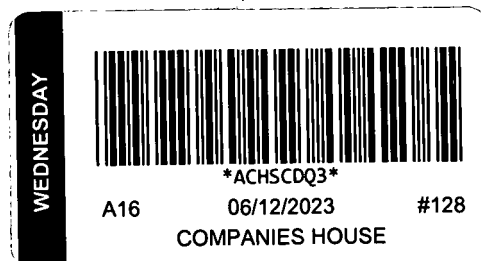


Charity registration number 1078687

Company registration number 03877564 (England and Wales)

**CITIZENS ADVICE DAVENTRY & DISTRICT**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**



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

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**Trustees**

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

**Secretary**

Mr SJ Hupfield

**Charity number**

1078687

**Company number**

03877564

**Registered office**

The Abbey  
Market Square  
DAVENTRY  
Northamptonshire  
NN11 4XG

**Independent examiner**

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

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**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
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Statement of trustees' responsibilities	7
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Statement of financial activities	9
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**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)  
FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

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

Citizens Advice Daventry & District's aims are:

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

Citizens Advice Daventry & District's main objectives are:

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

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

**Public benefit**

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

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**ACHIEVEMENTS AND PERFORMANCE**

**Charitable activities**

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

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

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

The restrictions on our ability to provide services, as a result of the Covid pandemic, had eased by the end of last year. Consequently, we have been providing our normal drop-in services and home visits during this year.

For us, face-to-face appointments and particularly drop-in services and home visits are very important. We understand that there is a significant number of people who struggle with structured appointments or do not feel confident or able to manage their issue over the telephone or Internet. Equally, there are those living with a disability, the elderly or those residing in remote rural communities who cannot easily access our office.

**Our Impact**

Over the last 12 months, we supported 1,894 clients who presented with 6,215 different issues. This represents an 11% drop in client numbers on the previous year. Our concern is that the need has risen but we are finding it harder to meet the need particularly as the number of issues clients are presenting with has increased by 46%. Additionally, the issues themselves are more complex and many take longer to resolve thereby placing greater pressure on adviser capacity.

Regrettably, we acknowledge that there are numerous individuals who require our assistance but whom we are unable to support. Despite our staff and volunteers working tirelessly and bravely, demonstrating unwavering dedication even after navigating three years of nearly constant crises, the escalating demand poses a challenge that surpasses even their monumental commitment. We are exerting our best efforts to address as much of this demand as possible, whether by innovating and adapting our customer journey or by leveraging additional funding to increase capacity to provide people with the assistance they require.

One step we have implemented to meet the growing demand is to replace the volunteer advisers who retired during the pandemic. We have allocated more resources to recruiting and training volunteer advisers and also invested time and resources in seeking additional funding for paid caseworker capacity to mitigate this surge in demand for support with complex issues, particularly debt due to the impacts of the cost of living crisis.

Despite these unprecedented challenges, the income gained for our clients increased from £1,440,033 to £1,709,541. Similarly, the amount of debt written off increased from 198,813 to £604,481.

**Research and Campaigns**

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

This year, we focussed on energy issues and in particular the issues faced by people using oil fuel. As a result the West Northamptonshire Council included support for people with the costs of solid fuel, and not only gas and electricity.

We continued to raise awareness of the cost of living crisis. Our "Financial Lives" newsletter was shared across all NHS employees in the county. Financial Lives provides tips and advice on managing debt and saving money as well as increasing income through welfare benefits awareness and information about grants and other sources of financial assistance. This was never more important during this period when new and different types of government support were introduced to attempt to address specific challenges that people were facing as new issues arose such as interest rate increases.

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**FINANCIAL REVIEW**

**Financial position**

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

The principal funding sources in 2022/2023 were:

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

During the year income amounted to £233,285 (2022: £241,124) a decrease of just under £8,000. Expenditure amounted to £243,629 (2022: £237,668) an increase of just under £6,000. There was an overall deficit for the year of £10,344 compared to a surplus in 2022 of £3,456. At 31st March 2023 total funds amounted to £111,101 (2021: £121,445).

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

CADD was successful in obtaining new funding from the National Lottery and the Henry Smith Charity; both will fund specific advice services for a period of three years. We are grateful for the support we receive from all our funders, who are listed on page 14.

A noteworthy accomplishment this year was the successful merger of Citizens Advice Daventry and District (CADD), Citizens Advice North Oxfordshire and South Northamptonshire (CANOSN) and Central and East Northamptonshire Citizens Advice (CENCA). This consolidation forms Citizens Advice West Northamptonshire and Cherwell, fortifying our ability to maintain a positive impact into the future despite two overarching strategic challenges: navigating a highly competitive fundraising environment and adapting to changes in local government funding.

On behalf of the Trustees, I extend my sincere gratitude to all our staff and volunteers for their outstanding efforts during another demanding year. The work they have done for CADD has truly made a difference in our community. Special thanks to Pat Coomber-Wood for her exemplary leadership, vision, and energy, which have been instrumental in the progress we've achieved.

Lastly, I express gratitude to the trustees, staff, and volunteers of the three merged charities for their unwavering support and commitment. Together, we are ensuring that Citizens Advice remains not only sustainable but also well-prepared to confront future challenges.

**Going concern**

The Charity is dependent upon receiving core funding each year. To better improve the prospects of future core funding, the Trustees agreed to merge Citizens Advice Daventry & District with Citizens Advice North Oxford (CANOSN) and Central and East Northamptonshire Citizens Advice (CENCA). This merger took place on 31st August 2023, and the new organisation is Citizens Advice West Northants and Cherwell (CAWNAC).

The Trustees of CADD believe that the Charity is a going concern, and remained so for the period up to merger on 31st August 2023.

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**Reserves policy**

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

**COVID - Impact**

There has been minimal impact during the year.

**Future plans**

Citizens Advice Daventry & District merged with Citizens Advice North Oxford (CANOSN) and Central and East Northamptonshire Citizens Advice (CENCA) on 31<sup>st</sup> August 2023. The new organisation is Citizens Advice West Northants and Cherwell (CAWNAC).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

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

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

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

Mr CA Brown

Mr I Clarke

Mr JE Donovan

Mrs GC Edwards-Davidson

Dr V Hayden

Mr SJ Hupfield

Cllr PN Matten

Mr RL Auger

(Resigned 11 July 2022)

Cllr R Humphreys

**Recruitment and appointment of new trustees**

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

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

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**Organisational structure**

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

The charity is managed on a day-to-day basis by the Chief Officer. Pat Coomber-Wood has been Interim Chief Officer since September 2022.

**Induction and training of new trustees**

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

**Related parties**

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

**Risk management**

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



**CITIZENS ADVICE DAVENTRY & DISTRICT**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03877564 (England and Wales)

**Registered Charity number**  
1078687

**Registered office**  
The Abbey  
Market Square  
Daventry  
Northamptonshire  
NN11 4XG

<b>Trustees</b>	
Mr C A Brown	Director/Trustee
Mr I J Clarke	Health and Safety Director
Mr J E Donovan	Chair
Mrs G C Edwards-Davidson	Director/Trustee
Mr S J Hupfield	Treasurer
Cllr P N Matten	Director/Trustee
Dr V Hayden	Director/Trustee
Cllr R Humphreys	Director/Trustee

**Company Secretary**  
Mr S J Hupfield

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

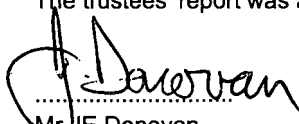
**Solicitors**  
Rollasons Solicitors, 9 New Street, Daventry, Northamptonshire, NN11 4BT

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

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

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

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

  
.....  
Mr J E Donovan  
Trustee

Date: 28/11/23  
.....

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
STATEMENT OF TRUSTEES' RESPONSIBILITIES  
FOR THE YEAR ENDED 31 MARCH 2023**

---

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

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

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 charity will continue in operation.

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

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
STATEMENT OF TRUSTEES' RESPONSIBILITIES  
FOR THE YEAR ENDED 31 MARCH 2023**

---

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

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

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 charity will continue in operation.

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

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

**TO THE TRUSTEES OF CITIZENS ADVICE DAVENTRY & DISTRICT**

---

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

**Responsibilities and basis of report**

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

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

**Independent examiner's statement**

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

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

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



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

Dated: 29/11/23

**CITIZENS ADVICE DAVENTRY & DISTRICT**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**CURRENT FINANCIAL YEAR**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
	Notes				
<b>INCOME:</b>					
Charitable activities	3	85,895	145,137	231,032	238,985
Investment income	4	1,482	-	1,482	524
Other income		771	-	771	1,615
<b>Total income</b>		<b>88,148</b>	<b>145,137</b>	<b>233,285</b>	<b>241,124</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	5	104,301	139,328	243,629	237,668
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(16,153)</b>	<b>5,809</b>	<b>(10,344)</b>	<b>3,456</b>
Fund balances at 1 April 2022		110,340	11,105	121,445	117,989
<b>Fund balances at 31 March 2023</b>		<b>94,187</b>	<b>16,914</b>	<b>111,101</b>	<b>121,445</b>

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

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

**PRIOR FINANCIAL YEAR**

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

**CITIZENS ADVICE DAVENTRY & DISTRICT**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**CURRENT FINANCIAL YEAR**

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
	Notes				
<b><u>INCOME:</u></b>					
Charitable activities	3	85,895	145,137	231,032	238,985
Investment income	4	1,482	-	1,482	524
Other income		771	-	771	1,615
<b>Total income</b>		<b>88,148</b>	<b>145,137</b>	<b>233,285</b>	<b>241,124</b>
<b><u>EXPENDITURE ON:</u></b>					
Charitable activities	5	104,301	139,328	243,629	237,668
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(16,153)</b>	<b>5,809</b>	<b>(10,344)</b>	<b>3,456</b>
Fund balances at 1 April 2022		110,340	11,105	121,445	117,989
<b>Fund balances at 31 March 2023</b>		<b>94,187</b>	<b>16,914</b>	<b>111,101</b>	<b>121,445</b>

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

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

**PRIOR FINANCIAL YEAR**

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

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

**AS AT 31 MARCH 2023**

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	9		670		1,341
<b>Current assets</b>					
Debtors	10	1,387		3,790	
Cash at bank and in hand		160,284		171,798	
		<u>161,671</u>		<u>175,588</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(51,240)</u>		<u>(55,484)</u>	
Net current assets			<u>110,431</u>		<u>120,104</u>
<b>Total assets less current liabilities</b>			<u><u>111,101</u></u>		<u><u>121,445</u></u>
<b>Income funds</b>					
Restricted funds	13		16,914		11,105
Unrestricted funds			94,187		110,340
			<u>111,101</u>		<u>121,445</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

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

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

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

The financial statements were approved by the Trustees on 28/11/23

Mr SJ Hupfield  
Trustee

Company registration number 03877564

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

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**1 ACCOUNTING POLICIES**

**Charity information**

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

**1.1 Accounting convention**

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

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

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

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

**1.2 Going concern**

The Charity is dependent upon receiving core funding each year. To better improve the prospects of future core funding, the Trustees agreed to merge Citizens Advice Daventry & District with Citizens Advice North Oxford (CANOSN) and Central and East Northamptonshire Citizens Advice (CENCA). This merger took place on 31<sup>st</sup> August 2023, and the new organisation is Citizens Advice West Northants and Cherwell (CAWNAC). The Trustees of CADD believe that the Charity is a going concern, and remained so for the period up to merger on 31<sup>st</sup> August 2023.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

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

**1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

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

Such income is only deferred when:

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



**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2023**

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**1 ACCOUNTING POLICIES**

**Charity information**

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

**1.1 Accounting convention**

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

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

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

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

**1.2 Going concern**

The Charity is dependent upon receiving core funding each year. To better improve the prospects of future core funding, the Trustees agreed to merge Citizens Advice Daventry & District with Citizens Advice North Oxford (CANOSN) and Central and East Northamptonshire Citizens Advice (CENCA). This merger took place on 31<sup>st</sup> August 2023, and the new organisation is Citizens Advice West Northants and Cherwell (CAWNAC). The Trustees of CADD believe that the Charity is a going concern, and remained so for the period up to merger on 31<sup>st</sup> August 2023.

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

Such income is only deferred when:

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

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**1 ACCOUNTING POLICIES**

**(Continued)**

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**1.5 Expenditure**

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

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

Resources expended include attributable VAT which cannot be recovered.

**1.6 Tangible fixed assets**

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

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

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

**1.7 Impairment of fixed assets**

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

**1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.9 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**1 ACCOUNTING POLICIES**

**(Continued)**

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Derecognition of financial liabilities***

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

**1.10 Taxation**

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

**1.11 Employee benefits**

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

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

**1.12 Retirement benefits**

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

**2 CRITICAL ACCOUNTING ESTIMATES AND JUDGEMENTS**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**CITIZENS ADVICE DAVENTRY & DISTRICT**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**3 DONATIONS, CONTRACTUAL INCOME AND GRANTS**

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023 £	2023 £	2023 £	2022 £	2022 £	2022 £
Donations	895	-	895	1,270	-	1,270
Contractual income and grants	85,000	145,137	230,137	85,500	152,215	237,715
	<u>85,895</u>	<u>145,137</u>	<u>231,032</u>	<u>86,770</u>	<u>152,215</u>	<u>238,985</u>
<b>Grants received, included in the above, are as follows:</b>						
West Northants Council	85,000	-	85,000	85,000	-	85,000
Big Lottery - Empowered for Life	-	59,968	59,968	-	76,059	76,059
Daventry Town Council	-	13,000	13,000	-	10,000	10,000
Daventry Consolidated Charity	-	-	-	500	-	500
Constance Travis Trust	-	5,000	5,000	-	5,000	5,000
Citizens Advice - Help to Claim	-	1,152	1,152	-	26,223	26,223
The Henry Smith Charity	-	32,617	32,617	-	34,933	34,933
Awards for All	-	9,982	9,982	-	-	-
West Northants and Northamptonshire Community Funds	-	23,418	23,418	-	-	-
	<u>85,000</u>	<u>145,137</u>	<u>230,137</u>	<u>85,500</u>	<u>152,215</u>	<u>237,715</u>

**4 INVESTMENT INCOME**

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Interest receivable	<u>1,482</u>	<u>524</u>

**CITIZENS ADVICE DAVENTRY & DISTRICT**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**5 CHARITABLE ACTIVITIES**

	Charitable Expenditure - Advice and Information 2023 £	Charitable Expenditure - Advice and Information 2022 £
Staff costs	174,665	174,006
Depreciation and impairment	671	671
Rent, service charge & room hire	33,021	31,882
Insurance	2,367	2,056
Subscriptions	4,527	4,088
Telephone	3,319	8,171
Postage, stationery & copying	4,882	4,904
Library and technical support	1,284	632
Sundries	3,540	2,877
IT costs	5,210	1,834
Training costs	544	1,393
Travelling	4,110	1,313
Payroll services	864	864
Grant consultancy fees/Partner payments	7,922	(3,028)
	<u>246,926</u>	<u>231,663</u>
Share of governance costs (see note )	(3,297)	6,005
	<u>243,629</u>	<u>237,668</u>
<b>Analysis by fund</b>		
Unrestricted funds	104,301	86,482
Restricted funds	139,328	151,186
	<u>243,629</u>	<u>237,668</u>

<b>Fund:</b>	<b>Staff Costs £</b>	<b>Direct Costs £</b>	<b>Support Costs £</b>	<b>Governance Costs £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
<b>General</b>	73,189	1,750	27,909	1,453	104,301	86,482
<b>Daventry Town Council</b>	2,951	3,500	6,473		12,924	10,187
<b>Henry Smith</b>	18,717	1,131	5,257	1,250	26,355	35,428
<b>CITA Universal Credit/HTC</b>	1,152	-			1,152	24,499
<b>Big Lottery -</b>						
<b>Empowered for Life</b>	46,758	1,168	18,743	(6,000)	60,669	76,072
<b>Constance Travis Trust</b>	2,000	-	3,000		5,000	5,000
<b>Awards for All</b>	7,652	-	2,330		9,982	-
<b>Northants Comm Fund</b>	3,000				3,000	
<b>NCF - Household Support</b>	5,444				5,444	
<b>WNC Comm Fund</b>	13,802	500	500		14,802	-
	<u>174,665</u>	<u>8,049</u>	<u>64,212</u>	<u>(3,297)</u>	<u>243,629</u>	<u>237,668</u>

**CITIZENS ADVICE DAVENTRY & DISTRICT**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**6 TRUSTEES**

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

Trustee Richard Auger received reimbursed mileage expenses in the period totalling £15.54 (2022:117.18).

**7 EMPLOYEES**

The average monthly number of employees during the year was:

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Chief Officer, Caseworkers and Admin	6	7
	<u>6</u>	<u>7</u>
<b>Employment costs</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	166,839	163,113
Social security costs	3,723	6,288
Other pension costs	4,103	4,605
	<u>174,665</u>	<u>174,006</u>

The average number of employees disclosed above is based on 'full time equivalent' employees. The actual average number of part-time employees were 10 (2022 11).

Included within 'Wages and salaries' costs are costs of £28,938 relating to recharged services relating to shared employee costs.

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

**8 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.

**CITIZENS ADVICE DAVENTRY & DISTRICT**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**9 TANGIBLE FIXED ASSETS**

	Computers & office equipment £
<b>Cost</b>	
At 1 April 2022	30,715
At 31 March 2023	30,715
<b>Depreciation and impairment</b>	
At 1 April 2022	29,374
Depreciation charged in the year	671
At 31 March 2023	30,045
<b>Carrying amount</b>	
At 31 March 2023	670
At 31 March 2022	1,341

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

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

**10 DEBTORS**

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	1,387	3,790

**11 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023 £	2022 £
Other taxation and social security	3,703	4,231
Creditors and accruals	14,627	15,361
Deferred income	32,910	35,892
	51,240	55,484

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

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**12 RETIREMENT BENEFIT SCHEMES**

**Defined contribution schemes**

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

The charge to profit or loss in respect of defined contribution schemes was £4,103 (2022 - £4,605).

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



**CITIZENS ADVICE DAVENTRY & DISTRICT**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**13 RESTRICTED FUNDS**

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

	Movement in funds			Movement in funds			
	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 31 March 2023
	£	£	£	£	£	£	£
Daventry Town Council	31	10,000	(10,187)	(156)	13,000	(12,924)	(80)
CITA Universal Credit/Help to Claim	452	26,223	(24,499)	2,176	1,152	(1,152)	2,176
Big Lottery Empowered for Life	9,344	76,059	(76,072)	9,331	59,968	(60,669)	8,630
Henry Smith Charity	249	34,933	(35,428)	(246)	32,617	(26,355)	6,016
Constance Travis Trust	-	5,000	(5,000)	-	5,000	(5,000)	-
Awards for All	-	-	-	-	9,982	(9,982)	-
West Northants Community Fund	-	-	-	-	14,974	(14,802)	172
Northampton shire Community Fund	-	-	-	-	3,000	(3,000)	-
NCF - Household Support Fund	-	-	-	-	5,444	(5,444)	-
	<u>10,076</u>	<u>152,215</u>	<u>(151,186)</u>	<u>11,105</u>	<u>145,137</u>	<u>(139,328)</u>	<u>16,914</u>

**CITIZENS ADVICE DAVENTRY & DISTRICT**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**13 RESTRICTED FUNDS**

**(Continued)**

**Purposes of restricted funds**

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

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

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

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

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

Awards for All - to recruit, train, equip and support advice volunteers to build our capacity to meet local demand for advice during the ongoing cost of living crisis.

West Northants Community Fund – The council provided support to bridge the gap in the funding from the Lottery for the Empowered for Life service that provides debt and benefit casework support.

Northamptonshire Community Fund – to increase access to drop-in services from one to four days per week thereby increasing access to direct face to face advice for an additional 400 people per annum resulting in their improved financial and emotional wellbeing through access to advice and support.

NCF – Household support Fund – funding provided by West Northants Council to providers who assisted in the distribution of the Household Support Fund by conducting eligibility assessments.

**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total 2023 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total 2022 £</b>
Fund balances at 31 March 2023 are represented by:						
Tangible assets	670	-	670	1,341	-	1,341
Current assets/(liabilities)	93,077	50,264	143,341	110,116	45,880	155,996
Provisions	440	(33,350)	(32,910)	(1,117)	(34,775)	(35,892)
	<u>94,187</u>	<u>16,914</u>	<u>111,101</u>	<u>110,340</u>	<u>11,105</u>	<u>121,445</u>

**15 OPERATING LEASE COMMITMENTS**

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

	<b>2023 £</b>	<b>2022 £</b>
Within one year	1,587	34,979
Between two and five years	-	1,587
	<u>1,587</u>	<u>36,566</u>

**CITIZENS ADVICE DAVENTRY & DISTRICT  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2023**

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**15 OPERATING LEASE COMMITMENTS**

**(Continued)**

**16 RELATED PARTY TRANSACTIONS**

Friends of Citizens Advice Daventry and District are a separately constituted fund raising body. Funds are donated to Citizens Advice Daventry and District principally to support the acquisition of capital items. All fund are held and controlled separately to Citizens Advice Daventry and District. During the year £187.45 was received for the purchase of equipment (2022: £748.96 was received for the purchase of equipment).

**17 SHARE CAPITAL**

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

**18 INDEPENDENT EXAMINERS FEE**

Fees payable to the independent examiner for the year totalled £3,464, £2,600 for the independent and £864 for payroll services. (2022: £3,464; £2,600 for the independent examination and £864 for payroll services).