

Company Number: 04578503
Charity Number: 1096130

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd
(A Company Limited by Guarantee)

Trustees' Report and Financial Statements
for the Year Ended 31 March 2018

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

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Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Charity Information

Trustees	Pam Essler Melanie Robinson David Fearnside Amanda Steele John Prestage Ros Stinton Shakil Azam Ameet Patel Ashok Nair Mark Hadfield Andrew Northage Robin Lister Nigel Rowlands Peggy Alexander	(Chair) (Vice Chair) (Resigned 1 November 2017) (Appointed 22 June 2017) (Appointed 7 June 2017) (Appointed 7 June 2017) (Appointed 7 June 2017) (Appointed 2 August 2017)
Secretary	Andy Taylor	
Principal staff	Andy Taylor – Chief Executive	
Council representatives	Cllr Gerry Barker Cllr Rosie Watson	
Volunteer representatives	Celia Waller	
Staff representatives	Rukhsana Bashir	
Charity number	11096130	
Company number	04578503	
Principal and registered office	31 Manor Row Bradford BD1 4PS	
Auditors	Garbutt & Elliott Audit Limited Chartered Accountants and Registered Auditors 33 Park Place Leeds LS1 2RY	
Bankers	Unity Trust Bank Nine Brindleyplace Birmingham B1 2HB	

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Trustees' Report for the Year Ended 31 March 2018

The Trustees, who are also Directors for the purposes of Company Law, are pleased to present their annual report together with the financial statements of the charity for the year ended 31 March 2018, which are also prepared to meet the requirements for a Directors' report and financial statements for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Reference and Administrative Details of the Charity

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a charitable company. The charity was registered on 23 February 2003 number 1096130 and the company 31 October 2002 number 04578503.

Structure, Governance and Management

Governing Document

Citizens Advice Bradford & Airedale and Bradford Law Centre is a charitable company limited by guarantee and was set up by a Memorandum of Association on 31 October 2002. The charitable company commenced operations on 1 April 2003 after acquiring the assets of the unincorporated Organisation founded in 1962. The Organisation changed its Name from Bradford and Airedale Citizens Advice Bureau to Citizens Advice Bradford & Airedale and Bradford Law Centre on the 3rd Feb 2016 following the acquisition of Bradford Law Centre.

The Organisation is constituted under a Memorandum of Association dated 31 October 2002 (Updated 3rd Feb 2016 to reflect Name Change) and is registered charity number 1096130.

Recruitment and Appointment of Management Committee

The management of the Organisation is the responsibility of the Trustee Board who are elected and co-opted under the terms of the Articles of Association.

Trustee Induction and Training

New Trustees are provided with an induction pack containing information about the Organisation, the work it carries out and the national Citizens Advice network. Induction meetings are held by the Chair of the Trustee Board and the Chief Executive, covering:

- The role and obligations of trustees
- Governing documents including the Memorandum and Articles
- The Organisation's aims and objectives and the membership requirements of Citizens Advice
- The Organisation's financial position and funding sources
- Future plans and objectives

Trustees are also invited to attend training and conferences run by Citizens Advice at regional and national levels.

Organisational Structure

The Trustee Board is responsible for the strategic direction of the Organisation with certain powers delegated to the Finance and Personnel Committees. The Chief Executive works closely with the Trustees to agree organisational priorities and is responsible for ensuring that the Organisation meets its Trustees' contractual, legal and membership obligations. Five Service Managers are responsible for the delivery of services as specified in accordance with quality and contractual requirements. In addition to its 56 paid staff, the Organisation has around 70 volunteers who work in a variety of roles throughout the organisation. Volunteer advisers are central to the Organisation's service delivery strategy and the training and support of volunteers is a key element of the Organisation's activities.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Trustees' Report for the Year Ended 31 March 2018 (continued)

Related Parties

All Trustees give their time voluntarily. Any expenses reclaimed by Trustees from the charity are set out in note 6 to the Financial Statements.

OUR AIMS, OBJECTIVES AND ACTIVITIES

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The service aims:

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

When reviewing the aims and objectives of the charity, and in planning future activities, the Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

ACHIEVEMENTS AND PERFORMANCE

The year 2017/18 has seen us working to the new BMDC Commissioning contract which was awarded from 2017 to 2021. We were successful in securing 2 of the lots as lead contractor (Bradford West and Shipley / Keighley) and are involved in a further 2 lots as a subcontractor. This new method of advice funding has given us new challenges as we are subcontracting some of the advice delivery to partner agencies – Manningham Project, North East Windhill Community Association, Bangladeshi Community Association (Keighley), Girdlington Advice Centre and Foundation Housing.

During the year Citizens Advice replaced our electronic case management system (Petra) with a new system called Casebook. Whilst this is a very positive development and the new system is significantly more user friendly it still required a significant investment of staff time and resources for training. All the staff team received training on the new system during October and November and we switched systems in December 2017. The new system has been positively received by the paid and volunteer staff team.

During 2017 Bradford Metropolitan District Council commissioned a new advocacy service. Whilst we have been delivering an advocacy service for older people this was a non-statutory advocacy service. The new commission was for one single service and the majority of the delivery related to statutory advocacy services. The Trustee Board took the decision that we were not in a strong position to secure this contract as the main delivery agency and whilst we explored options to continue delivery as a subcontractor the decision was taken that this was also an unrealistic option. Unfortunately, this decision meant that we could no longer provide advocacy services after March 2018.

Given the current economic climate we, along with most other voluntary sector agencies, have been very concerned about funding. I would like to thank our funders for this continued support in what is a very difficult time for everyone. It is essential that the organisation continues to provide high quality services and to show the outcome of our interventions on client's lives. We have continued to develop our outcome monitoring information and now collect data about the additional income we have secured for our clients and the debts we have managed on our clients' behalf. This has resulted in some very impressive figures and clearly demonstrates the positive social impact we have on the local community and economy. During 2017/18 we secured £4,851,576 in additional income for our clients and we managed £7,008,014 in debts

The service went from strength to strength during the year as we provided services from our 4 main offices and over 65 outreach venues around the District either directly or via subcontracts. We have staff specializing in Debt, Welfare Benefits, Employment, Immigration and Asylum along with staff supporting specific groups of clients for example those with Mental Health issues and older people.

I would like to thank all the paid and voluntary staff for their hard work over the last 12 months. Without their commitment it would be impossible to provide the high quality service to clients.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Trustees' Report for the Year Ended 31 March 2018 (continued)

Achievements and performance continued ...

The organization continues to work in partnership with a variety of different funders. The principal funder is Bradford Metropolitan District Council which continues to give us significant levels of funding to enable us to provide open door, specialist, GP Surgeries, Children's Centres and generalist appointment services at our Bradford, Shipley and Keighley offices through our Lot 3 (Keighley & Shipley) and Lot 5 (Bradford West).

Other funders include:

- Equality Together through their lot 1 contract with BMDC subcontracted us to provide advice in Mental Health support venues
- Family Action through their Lot 2 contract with BMDC subcontract us to provide Specialist Advice in Welfare Benefits
- BMDC Social Services fund an Older People's Advocate, based at our Shipley CAB office. The Advocate works closely with Social Services and the Police around prevention of abuse of older people. This has led to increased referrals from the Vulnerable Adults Unit of people who have been physically, mentally or financially abused.
- The Money Advice Service, through Citizens Advice, funds our Face to Face Debt advice project, which employs 10 caseworkers to deliver debt advice to the financially excluded. This project has had a significant impact on our work and has allowed us to help a large number of additional clients.
- Warm Homes Healthy People and BMDC Public Health fund a project to provide targeted advice and information about welfare issues facing people during the winter months.
- The Legal Aid Agency fund Immigration and Asylum work under the Legal Aid scheme
- The Energy Best and Energy Best Deal Extra funded through Citizens Advice fund energy advice and training provided in the district

We are grateful to all our funders whose continued support enables us to provide a valuable service to the local community. We are mindful of the difficulties for funders in the current economic climate. We are particularly grateful to those organizations and individuals who donate money to the Organisation.

Financial Review

The net income for the year amounted to £12,693, consisting of a deficit of £12,093 on unrestricted funds before transfers and a deficit of £600 before transfers relating to restricted funds. Total funds stood at £659,823 at 31 March 2018. The financial position of the charity is satisfactory.

Pension Liability

The charity participates in The Pensions Trust Growth Plan scheme and has an obligation to pay a past service deficit contribution, this is payable monthly in addition to future service contributions. The pension liability at the year end stands at £91,533 which is the present value of the deficit reduction contributions payable under the agreement.

Reserves Policy

The Trustees have established a policy whereby the unrestricted funds, not committed or invested in tangible fixed assets and not designated, being the free reserves held by the charity, should be three months of expenditure, which equates to £487,000 in general funds. At this level the Trustees believe they would be able to continue the operations of the charity. At present the free reserves amount to £247,145, which is below the target level of reserves. The Trustees will review the policy annually.

The principal funding source is from Bradford Metropolitan District Council and Citizens Advice through Money Advice Service.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Trustees' Report for the Year Ended 31 March 2017 (continued)

Risk Management

The trustees have reviewed their procedures in the light of corporate governance guidance contained within the Statement of Recommended Practice 'Accounting and Reporting by Charities'.

A risk assessment report is contained within the business plan and anticipates potential changes to the environment in which CAA is working and highlights how these would impact on its services. In addition it produces a risk register, based on a matrix supplied by Citizens Advice – the national association. The organisational Risk Register is reviewed and updated at each Trustee Board meeting.

The Trustees are satisfied that systems are in place to mitigate the charity's exposure to the major risks to which it is exposed.

CAA faces a range of operational risks and the key to successful risk management is to identify potential risks, the likelihood of them occurring and then obviate their impact. The Risk Register is a formal statement of CAA's risk management strategy and how the impact of potential risks can be minimised. Identifying the risks is an important element of risk management and has been given detailed and careful consideration. Areas which have been covered in this process include:

- activities and services undertaken by the organisation
- our objectives
- targets and outputs required by funders and others
- the operating structure
- external factors (statutory obligations, relationships with funders)
- comparisons with other CABx/comparable organisations
- past performance and previous risks encountered

CAA's objectives, its internal organisation and the environment in which it operates are continually evolving and as a result, the risks it faces are not constant. Organisational success, derives in part, from successful risk taking and so the purpose of internal control is to help manage and control risk appropriately rather than to eliminate it.

The following measures will help minimise the risks inherent in any large and diverse voluntary sector organisation which relies on a diverse range of funding to meet all its commitments:

Trustee Board recognises its role as the ultimate authority with regard to the governance of the organisation and that the management team and staff recognise that they operate with delegated authority.

1. Effective appraisal of the Chief Executive and Management Team.
2. Internal management and supervisory controls which minimise risk of failing to deliver on existing grant agreements and contracts.
3. Staff awareness of sources of funding and the consequences arising from any failure to deliver services in line with grant agreements and contracts.
4. The effective use of probationary periods, JPR's, staff supervision and HR policies to promptly identify and deal with issues of concern.
5. Regular case sheet checking, IFRs, training to ensure quality.
6. Regular review and analysis of statistics to ensure targets are met.
7. Maintain good relationships with funders to identify potential future funding problems and potential funding opportunities.
8. Ensure adequate financial reserves.
9. Monthly financial monitoring against annual budget.
10. Good communication between volunteers, staff, the Management Team and the Trustee Board.
11. Maintaining independence and political neutrality to avoid conflict of interests.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Trustees' Report for the Year Ended 31 March 2017 (continued)

Going Concern

We have set out above a review of financial performance and the charity's general reserves position. Our planning process, including financial projections, which has taken into consideration the decision by Bradford Metropolitan District Council to award a 4 year contract for the delivery of advice which is in place until March 2021 confirms that we have adequate resources going forward. We have a reasonable expectation that we will be able to continue in operational existence for the foreseeable future.

Consequently the financial statements have been prepared on the basis that the charity is a going concern.

Members' Liability

The Trustees of the bureau guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

Plans for the Future

Over the next 12 months the bureau plans to focus on developing its services in line with the new commission from Bradford Metropolitan District Council. The organisation is also hopeful of being awarded a new Legal Aid Agency contract for Immigration, Asylum and Housing. If our bid is successful the new service will need to be introduced by September 2018. We will also explore the new opportunities made available to us from Citizens Advice's Network Transformation agenda and other opportunities to diversify our funding streams.

Fundraising

The organisation does not actively fundraise from the public, no professional fundraisers or commercial participators are engaged. Where donations are received this is on a voluntary basis from individuals and is not actively sought. Fundraising in the charity sector has been regulated by the Fundraising Regulator (FR) since 2015 but the organisation is not specifically registered. The Trustee Board is not aware of any failure by the Charity to comply with this regulation and no complaints have been received in relation to any form of fundraising.

Auditors

At the last AGM the auditors, Garbutt & Elliott Audit Limited were re-appointed in accordance with section 487(2) of the Companies Act 2006. Garbutt & Elliott Audit Limited will be proposed for re-appointment in accordance with section 487(2) of the Companies Act 2006 as they have expressed their willingness to be re-appointed.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Trustees' Report for the Year Ended 31 March 2018 (continued)

Statement of Trustees' Responsibilities

The Trustees (who are also Directors for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and UK Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (UK 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 charitable company and of 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 judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement of disclosure to the auditor

The Trustees of the company who held office at the date of approval of this annual report confirm that:

- so far as they are aware, there is no relevant audit information, information needed by the company's auditors in connection with preparing their report, of which the charitable company's auditors are unaware; and
- they have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of this information.

Auditors

Garbutt & Elliott Audit Limited, indicated their willingness to be re-appointed at the annual general meeting.

Small Company Rules

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. It was approved by the Board of Trustees and signed on its behalf.

Approved by the Board of Trustees:

Pam Essler
Chair

Mark Hadfield
Treasurer

Date: 5 September 2018

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Independent Auditor's Report to the Members of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Opinion

We have audited the financial statements of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd for the period ended 31 March 2018. The financial reporting framework that has been applied in their preparation is applicable law and UK Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (UK Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2018 and of its income and expenditure for the period then ended;
- have been properly prepared in accordance with UK Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

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

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Independent Auditor's Report to the Members of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd (continued)

Matters on which we are required to report by exception

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

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

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

Responsibilities of the trustees

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

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Laura Mashedor
Senior Statutory Auditor

5 October 2018

For and on behalf of Garbutt & Elliott Audit Limited
Chartered Accountants & Statutory Auditors

33 Park Place
Leeds
LS1 2RY

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Statement of Financial Activities for the Year Ended 31 March 2018 (Incorporating Income and Expenditure Account)

	Note	Unrestricted funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Income from:					
Donations		909	-	909	116
Charitable activities:					
Grants, contracts and fees	2	1,541,027	545,960	2,086,987	1,990,587
Other income		10,725	-	10,725	12,186
Investments		-	-	-	553
Total income		1,552,661	545,960	2,098,621	2,003,442
Expenditure on:					
Charitable activities	3	(1,618,225)	(495,944)	(2,114,169)	(1,948,780)
Total expenditure		(1,618,225)	(495,944)	(2,114,169)	(1,948,780)
Net income/(expenditure) before other recognised losses					
	4	(65,564)	50,016	(15,548)	54,662
Transfers between funds	12	50,616	(50,616)	-	-
Other recognised losses:					
Actuarial gains / (losses) on pension obligation	16	1,000	-	1,000	(3,000)
Net movement in funds		(13,948)	(600)	(14,548)	51,662
Total funds brought forward		671,916	600	672,516	620,854
Total funds carried forward	12	657,968	-	657,968	672,516

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

A fully detailed Comparative Statement of Financial Activity is shown in note 19 to the Financial Statements.

The notes on pages 12 to 24 form part of these Financial Statements.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Balance Sheet as at 31 March 2018

	Note	2018 £	£	2017 £	£
Fixed assets					
Tangible assets	7		400,948		424,771
Current assets					
Debtors	8	156,379		155,345	
Cash at bank and in hand		333,848		353,748	
		490,227		509,093	
Creditors					
Amounts falling due within one year	8	(153,469)		(169,786)	
Net current assets			336,758		339,307
Creditors: Amounts falling due after more than one year	11		(79,738)		(91,562)
Total net assets			657,968		672,516
Funds:					
Unrestricted funds:					
General funds			657,968		671,916
Restricted funds	12		-		600
	12		657,968		672,516

The notes on pages 12 to 24 form part of these Financial Statements.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual financial statements required by the Companies Act 2006 and are for circulation to the members of the company. They were approved by the Board of Trustees on 5 September 2018 and signed on its behalf by:

Pam Essler
Chair

Mark Hadfield
Treasurer

Company number: 04578503

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Statement of Cash Flows for the Year Ended 31 March 2018

	Note	2018 £	2017 £
Cash flows from operating activities:			
Net cash (used in) operating activities	17	(19,900)	(227,873)
Cash flows from investing activities:			
Interest received		-	553
Net cash provided by investing activities		-	553
Change in cash and cash equivalents in the year		(19,900)	(227,320)
Cash and cash equivalents at the beginning of the year		353,748	581,068
Cash and cash equivalents at the end of the year		333,848	353,748

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Company information

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a charitable company limited by guarantee, with the liability of the Trustees is limited to £1, and a charity registered in England and Wales. The registered office is 31 Manor Row, Bradford, BD1 4PS.

Accounting convention

The financial statements have been prepared on a going concern basis in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) ("Charities SORP (FRS102)"), the Financial Reporting Standard applicable in the UK and Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The Trustees have prepared financial projections, taking into consideration the current economic climate and its potential impact on the sources of income and planned expenditure. They have a reasonable expectation that adequate financial resources are available to enable the charity to continue in operational existence for the foreseeable future, and have adequate contingency plans in the event that income streams are reduced. Consequently the financial statements have been prepared on the basis that the charity is a going concern.

Fund accounting

General unrestricted funds - are donations and other income receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

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

Restricted funds - are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Donations and gifts are included in the Statement of Financial Activities ("SoFA") when receivable.

Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the financial statements.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

1. Accounting Policies (continued)

Expenditure

Expenditure, which includes attributable VAT which cannot be recovered, is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Charitable expenditure comprises those costs incurred by the charity in the deliverance of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities and those costs of an indirect nature necessary to support them.

Governance costs, included in support costs, include those costs incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements and are allocated to charitable activities.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in Note 4.

Operating leases

Rentals applicable to operating leases are charged to the SoFA on a straight line basis over the term of the lease

Staff costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

Pension Costs

The company contributes to The Growth Plan administered by TPT Retirement Solutions. The Plan is a multi-employer pension plan. It is not possible in the normal course of events to identify on a reasonable and consistent basis the charity's share of underlying assets and liabilities. In accordance with Charities SORP (FRS 102) the obligation to make good the deficit by way of deficit contributions has been recognised in these Financial Statements at fair value.

Additionally, the charity contributes to individual employees' defined contribution schemes. The cost of the contributions is charged to the income and expenditure account in the period to which they relate.

Taxation

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd is a registered charity and as such is a charity within the meaning of schedule 6 of the Finance Act 2010. Accordingly, the Charity is potentially entitled to tax exemption under part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 in respect of income and gains arising.

Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets less their estimated residual value over their expected useful lives on the following basis:

Leasehold improvements	100% straight line
Freehold land	Not depreciated

Individual fixed assets costing £2,000 or more are capitalised.

Freehold buildings are not depreciated. It is the charitable company's policy to maintain the properties in continual state of sound repair. Accordingly, Trustees consider that the residual value, at the end of the economic life, is so high that any depreciation, including accumulated depreciation, would be insignificant.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

1. Accounting Policies (continued)

Financial instruments

The group 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.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity held for working capital.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid.

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment loss is recognised in the income and expenditure account.

Creditors and provisions

Creditors, loans and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial liabilities are only derecognised when, and only when, the Charity's obligations are discharged, cancelled or they expire.

Amounts recognised as provisions are best estimates of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

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, if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities are outlined below.

Defined benefit pension scheme

The charity is a member of a multi-employer defined benefit scheme. The charity has recognised its liability under the deficit recovery plan at fair value which is based on the recommendations of the scheme actuary. The actuary uses certain critical assumptions, such as discount rate, mortality and expected rates of return when setting the deficit recovery plan for the scheme at each triennial review.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

2. Charitable Activities – Grants, Contracts and Fees

	2018 Total £	2017 Total £
BMDC - Core Grant	-	307,285
Adult and Community Services - Advocacy	25,260	25,260
BMDC - Health Plus	-	89,884
BMDC - VCS126 + VCS 082	-	60,937
MAS DAP	521,584	512,570
BMDC - Public Health Advice	-	465,141
BMDC - MH01/MH21	-	22,616
BMDC – immigration and employment	-	112,474
Warm Homes Healthy People	-	5,000
Energy Best Deal	600	600
Energy Best Deal Extra	-	9,000
Legal Aid Agency	36,288	19,659
BMCD – Mental health	-	37,272
BMDC Lot 5	899,383	193,141
BMDC Lot 3	570,472	122,559
BMDC Lot 1	26,000	5,591
BMDC Lot 2	7,400	1,598
	2,086,987	1,990,587

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year ended 31 March 2018

3. Analysis of Expenditure on Charitable Activities

For the year ended 31 March 2018	Basis of allocation	2018 Total £	2017 Total £
Activities undertaken directly:			
Staff costs		1,162,924	1,260,751
Sub-contract agency services		350,643	141,794
Healthcare - staff		3,032	3,150
Travel – staff		4,478	6,736
Recruitment		1,146	1,628
Office equipment		21,161	12,385
Rent, rates and insurance		51,477	56,715
Telephone		16,511	11,438
Light and heat		5,108	6,746
Cleaning and cleaning materials		10,580	7,155
Postage		3,577	4,914
Printing, stationery and photocopying		10,767	8,969
Reference materials and subscriptions		16,178	17,993
Training and conferences		2,642	1,545
Volunteer expenses		2,053	4,556
Tea, coffee and refreshments		613	1,342
Irrecoverable VAT		-	14,463
Interpreting		11,717	5,431
Other disbursement		36,954	4,357
Management support		642	4,591
Support costs:			
Staff costs	Direct	298,853	285,069
Healthcare – staff	FTE staff	692	719
Travel – staff	FTE staff	1,022	1,537
Interpreting	Direct	2,674	1,240
Tea, coffee and refreshments	Direct	140	306
Reference materials and subscriptions	Direct	3,692	4,106
Training and conferences	Direct	603	353
Recruitment	FTE staff	262	371
Audit and accountancy	Direct	5,514	4,775
Rent, rates and insurance	FTE staff	11,748	12,944
Telephone	FTE staff	3,768	2,610
Light and heat	FTE staff	1,166	1,540
Cleaning and cleaning materials	FTE staff	2,414	1,633
Postage	FTE staff	816	1,121
Printing, stationery and photocopying	FTE staff	2,457	2,047
Office and general repairs	Direct	23,133	9,988
Irrecoverable VAT	Direct	-	3,452
Legal and professional	Direct	3,150	975
IT services	Direct	8,761	2,380
IT equipment and software	Direct	653	5,451
Pensions interest unwinding	Direct	1,000	2,000
Management support	FTE Staff	147	1,048
Depreciation	Direct	23,823	23,823
Miscellaneous expenses	Direct	5,478	2,633
Total expenditure on charitable activity		2,114,169	1,948,780

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

4. Net Income for the year

This is stated after charging:	2018	2017
	£	£
Operating lease rentals	44,724	37,013
Auditor's remuneration: Audit	2,400	1,950
Accountancy	1,650	1,595

5. Employee Information

Staff costs during the year were as follows:	2018	2017
	£	£
Wages and salaries	1,293,648	1,370,861
Social security costs	110,256	109,464
Pension costs	57,873	64,963
Child care	-	532
Staff costs in the Statement of Financial Activities	1,461,777	1,545,820
Pension deficit contributions paid (note 16)	11,452	11,118
	1,473,229	1,556,938

The average head count in the year was 59 (2017 – 68).

No employee earned £60,000 or more during the year (2017: no employee). Pension costs are allocated to activities in proportion to the related staffing costs incurred.

The cost of sub-contract agency services was £350,643 (2017: £141,794).

The key management personnel of Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd are the Trustees, Chief Executive, three Specialist Services Managers and two Generalist Services Managers (2017: Trustees, Chief Executive, three Specialist Services Managers and two Generalist Services Managers). Total employee benefits of the key management personnel of the charity were £199,500 (2017: £199,683).

6. Trustee Information

No remuneration or benefits were paid to the Trustees in the year (2017: £nil). Travel expenses of £261 were reimbursed to trustees during the year (2017: £nil).

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

7. Tangible Fixed Assets

	Freehold land and buildings £	Leasehold improvements £	Total £
Cost or valuation			
At 1 April 2017	212,350	238,229	450,579
Additions	-	-	-
At 31 March 2018	212,350	238,229	450,579
Depreciation			
At 1 April 2017	-	25,808	25,808
Charge for the year	-	23,823	23,823
At 31 March 2018	-	49,631	49,631
Net book value			
At 31 March 2018	212,350	188,598	400,948
At 31 March 2017	212,350	212,421	424,771

In accordance with the accounting policy, freehold land and buildings are not depreciated.

8. Debtors

	2018 £	2017 £
Trade debtors	137,827	128,327
Prepayments and other debtors	14,536	16,006
Accrued income	4,016	11,012
	156,379	155,345

9. Creditors: Amounts Falling Due Within One Year

	2018 £	2017 £
Trade creditors	87,178	24,981
Social security and other taxes	28,328	28,586
Pension scheme deficit obligations	11,795	11,451
Deferred income (see Note 10)	-	42,714
Other creditors and accruals	26,168	62,054
	153,469	169,786

10. Deferred Income

	2018 £	2017 £
As at 1 April 2017	42,714	42,714
Amount released to income	(42,714)	(42,714)
Amount deferred in the year	-	42,714
As at 31 March 2018	-	42,714

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

11. Creditors: Amounts Falling Due After More Than One Year

	2018 £	2017 £
Pension scheme deficit obligations	79,738	91,562

12. Movement in Funds

Year ended 31 March 2018	Balance at 1 April 2017 £	Income including gains £	Expenditure £	Transfers £	Balance at 31 March 2018 £
Restricted funds:					
Adult and Community Services - Advocacy	-	25,260	(23,620)	(1,640)	-
Money Advice Service – Debt Awareness Programme	-	520,100	(471,124)	(48,976)	-
Energy Best Deal 2017	600	600	(1,200)	-	-
Total restricted funds	600	545,960	(495,944)	(50,616)	-
Unrestricted funds:					
General funds	671,916	1,553,661	(1,618,225)	50,616	657,968
Total unrestricted funds	671,916	1,553,661	(1,618,225)	50,616	657,968
Total funds	672,516	2,099,621	(2,114,169)	-	657,968

Transfers have been made from restricted funds where permitted to do by the terms of the funding.

Year ended 31 March 2017	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2017 £
Restricted funds:					
Adult and Community Services - Advocacy	-	25,260	(25,799)	539	-
Money Advice Service – Debt Awareness Programme	-	512,570	(548,603)	36,033	-
Warm Homes Healthy People	-	5,000	(5,000)	-	-
Energy Best Deal 2016	-	-	(902)	902	-
Energy Best Deal 2017	-	600	-	-	600
Energy Best Deal Extra	-	9,000	(9,000)	-	-
Total restricted funds	-	552,430	(589,304)	37,474	600
Unrestricted funds:					
General funds	620,854	1,451,012	(1,362,476)	(37,474)	671,916
Total unrestricted funds	620,854	1,451,012	(1,362,476)	(37,474)	671,916
Total funds	620,854	2,003,442	(1,951,780)	-	672,516

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

12. Movement in Funds (continued)

Purpose of restricted funds:

Adult and Community Services – Advocacy – funds an advocacy worker based in the Shipley office to support the physically, mentally or financially abused.

Money Advice Service Debt Awareness Programme – funds 10 caseworkers to deliver debt advice to the financially excluded.

Warm Homes – funding to support sustainable interventions that will lead to better health outcomes for those most at risk of mortality or increased morbidity due to cold weather.

Energy Best Deal – funding to deliver public awareness raising presentations aimed at vulnerable consumers, offering information about getting good deals on energy, and assessing help and advice available from energy suppliers and Government for those struggling to pay their bills.

Energy Best Deal Extra – funding for the provision of individual face to face meetings with qualified generalist advisers to assist them in taking action in resolving energy issues.

Where required, transfers have been made from unrestricted funds to cover shortfalls in project funding.

13. Commitments

At 31 March 2018 the charity had total commitments under a non-cancellable lease as follows:

	Land and buildings		Other	
	2018	2017	2018	2017
	£	£	£	£
Within one year	50,823	50,823	11,224	11,959
Between one and five years	174,042	183,042	15,554	25,671
Over five years	123,176	163,806	-	-
	348,041	397,671	26,778	37,630

14. Analysis of Net Assets by Fund

As at 31 March 2018	Fixed assets £	Current assets £	Long term liabilities	Total £
Restricted funds	-	-	-	-
Unrestricted funds	400,948	336,758	(79,738)	657,968
	400,948	336,758	(79,738)	657,968
As at 31 March 2017	Fixed assets £	Current assets £	Long term liabilities	Total £
Restricted funds	-	600	-	600
Unrestricted funds	424,771	338,707	(91,562)	671,916
	424,771	339,307	(91,562)	672,516

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

15. Related Party Transactions

Pam Essler, a Trustee, is also a Trustee of Communication action Bradford & district. Total rents of £42,382 (2017: £18,150) were paid to Keighley Voluntary Service for office space.

16. Pensions Costs

Defined contribution scheme

During the year charity paid contributions into defined contribution pension arrangements for a number of its employees. The total employer's contributions paid were £2,455 (2017: £4,669), at the balance sheet date contributions of £438 were outstanding (2017:£nil).

Occupational Pension Scheme

The company participates in The Pensions Trust Growth Plan, a multi-employer scheme which provides benefits to some 1,300 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for it in accordance with Charities SORP (FRS102) by providing for the present value of all contribution to make good the deficit.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation of the scheme was carried out at 30 September 2014. This valuation showed assets of £793m, liabilities of £970m and a deficit of £177m.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

Present Value of Obligation

	2018	2017	2016
	£000's	£000's	£000's
Present value of obligation	92	103	109

Reconciliation of Opening and Closing Provision

	2018	2017
	£000's	£000's
Provision at the start of the year	103	109
Unwinding of discount (Note 3)	1	2
Deficit contributions paid (Note 3)	(11)	(11)
Actuarial re-measurements:		
- impact of any change in assumptions	(1)	3
- amendments to the contribution schedule	-	-
Provision at end of year	92	103
Amounts falling due within one year (Note 9)	12	11
Amounts falling due after more than one year (Note 11)	80	92
	92	103

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

16. Pensions Costs (continued)

Income and Expenditure Impact

	2018 £000's	2017 £000's
Interest expense	1	2
Actuarial re-measurements:		
- impact of any change in assumptions	1	3
- amendments to the contribution schedule	-	-

Deficit Contributions Schedule

The following schedule details the future deficit contributions agreed between the charity and the scheme. These contributions have been used to derive the charity's balance sheet liability applying the discount factor noted below:

Year ending	2018 £000's	2017 £000's	2016 £000's
Year 1	12	11	11
Year 2	12	12	11
Year 3	13	12	12
Year 4	13	13	12
Year 5	13	13	13
Year 6	14	13	13
Year 7	14	14	13
Year 8	7	14	14
Year 9	-	7	14
Year 10	-	-	7

Assumptions

	2018 % per annum	2017 % per annum	2016 % per annum
Rate of discount	1.71	1.32	2.07

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

Citizens Advice Bradford & Airedale and Bradford Law Centre Ltd

Notes to the Financial Statements for the Year Ended 31 March 2018

17. Net Cash Provided by Operating Activities

	2018 £	2017 £
Net income for the year	(15,548)	54,662
Adjustments for:		
Depreciation	23,823	23,823
Interest received	-	(553)
Defined benefit scheme adjustments (Note 16)	(10,480)	(10,046)
(Increase) / decrease in debtors	(1,034)	(102,625)
(Decrease)/increase in creditors	(16,661)	(193,134)
Net cash provided by operating activities	(19,900)	(227,873)

18. Financial Instruments

	2018 £	2017 £
Carrying value of financial assets:		
Financial assets carried at amortised cost	487,042	490,766
Carrying value of financial liabilities:		
Financial liabilities carried at amortised cost	112,806	129,749
Financial liabilities measured at fair value	91,533	103,013

19. Comparative Statement of Financial Activity

	Unrestricted funds £	Restricted funds £	Total funds 2017 £
Income from:			
Donations	116	-	116
Charitable activities:			
Grants, contracts and fees	1,438,157	552,430	1,990,587
Other income	12,186	-	12,186
Investments	553	-	553
Total income	1,451,012	552,430	2,003,442
Expenditure on:			
Charitable activities	(1,359,476)	(589,304)	(1,948,780)
Total expenditure	(1,359,476)	(589,304)	(1,948,780)
Net income/(expenditure) before other recognised losses	91,536	(36,874)	54,662
Transfers between funds	(37,474)	37,474	-
Other recognised losses:			
Actuarial losses on pension obligation	(3,000)	-	(3,000)
Net movement in funds	51,062	600	51,662
Total funds brought forward	620,854	-	620,854
Total funds carried forward	671,916	600	672,516