private benefit to Trustees may arise as a result of ongoing training in Good Governance, Finance, and HR. Through this training Trustees gain skills and experience which are transferrable to other settings. These benefits are incidental and necessary to ensure the benefit is provided to our beneficiaries. A private benefit to individual volunteers may arise as a result of their basic training. Volunteers gain skills and experience which are transferable to other settings. These benefits are incidental and necessary to ensure the benefit is provided to our beneficiaries.

Trustees

The trustees who served throughout the financial year, except as noted, were as follows:

Martin Brian Stevenson
Kieran Gerard McGeough
Hazel Ruth Craig
Maria McVeigh (Resigned 20 December 2023)
Nicola Lorraine Cinnamond
Adrian James McParland

In accordance with the Constitution, the trustees retire by rotation and, being eligible, offer themselves for re-election.

The secretary who served during the financial year was:

Maria McVeigh (Resigned 20 December 2023)

Compliance with Sector-Wide Legislation and Standards


The company engages pro-actively with legislation, standards and codes which are developed for the sector. Community Advice Craigavon Limited subscribes to and is compliant with the following:

- The Companies Act 2006
- The Charities SORP (FRS 102)

Approved by the Board of Trustees on 13 March 2025 and signed on its behalf by:



Nicola Lorraine Cinnamond
Trustee



Kieran Gerard McGeough
Trustee

Community Advice Craigavon Limited

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STATEMENT OF TRUSTEES' RESPONSIBILITIES

for the financial year ended 31 March 2024

The trustees, who are also directors of Community Advice Craigavon Limited for the purposes of company law, are responsible for preparing the financial statements in accordance with applicable law and regulations.

Company law requires the trustees as the directors to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law) including FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". 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 company and of the net income or expenditure of the company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with the relevant financial reporting framework, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees confirm that they have complied with the above requirements in preparing the financial statements.

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

Approved by the Board of Trustees on 13 March 2025 and signed on its behalf by:


Nicola Lorraine Cinnamond
Trustee


Kieran Gerard McGeough
Trustee

INDEPENDENT AUDITOR'S REPORT

to the Members of Community Advice Craigavon Limited

(A company limited by guarantee, not having a share capital)

Report on the audit of the financial statements

Opinion

We have audited the company financial statements of Community Advice Craigavon Limited ('the company') for the financial year ended 31 March 2024 which comprise the Statement of Financial Activities (incorporating an Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including the summary of significant accounting policies set out in note 2. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102.

In our opinion, when reporting in accordance with a fair presentation framework the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2024 and of its surplus for the financial 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 the Charities Act (Northern Ireland) 2008.

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 company in accordance with 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 company's ability to continue as a going concern for a period of at least twelve months from the date when the financial statements are authorised for issue.

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

Other Information

The other information comprises the information included in the annual report other than the financial statements and our Auditor's Report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matter prescribed by the Companies Act 2006

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

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Annual Report has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITOR'S REPORT

to the Members of Community Advice Craigavon Limited

(A company limited by guarantee, not having a share capital)

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters where the Charities Act (Northern Ireland) 2008 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the Trustees' Annual Report.

Responsibilities of trustees for the financial statements

As explained more fully in the Statement of Trustees' Responsibilities set out on page 7, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the company or to cease operations, or has 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.

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:

Further information regarding the scope of our responsibilities as auditor

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

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

INDEPENDENT AUDITOR'S REPORT
to the Members of Community Advice Craigavon Limited
(A company limited by guarantee, not having a share capital)

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

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

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



Ruairi Maginn (Senior Statutory Auditor)
for and on behalf of
DALY PARK & COMPANY LTD
Chartered Accountants and Registered Auditors
4 Carnegie Street
Lurgan
Co. Armagh
BT66 6AS
Northern Ireland

13 March 2025

Community Advice Craigavon Limited
(A company limited by guarantee, not having a share capital)
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)
for the financial year ended 31 March 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
Incoming Resources							
Voluntary Income	4.1	300,377	295,835	596,212	229,021	205,904	434,925
Investments	4.2	43	-	43	9	-	9
Total incoming resources		300,420	295,835	596,255	229,030	205,904	434,934
Resources Expended							
Charitable activities	5.1	282,221	280,397	562,618	212,780	212,447	425,227
Net incoming/outgoing resources before transfers		18,199	15,438	33,637	16,250	(6,543)	9,707
Gross transfers between funds		47,104	(47,104)	-	(6,543)	6,543	-
Net movement in funds for the financial year		65,303	(31,666)	33,637	9,707	-	9,707
Reconciliation of funds:							
Total funds beginning of the year	15	181,624	31,666	213,290	171,917	31,666	203,583
Total funds at the end of the year		246,927	-	246,927	181,624	31,666	213,290

The Statement of Financial Activities includes all gains and losses recognised in the financial year.
All income and expenditure relate to continuing activities.

Community Advice Craigavon Limited
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Company Number: NI034750

BALANCE SHEET

as at 31 March 2024

	Notes	2024 £	2023 £
Fixed Assets			
Tangible assets	10	8,269	5,957
Current Assets			
Debtors	11	87,018	53,829
Cash at bank and in hand	12	158,025	171,325
		245,043	225,154
Creditors: Amounts falling due within one year	13	(6,385)	(17,821)
Net Current Assets		238,658	207,333
Total Assets less Current Liabilities		246,927	213,290
Funds			
Restricted funds		-	31,666
General fund (unrestricted)		246,927	181,624
Total funds	15	246,927	213,290

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

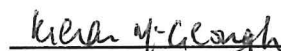
For the financial year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006; and no notice has been deposited under section 476.

The trustees confirm that the members have not required the company to obtain an audit of its financial statements for the financial year in question in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Approved by the Board of Trustees and authorised for issue on 13 March 2025 and signed on its behalf by


Nicola Lorraine Cinnamon
Trustee


Kieran Gerard McGeough
Trustee

Community Advice Craigavon Limited
STATEMENT OF CASH FLOWS
for the financial year ended 31 March 2024

	Notes	2024 £	2023 £
Cash flows from operating activities			
Net movement in funds		33,637	9,707
Adjustments for:			
Depreciation		4,895	4,015
Interest receivable and similar income		(43)	(9)
		<u>38,489</u>	<u>13,713</u>
Movements in working capital:			
Movement in debtors		(33,189)	8,456
Movement in creditors		(11,436)	(11,281)
		<u>(6,136)</u>	<u>10,888</u>
Cash (used in)/generated from operations			
Cash flows from investing activities			
Interest received		43	9
Payments to acquire tangible assets		(7,207)	(4,388)
		<u>(7,164)</u>	<u>(4,379)</u>
Net cash used in investment activities			
		<u>(13,300)</u>	<u>6,509</u>
Net (decrease)/increase in cash and cash equivalents			
Cash and cash equivalents at the beginning of the year		171,325	164,816
		<u>171,325</u>	<u>171,325</u>
Cash and cash equivalents at the end of the year	12	158,025	171,325

Community Advice Craigavon Limited
(A company limited by guarantee, not having a share capital)
NOTES TO THE FINANCIAL STATEMENTS
for the financial year ended 31 March 2024

1. GENERAL INFORMATION

Community Advice Craigavon Limited is a company limited by guarantee incorporated in Northern Ireland. The registered office of the company is Portadown Health & Care Centre, Tavanagh Avenue, Portadown, Craigavon, BT62 3BU, Northern Ireland which is also the principal place of business of the company. The financial statements have been presented in Pound (£) which is also the functional currency of the company.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

Basis of preparation

The financial statements have been prepared on the going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102".

As permitted by the Companies Act 2006, the company has varied the standard formats in that act for the Statement of Financial Activities and the Balance Sheet. Departures from the standard formats are to comply with the requirements of the Charities SORP and are in compliance with section 4.7, 10.6 and 15.2 of that SORP.

Statement of compliance

The financial statements of the company for the financial year ended 31 December 2017 have been prepared on the going concern basis and in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102".

Incoming Resources

Voluntary income or capital is included in the Statement of Financial Activities when the company is legally entitled to it, its financial value can be quantified with reasonable certainty and there is reasonable certainty of its ultimate receipt. Entitlement to legacies is considered established when the company has been notified of a distribution to be made by the executors. Income received in advance of due performance under a contract is accounted for as deferred income until earned. Grants for activities are recognised as income when the related conditions for legal entitlement have been met. All other income is accounted for on an accruals basis.

Resources Expended

All resources expended are accounted for on an accruals basis. Charitable activities include costs of services and grants, support costs and depreciation on related assets. Costs of generating funds similarly include fundraising activities. Non-staff costs not attributed to one category of activity are allocated or apportioned pro-rata to the staffing of the relevant service. Finance, HR, IT and administrative staff costs are directly attributable to individual activities by objective. Governance costs are those associated with constitutional and statutory requirements.

Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation. The charge to depreciation is calculated to write off the original cost or valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives as follows:

Fixtures, fittings and equipment	-	25% Straight line
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Community Advice Craigavon Limited
(A company limited by guarantee, not having a share capital)
NOTES TO THE FINANCIAL STATEMENTS
for the financial year ended 31 March 2024

Debtors

Debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Income recognised by the company from government agencies and other co-funders, but not yet received at year end, is included in debtors.

Cash at bank and in hand

Cash at bank and in hand comprises cash on deposit at banks requiring less than three months notice of withdrawal.

Taxation

No current or deferred taxation arises as the company has been granted charitable exemption. Irrecoverable valued added tax is expensed as incurred.

The company is a charitable company with all surpluses used for charitable purposes. For this reason exemption from corporation tax has been received from HM Revenue & Customs.

3. SIGNIFICANT ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

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

4. INCOME

4.1 DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
ABC Council	239,830	49,557	289,387	189,456
SH & SCT	36,697	-	36,697	20,253
ABC Financial Inclusion	-	-	-	16,052
Welfare Reform Support	11,500	98,820	110,320	92,754
Macmillan Cancer Support	-	79,294	79,294	44,569
Department for Communities	-	-	-	1,500
CA Training & CANI	-	-	-	5,812
Advice NI	8,000	61,071	69,071	64,529
Pensionwise	4,350	-	4,350	-
Spring Clean Your Finances	-	7,093	7,093	-
	<u>300,377</u>	<u>295,835</u>	<u>596,212</u>	<u>434,925</u>

4.2 INVESTMENTS

	Unrestricted Funds £	Restricted Funds £	2024 £	2023 £
Bank Interest	43	-	43	9
	<u>43</u>	<u>-</u>	<u>43</u>	<u>9</u>

5. EXPENDITURE

5.1 CHARITABLE ACTIVITIES

	Direct Costs £	Other Costs £	Support Costs £	2024 £	2023 £
Charitable Activities	-	465,476	97,142	562,618	425,227
	<u>-</u>	<u>465,476</u>	<u>97,142</u>	<u>562,618</u>	<u>425,227</u>

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5.2 SUPPORT COSTS

	Charitable Activities £	2024 £	2023 £
Legal & Professional Costs	10,267	10,267	11,964
Premises & Office Costs	82,223	82,223	62,052
Other Costs	3,752	3,752	3,066
Accountancy	900	900	1,047
Finance Costs	-	-	91
	97,142	97,142	78,220

6. ANALYSIS OF SUPPORT COSTS

	2024 £	2023 £
Legal & Professional Costs	10,267	11,964
Premises & Office Costs	82,223	62,052
Other Costs	3,752	3,066
Accountancy	900	1,047
Finance Costs	-	91
	97,142	78,220

7. NET INCOMING RESOURCES

	2024 £	2023 £
Net Incoming Resources are stated after charging/(crediting):		
Depreciation of tangible assets	4,895	4,015

8. INVESTMENT AND OTHER INCOME

	2024 £	2023 £
Bank interest	43	9

9. EMPLOYEES AND REMUNERATION

Number of employees

The average number of persons employed (including executive trustees) during the financial year was as follows:

	2024 Number	2023 Number
Employee	15	13
The staff costs comprise:	2024 £	2023 £
Wages and salaries	422,042	314,379
Social security costs	29,139	20,358
Pension costs	9,400	8,255
	460,581	342,992

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10. TANGIBLE FIXED ASSETS

	Fixtures, fittings and equipment £	Total £
Cost		
At 1 April 2023	101,957	101,957
Additions	7,207	7,207
	<u>109,164</u>	<u>109,164</u>
At 31 March 2024		
Depreciation		
At 1 April 2023	96,000	96,000
Charge for the financial year	4,895	4,895
	<u>100,895</u>	<u>100,895</u>
At 31 March 2024		
Net book value		
At 31 March 2024	<u>8,269</u>	<u>8,269</u>
At 31 March 2023	<u>5,957</u>	<u>5,957</u>

11. DEBTORS

	2024 £	2023 £
Prepayments and accrued income	<u>87,018</u>	<u>53,829</u>

12. CASH AND CASH EQUIVALENTS

	2024 £	2023 £
Cash and bank balances	155,064	168,407
Cash equivalents	<u>2,961</u>	<u>2,918</u>
	<u>158,025</u>	<u>171,325</u>

13. CREDITORS

	2024 £	2023 £
Amounts falling due within one year		
Taxation and social security costs	4,146	16,921
Accruals and deferred income	<u>2,239</u>	<u>900</u>
	<u>6,385</u>	<u>17,821</u>

14. RESERVES

	2024 £	2023 £
At the beginning of the year	213,290	203,583
Surplus for the financial year	<u>33,637</u>	<u>9,707</u>
At the end of the year	<u>246,927</u>	<u>213,290</u>

Community Advice Craigavon Limited
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15. FUNDS

15.1 RECONCILIATION OF MOVEMENT IN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds £
At 1 April 2022	171,917	31,666	203,583
Movement during the financial year	9,707	-	9,707
At 31 March 2023	181,624	31,666	213,290
Movement during the financial year	65,303	(31,666)	33,637
At 31 March 2024	246,927	-	246,927

15.2 ANALYSIS OF MOVEMENTS ON FUNDS

	Balance 1 April 2023 £	Income £	Expenditure £	Transfers between funds £	Balance 31 March 2024 £
Macmillan Cancer Support	-	79,294	55,338	(23,956)	-
Welfare Reform Support	31,666	98,820	110,320	(20,166)	-
Advice NI	-	61,071	61,533	462	-
ABC Council (Rents in Lieu)	-	12,980	12,980	-	-
ABC Transformation Funds	-	31,000	31,086	86	-
Spring Clean Your Finances	-	7,093	5,063	(2,030)	-
ABC Finance & Debt Management	-	5,577	4,077	(1,500)	-
	31,666	295,835	280,397	(47,104)	-
Unrestricted funds					
General Funds	181,624	300,420	282,221	47,104	246,927
Total funds	213,290	596,255	562,618	-	246,927

16. STATUS

The company is limited by guarantee not having a share capital.

The liability of the members is limited.

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members, or within one year thereafter, for the payment of the debts and liabilities of the company contracted before they ceased to be members, and the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required, not exceeding £ 1.

17. INDEPENDENT AUDITOR'S REMUNERATION

The independent auditor's remuneration amounts to an independent audit fee of £2,400. In 2023, Daly Park & Company Ltd carried out an independent examination of the charity's financial statements and charged a fee of £900 in relation to this. An amount of £75 was also paid to Daly Park & Company Ltd for the completion and filing of the charity's Confirmation statement with Companies House during the current financial year.

18. TRUSTEE REMUNERATION

The trustees did not receive nor did they waive any remuneration during the current financial year. (2023 - £nil).

A company, in which one of the trustees is materially interested in as both a directors and shareholder, provided professional services in relation to payroll bureau services to the charity during the current financial year and was paid £1,440 (2023 - £1,920).