

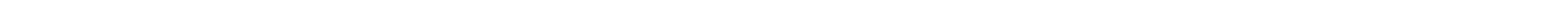
Registered Charity number 1101576
Company registration number 4876990

Bridport and District Citizens Advice Bureau

(A Company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024



**Bridport and District Citizens Advice Bureau
Reference and Administrative Details
for the Year Ended 31 March 2024**

Name of Charity Bridport and District Citizens Advice Bureau
Charity number 1101576
Company number 4876990
Registered office 45 South Street, Bridport, Dorset DT6 3NY
Outstations Tuesdays - Bridport Library, Bridport, DT6 3NY
 Wednesdays - Town Council Office, Church Street, Lyme Regis, DT7 3BS
 Fridays - Prout Bridge Project, 6 Prout Bridge, Beaminster, DT8 3AY

DIRECTORS/TRUSTEES	ROLE	DATE CO- OPTED AS TRUSTEE	DATE LAST ELECTED AT AGM	DATE RESIGNED
Tony Rogers		25.11.2015	26.07.2021	07.08.2023
Sue McLaney		09.05.2017	26.07.2021	07.08.2023
Graham Smith		20.08.2019	11.07.2022	
Colin McReavie	Treasurer	26.05.2020	13.07.2020	
Sylvia Barker		10.11.2020	26.07.2021	28.12.2023
Geoff Jones		08.02.2022	11.07.2022	
David Gibson	Chair	08.02.2022	11.07.2022	
Sue Pemberton		06.02.2023		
Lester Parrott		09.05.2023		01.01.2024
Paul Williams			24.07.23	06.10.2023
Lavinia Sonnenberg		05.02.2024		
Jacqui Bishop		05.02.2024		
Jamie Scott		07.05.2024		

COMPANY SECRETARY

Sue McLaney From 01.06.2022

EX OFFICIO MEMBERS

EX OFFICIO MEMBERS	ROLE	ELECTED BY
Jeremy Clark	Relationship Manager	National Citizens Advice
Cllr Ian Bark	Observer	Bridport Town Council
Cllr Stuart Cockerill	Observer	Lyme Regis Town Council
Rovarn Wickremasinghe	Chief Officer	
Martin Wood	Staff Representative	Staff
John Freeman	Representative	Staff

Chief Officer Rovarn Wickremasinghe

Bank CAF Bank, 25 Kings Hill Ave, Kings Hill, West Malling, Kent, ME19 4JQ

Independent Examiners Scott Vevers Ltd, 65 East Street, Bridport, Dorset, DT6 3LB

Solicitors Nantes, 36 East Street, Bridport, Dorset, DT6 3LH



Bridport and District Citizens Advice Bureau

Report of the Trustees' for the Year Ended 31 March 2024

The directors and trustees present their report and financial statements for the year to 31 March 2024 which are also prepared to meet the requirements for the directors' report and accounts for Companies Act purposes. The accounts have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, applicable law and the requirements of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

1 OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in Bridport, Beaminster, Lyme Regis and surrounding villages by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Activities

The principal activity of Bridport and District Citizens Advice Bureau is the provision of free, confidential, independent and impartial advice, information and counsel for members of the public, ensuring that individuals do not suffer through a lack of knowledge or an inability to express their needs effectively. Bridport and District Citizens Advice Bureau aims to exercise a responsible influence on the development of social policies and services.

Public Benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

Contribution of volunteers

As at 31 March 2024 there were 68 people associated with the bureau, made up as follows:

- 7 Trustees
- 12 Paid staff
- 4 Volunteer supervisors
- 35 Volunteer advisers
- 10 Volunteer support staff

As always, we must stress our admiration and gratitude to our volunteers, without whom there wouldn't be a bureau.

2 ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

We helped 2409 clients with 8069 separate issues in 2023/24. Benefit and debt issues accounted for 44% of the problems people sought help with. We continued to see large numbers of food bank and charitable support enquiries (13% of total issues), including about schemes such as the Household Support Fund. We also saw a continued trend in increased problems with housing. We work with many vulnerable people and many clients report a disability (11%) or long term health problem (46%). Many vulnerable clients require in depth help and often have multiple problems compounded by poor mental health. We are committed to multi-channel service delivery including phone, email and video-calling, but which also protects face to face services for the most vulnerable. The Bridport office operates a 5 day a week drop-in service with weekly outreaches in Lyme Regis, Beaminster and Bridport library and provide home visits as appropriate.



Bridport and District Citizens Advice Bureau

Report of the Trustees' for the Year Ended 31 March 2024

Our core contract funding has been confirmed until September 2026 following agreement by Dorset Council to extend the contract by a further two years. This brings some welcome stability but we are increasingly reliant on the need for project funding as a revenue stream. Our main projects last year involved starting a three-year funded specialist benefits project assisting clients in the Bridport and District and Weymouth areas with complex cases, disputes and appeals. We helped 185 clients and achieved financial outcomes of just under £400,000 for clients. We also started a two-year energy project, providing energy efficiency, income maximisation and outreach advice: 200 clients were assisted with information and advice and £153,000 achieved in income gains. A core service donation allowed us increase our debt capacity by taking on a trainee debt caseworker. We maintained our Wessex Water project to assist people who have problems managing their water bills. We were able to support a new volunteer co-ordinator role thanks to funding from Dorset Community Foundation and Dorset Council. Dorset Council also supported our capacity for income maximisation and outreach work through an additional grant released due to the cost of living pressures on residents. Thanks to the National Lottery Community Fund we secured a significant grant to assist with core costs including additional supervision, ICT equipment and a small refurbishment to enhance our telephone service. We continued to see high demand for 'crisis support' issues with Food Bank referrals,

In regular, independent surveys of our clients' experience of the service through the year, 86% of those surveyed reported that we helped them find a way forward with their problem, 76% said their problem had been resolved, 85% found our service easy to access, while 89% of clients would recommend us to others. We make positive impacts on the lives of our clients through, for example, reduced stress and improved finances following advice. Of those surveyed 74% said that following advice from us their mental health had improved. Our assistance resulted in significant financial outcomes: income gains for clients totalled just over £1,000,000 (1 million pounds) and we achieved £130,00 in debts written off for our clients in 2023-24.

Our quality of advice and client satisfaction are monitored on a quarterly basis and we achieved excellent results in 2023-2024. The office holds an Advice Quality Standards accreditation in generalist advice, telephone help and welfare benefits casework.

One of our aims is to responsibly influence the policies and practices that affect our clients. Research and Campaigns activities include regular communication with our MP on both progressing difficult case issues and successful policy asks including unfreezing the local housing allowance rates and annual benefits uprating in line with inflation. Our benefits specialist made a submission to the Work and Pension Select Committee on their enquiry in relation to safeguarding vulnerable benefit claimants and contributed to Child Poverty Action Group's report on digitalisation and universal credit. We engaged with and promoted national Scams Awareness week. In the coming year we will continue to focus on ongoing issues affecting our clients in relation to the cost of living, including the rising impact of negative household budgets, high energy prices and affordability and availability of housing.

We were better able to support our volunteers with the funding from Dorset Council for a volunteer co-ordinator post. We continued to invest in our IT capabilities and were able to recruit for a further volunteer IT role. This will enable us to provide additional IT support and training for volunteers. Our fundraising team has been successful in achieving a number of grants including for project work, core costs and training. We would like to thank Bridport, and Lyme Regis Town Councils, Bridport Lions Club, Citizens Advice in Dorset, Dorset Community Foundation, Henry Smith Charitable Foundation, Morrisons, National Citizens Advice, National Lottery Community Fund, Parish Councils, Prout Bridge Project, Wessex Water, West Dorset Mencap, our main funder, Dorset Council and all those who have donated to the service, for financial assistance and support in 2023-24.



Bridport and District Citizens Advice Bureau Report of the Trustees' for the Year Ended 31 March 2024

We continue to work closely with Citizens Advice in Dorset on the Dorset Adviceline which provides a much needed telephone advice service, with increasing demand over the last year, a joint website linking the Citizens Advice in Dorset Council area, a single point of contact email access for third parties and partners to be able to refer clients into the service easily.

3 FINANCIAL REVIEW

Financial Position

The bureau has concluded the year in a reasonable financial position, despite the deficit, which is £(36,849) (2022/2023 surplus £16,759) for the year ended 31 March 2024, as we had £20,611 of project funds carried forward from the prior year to offset against costs incurred this year.

Total income was £240,391 (2022/23 £269,992) a reduction of £29,601 or nearly 11% from prior year. This reduction reflected our concerns over the funding environment since the end of Covid.

Total expenditure was £277,240 (2022/23 £253,233). Costs have increased by £24,007, reflecting a significant increase in salaries due to both an inflationary pay increase in the year and the increase in staff numbers to staff projects. Salary related costs are £22,235 higher than prior year. All other overhead costs with the exception of those listed below were £923 higher than prior year. Fund raising and Publicity charges are £1,234 less than prior year. In addition our expenditure includes £1,564 (£2,049 in 2022/23) of grants and disbursements of which most have been funded by Bavlapp, Bridport Lions or the Hospital Fund. Depreciation at £7,117 (£4,549) is higher than last year due to spend off £14,403 on various Fixed Asset additions, of which £11,689 was funded by grants or donations.

At the end of the year the total funds stood at £182,625 (2022/23 £219,474). General unrestricted funds were £139,422 (2022/23 £156,863); £17,968 represented the net book value of fixed assets leaving free reserves of £121,454.

In addition to this there are unrestricted designated funds of £42,000 (2022/23 £42,000). The Trustees have recognised the risk to future grant receipts from the recently formed Dorset Council so have allocated £12,000 to this specific risk, £10,000 to Property and Equipment and £20,000 as a contingency to cover statutory liabilities payable to employees in the event of bureau closure. This is not to say that we expect this to happen in the foreseeable future. Note that a new lease has still to be negotiated with our landlord

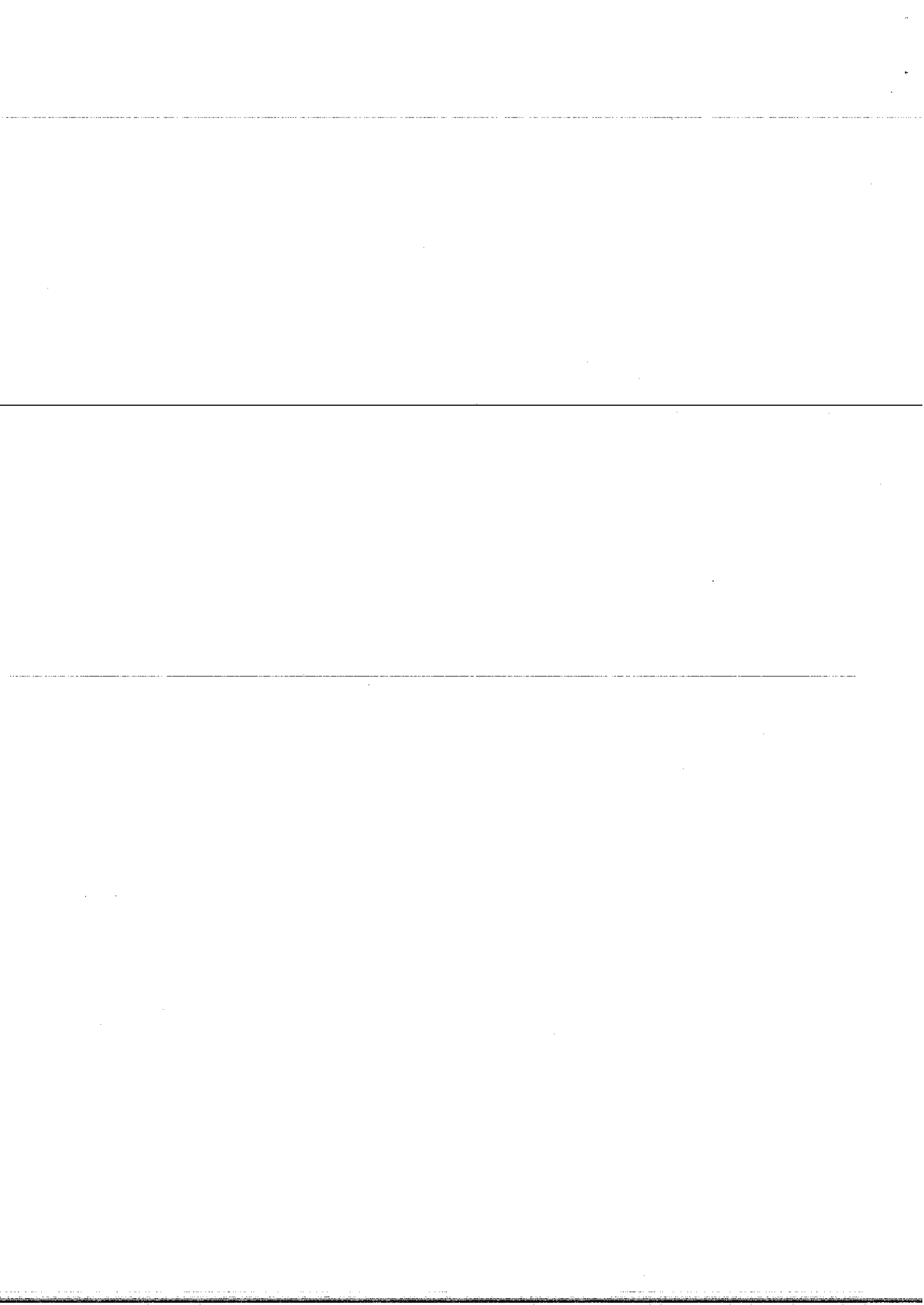
The lack of an increase in our core grant over a considerable number of years previously, and for the lifetime of the new contract, means that we are constantly seeking alternative ways of covering inflationary increases to our core costs. We continue to attempt to diversify our sources of funding and a group of our Trustees has this specific responsibility.

Principal Funding Sources

Our principal source of funding is Dorset Council; they provided 40% of the Bureau's income, when income via Citizens Advice in Dorset is included. The contract for delivering the Dorset Council Information Advice and Guidance contract is held by Citizens Advice in Dorset from 1 October 2021. CAiD distribute the funding to the three Dorset Local Citizens Advice offices through a service level agreement with each office. The contract is for three years plus a further two years which was confirmed by the Council in May 2024. Other sources of income were Bridport Town Council, Lyme Regis Town Council, Beaminster Town Council, Local Parishes, and other charitable bodies shown in the notes on pages 15, 16 and 17.

Investment Policy

Paragraph 4.15 of its Memorandum of Association gives Bridport and District Citizens Advice Bureau the power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification. The Bureau does not invest surplus funds, but does maintain a policy of holding resources in excess of requirement in an interest earning account.



Bridport and District Citizens Advice Bureau Report of the Trustees' for the Year Ended 31 March 2024

Funds in Deficit

Losses on all funds in deficit have been charged against General Reserves in the year. Where projects cover their marginal costs but do not cover their fully apportioned cost (i.e. including general overheads) it is sometimes decided that the project should be carried out as it has a benefit to the local community.

Reserves Policy

Bridport and District Citizens Advice is required to ensure that free monies are available in each financial year to meet any foreseeable contingency. Bridport and District Citizens Advice estimates income for 2 years ahead and will try to ensure that this is derived from as wide a variety of sources as possible.

Bridport and District Citizens Advice has a policy to hold a minimum General Reserve of £125,000. The basis for this level is to cover termination costs in the event of the bureau ceasing to operate (costs would be incurred in relation to the premises and to employees) and to cover 6 months operating costs.

4 STRUCTURE, GOVERNANCE & MANAGEMENT

Governing document

Bridport and District Citizens Advice Bureau is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to one pound. At 31 March 2024 the company had 13 members entitled to vote. Bridport and District Citizens Advice Bureau is governed by its Memorandum and Articles of Association.

The registered name of the charity is Bridport and District Citizens Advice Bureau. It was incorporated as a company limited by guarantee on 26 August 2003. Bridport and District Citizens Advice Bureau commenced operations on 1 July 2004 at which date the assets and liabilities of the unincorporated Bridport & District Citizens Advice Bureau were acquired.

Recruitment, appointment of trustees

The trustees, who are drawn from the local community, are elected by members of the Bureau (individuals who are not paid or volunteer workers at the Bureau, and any body corporate or unincorporated association interested in furthering the work of the Charity and whose application for membership has been approved by the Trustee Board) at the Annual General Meeting unless nominated by member organisations or co-opted by the Trustee Board.

All elected trustees must retire from office at the third Annual General Meeting following the Annual General Meeting at which they were elected, but may stand for re-election. All nominated and co-opted trustees shall retire from office at the third Annual General Meeting following the ordinary meeting of the Trustee Board at which they were appointed but may be re-appointed.

Organisational structure

Bridport and District Citizens Advice Bureau is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. These policies are implemented by the Bureau management. The trustees carry the ultimate responsibility for the conduct of Bridport and District Citizens Advice Bureau and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day to day operation of the organisation to senior management and to subcommittees controlled by trustees. The Trustee Board is independent from management. A register of Trustees' interests is maintained at the registered office and is available to the public.

Bridport and District Citizens Advice Bureau is a member of The National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards.



Bridport and District Citizens Advice Bureau
Report of the Trustees' for the Year Ended 31-March 2024

The Bureau also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients.

Major Risks

Bridport and District Citizens Advice Bureau has worked on a Risk Management exercise. The trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks.

Included in external risks is that of loss of funding. Whilst the funding from Dorset County Council has now been secured through CAID for the 5 years commencing 1st October 2021, our share of that funding will decrease over this period, following the adoption by CAID of a new funding allocation formula, based on population and deprivation metrics. Nevertheless our current 2 year plan shows that we are able to maintain our reserves at an acceptable level.

We lease our premises from Wessex Water. Our lease has expired and we will be negotiating its renewal. We are confident that we will be treated as sitting tenants.

Internal risks are minimised by the implementation of procedures for the authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

5 STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are required under Charity law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the financial activities of the Charity for that period. In preparing those 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 judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for ensuring that the Charity maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against loss or unauthorised use and to prevent and detect fraud and other irregularities.

Small company provisions

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

Approved by the Board on 22.7.24 and signed on their behalf by:



.....
Dave Gibson
Chair of Trustees



Bridport and District Citizens Advice Bureau
Independent Examiner's Report to the trustees of Bridport and District Citizens
Advice Bureau

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 8 to 17.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

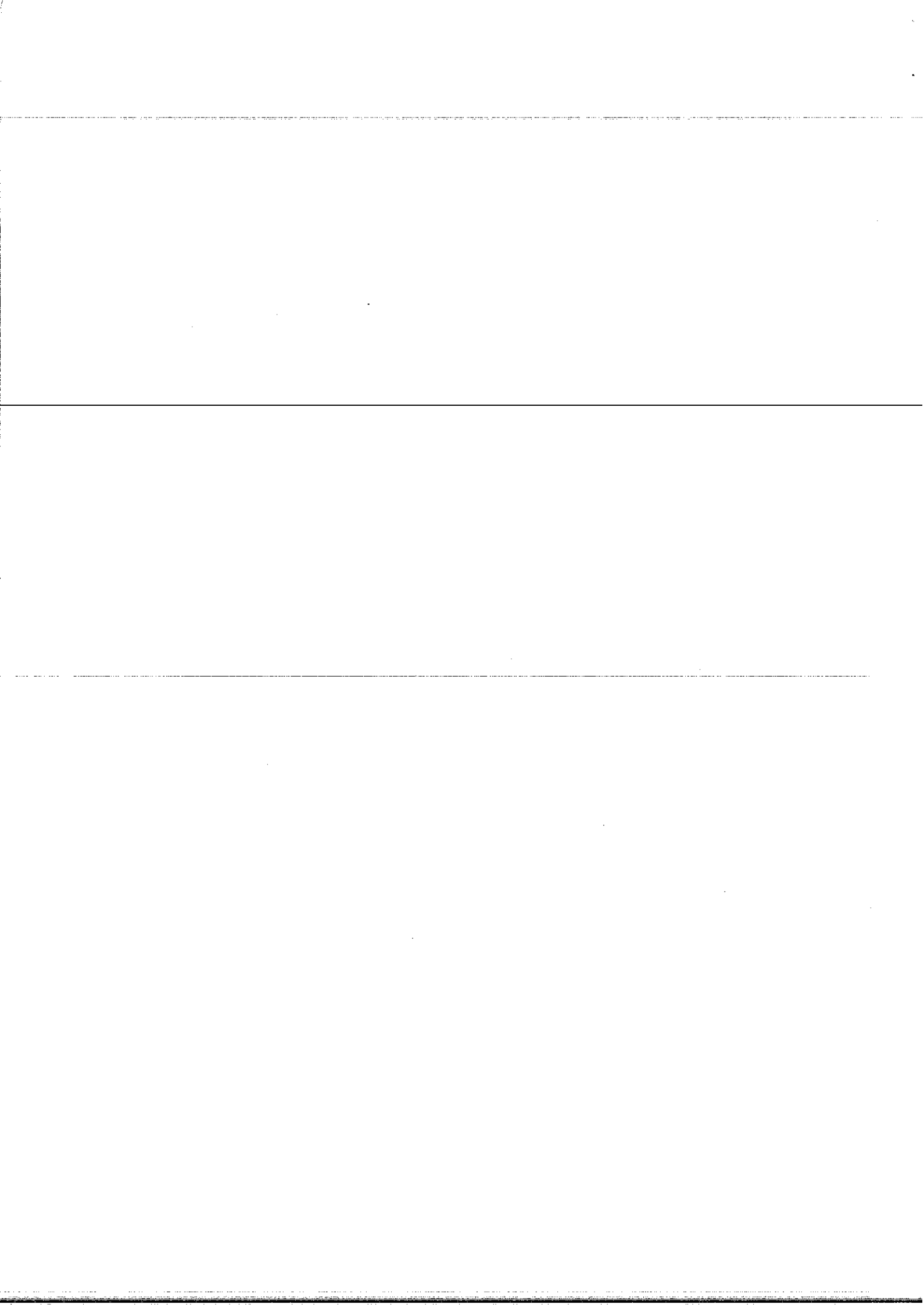
1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mr. M. J. Cridland B.A. (Hons) F.C.A.
Scott Vevers Ltd
Chartered Accountants and Registered Auditors
65 East Street
Bridport
Dorset
DT6 3LB

Date: 23/7/24

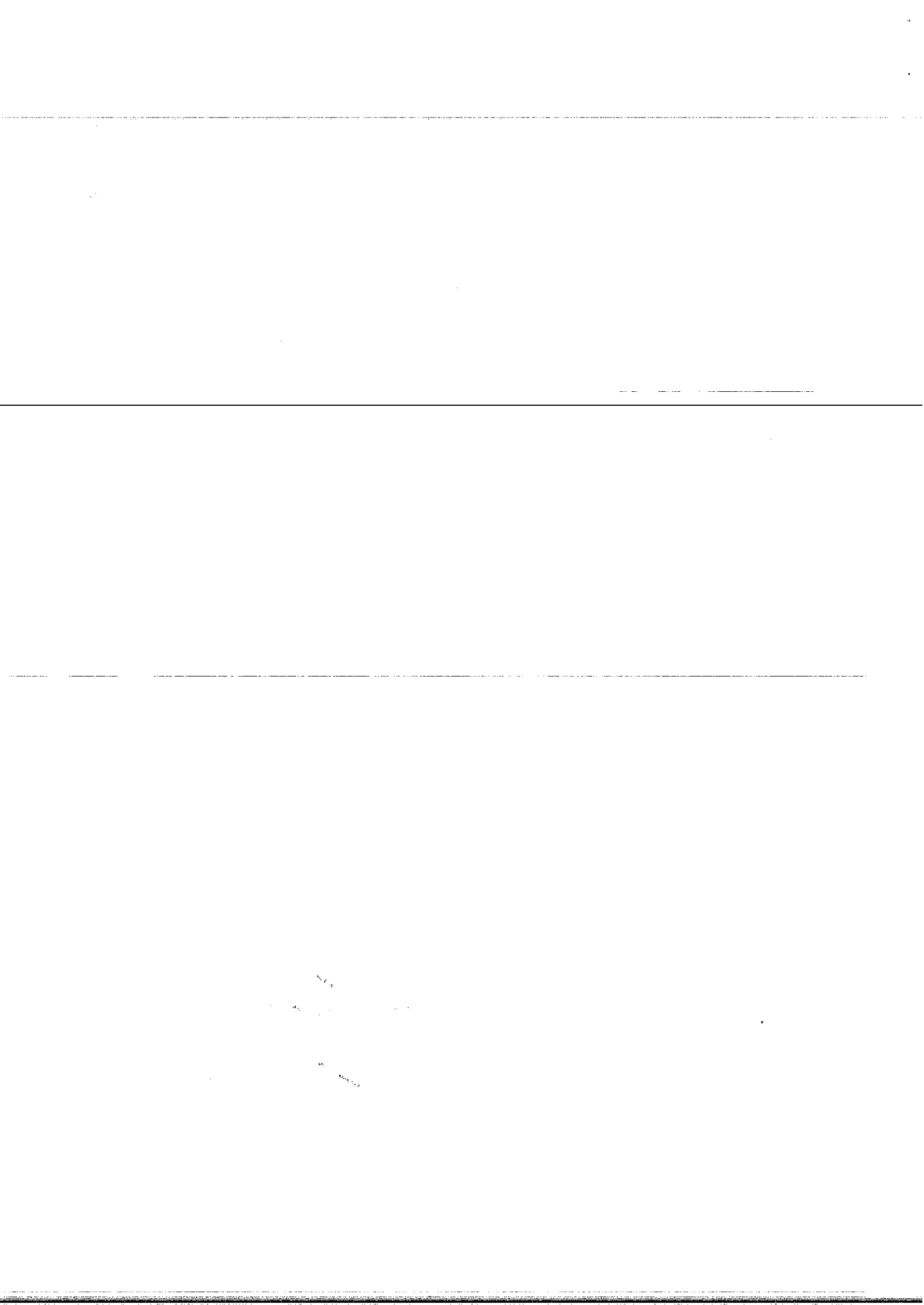


Bridport and District Citizens Advice Bureau
Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:					
Donations and grants	2	27,161	212,435	239,596	269,404
Investments: UK bank interest received	3	795	-	795	588
Total income and endowments		<u>27,956</u>	<u>212,435</u>	<u>240,391</u>	<u>269,992</u>
Expenditure on:					
Cost of raising funds	4	642	-	642	1,876
Charitable activities: Operation of Bureau	5	56,444	220,154	276,598	251,357
Total expenditure		<u>57,086</u>	<u>220,154</u>	<u>277,240</u>	<u>253,233</u>
Net deficit for the year		(29,130)	(7,719)	(36,849)	16,759
Transfers between funds		11,689	(11,689)	-	-
Net movement in funds		(17,441)	(19,408)	(36,849)	16,759
Reconciliation of funds					
Funds brought forward		198,863	20,611	219,474	202,715
Funds carried forward	12	<u>181,422</u>	<u>1,203</u>	<u>182,625</u>	<u>219,474</u>

All of the charity's activities derive from continuing operations during the above two periods.

The notes on pages 10 to 17 form an integral part of these financial statements.



Bridport and District Citizens Advice Bureau
(Registration number: 4876990)
Balance Sheet as at 31 March 2024

	Notes	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	8		17,968		10,681
Current assets					
Debtors	9	24,153		792	
Short term deposits		79,214		78,661	
Cash at bank and in hand		67,542		134,113	
		<u>170,909</u>		<u>213,566</u>	
Liabilities					
Creditors: amounts falling due within one year	10	(6,252)		(4,773)	
Net current assets			<u>164,657</u>		<u>208,793</u>
Net assets			<u>182,625</u>		<u>219,474</u>
Funds of the charity					
Restricted income funds	12		1,203		20,611
Unrestricted income funds					
General funds	12	139,422		156,863	
Designated funds	12	42,000		42,000	
Total unrestricted income funds			<u>181,422</u>		<u>198,863</u>
			<u>182,625</u>		<u>219,474</u>

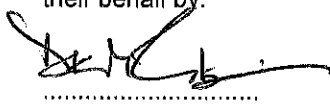
The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

Directors' responsibilities:

- The members have not required the company to obtain an audit of the accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board on 22nd July 2024 and signed on their behalf by:


 Dave Gibson (Chair)


 Colin McReavie (Treasurer)

The notes on pages 10 to 17 form an integral part of these financial statements.



Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2024

1 Accounting policies

a) General information and basis of preparation

Bridport and District Citizens Advice Bureau is a private charitable company limited by guarantee and incorporated in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to promote any charitable purpose for the benefit of the community in Bridport, Beaminster, Lyme Regis and surrounding villages by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements are prepared under the historical cost convention and in accordance with the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The accounts include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing. Advantage has been taken of the exemption under FRS 102 1A for smaller charities not to prepare a statement of cash flows.

b) Accounting convention

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.

c) Income

All income is recognised when the charity is entitled to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount can be measured reliably.

All monetary donations and gifts are included in full in the statement of financial activities when receivable provided that there are no restrictions imposed by the donor as to the timing of the related expenditure, in which case recognition is deferred until the conditions have been met.

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements.

d) Expenditure

Expenditure is recognised on an accruals basis as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure includes any VAT which cannot be fully recovered.

All expenditure which is directly related to the provision of advice services is included within charitable activities. Other costs incurred have been allocated between charitable activities, and fundraising and publicity. Where such costs relate to more than one functional cost category they have been split on an estimate of time basis.

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

e) Overhead Apportionment

Direct salaries and other direct costs are charged to the relevant projects. Support cost overheads are where possible apportioned to projects in a consistent way so as to absorb the total of management, administration, office, premises, governance and other costs across restricted and unrestricted projects.



Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2024

f) Tangible Fixed Assets

Tangible fixed assets are 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.

g) Depreciation and amortisation

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset over an expected useful life as follows:

Asset class	Depreciation method and rate
Fixtures, fittings and equipment	5 year straight line

h) Debtors and creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

i) Funds

Income received for purposes specified by the donor is included in a separate restricted fund against which appropriate expenditure is allocated.

Designated funds are allocated out of unrestricted funds by the Trustees for specific purposes. The use of such funds is at the Trustees' discretion.

j) Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

k) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

l) Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangement entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

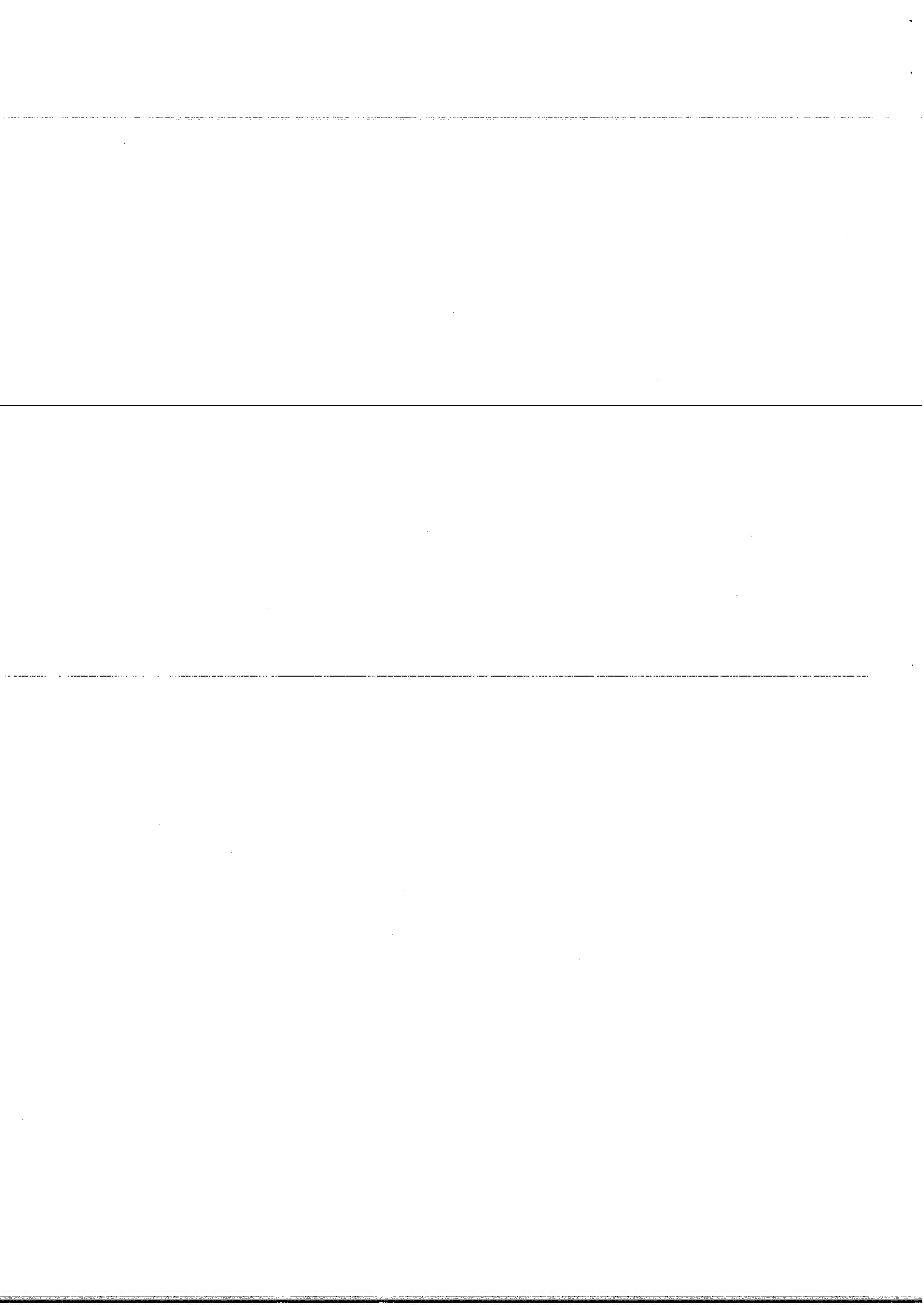
Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transactions. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for similar debt instruments.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.



Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2024

2 Donations and grants

	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Government and public authority grants	14,390	113,513	127,903	156,478
Charitable Trusts	10,790	97,802	108,592	104,234
Donations	1,981	1,120	3,101	8,692
	<u>27,161</u>	<u>212,435</u>	<u>239,596</u>	<u>269,404</u>

3 Investments: UK bank interest receivable

Income from UK bank interest was wholly attributable to unrestricted funds in both years.

4 Cost of raising funds

	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Fundraising and publicity	642	-	642	1,876
	<u>642</u>	<u>-</u>	<u>642</u>	<u>1,876</u>

5 Charitable activities

	Unrestricted funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
Staff costs	31,990	190,310	222,300	200,066
Direct costs	7,251	9,949	17,200	12,851
Support costs	16,189	18,723	34,912	36,552
Governance costs	1,014	1,172	2,186	1,888
	<u>56,444</u>	<u>220,154</u>	<u>276,598</u>	<u>251,357</u>
<u>Direct costs</u>				
Recruitment & training	6,017	6,958	12,975	7,932
Travel	877	1,015	1,892	1,625
Other staff & volunteer costs	357	412	769	1,245
Grants and Disbursements	-	1,564	1,564	2,049
	<u>7,251</u>	<u>9,949</u>	<u>17,200</u>	<u>12,851</u>
<u>Support costs</u>				
Premises	5,989	6,925	12,914	12,791
Utilities	2,485	2,874	5,359	5,865
Insurance	278	321	599	1,487
Telephone & communications	2,665	3,082	5,747	4,777
Printing, postage & stationery	694	802	1,496	1,413
Books & information	326	376	702	5,124
Equipment costs	27	32	59	-
Computer software and maintenance	252	291	543	113
Legal and professional fees	61	71	132	224
Depreciation	3,300	3,817	7,117	4,549
Sundries	112	132	244	209
	<u>16,189</u>	<u>18,723</u>	<u>34,912</u>	<u>36,552</u>
<u>Governance costs</u>				
Accountants' fees	1,014	1,172	2,186	1,888
	<u>1,014</u>	<u>1,172</u>	<u>2,186</u>	<u>1,888</u>



Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2024

6 Net income for the year

	2024	2023
	£	£
This is stated after charging:		
Depreciation	7,117	4,549
Accountants' fees - independent examination	1,550	1,450
Accountants' fees - other services	636	438
	206,523	185,350

7 Information regarding employees and trustees

	2024	2023
	£	£
Wages and salaries	206,523	185,350
Social security costs	9,861	9,370
Pension costs	5,916	5,346
	222,300	200,066

The average number of employees, analysed by function was:

	2024	2023
	no	no
Charitable activities	11	10
Management and administration	1	1
	12	11

No employee received remuneration of more than £60,000.

Trustees receive no remuneration for their duties. Trustee indemnity insurance has been purchased. There were no trustees for whom benefits were accruing under pension schemes.

Pension schemes for employees are operated on a defined contributions basis. There is a Standard Life scheme to which the Bureau contributes 5% of pensionable earnings. This scheme is closed to new members. There are also contributions made in respect of the auto-enrolment scheme which are paid into Nest, the scheme set up by the Government for this purpose. The assets of the schemes are held separately from those of the Bureau in independently administered funds. The pension cost shown in the accounts represents contributions payable by the Bureau and amounted to £5,916 (2022/23 £5,346). There were no contributions payable or outstanding at the year end.



Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2024

8 Fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2023	64,077
Additions	14,404
At 31 March 2024	<u>78,481</u>
Depreciation	
At 1 April 2023	53,396
Charge for the year	7,117
At 31 March 2024	<u>60,513</u>
Net book value	
At 31 March 2024	<u>17,968</u>
At 31 March 2023	<u>10,681</u>

9 Debtors

	2024 £	2023 £
Prepayments and accrued income	24,153	792
	<u>24,153</u>	<u>792</u>

10 Creditors - amounts falling due within one year

	2024 £	2023 £
Trade creditors	705	331
Accruals	5,547	4,442
	<u>6,252</u>	<u>4,773</u>



Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2024

11 Analysis of net assets between funds

	General funds £	Designated funds £	Restricted funds £	Total funds £
Fixed assets	17,968	-	-	17,968
Current assets	127,706	42,000	1,203	170,909
Current liabilities	(6,252)	-	-	(6,252)
Net assets	<u>139,422</u>	<u>42,000</u>	<u>1,203</u>	<u>182,625</u>

12 Funds

	At 1 April 2023 £	Income £	Expenditure £	Fund transfers £	At 31 March 2024 £
Restricted funds					
Dorset Council Contract	-	58,933	58,933	-	-
DC via Caid - Cost of Living Funding	-	16,230	16,230	-	-
Dorset Community Foundation	3,230	7,313	9,777	-	766
Community Organisation Cost of Living	-	25,465	15,276	(10,189)	-
Westway	-	4,585	4,585	-	-
Access to Justice – Benefits Supervisor	-	27,950	27,950	-	-
Mencap	-	2,739	2,739	-	-
Hall and Woodhouse	1,000	-	-	(1,000)	-
Lions Club DRO's	200	270	450	-	20
Nat CitA Cost of Living	15,000	-	15,000	-	-
Send	-	10,400	10,400	-	-
CITA – MaPs Debt Trainee	-	57,700	57,700	-	-
Bavlap	681	-	270	-	411
Independence at Home	-	350	344	-	6
Hospital Fund	-	500	500	-	-
Car Boot Fund – Smart Phones	500	-	-	(500)	-
	<u>20,611</u>	<u>212,435</u>	<u>220,154</u>	<u>(11,689)</u>	<u>1,203</u>



Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2024

12 Funds (continued)

	At 1 April 2023 £	Income £	Expenditure £	Fund transfers £	At 31 March 2024 £
Unrestricted funds					
Designated funds:					
Property/ equipment fund	10,000	-	-	-	10,000
Local Government reorg.	12,000	-	-	-	12,000
Statutory Liabilities	20,000	-	-	-	20,000
	42,000	-	-	-	42,000
General funds	156,863	27,956	57,086	11,689	139,422
	198,863	27,956	57,086	11,689	181,422
Total funds	219,474	240,391	277,240	-	182,625

Purposes of funds:

RESTRICTED FUNDS

Wessex Water - TAP - Wessex Water awarded us a grant to support some of their customers in financial difficulties onto more advantageous tariffs/schemes.

Westwey – Income Maximization - Following the introduction of Universal Credit in the local area, Dorset Council has funded 1.1 full-time equivalent caseworkers across West Dorset & Weymouth. The Bridport position is 5 hours per week.

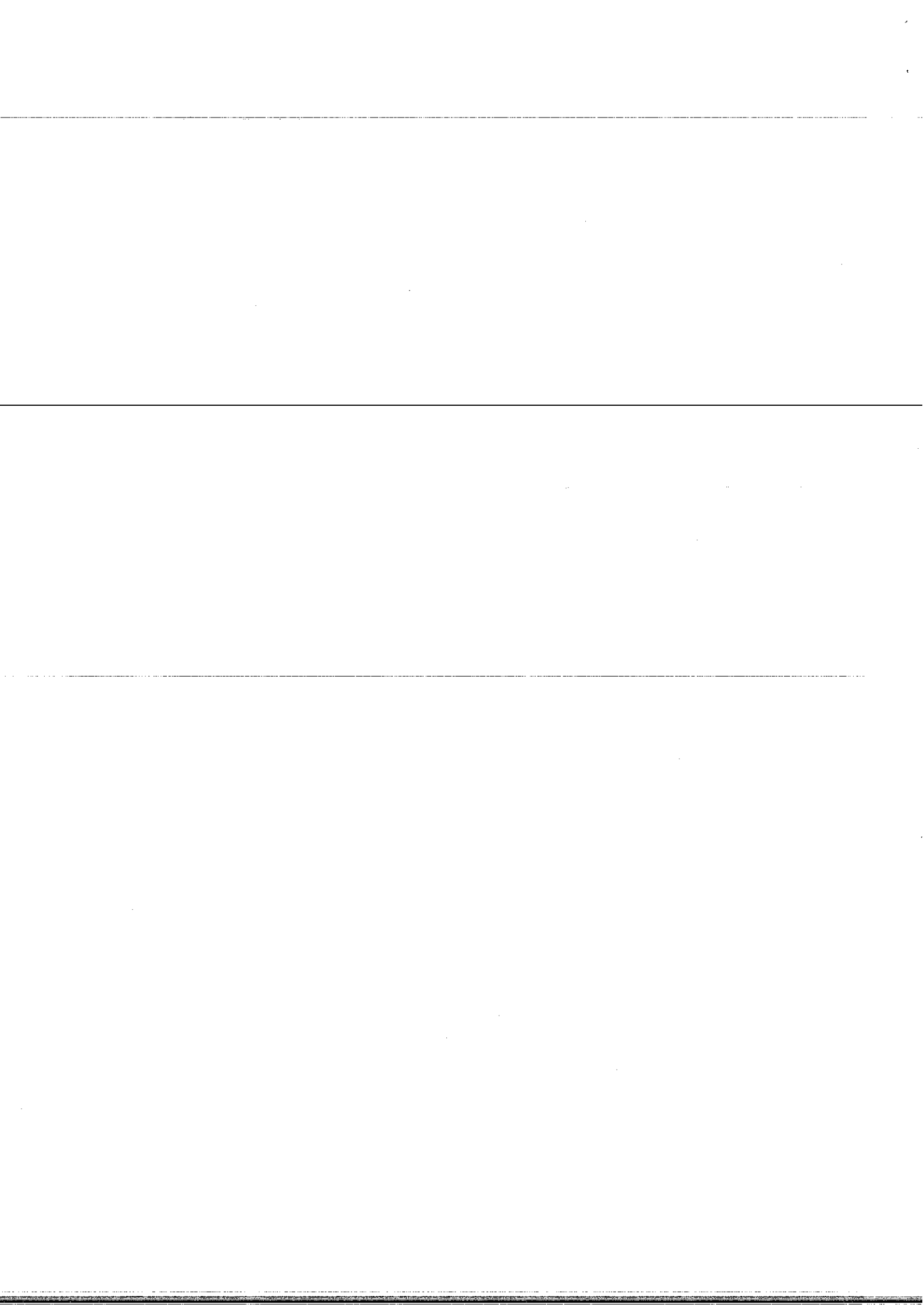
The National Lottery Community Fund - provided a grant to support core salary costs and overheads, equipment and small scale refurbishment.

Dorset Community Foundation - funding for a volunteer co-ordinator post.

Mencap – funding to provide a dedicated face-to-face and phone-line advice service for people with a learning disability.

National Citizens Advice - a project grant to deliver energy and carbon monoxide advice with outreach work.

Dorset Council – This funding is to provide general advice but under the terms of the Service Level Agreement has to be shown as restricted.



Bridport and District Citizens Advice Bureau
Notes to the Financial Statements for the Year Ended 31 March 2024

12 Funds (continued)

DESIGNATED FUNDS

Property/equipment Fund – This reserve is to cover future expenditure on our South Street office.

Local Government reorganisation - to cover the risk of future reductions in council funding.

Statutory Liabilities – to cover employee termination payments if they became necessary.

13 Leasing commitments

At 31 March 2024 the Bureau had no commitments under non-cancellable operating leases. We will be negotiating a lease for future years with our landlord Wessex Water.

14 Related party transactions and control

There were no related party transactions requiring disclosure in either year.

15 Financial instruments

	2024	2023
	£	£
Categorisation of financial instruments:		
Financial assets that are debt instrument measured at amortised cost	<u>146,756</u>	<u>212,774</u>
Financial liabilities measured at amortised cost	<u>6,252</u>	<u>4,773</u>

Items of income, expense, gains or losses

The total interest income for financial assets not measured at fair value through profit or loss is £795 (2022/23 £588).

