Company Registration Number: 03865647 Charity Registration Number: 1079229

Citizens Advice Cumbria
Financial Statements
For the Year Ending
31 March 2023

JANE ASCROFT ACCOUNTANCY LIMITED

Chartered Accountants
Enterprise House
Harmire Enterprise Park
Barnard Castle
County Durham
DL12 8XT





A07

02/12/2023 COMPANIES HOUSE #120

Financial Statements

Year Ended 31 March 2023

	Page
Trustees' Annual Report (Incorporating the Director's Report)	1
Independent Examiner's Report to the Trustees	7
Statement of Financial Activities (Including Income and Expenditure Account)	8
Statement of Financial Position	, 9
Notes to the Financial Statements	10
The Following Pages Do Not Form Part of the Financial Statements	
Detailed Statement of Financial Activities	18

Trustees' Annual Report (Incorporating the Director's Report)

Year Ended 31 March 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

Objectives and Activities

Objects

The Company is established to promote any charitable purpose for the benefit of the community in Cumbria by the advancement of education, the protection of health, the relief of poverty, sickness and distress.

Public benefit

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the objectives and in planning for future activities.

Charity's aims

The aims of the Charity are to support the work of Cumbria's Local Citizens Advice and to co-ordinate the work and financing of county wide contracts to be implemented by Cumbria's Local Citizens Advice, comprising Allerdale, Barrow, Carlisle and Eden, Copeland, and South Lakes.

Achievements and Performance

Macmillan Cancer Support

Macmillan was our sole funder for 2022-23. Our work supporting people whose lives are affected by cancer, both patients and their families, to ease financial concerns and make sure that they have the income they need continues to be a vital service. Our achievements during the period satisfied the requirements of Macmillan.

Review of charitable activities

The board of Citizens Advice Cumbria (CAC) continues to perform an enabling and consultative function to assist Cumbria's Local Citizens Advice in offering coordinated advice services across the county. It does not exercise or possess executive powers over them but operates through the agreement and consent of the members. CAC does not provide advice services outside Cumbria. CAC has legal responsibility for those contracts secured in its name and the members enter into sub contracts for the provisions of specified services.

In addition to providing a forum for sharing information and good practice for members, CAC provides a single Citizens Advice organisation with which funders and partner organisations can work. This can be crucial for county wide strategies which benefit the people of Cumbria, for example, reducing poverty, minimising the negative impacts of the cost of living crisis, helping people into work. CAC manages contract and grant funding, channelling funding to Local Citizens Advice according to contract and/or grant requirements. CAC also has responsibility for monitoring performance against contract and grant specifications. CAC is represented at national meetings of Citizens Advice consortia providing further opportunities for sharing best practice and identifying current and future issues.

The Chief Officers of each local Citizens Advice meet on a regular basis to review and monitor operations on county wide services and to discuss recommendations for service development to CAC.

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year Ended 31 March 2023

Strategic Development

The administrative structure of Cumbria is to be altered as from 1 April 2023 (ie after the period of this report). Cumbria is to be split geographically into Cumberland to the west and Westmoreland & Furness to the east. New administrative centres for these areas will absorb the responsibilities previously discharged by both Cumbria County Council and the local district councils. CAC has worked hard to build and maintain productive working relationships with council officers and councillors during this period of change to ensure they continue to work with us as valued partners to achieve their strategic objectives.

Financial Review

Financial Position

The trustees are satisfied that the Charity has adequate reserves to continue its work for the next twelve months.

At the end of the year 2022/2023 we had total funds of £27,052 of which £5,500 is designated for county-wide training and marketing, £2000 is to be retained for CAC expenses and the remainder (1) is to be used when funds permit to improve LCA cash flow as stated under 'Investment Policy' below (subject to any strategic development projects being required as a result of external changes as listed above.)

Principal financial management policies adopted in the year

A budget for the year are agreed at the beginning of the accounting period. Management accounts were presented at quarterly Trustee Board meetings with expenditure monitored against budgets. Policies regarding spending authorities and accounting procedures are laid out in the Financial Procedures policy.

Reserves policy

The Charity follows the guidance issued by the Charity Commission and seeks to maintain adequate reserves to meet the Charity's commitments for governance costs of at least nine months. It has been agreed that the reserves be set at £14,000. The Charity's costs for charitable activity are directly related to, and funded by, the contracts for which it has responsibility. Any future expenditure will be funded from those contracts.

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year Ended 31 March 2023

Principal funding sources

During the accounting period only one contract was held. This was Macmillan Cancer Support for Welfare Benefits Advice for people diagnosed with cancer and their families.

This project contributed 1% of their funding towards the governance and administrative costs of CAC.

Investment policy

The policy of the Charity is not to make investments as liquid reserves are needed to manage cash flow gaps between receipt of funder payments and member spends.

Donation policy

The policy of the Charity is not to give grants or donations to other charities or organisations. It does administer the payments of grants to its member organisations. These are shown in the accounts.

(1) - NB this is just a cash flow arrears management issue for CAC as these monies will be paid subsequently by Macmillan

Plans for Future Periods

Our sole funder currently is MacMillan, who have awarded a three year contract, continuing to the end of 2024. CAC and its members continue to look for additional funding streams to augment our income and services, however there are continuing financial pressures on our funders. The changing environment and current trend away from consortia based contracts creates uncertainty for the future of the consortium beyond that time frame but there may be a role if contracts offered under the new local government arrangements are based on a wider geographical area than that of the LCAs.

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year Ended 31 March 2023

Structure, Governance and Management

Governing Document

Citizens Advice Cumbria is an incorporated organisation, governed by its Articles of Association. The present Articles are the result of amendment by special resolution dated 21st September 2010. Considerable work has been undertaken to update the articles to more closely match the current National CA model articles. However CA are now seeking to update the model articles so we have been involved in their development.

Methods adopted for the recruitment and appointment of new trustees

- a) Each local Citizens Advice (Allerdale, Barrow, Carlisle & Eden, Copeland and South Lakes) may nominate three representatives two from its Board of Trustees together with the Chief Officer, to be a Trustee of CAC. There is no minimum or maximum period of office.
- b) Other Trustees may be appointed by the Board of Trustees, at any time and for any period, to bring necessary and relevant experience or expertise to the Charity.

Policies and procedures adopted for the recruitment and training of Trustees. All trustee nominees from the members are expected to have experience of and commitment to the ethos and work of Citizens Advice; this is supplemented by an induction pack detailing the structure, aims and procedures of Citizens Advice Cumbria.

Wider Network

Citizens Advice Cumbria works with all the Local Citizens Advice Offices in Cumbria and with national Citizens Advice, particularly with their staff in the North Region.

Membership

All Local Citizens Advice in Cumbria are members of CAC.

Organisational Structure

- a) The Company functions through a Trustee Board hereinafter referred to as the Board
- b) All members of the Board of Trustees are ex officio Trustees of the Charity and Directors of the Company.

Risks Policy

The company has no employees and therefore does not require cover for employer's risks.

As there are no employees there is no requirement to retain reserves covering redundancy costs.

The company has no buildings or other fixed assets and therefore requires no related insurance cover.

Third party cover is provided by Citizens Advice nationally based on our associate membership of Citizens Advice.

The company is only contracted to pay the LCAs from funds it receives from Funders and has no liability in the event that Funders do not extend the contract.

To prevent loss of income due to not adhering to the funder's contract the company has entered into formal agreements with each Local Citizens Advice concerning their participation in central contracts for which the company is responsible.

To limit any liability to Trustees in the event that such a contract becomes unaffordable forcing LCAs to default, we have taken Trustee indemnity insurance.

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year Ended 31 March 2023

Reference and Administrative Details

Registered charity name

Citizens Advice Cumbria

Charity registration number

Company registration number 03865647

office

Principal office and registered C/o Citizens Advice Carlisle and Eden Office

2 Sandgate

Penrith Cumbria **CA11 7TP**

The Trustees

J Whitehead Citizens Advice South Lakes (Chair) G.P Smith Citizens Advice Copeland (Treasurer)

J A Auld Citizens Advice Carlisle & Eden

A C Spence Citizens Advice Carlisle & Eden (Resigned 1 May

2022)

T M Telford Citizens Advice Allerdale (Resigned 31 October 2022)

D Shepherd Citizens Advice Carlisle & Eden M C McKinlay Citizens Advice Barrow In Furness J Whitehead Citizens Advice South Lakes (Chair)

K Evans Citizens Advice South Lakes K A Little Citizens Advice Allerdale

W Robinson Citizens Advice Barrow In Furness

S Hewitson Citizens Advice Copeland

T F Edwards Citizens Advice Copeland (Appointed 1 July 2022)

Company Secretary

W J Robinson

Independent Examiner

Jane Ascroft FCA MA (Cantab)

Enterprise House

Harmire Enterprise Park

Barnard Castle County Durham **DL12 8XT**

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year Ended 31 March 2023

Small Company Provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 17/10/2023 and signed on behalf of the board of trustees by:

J Whitehead (Chair)

Trustee

Independent Examiner's Report to the Trustees of Citizens Advice Cumbria

Year Ended 31 March 2023

I report to the trustees on my examination of the financial statements of Citizens Advice Cumbria ('the charity') for the year ended 31 March 2023.

Responsibilities and Basis of Report

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

Having satisfied myself that the 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 the 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

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:

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

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

Jane Ascroft FCA MA (Cantab)
Independent Examiner

Enterprise House Harmire Enterprise Park Barnard Castle County Durham DL12 8XT

Statement of Financial Activities (including income and expenditure account)

Year Ended 31 March 2023

Un	restricted	2023		2022
Note	funds £	funds	Total funds	Total funds £
5 6 7	- - 135	206,011	206,011 135	856 201,500 1
	135	206,011	206,146	202,357
8,9	3,865	203,839	207,704	209,087
•	3,865	203,839	207,704	209,087
	(3,730)	2,172	(1,558)	(6,730)
	2,172	(2,172)		· · · _
· .	(1,558)	-	(1,558)	(6,730)
	28,610	-	28,610	35,340
	27,052	_	27,052	28,610
	Note 5 6 7	Note £ 5	Unrestricted funds Note £ 5	Unrestricted funds Note £ Second Funds £ Total funds £ 5

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Statement of Financial Position

31 March 2023

•			
	Note	2023 £	2022 £
Current Assets Debtors Cash at bank and in hand	15	17,377 27,440	47,101 9,154
		44,817	56,255
Creditors: amounts falling due within one year	16	17,765	27,645
Net Current Assets	•	27,052	28,610
Total Assets Less Current Liabilities		27,052	28,610
Net Assets	• • • • • • • • • • • • • • • • • • • •	27,052	28,610
Funds of the Charity Unrestricted funds		27,052	28,610
Total charity funds	17	27,052	28,610

For the year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

G P Smith (Treasurer)

Trustee

Notes to the Financial Statements

Year Ended 31 March 2023

1. General Information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is C/o Citizens Advice Carlisle and Eden Office, 2 Sandgate, Penrith, Cumbria, CA11 7TP.

2. Statement of Compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting Policies

Basis of Preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going Concern

There are no material uncertainties about the charity's ability to continue.

Judgements and Key Sources of Estimation Uncertainty

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

There were no judgements made or estimation uncertainty that would have a significant impact in these, or the following years', figures

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Notes to the Financial Statements (continued)

Year Ended 31 March 2023

3. Accounting Policies (continued)

Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible Assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Notes to the Financial Statements (continued)

Year Ended 31 March 2023

3. Accounting Policies (continued)

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment

Fully depreciated

Impairment of Fixed Assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Debtors

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

Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

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 of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Notes to the Financial Statements (continued)

Year Ended 31 March 2023

4. Limited by Guarantee

The company is limited by guarantee. At 31st March 2023 there were 10 members each of whom had undertaken to contribute an amount not exceeding £1 in the event of a winding up.

5. Donations and Legacies

Support costs

	14			• •	•
		Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
	Donations Donations	. 	· · · · · · · · · · · · · · · · · · ·	856	856
6.	Charitable Activities				
		Restricted Funds £	Total Funds 2023 £	Restricted Funds £	Total Funds 2022 £
	Macmillan Cancer Support	206,011	206,011	201,500	201,500
7. .	Investment Income				
		Funds		Unrestricted Funds	Total Funds 2022
	Bank interest	£ 135	£ 135	£ _1	£1
8.	Expenditure on Charitable Activities	by Fund Type			
			Unrestricted Funds	Restricted Funds	Total Funds 2023
	Macmillan Cancer Support Support costs		3,865	203,839	203,839 3,865
			3,865	203,839	207,704
			Unrestricted Funds £	Restricted Funds £	Total Eunds 2022 £
	Macmillan Cancer Support			199,289	199,289

9,798

9,798

199,289

9,798

209,087

Notes to the Financial Statements (continued)

Year Ended 31 March 2023

9. Expenditure on Charitable Activities by Activity Type

	Activities undertaken directly Su	pport costs	Total funds 2023	Total fund 2022
	£	£	£	£
Macmillan Cancer Support	203,839	· -	203,839	199,289
Support costs and governance	· · · · <u> </u>	3,865	3,865	9,798
	203,839	3,865	207,704	209,087
Independent Examination Fees				
			2023	2022
			2023	2022 £
Fees payable to the independent exart Independent examination of the finance		••	780	756

11. Staff Costs

10.

The average head count of employees during the year was Nil (2022: Nil).

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

12. Trustee Remuneration and Expenses

No salaries or wages have been paid to employees, including the members of the Board, during the year.

Expenses of £Nil were reimbursed to trustees during the year (2022 - £Nil).

13. Transfers Between Funds

There was a transfer from the Macmillan Cancer Support restricted fund to unrestricted reserves totalling £2,172 in relation to a set percentage management fee.

14. Tangible Fixed Assets

	Equipment £
Cost At 1 April 2022 and 31 March 2023	1,364
Depreciation At 1 April 2022 and 31 March 2023	1,364
Carrying amount At 31 March 2023	-
At 31 March 2022	-

Notes to the Financial Statements (continued)

Year Ended 31 March 2023

15.	Debtors					
				•	2023	2022
	Macmillan debtor			·	£ 17,377	£ 47,101
16.	Creditors: amounts fa	alling due within o	ne year			
					2023 £	2022 £
	Accruals and deferred Macmillan partner payr		CitA offices		780 16,985	720 26,925
			•		17,765	27,645
17.	Analysis of Charitable	e Funds				
	Unrestricted funds		• •			
		At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023
	General funds Designated Funds	14,610 14,000	135 —	(3,865) —	2,172 -	13,052 14,000
		28,610	135	(3,865)	2,172	27,052
·		At	. `	•		At 31 March
		1 April 2021 £	Income £	Expenditure £	Transfers £	2022 £
	General funds Designated Funds	21,340 14,000	857 —	(9,798) 	2,211 -	14,610 14,000
		35,340	857	(9,798)	2,211	28,610

Designated funds comprise £8,000 held as a cash flow buffer for member Local Citizens Advice and £6,000 for Strategic Development projects.

Notes to the Financial Statements (continued)

Year Ended 31 March 2023

17. Analysis of Charitable Funds (continued)

Restricted funds		•	·	•	
	At				At 31 March
	1 April 2022	Income	Expenditure	Transfers	2023
	£	£	£	£	£
MacMillan Cancer	•	·			
Support	_	206,011	(203,839)	(2,172)	- ,
,	-		(,,	(_,/	
	At		•		At 31 March
	1 April 2021	Income	Expenditure	Transfers	2022
	£	£	£	£,	£
MacMillan Cancer					· -
Support	<u> </u>	201,500	(199,289)	(2,211)	·

The specific purposes for which funds are to be are applied are as follows:

MacMillan Cancer Support

The funding from Macmillan is to provide a specialist welfare benefits advice service to people affected by cancer.

18. Analysis of Net Assets Between Funds

Current assets	Unrestricted Funds £ 44.817	Total Funds 2023 £ 44,817
Creditors less than 1 year	(17,765)	(17,765)
Net assets	27,052	27,052
	Unrestricted Funds £	Total Funds 2022 £
Current assets Creditors less than 1 year	56,255 (27,645)	56,255 (27,645)
Net assets	28,610	28,610

19. Related Parties

The trustees all represent local CitA offices to whom the funding is distributed.

Citizens Advice Cumbria Management Information Year Ended 31 March 2023 The Following Pages Do Not Form Part of the Financial Statements.

Detailed Statement of Financial Activities

Year Ended 31 March 2023

	2023 £	2022 £
Income and endowments Donations and legacies Donations	<u>-</u>	856
Charitable activities Macmillan Cancer Support	206,011	201,500
Investment income Bank interest	135	
Total income	206,146	202,357
Expenditure Activities undertaken directly Partner payments to local CitA offices - Macmillan	203,839	199,289
Support costs Insurance Independent Examination fees Training costs Donation made to Local Citizens Advice Other costs	177 816 2,700 — 172	176 720 7,900 856 146
Total expenditure	3,865 207,704	9,798
Net expenditure	(1,558)	(6,730)