

Charity registration number 1078687

Company registration number 03877564 (England and Wales)

CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

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CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr CA Brown
Mr I Clarke
Mr JE Donovan
Mrs GC Edwards-Davidson
Dr V Hayden
Mr SJ Hupfield
Cllr PN Matten
Cllr R Humphreys (Appointed 27 April 2021)

Secretary

Mr SJ Hupfield

Charity number

1078687

Company number

03877564

Registered office

The Abbey
Market Square
DAVENTRY
Northamptonshire
NN11 4XG

Independent examiner

Cottons Accountants LLP
The Stables
Church Walk
Daventry
Northamptonshire
NN11 4BL

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
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**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, 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 (FRS 102)" (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Principal Activity: The Company is a registered charity, established for the promotion of any charitable purposes for the benefit of the community in the area of Daventry District Council and adjacent areas by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

Citizens Advice Daventry & District's aims are:

- To provide the advice people need for the problems they face.
- To improve the policies and practices that affect people's lives.

Citizens Advice Daventry & District's main objectives are:

- To seek ways to increase accessibility to the service; meeting the needs of the local community through an all-inclusive approach.
- To continue providing the infrastructure required to support a high quality information, advice and disability support service.
- To broaden the funding base to improve financial sustainability, taking into account the advice needs of the local community.
- To enhance the profile of Citizens Advice Daventry & District, incorporating active partnership working.
- To continue to develop the social policy and equality and diversity which are integral to our activities.

The aims and objectives of Citizens Advice Daventry & District are upheld and considered within the three year Business Plan which is reviewed annually.

Public benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake during the year and in planning future activities. The Trustees are satisfied that the information provided in this report and accounts meets the public benefit reporting requirements.

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The principal charitable activity undertaken by Citizens Advice Daventry & District is to provide the residents of Daventry and the surrounding local area with the advice they need for the problems they face and to improve the policies and practices that affect their lives.

The success and viability of Citizens Advice Daventry & District depends on funding from local and national statutory and public bodies, grants from Trusts and donations.

A performance review is undertaken annually by the Trustee Board with information provided by the Chief Officer.

The last 12 months have continued to bring fresh challenges - we emerged from, and returned to, lockdown and then, just as things were looking a little brighter, we were faced with the most significant cost of living crisis in a generation.

Throughout this time, CADD consistently delivered a wide range of services whilst keeping our clients, volunteers and staff safe. By adopting a hybrid approach we have been able to continue flexibly supporting local people in ways that best suit their needs.

By the end of last year, we were able to trial the resumption of our drop-in services before finally restarting home visits and a resumption of near normal service provision by the end of February 2022.

For us, face-to-face appointments and particularly drop-in services and home visits are very important. We understand that there is a significant number of people who struggle with structured appointments or do not feel confident or able to manage their issue over the telephone or Internet. Equally, there are those living with a disability, the elderly or those residing in remote rural communities who cannot easily access our office. The ability to resume these services meant that we were once again able to more fully meet the needs of some of the most vulnerable and isolated members of our society.

Our Impact

Over the last 12 months, we supported 2,130 clients who presented with 4,265 different issues. Whilst this represents an 11% drop on the previous year, when we supported 2,396 clients with 4,404 issues, this reduction can be attributed to three primary factors:

1. This year saw the resumption of face-to-face appointments and drop in services. These are by definition more resource hungry. One appointment can take the time of 2-3 telephone advice calls but the impact is often significantly greater.
2. We were unable to deliver the Help to Claim service for more than 6 months due to circumstances beyond our control. Help to Claim is a national service delivered locally by CADD until March 2022 that helped people make their first Universal Credit claim.
3. A number of our volunteers were unable to deliver remote services during the pandemic some of whom have now decided to retire.

Despite these challenges, the income gained for our clients increased from £984,586 to £1,440,033. Of the 838 people who approached us for benefits advice, we increased their income on average by £1,718.

Similarly, the amount of debt written off this year increased by £188,580. In total, we helped 222 people manage £1,445,668 of debt with the average level of debt standing at £6,512 which is 22% higher than last year. This significant increase reflects a period that was largely before the cost of living crisis and so it is reasonable to expect a further increase next year.

CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Research and Campaigns

It is fundamental to our aims and objectives that we identify and campaign for improvements to the policies and practices that affect our client's lives.

This year, we focussed on communications at the beginning of the year and the cost of living crisis towards year end. In addition to contributing to an Ofcom review of measures to protect people in debt or at risk of disconnection, we also raised the issue of priority fix services for those vulnerable customers on the priority services register.

Our concern was that people on the priority services register were not necessarily receiving priority fixes for broadband services even though this may be their only means of communication. A person living with hearing loss could be far more dependent upon internet based services than their phone line. In response to our query, Ofcom wrote to a number of fixed line operators asking them to implement a priority fix service for both landline and broadband services.

More recently, we have been raising awareness of the cost of living crisis. We were particularly pleased to hear that the first edition of our "Financial Lives" newsletter was shared across all NHS employees in the county. Financial Lives provides tips and advice on managing debt and saving money as well as increasing income through welfare benefits awareness and information about grants and other sources of financial assistance.

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

FINANCIAL REVIEW

Financial position

The Financial Statements are prepared annually by the Treasurer and are independently examined by Cottons Accountants LLP. The Financial Statements are presented to the Annual General Meeting for consideration by those present. A report on the current financial position is given and considered at each Trustee Board meeting.

The principal funding sources in 2021/2022 were:

West Northants Council
Daventry Town Council
Big Lottery
The Henry Smith Charity
Constance Travis Trust
Citizens Advice
Northamptonshire Community Foundation
Daventry Consolidated Charity
Parish Council Donations
Individual Donations

During the year income amounted to £241,124 (2021: £264,962) a decrease of just under £24,000. Expenditure amounted to £237,668 (2021: £245,751) a decrease of just over £8,000. There was an overall surplus for the year of £3,456 compared to a surplus in 2021 of £19,211. At 31st March 2022 total funds amounted to £121,445 (2021: £117,989).

The strength of our organisation lies in the staff and volunteers who carry out this work which helps to improve the lives of so many.

CADD continued to receive funding from the National Lottery and the Henry Smith Charity. The Lottery grant was due to expire in December 2021 but, due to an underspend during the pandemic, was extended to May 2022. The Henry Smith Charity Grant is due to end in July 2022. Applications have been submitted for continuation funding.

There remains uncertainty regarding the direction of travel of West Northamptonshire Council in relation to advice service provision. The Board and the management are actively monitoring the situation and establishing contacts in the new authority. It is hoped that the voluntary sector funding will be favourably viewed by the new authority and that its value will be recognised. The Board continue to explore all opportunities to secure further funding.

We continue to be committed to working with local voluntary and statutory sector partners and with other CA offices in the county and elsewhere to develop new and improved services within the tight budget constraints that we experience.

Going concern

The Charity is dependent upon receiving core funding each year. The funding is expected to be received in future years though uncertainty exists. The charity is awaiting confirmation of continued funding from both The Big Lottery and Henry Smith Charity. Based on the information currently available, the Trustees believe that the Charity is a going concern and will remain so for period of at least twelve months from authorising these financial statements.

Reserves policy

The Trustee Board has examined the charity's requirements for reserves in light of the main risks to the organisation. The Board aims to maintain sufficient financial reserves to ensure Citizens Advice Daventry & District can run for at least a further 3 months to include estimated closure costs in the event of a funding crisis.

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

COVID - Impact

Throughout the year being reported upon Citizens Advice Daventry & District has operated under the government restrictions relating to the COVID-19 pandemic.

In October, we resumed drop-in services (temporarily suspended in January/February 2022) and resumed in March 2022.

All our major funders were advised of the actions we have taken and all have been supportive thus the impact on our income has been minimal.

Future plans

As we return to more normal working practices, we recognise that the pandemic has fundamentally changed the way we operate. Moving forwards, we will formalise a hybrid approach to advice provision with a greater emphasis on telephone and email advice whilst ensuring that face-to-face and drop-in services are available to those who need them.

The objectives and aims of Citizens Advice Daventry & District are set out above and our future plans are set out in our Business Plan which has been rolled forward to 31st March 2023.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee, incorporated on 15th November 1999 and registered as a charity on 21st December 1999. The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Articles of Association.

The Company was formerly known as Daventry & District Citizens Advice Bureau, until the name was changed to Advice Daventry on 3rd February 2009, following the merger on 1st October 2008 of the company with Daventry Welfare Rights Group and Daventry DIAL. The name was changed again on 26th July 2011 to Citizens Advice Daventry & District to reflect membership of the Citizens Advice service.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr CA Brown
Mr I Clarke
Mr JE Donovan
Mrs GC Edwards-Davidson
Dr V Hayden
Mr SJ Hupfield
Cllr PN Matten
Mr RL Auger
Cllr R Humphreys

(Appointed 27 July 2021 and resigned 11 July 2022)
(Appointed 27 April 2021)

Recruitment and appointment of new trustees

At each Annual General Meeting, up to fifteen people are nominated and elected to serve for one year on the Trustee Board as elected members. Additional Trustee Board members are nominated and elected as representatives of local organisations (no more than half of the total membership). The Company's Memorandum and Articles allows for the Manager, one paid staff member and one volunteer to attend the Trustee Board meetings. However these staff are not Trustees and as such do not have a vote. The Trustee Board may also from time to time co-opt persons having special knowledge or experience of the work of Citizens Advice Daventry & District to serve on the committee. The number of co-opted persons shall not exceed one quarter of the total membership of the Board.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

Organisational structure

The Trustee Board meets a minimum of four times per year after the Annual General Meeting. Minutes are taken at each meeting. From time to time, the Board may delegate particular functions to a sub-committee e.g. fundraising, recruitment, premises. The Board delegates day to day management to the Manager who makes a report to the Board at each meeting. The Treasurer has day to day responsibility for managing the charity's financial resources.

The charity is managed on a day-to-day basis by the Chief Officer. Chief Officer, Phil Arkell resigned on 31 August 2022 and will be replaced by Pat Coomber-Wood as Interim Chief Officer for six months.

Induction and training of new trustees

Every new Trustee receives a formal induction to the work of Citizens Advice Daventry & District. The induction process is initiated by an introductory meeting with the Chair of the Trustee Board. The new Trustee will be given an induction pack which includes a briefing on their legal obligations under charity and company law; the content of the Memorandum and Articles; decision making processes, the business plan; recent financial performance; safeguarding; and general information about Citizens Advice Daventry & District. The induction pack is followed up by a further meeting with the Chair and the opportunity for any relevant training is given.

Related parties

In the event of a Trustee having a personal interest in any contract or transaction, this is reported to and considered by the Board.

Risk management

The Trustee Board has an annual review of processes which includes a review of risk management including health and safety issues. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. In the event of a funding crisis, the Board aims to maintain financial reserves to ensure Citizens Advice Daventry & District can run for at least a further 3 months to include estimated closure costs.

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03877564 (England and Wales)

Registered Charity number
1078687

Registered office
The Abbey
Market Square
Daventry
Northamptonshire
NN11 4XG

Trustees

Mr C A Brown
Mr I J Clarke
Mr J E Donovan
Mrs G C Edwards-Davidson
Mr S J Hupfield
Cllr P N Matten
Dr V Hayden
Cllr R Humphreys
Mr R Auger

Director/Trustee
Health and Safety Director
Chair
Director/Trustee
Treasurer
Director/Trustee
Director/Trustee
(appointed 27.04.21)
(appointed 27.07.21 resigned 11.07.22)

Company Secretary
Mr S J Hupfield

Independent Examiner

Lisa Malone
FCCA CTA
Cottons Accountants LLP
The Stables
Church Walk
Daventry
Northamptonshire
NN11 4BL

Solicitors

Rollasons Solicitors, 9 New Street, Daventry, Northamptonshire, NN11 4BT

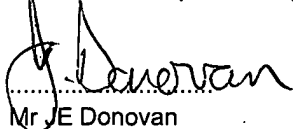
Bankers

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

CCLA Investment Management Limited, Senator House, 85 Queen Victoria Street, London, EC4V 4ET

Julian Hodge Bank, 1 Central Square, Cardiff, CF10 3BZ (Account closed June 2022)

The trustees' report was approved by the Board of Trustees.



Mr J E Donovan
Trustee

Date: 14/10/2022

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees, who are also the directors of Citizens Advice Daventry & District for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

TO THE TRUSTEES OF CITIZENS ADVICE DAVENTRY & DISTRICT

I report to the trustees on my examination of the financial statements of Citizens Advice Daventry & District (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Lisa Malone FCCA CTA
Cottons Accountants LLP
The Stables
Church Walk
Daventry
Northamptonshire
NN11 4BL

Dated: 17/10/2022

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

CURRENT FINANCIAL YEAR

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<u>INCOME:</u>					
Charitable activities	3	86,770	152,215	238,985	263,664
Investment income	4	524	-	524	666
Other income		1,615	-	1,615	632
Total income		88,909	152,215	241,124	264,962
<u>EXPENDITURE ON:</u>					
Charitable activities	5	86,482	151,186	237,668	245,751
Net income for the year/ Net movement in funds		2,427	1,029	3,456	19,211
Fund balances at 1 April 2021		107,913	10,076	117,989	98,778
Fund balances at 31 March 2022		110,340	11,105	121,445	117,989

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022

PRIOR FINANCIAL YEAR

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes			
<u>INCOME:</u>				
Charitable activities	3	108,903	154,761	263,664
Investment income	4	666	-	666
Other income		550	82	632
Total income		110,119	154,843	264,962
<u>EXPENDITURE ON:</u>				
Charitable activities	5	97,054	148,697	245,751
Net income for the year/ Net movement in funds		13,065	6,146	19,211
Fund balances at 1 April 2020		94,848	3,930	98,778
Fund balances at 31 March 2021		107,913	10,076	117,989

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET**

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	8		1,341		-
Current assets					
Debtors	9	3,790		2,338	
Cash at bank and in hand		171,798		196,177	
		175,588		198,515	
Creditors: amounts falling due within one year	10	(55,484)		(80,526)	
Net current assets			120,104		117,989
Total assets less current liabilities			121,445		117,989
Income funds					
Restricted funds	12		11,105		10,076
Unrestricted funds			110,340		107,913
			121,445		117,989

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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

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

The financial statements were approved by the Trustees on 14/10/2022.



Mr SJ Hupfield
Trustee

Company registration number 03877564

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1 ACCOUNTING POLICIES

Charity information

Citizens Advice Daventry & District is a private company limited by guarantee incorporated in England and Wales. The registered office is The Abbey, Market Square, DAVENTRY, Northamptonshire, NN11 4XG.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The charity is awaiting confirmation of continued funding from both The Big Lottery and Henry Smith Charity. At the time of approving the financial statements, 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.

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.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

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.

Grants and contractual income are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Such income is only deferred when:

- The donor specifies that the income must only be used in future accounting periods.
- The donor has imposed conditions which must be met before the charity has an unconditional entitlement.
- Capital Grants are received and released to income over the expected useful life of the asset acquired.

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

1 ACCOUNTING POLICIES

(Continued)

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.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Central expenditure for charitable support and administration are partly met through core funding and partly through attributions to restricted funds for centrally-borne costs the amounts of which are normally negotiated with the respective funders

Resources expended include attributable VAT which cannot be recovered.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers & office equipment	33.3% on cost
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

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.

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.

**CITIZENS ADVICE DAVENTRY & DISTRICT
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

1 ACCOUNTING POLICIES

(Continued)

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.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

The charity is exempt from corporation tax on its charitable activities.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 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.

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FOR THE YEAR ENDED 31 MARCH 2022

3 DONATIONS, CONTRACTUAL INCOME AND GRANTS

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Donations	1,270	-	1,270	988	-	988
Contractual income and grants	85,500	152,215	237,715	107,915	154,761	262,676
	<u>86,770</u>	<u>152,215</u>	<u>238,985</u>	<u>108,903</u>	<u>154,761</u>	<u>263,664</u>
Grants received, included in the above, are as follows:						
West Northants Council	85,000	-	85,000	85,000	-	85,000
Big Lottery - Empowered for Life	-	76,059	76,059	-	84,047	84,047
Daventry Town Council	-	10,000	10,000	-	10,000	10,000
Daventry Consolidated Charity	500	-	500	-	-	-
Constance Travis Trust	-	5,000	5,000	5,000	-	5,000
Citizens Advice - Help to Claim	-	26,223	26,223	-	26,447	26,447
The Henry Smith Charity	-	34,933	34,933	-	34,267	34,267
CITA Covid Projects	-	-	-	5,753	-	5,753
DDC - Grant consultancy	-	-	-	12,162	-	12,162
	<u>85,500</u>	<u>152,215</u>	<u>237,715</u>	<u>107,915</u>	<u>154,761</u>	<u>262,676</u>

4 INVESTMENT INCOME

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
Interest receivable	<u>524</u>	<u>666</u>

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FOR THE YEAR ENDED 31 MARCH 2022

5 CHARITABLE ACTIVITIES

	Charitable Expenditure - Advice and Information 2022 £	Charitable Expenditure - Advice and Information 2021 £
Staff costs	174,006	166,087
Depreciation and impairment	671	372
Rent, service charge & room hire	31,882	27,560
Insurance	2,056	1,486
Subscriptions	4,088	3,573
Telephone	8,171	4,969
Postage, stationery & copying	4,904	4,059
Library and technical support	632	82
Sundries	2,877	4,471
IT costs	1,834	5,655
Training costs	1,393	1,750
Travelling	1,313	(62)
Payroll services	864	864
Grant consultancy fees/Partner payments	(3,028)	19,171
	<u>231,663</u>	<u>240,037</u>
Share of governance costs (see note)	6,005	5,714
	<u>237,668</u>	<u>245,751</u>
Analysis by fund		
Unrestricted funds	86,482	97,054
Restricted funds	151,186	148,697
	<u>237,668</u>	<u>245,751</u>

Fund:	Staff Costs £	Direct Costs £	Support Costs £	Governance Costs £	Total 2022 £	Total 2021 £
General	56,500	1,170	26,866	1,946	86,482	97,054
Daventry Town Council	3,994	600	5,593	-	10,187	10,000
Henry Smith	31,060	703	3,665	-	35,428	34,265
CITA Universal Credit/HTC	17,576	740	6,183	-	24,499	23,740
Big Lottery -						
Empowered for Life	63,876	713	7,424	4,059	76,072	80,692
Constance Travis Trust	1,000		4,000	-	5,000	-
	<u>174,006</u>	<u>3,926</u>	<u>53,731</u>	<u>6,005</u>	<u>237,668</u>	<u>245,751</u>

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6 TRUSTEES

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

Trustee Richard Auger received reimbursed mileage expenses in the period totalling £117.18.

7 EMPLOYEES

The average monthly number of employees during the year was:

	2022	2021
	Number	Number
Chief Officer, Caseworkers and Admin	<u>7</u>	<u>6</u>
Employment costs	2022	2021
	£	£
Wages and salaries	163,113	156,733
Social security costs	6,288	5,333
Other pension costs	4,605	4,021
	<u>174,006</u>	<u>166,087</u>

The average number of employees disclosed above is based on 'full time equivalent' employees. The actual average number of part-time employees were 11 (2021 11).

There were no employees whose annual remuneration was more than £60,000.

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FOR THE YEAR ENDED 31 MARCH 2022

8 TANGIBLE FIXED ASSETS

	Computers & office equipment £
Cost	
At 1 April 2021	28,703
Additions	2,012
	<u>30,715</u>
At 31 March 2022	<u>30,715</u>
Depreciation and impairment	
At 1 April 2021	28,703
Depreciation charged in the year	671
	<u>29,374</u>
At 31 March 2022	<u>29,374</u>
Carrying amount	
At 31 March 2022	<u>1,341</u>
At 31 March 2021	<u>-</u>

It is normally the accounting policy of the charity to capitalise equipment and depreciate over a period of 3 years; matching grant funding against the depreciation charge. Certain items of capital expenditure incurred during the year have been charged to revenue in accordance with the terms of the grant.

Items costing less than £1,000 are not capitalised.

9 DEBTORS

	2022 £	2021 £
Amounts falling due within one year:		
Prepayments and accrued income	3,790	2,338
	<u>3,790</u>	<u>2,338</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other taxation and social security	4,231	2,415
Creditors and accruals	15,361	21,652
Deferred income	35,892	56,459
	<u>55,484</u>	<u>80,526</u>

Deferred income relates to funds and grants received in the financial period in relation to projects to be delivered and expenditure incurred in future accounting periods.

**CITIZENS ADVICE DAVENTRY & DISTRICT
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FOR THE YEAR ENDED 31 MARCH 2022**

11 RETIREMENT BENEFIT SCHEMES

Defined contribution schemes

The company operates defined contribution pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds.

The charge to profit or loss in respect of defined contribution schemes was £4,605 (2021 - £4,021).

There were no outstanding or prepaid contributions at the year end.

12 RESTRICTED FUNDS

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Daventry Town Council	31	10,000	(10,000)	31	10,000	(10,187)	(156)
CITA Universal Credit/Help to Claim	(2,256)	26,448	(23,740)	452	26,223	(24,499)	2,176
Big Lottery Empowered for Life	5,908	84,128	(80,692)	9,344	76,059	(76,072)	9,331
Henry Smith Charity	247	34,267	(34,265)	249	34,933	(35,428)	(246)
Constance Travis Trust	-	-	-	-	5,000	(5,000)	-
	<u>3,930</u>	<u>154,843</u>	<u>(148,697)</u>	<u>10,076</u>	<u>152,215</u>	<u>(151,186)</u>	<u>11,105</u>

Purposes of restricted funds

Daventry Town Council - To support volunteers in providing advice to Daventry Town residents.

CITA Universal Credit/Help to Claim -project to assist clients in their initial claim for Universal Credit

Big Lottery - Empowered for Life - to provide Debt and Benefits casework advice to people with mental health and disability issues, primarily in the rural parts of the District by home visiting.

The Henry Smith Charity - to provide debt and benefit advice in Daventry.

Constance Travis Trust - to recruit and train volunteers to deliver generalist advice services.

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FOR THE YEAR ENDED 31 MARCH 2022

13 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	1,341	-	1,341	-	-	-
Current assets/(liabilities)	110,116	45,880	155,996	108,949	65,498	174,447
Provisions	(1,117)	(34,775)	(35,892)	(1,036)	(55,422)	(56,458)
	<u>110,340</u>	<u>11,105</u>	<u>121,445</u>	<u>107,913</u>	<u>10,076</u>	<u>117,989</u>

14 OPERATING LEASE COMMITMENTS

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	34,979	-
Between two and five years	1,587	-
	<u>36,566</u>	<u>-</u>

During the year the Charity signed a property lease commencing 1 April 2021 to 31 March 2023. The commitment above relates to rent and service charge.

15 RELATED PARTY TRANSACTIONS

Friends of Citizens Advice Daventry and District are a separately constituted fund raising body. Funds are donated to Citizens Advice Daventry and District principally to support the acquisition of capital items. All fund are held and controlled separately to Citizens Advice Daventry and District. During the year £748.96 was received for the purchase of equipment (£Nil related to restricted funds) (2021: £Nil was received for the purchase of equipment).

16 SHARE CAPITAL

The company is limited by guarantee and does not have a share capital. Each member is liable to contribute a sum not exceeding £1 in the event of the charity being wound up.

17 INDEPENDENT EXAMINERS FEE

Fees payable to the independent examiner for the year totalled £3,464, £2,600 for the independent and £864 for payroll services. (2021: £3,364; £2,500 for the independent examination and £864 for payroll services).