

Registered company number - 05316853  
Registered charity number - 1108967

**DOVER, DEAL & DISTRICT CITIZENS ADVICE BUREAU**  
**TRUSTEES REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

CONTENTS

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	<b>Pages</b>
Report of the trustees	1 - 4
Independent Examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 - 15

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees have pleasure in presenting their report and the unaudited financial statements for the year ended 31 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006 relating to small companies, 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).

**REFERENCE AND ADMINISTRATIVE DETAILS****Charity name**

Dover, Deal & District Citizens Advice Bureau (a company limited by guarantee)

**Company number**

5316853

**Charity number**

1108967

**Registered office**

Maison Dieu Gardens  
Dover  
Kent  
CT16 1TG

**Chief executive and Company Secretary**

Jan Stewart

**Trustees/Directors**

Gillian Plummer  
Donnie Farago  
Pauline Goldsack  
Alan Clarke  
Guy Banyard  
Carl Dawson - Treasurer (resigned 31.12.22)  
Jillian Harrison (appointed 1.1.23)  
Nathanael Theisen (appointed 1.1.23)  
Daniel Friend (appointed 1.1.23)

**Council representatives**

Cllr C Vinson  
Cllr S Beer

**Bankers**

Lloyds Bank Plc  
43-45 Sandgate Road  
Folkestone  
Kent  
CT20 1RZ

**Independent examiner**

Mr S J Wren FCCA  
Accountancy Matters (Kent) Limited  
The Marlowe Innovation Centre  
Marlowe Way  
Ramsgate  
Kent CT12 6FA

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT****Governing document**

Dover, Deal & District Citizens Advice Bureau (DDCAB) is a registered charity and a company limited by guarantee. The company has 12 members whose liability is limited to £1 each. The bureau is governed by its Memorandum and Articles of Association. DDCAB was incorporated on 20 December 2004, to take over the assets, liabilities and operations of Dover Citizens Advice Bureau and Deal & District Citizens Advice Bureau. The bureaux had operated as one organisation since April 2004 and the bureau took the operations of both bureaux on 1 August 2005. This report and the work and aims contained herein must be read against this background.

The Articles of Association were changed during the year to adopt those presented at the 2022 AGM and accepted by the membership at that meeting. The benefits of this are that the model is based on Charity Commission recommended model Articles and is considered best practice. It includes the specific powers and membership requirements of the Citizens Advice Service (which are also currently included in the current 2009 model on the Intranet). The Articles also enable future hybrid general meetings allowing for members to attend digitally.

**Recruitment and appointment of trustee directors**

Directors are elected at the Annual General Meeting by the members of the bureau in accordance with the Articles of Association. The constitution contains provisions for the co-option of directors and the nomination of corporate representatives (subject to maxima) which have yet to be exercised. The directors elect a chair from amongst their number. The Bureau's principal funder (Dover District Council) appointed 2 representatives to supervise its interests.

**Induction of trustee directors**

Directors are provided with Citizens Advice publications on their duties and receive training from Citizens Advice.

**Organisational structure**

The Bureau is governed by its Board of Directors which is responsible for setting the strategic direction of the organisation and the policy of the charity. The directors carry the ultimate responsibility for the conduct of the bureau and for ensuring that the charity satisfies its legal and contractual obligations. Directors meet quarterly as a minimum and delegate the day to day operation of the organisation to management. The Board of Directors is independent of management. Directors' interests must be declared and noted in the minutes of Board Meetings. The directors have delegated day to day management of the charity to the Chief Executive. The Directors, Jan Stewart (Chief Executive), Ben Robinson (Service Manager to October 2022) and Natasha James (Service Manager from November 2022) are the Key Management Personnel as defined by the Charities SORP FRS 102.

**Related parties**

The Bureau is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for the standards of advice and casework managements as well as monitoring progress against these standards. Operating policies are independently determined by the bureau's Board of Directors in order to fulfil its charitable objects and comply with the national membership requirements.

The Bureau operates and liaises with a number of other advisory services, local charities and social services departments on behalf of itself and its clients. Where one of the directors holds the position of trustee/director of another charity, he/she may be involved in discussions regarding that other charity but not in the ultimate decision making process.

**Major risks**

The directors recognise that any major risks to which the charity is exposed need to be reviewed regularly. To that end, the bureau is continually monitoring and managing its risks and ensuring action plans are in place to mitigate its key risks.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

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**Major risks - Cont'd**

Included in external risks is that of the loss of funding. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for 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.

**OBJECTIVES AND ACTIVITIES****Objectives**

The charity's objectives are to promote any charitable purpose for the benefit of the community in Dover, Deal and District by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

**Aims**

Dover and Deal Citizens Advice aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community, to exercise a responsible influence on the development of social policies and services and to ensure individuals do not suffer through lack of knowledge or an inability to express their needs effectively.

**Activities, achievements, performance and factors affecting achievement of objectives**

Dover and Deal Citizens Advice has capitalised on its move to the new offices in Deal and the expanded offices in Dover. We have currently 12 new trainees undertaking our extensive training which will make a huge difference to our service offer. They all do a brilliant job and without them we wouldn't exist.

Following on from the effects of Covid we have slowly worked on rebuilding our workforce and the services we offer to our clients. We have extended our benefit, employment and debt teams and are offering an enhanced telephone, webchat and email service.

We are looking at the future of our service and ensuring that it is fit for purpose in the current financial crisis.

It is essential that we can accommodate the number of clients who need our services moving forward, we currently offer drop in and appointments to all local people

We are looking at the way we deliver our services and working with our national body to look at the service nationwide to ensure our survival.

We are working with other organizations locally to ensure that no one in Dover district suffers through a lack of knowledge of their rights.

We have dealt with 6,941 issues and spent 42,794 minutes of volunteer time on these issues face to face, we have also spent 8,209 minutes on providing email advice and 3,819 minutes providing telephone help. For every £1 of our grant from DDC we have provided 10.5 times as much back in financial gain to the district. We have seen a 3 fold increase in people reporting domestic abuse in our area and dealt with 286 debt cases and 100 employment cases.

**FINANCIAL REVIEW**

Short-term funding has effectively improved over the last financial year, by virtue of some savings made through changes to our pandemic working practices. We are also grateful for several emergency grants made from various sources in response to the national emergency. Nevertheless, we remain entirely dependent on our core funding from Dover District Council, without which we could not offer a service. We have also been able to offer substantial help through the household fund to those in the greatest hardship. We have received national funding to develop our energy advice services and our advice line services. We continue to maintain and where possible increase the availability of our services with the help of our funders where we are in a financially viable position to do so .

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2023**

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**Reserves policy and going concern**

The Trustees are required to ensure that unrestricted monies are available in each financial year to meet any reasonable foreseeable contingency. As such, we keep sufficient reserves to enable us to wind up the Charity without a deficit, should that prove necessary. In reviewing the potential costs that could arise should a significant reduction in income be incurred, the directors have determined that unrestricted reserves should be maintained equal to approximately 3 months normal operating expenditure. At 31 March 2023 our unrestricted general reserves exceeded this amount. We are always alert to the possibility that our Service could face reduced funding and in those circumstances unrestricted reserves would be reduced if activities were to continue at the same level

**Principal funding sources**

The directors again extend their gratitude to Dover District Council which continues to support the core operating capacity of the charity. Additional project-specific funding was received as mentioned above from Money Advice Service and we have taken part on several debt pilots which have brought in additional funding.. We also receive donations from other sources including the national body and other parish councils, individuals and some local charities.

We have also again received household funding to distribute to clients who are struggling in the present climate.

**Investment policy and activities**

The governing document gives power of investment to directors as they may decide fit. The directors believe that any investments should be in the lowest risk category. Apart from the designated funds, other cash funds arise because the Local Authority Grant is now paid in one instalment across the financial year, for which we are grateful. Accordingly, the trustees consider any investment to be short term in nature and that bank deposits are the most appropriate investment vehicle. Only our designated Charity Closure fund is held in the form of a bond.

**FUTURE PLANS**

We have adjusted our service appropriately and now have more telephone work and email services. We need to consider future funding. There are challenges around sustainable funding as we have not seen an increase in core funding in the last ten years. We need to invest in our future with our partners. Fundamentally our service is free at the point of delivery and must remain so, but we are currently implementing a full review of our ways of working to ensure maximum value-for-money. We have increased the use of online technology and telephone technology to save costs and have launched a bot on our website to aid clients self help. We will be developing our adviceline services throughout the coming year and looking to develop our mental health support especially for debt clients.

**PUBLIC BENEFIT**

The trustees confirm that they have complied with their duty as prescribed by section 4 of the Charities Act 2006 to have due regard to the Charity Commission public benefit guidance.

Signed on behalf of the Board of Trustees by :

Jan Stewart - Company secretary

Date : 26 October 2023

**DOVER, DEAL & DISTRICT CITIZENS ADVICE BUREAU**

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I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 6 to 15.

**Responsibilities and basis of report**

As the charity's 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 charity'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**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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:

- 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 386 of the 2006 Act other than any requirements 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 the 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.

**S J Wren FCCA  
Accountancy Matters (Kent) Limited  
Chartered Certified Accountants  
The Marlowe Innovation Centre  
Marlowe Way  
Ramsgate  
Kent  
CT12 6FA**

Date : 30 October 2023

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(incorporating an Income and Expenditure Account)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted funds	Restricted funds	Total funds 2023	Total funds 2022
		£	£	£	£
<b>INCOME</b>					
Donations and grants	2a	20,345	80,000	100,345	92,914
Charitable activities	2b	126,149	84,233	210,382	198,896
Income from other trading activities	2c	(325)	-	(325)	2,201
Investment income	2d	276	-	276	497
<b>TOTAL INCOME</b>		<b>146,445</b>	<b>164,233</b>	<b>310,678</b>	<b>294,508</b>
<b>EXPENDITURE</b>					
Costs of raising funds	3	7,087	-	7,087	4,771
Charitable activities	3	188,157	94,095	282,252	307,493
<b>TOTAL EXPENDITURE</b>		<b>195,244</b>	<b>94,095</b>	<b>289,339</b>	<b>312,264</b>
<b>NET (EXPENDITURE)/INCOME FOR THE YEAR BEFORE TRANSFERS</b>	4	<b>(48,799)</b>	<b>70,138</b>	<b>21,339</b>	<b>(17,756)</b>
Transfers between funds	10	38,625	(38,625)	-	-
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>(10,174)</b>	<b>31,513</b>	<b>21,339</b>	<b>(17,756)</b>
Balances as at 1 April 2022		139,141	13,901	153,042	170,798
<b>BALANCES AT 31 MARCH 2023</b>		<b>128,967</b>	<b>45,414</b>	<b>174,381</b>	<b>153,042</b>

**BALANCE SHEET  
AS AT 31 MARCH 2023**

	Notes	2023 £	2022 £
<b>FIXED ASSETS</b>			
Tangible assets	6	20,456	26,501
<b>CURRENT ASSETS</b>			
Debtors and prepayments	7	2,403	4,860
Balances at bank: Shawbrook Bank Limited		35,158	35,000
Lloyds Bank Plc		138,425	130,273
Cash in hand		247	101
		<u>176,233</u>	<u>170,234</u>
<b>CURRENT LIABILITIES</b>			
Creditors: amounts falling due within one year	8	<u>(22,308)</u>	<u>(43,693)</u>
		153,925	126,541
<b>NET ASSETS</b>	9	<u><u>174,381</u></u>	<u><u>153,042</u></u>
Represented by:			
<b>FUNDS OF THE CHARITY</b>			
Unrestricted general fund	10	73,511	77,640
Designated funds	10	55,456	61,501
Restricted funds	10	<u>45,414</u>	<u>13,901</u>
<b>TOTAL FUNDS</b>		<u><u>174,381</u></u>	<u><u>153,042</u></u>

For the financial year ended 31 March 2023 the company was entitled to exemption from audit under s.477 Companies Act 2006 and no members have deposited a notice under s.476 requiring an audit.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s.386 of the Act for preparing accounts 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 or 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 accounts, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Charities SORP (FRS 102).

Approved and signed for issue by the trustees on 26 October 2023.

Gillian Plummer - Chair

David Pestell - Vice Chair

**Company number - 05316853**

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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### 1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with 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 the Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Dover, Deal & District Citizens Advice Bureau meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The principal accounting policies adopted are as follows:

#### a) Preparation of the accounts on a going concern basis

The accounts have been prepared on a going concern basis on the expectation that the charity will receive sufficient funding for at least one year from the date these accounts are formally approved. The Charity is heavily dependent on Dover District Council and a three year service level agreement has been signed and re issued for a 3 year period from April 2022.

#### b) Income

Grants receivable - grants made to finance the activities of the bureau are credited to the Statement of Financial Activities (SOFA) in the period to which they relate.

Bank interest - bank interest is included in the SOFA on receipt.

Other income - other income, including donations and gifts are included as they were received.

Gifts and intangible income - 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.

Deferred income - grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected within deferred income on the balance sheet.

#### c) Expenditure

All expenditure is accounted for on an accruals basis and includes VAT where applicable. All expenditure directly related to the provision of the advisory services is included within the charitable expenditure. Other costs incurred have been allocated between activities for generating funds and governance as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time spent.

#### d) Depreciation of fixed assets

Tangible fixed assets costing more than £200 are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows :

Leasehold improvements	20% straight line
Computers, software and equipment	33% straight line
Furniture and fittings	25% straight line

#### e) Leases

Rental costs are charged to the Statement of Financial Activities as incurred.

#### f) Pensions

The pension cost charge in the Statement of Financial Activities represent the contributions payable by the bureau in the relevant year.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**
**1 ACCOUNTING POLICIES**
**g) Fund accounting**

Unrestricted funds are grants, donations and other incoming resources receivable by the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds relates to income to be used for specific purposes as laid down by the donor.

**h) Significant judgements and estimates**

No significant judgements have had to be made by the Trustees in preparing these financial statements

**2 INCOME**

	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>a) Donations and grants</b>				
Estimated market rent value of premises provided by Dover District Council at no cost:				
Leased Deal premises	-	-	-	3,333
Dover premises	10,000	-	10,000	10,000
Dover District Council	-	80,000	80,000	50,300
Cit A	-	-	-	2,000
DWP - Kickstart	4,177	-	4,177	20,385
Citizens Advice Hampshire	-	-	-	1,797
Donations	6,168	-	6,168	5,099
	<u>20,345</u>	<u>80,000</u>	<u>100,345</u>	<u>92,914</u>
<b>b) Charitable activities</b>				
Dover District Council	97,000	-	97,000	97,000
Dover District Council - Employment service	-	30,000	30,000	30,000
Money Advice Service	-	54,233	54,233	49,077
CA in North & West Kent - Mental Health	11,041	-	11,041	-
CA in North & West Kent - Advice Line	13,072	-	13,072	-
The Trussell Trust - Deal Food Bank	5,036	-	5,036	-
Cit A - Help to Claim	-	-	-	22,819
	<u>126,149</u>	<u>84,233</u>	<u>210,382</u>	<u>198,896</u>
<b>c) Income from other trading activities</b>				
Share of running costs of Deal premises	(325)	-	(325)	875
Fundraising	-	-	-	1,326
	<u>(325)</u>	<u>-</u>	<u>(325)</u>	<u>2,201</u>
<b>d) Investment income</b>				
Bank interest received	276	-	276	497

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

<b>3 EXPENDITURE</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>2023 Total funds £</b>	<b>2022 Total funds £</b>
<b>Costs of raising funds :</b>				
Wage costs	7,087	-	7,087	4,771
<b>Charitable activities :</b>				
Wage costs	63,104	68,199	131,303	165,016
Subcontract	-	3,571	3,571	1,350
Travel and other staff and volunteer costs	3,150	-	3,150	2,117
Hardship Support costs	-	14,836	14,836	5,315
Publicity	549	-	549	247
Telephone charges	3,702	-	3,702	4,357
Printing, postage and stationery	5,641	-	5,641	7,700
Information and training	3,105	-	3,105	668
CAB subscription and reference materials	5,927	82	6,009	5,547
Computer & office equipment support and maintenance	2,956	-	2,956	5,080
Property maintenance	810	-	810	4,237
Covid PPE and cleaning	519	-	519	1,164
Estimated market value of premises provided by Dover District Council at no cost:				
Leased Deal premises	-	-	-	3,333
Dover premises	10,000	-	10,000	10,000
Rent	3,600	-	3,600	3,000
Office move costs	-	-	-	3,072
Utility costs	590	-	590	4,067
Sundries	150	-	150	-
Depreciation	11,234	-	11,234	10,305
<b>Support costs</b>				
Wage costs	60,335	7,407	67,742	62,152
Insurance	1,371	-	1,371	1,361
Bank charges and interest	136	-	136	176
Accountancy fees	1,627	-	1,627	1,766
Payroll costs	714	-	714	705
<b>Governance costs</b>				
Wage costs	7,292	-	7,292	3,181
Trustee and AGM expenses	-	-	-	-
Legal and professional	85	-	85	77
Independent Examiner's fee	1,560	-	1,560	1,500
	<u>188,157</u>	<u>94,095</u>	<u>282,252</u>	<u>307,493</u>
<b>Total Expenditure</b>	<u>195,244</u>	<u>94,095</u>	<u>289,339</u>	<u>312,264</u>

Of the total expenditure in 2022 of £312,264, £190,083 was unrestricted and £122,181 was restricted.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

<b>4 NET EXPENDITURE IS STATED AFTER CHARGING</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Depreciation	11,234	10,305
Independent Examiner's remuneration :		
Management accounts/payroll	2,341	2,471
Independent Examiners' fee	1,560	1,500
	<u>          </u>	<u>          </u>

<b>5 INFORMATION REGARDING EMPLOYEES</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	198,928	218,383
Redundancy	-	2,790
Social security costs	16,244	14,466
Employer pension contributions	3,252	3,481
Employment Allowance	(5,000)	(4,000)
	<u>          </u>	<u>          </u>
	<u>213,424</u>	<u>235,120</u>

The average monthly head count was 10 staff (2022 - 13 staff).

The average number of employees based on full time equivalents analysed by function was:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Advisory services	6	7
Management and administration	<u>2</u>	<u>2</u>
	<u>8</u>	<u>9</u>

No employee received remuneration of more than £60,000 during the year or the preceding year.

No trustees received remuneration or expenses from the charity during the year (2022 - £Nil).

The total employee benefits (including employers national insurance) of the key management personnel of the charity were £73,550 (2022 - £31,806)

<b>6 FIXED ASSETS</b>	<b>Leasehold Improvements</b>	<b>Furniture &amp; fittings</b>	<b>Computers, software &amp; equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
As at 1 April 2022	21,395	8,477	40,102	69,974
Additions	-	4,147	1,041	5,188
Disposals	-	-	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
As at 31 March 2023	<u>21,395</u>	<u>12,624</u>	<u>41,143</u>	<u>75,162</u>
<b>Depreciation</b>				
As at 1 April 2022	4,279	3,787	35,407	43,473
Disposals	-	-	-	-
Charge for the year	4,279	2,600	4,354	11,233
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
As at 31 March 2023	<u>8,558</u>	<u>6,387</u>	<u>39,761</u>	<u>54,706</u>
<b>Net book value</b>				
As at 31 March 2023	<u>12,837</u>	<u>6,237</u>	<u>1,382</u>	<u>20,456</u>
As at 31 March 2022	<u>17,116</u>	<u>4,690</u>	<u>4,695</u>	<u>26,501</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

<b>7 DEBTORS</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Other debtors	-	105
Accrued income	-	3,865
Prepayments	2,403	890
	<u>2,403</u>	<u>4,860</u>
	<u><u>2,403</u></u>	<u><u>4,860</u></u>

<b>8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Taxation and social security	-	5,371
Other creditors	3,366	3,520
Accruals	2,935	4,802
Deferred income	16,007	30,000
	<u>22,308</u>	<u>43,693</u>
	<u><u>22,308</u></u>	<u><u>43,693</u></u>

**9 ANALYSIS OF NET ASSETS BETWEEN FUND**

	<b>General funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	-	20,456	-	20,456
Current assets	95,819	35,000	45,414	176,233
Current liabilities	<u>(22,308)</u>	<u>-</u>	<u>-</u>	<u>(22,308)</u>
<b>Net assets as at 31 March 2023</b>	<u><u>73,511</u></u>	<u><u>55,456</u></u>	<u><u>45,414</u></u>	<u><u>174,381</u></u>

**ANALYSIS OF NET ASSETS BETWEEN FUND - PREVIOUS YEAR**

	<b>General funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	-	26,501	-	26,501
Current assets	121,333	35,000	13,901	170,234
Current liabilities	<u>(43,693)</u>	<u>-</u>	<u>-</u>	<u>(43,693)</u>
<b>Net assets as at 31 March 2022</b>	<u><u>77,640</u></u>	<u><u>61,501</u></u>	<u><u>13,901</u></u>	<u><u>153,042</u></u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**
**10 MOVEMENT IN FUNDS**

	As at 1 04 2022 £	Income £	Expenditure £	Transfers £	As at 31 03 2023 £
Restricted funds					
Money Advice Service	-	54,233	(49,259)	(4,974)	-
Hardship Support Fund	12,601	80,000	(14,836)	(33,651)	44,114
Video Equipment	1,300	-	-	-	1,300
Employment service	-	30,000	(30,000)	-	-
Total restricted funds	13,901	164,233	(94,095)	(38,625)	45,414
Designated funds					
Charity closure	35,000	-	-	-	35,000
Fixed assets fund	26,501	-	-	(6,045)	20,456
Total designated funds	61,501	-	-	(6,045)	55,456
Unrestricted general funds	77,640	146,445	(195,244)	44,670	73,511
Total funds	153,042	310,678	(289,339)	-	174,381

**RESTRICTED FUNDS**
**Money Advice Service**

Money Advice Service funded Debt Advice Project in partnership with central Citizens Advice. This project is to deliver first tier debt advice to 35 clients per month, completing an initial assessment and offering help and referral within Citizens Advice service and our own debt specialist. The transfer of £4,974 to general funds is a contribution towards office and utility costs.

**Hardship Support Fund**

We operated a hardship fund with funding received from Dover District Council which gives us the opportunity to provide essentials to people in the greatest need throughout the current financial climate. We work with our partnership of voluntary organisations to assist those in the most need with financial support and financial guidance to ensure that those in the most need are helped in order to avoid future issues. In agreement with Dover District Council, some of the Fund has been used to sustain our core services for the benefit of the local population. The transfer to unrestricted funds is in respect of the wage cost (£17,599) in administering the Fund, contribution towards fixed assets (£3,421), other non direct financial support costs (£631) and an agreed contribution towards the charity's office costs (£12,000).

**Video Equipment**

A grant received last year from Dover District Council to fund video/publishing equipment to allow us to create help videos to be embedded on our revised website. As at the year end this grant has not been used and therefore will be carried forward to next year.

**Employment Service**

Dover District Council funded an employment specialist for two years from April 2021. They worked with those in the greatest need following employment issues to ensure they do not suffer from a lack of support or knowledge.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**
**DESIGNATED FUNDS**
**Charity closure**

The Trustees have created a fund to represent the estimated costs of the charity if it had to close due to a lack of funding.

**Fixed assets**

A fund created by the Trustees and represents the net book value of the charity's fixed assets at the balance sheet date. The fund was created as the carrying value of the assets cannot be utilised for future expenditure.

**MOVEMENT IN FUNDS - PREVIOUS YEAR**

	As at 1 04 2021 £	Income £	Expenditure £	Transfers £	As at 31 03 2022 £
Restricted funds					
Money Advice Service	-	49,077	(54,289)	5,212	-
Help to Claim	-	22,819	(29,505)	6,686	-
Relocation	4,400	-	(3,072)	(1,328)	-
Hardship Fund	916	20,000	(5,315)	(3,000)	12,601
Video Equipment	-	1,300	-	-	1,300
Employment Service	-	30,000	(30,000)	-	-
Total restricted funds	5,316	123,196	(122,181)	7,570	13,901
Designated funds					
Charity closure	35,000	-	-	-	35,000
Fixed assets fund	7,096	-	-	19,405	26,501
New project fund	10,000	-	-	(10,000)	-
Total designated funds	52,096	-	-	9,405	61,501
Unrestricted general funds	113,386	171,312	(190,083)	(16,975)	77,640
Total funds	170,798	294,508	(312,264)	-	153,042

**RESTRICTED FUNDS - PREVIOUS YEAR**
**Money Advice Service**

Money Advice Service funded Debt Advice Project in partnership with central Citizens Advice. This project is to deliver first tier debt advice to 35 clients per month, completing an initial assessment and offering help and referral within Citizens Advice. The transfer of £5,212 from general funds is in respect of the costs of the service in excess of the income.

**Help to Claim**

We have continued to run Help to Claim with the DWP to assist people to obtain universal credit payments. The transfer from general funds is in respect of the costs of the service in excess of the income.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

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### RESTRICTED FUNDS - PREVIOUS YEAR - Cont'd

#### Relocation

A grant received last year from Deal Town Council to contribute to the costs of relocating our offices from Victoria Road to Park Street Deal.

#### Hardship Fund

We operated a hardship fund with funding received from Dover District Council which gives us the opportunity to provide essentials to people in the greatest need throughout the current financial climate.

#### Video Equipment

A grant from Dover District Council to fund video/publishing equipment to allow us to create help videos to be embedded on our revised website. As at the year end this grant has not been used and therefore will be carried forward to next year.

#### Employment service

Dover District Council funded an employment specialist for two years from April 2021. They will work with those in the greatest need following employment issues to ensure they do not suffer from a lack of support or knowledge.

### DESIGNATED FUNDS - PREVIOUS YEAR

#### Charity closure

The Trustees have created a fund to represent the estimated costs of the charity if it had to close due to a lack of funding.

#### Fixed assets

A fund created by the Trustees and represents the net book value of the charity's fixed assets at the balance sheet date. The fund was created as the carrying value of the assets cannot be utilised for future expenditure.

#### New project fund

This fund has been used in the year for the development of the new premises in Deal.

## 11 FINANCIAL COMMITMENTS

At 31 March 2023 the Charity had future minimum lease payments under non-cancellable operating leases as follows:

	2023	2022
	£	£
within one year	1,365	1,219
within two to five years	756	609
after five years	-	-
	<u>          </u>	<u>          </u>

## 12 MEMBERS LIABILITY

The company is a company limited by guarantee. The members' liability is limited to £1 each.

## 13 CORPORATION TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

## 14 RELATED PARTY TRANSACTIONS

There were no transactions with related parties during the year under review or the preceding year.