

COMPANY REGISTRATION NUMBER: NI021056
CHARITY REGISTRATION NUMBER: 100787



Advice Space

Company Limited by Guarantee

Financial Statements

31 March 2021

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COMPANIES HOUSE

Finegan Gibson Ltd
Chartered accountants & statutory auditor
Causeway Tower
9 James Street South
Belfast
BT2 8DN

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Company Limited by Guarantee

Financial Statements

Year ended 31 March 2021

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Company Limited by Guarantee

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

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name Advice Space
Charity registration number 100787
Company registration number NI021056
Principal office and registered office Merrion Business Centre
58 Howard Street
Belfast
BT1 6JP

The trustees

R Billingham	(Resigned 30 April 2020)
J Logan	(Resigned 30 April 2020)
P Reid	(Resigned 28 July 2020)
J Keers	
A Kinver	
R Harrison	(Served from 12 May 2020 to 1 July 2021)
G McClatchey	
D Donald	(Appointed 6 August 2020)
D Mitchell	(Appointed 6 August 2020)

Company secretary John Keers

Auditor Finegan Gibson Ltd
Chartered accountants & statutory auditor
Causeway Tower
9 James Street South
Belfast
BT2 8DN

Bankers Danske Bank
PO Box 183
Donegall Square West
Belfast
BT1 6JS

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

Year ended 31 March 2021

Structure, governance and management

Governing Document

Advice Space is a company limited by guarantee governed by its Memorandum and Articles of Association dated 2018. Advice Space is a registered charity with the Charity Commission for Northern Ireland. Advice Space is a membership organisation with each Trustee agreeing to contribute £1 in the event of the charity winding up.

Appointment of Trustees

The Chairman and the Trustees recruit and select new Trustees as needed. New Trustees are recruited on the relevance of their professional skills, and their potential to be able to make a helpful contribution to the governance of the charity. As part of the recruitment process they are made aware of a Trustees' legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the charity.

Trustee induction and training

All trustees undertake a 2-stage formal induction process - with the Chair and the Director, learning about the operational aspects of the service. All Trustees are members of CO3and have the potential to receive training on all aspects of governance and the opportunity to network with colleagues across the charitable and voluntary network.

Arrangements for setting pay and remuneration of key management personnel

The charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All Directors give of their time freely and no Director received remuneration in the year. The pay of the senior staff is reviewed annually and is considered as part of the organisational salary review process. In view of the nature of the charity, the directors benchmark against pay levels in other similar size charities run on a voluntary basis.

Organisation structure and how charity makes decisions

The Board of Trustees administer the charity. A Chief Executive/Director is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive/Director has delegated authority, within terms of delegation approved by the trustees, for operational matters including finance, employment and direct charitable activities.

Relationships with related parties

None of our Trustees receive remuneration or other benefit from their work with the charity.

Risk Management

The Trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and

Advice Space

Company Limited by Guarantee

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

Year ended 31 March 2021

- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This strategy has been updated to include the current risks to the organisation, clients and staff posed by COVID 19. An advisory group has been established to make recommendations to the Trustees via the Director, meeting on a fortnightly basis.

Objectives and activities

The purposes of the charity are: to promote any charitable purpose for the benefit of the community in Northern Ireland by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

In shaping our objectives for the year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit.

The charity's aims and objectives for the period 2018-21 are centred on:

- Being passionate about helping others, being motivated to learn and deliver.
- Stretching ourselves and our vision including diversification and sustainability through the development of social enterprise.
- Recognising and valuing the communities where we are based, listening and involving them in what we do and how we deliver.
- Offering flexible services that work for our clients.

Our services are negotiated and organised in line with our original purpose and we partner with other organisations where our mission and purpose are closely aligned.

Our services operate through volunteer involvement both at Trustee and frontline advice levels.

Achievements and performance

The organisation maintains the awards of Investing in People Gold and Investing in Volunteers.

The organisation was able to continue with the provision of advice services despite the pandemic by concentrating its efforts on the delivery of a telephone and email service.

During this period more than 14000 people contacted the service with 26000 queries that they needed assistance with.

Financial gains identified by advisers on behalf of clients remained high amounting to £5.7 million.

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Company Limited by Guarantee

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

Year ended 31 March 2021

Financial review

The annual accounts for the year ended 31 March 2021 show income of £1,046,293, total expenditure of £1,052,705 and a deficit for the year of £6,412. The Board of Trustees continue to exercise tight control over expenditure and the surplus for the year places Citizens Advice Belfast on a solid financial footing going forward.

Reserves policy and going concern

Reserves are needed to bridge the timing gap between spending and receiving of income and to cover unplanned temporary shortfalls in income should they arise. Holding adequate reserves safeguards the provision of our services in the event of unexpected significant financial pressures. The Trustees consider that the ideal level of reserves would be 3 months' expenditure which for the year ended 31 March 2021 would be £263,176.

Unrestricted reserves at our year end freely available to spend, excluding fixed assets, restricted reserves and designated reserves amount £310,527. The Board are pleased with the progress that has been made in the financial year to meet this target and are confident that the target reserves figure will be achieved in the new financial year. The Trustees believe this represents a sufficient level of reserve to ensure that the going concern assumption is appropriate.

Plans for future periods

COVID-19 pandemic

The Trustees have considered the impact of COVID-19 on the future revenues of the charity and do not foresee any material impact on future revenues.

Trustees' responsibilities statement

The trustees, who are also directors for the purposes 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 charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

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 applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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Company Limited by Guarantee

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

Year ended 31 March 2021

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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.

Auditor

Each of the persons who is a trustee at the date of approval of this report confirms that:

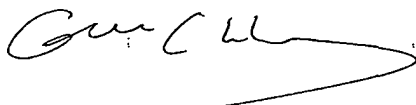
- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

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 16 November 2021 and signed on behalf of the board of trustees by:



G McClatchey
Trustee



D Mitchell
Trustee

Advice Space

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Independent Auditor's Report to the Members of Advice Space

Year ended 31 March 2021

Opinion

We have audited the financial statements of Advice Space (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom 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 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

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 the provisions available for small entities, in the circumstances set out below, 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.

In common with many other organisations of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

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Company Limited by Guarantee

Independent Auditor's Report to the Members of Advice Space *(continued)*

Year ended 31 March 2021

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

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' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Advice Space

Company Limited by Guarantee

Independent Auditor's Report to the Members of Advice Space *(continued)*

Year ended 31 March 2021

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors for the purposes of company law) 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 the trustees 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.

Advice Space

Company Limited by Guarantee

Independent Auditor's Report to the Members of Advice Space *(continued)*

Year ended 31 March 2021

Auditor's responsibilities for the audit of the financial statements

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the industry and sector, control environment and business performance including the design of the remuneration policies, key drivers for directors' remuneration, bonus levels and performance targets;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- any matters we identified having obtained and reviewed documentation of their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether management were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether management have knowledge of any actual, suspected or alleged fraud;
 - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations.
- the matters discussed among the audit engagement team including significant component audit teams and relevant internal specialists, including tax and valuations specialists regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks in operation, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included ongoing compliance with the UK Companies Act and tax legislation. In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental for their ability to operate or to avoid a material penalty.

Advice Space

Company Limited by Guarantee

Independent Auditor's Report to the Members of Advice Space *(continued)*

Year ended 31 March 2021

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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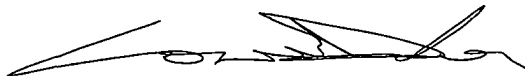
Independent Auditor's Report to the Members of Advice Space *(continued)*

Year ended 31 March 2021

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members 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 and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Conor Dolan FCA (Senior Statutory Auditor)

For and on behalf of
Finegan Gibson Ltd
Chartered accountants & statutory auditor
Causeway Tower
9 James Street South
Belfast
BT2 8DN

16 November 2021

Advice Space

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

			2021		2020
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	1,115	–	1,115	2,910
Charitable activities	6	52,770	981,980	1,034,750	1,027,246
Other trading activities	7	9,682	–	9,682	9,404
Investment income	8	746	–	746	551
Total income		<u>64,313</u>	<u>981,980</u>	<u>1,046,293</u>	<u>1,040,111</u>
Expenditure					
Expenditure on charitable activities	9	<u>70,725</u>	<u>981,980</u>	<u>1,052,705</u>	<u>1,078,323</u>
Total expenditure		<u>70,725</u>	<u>981,980</u>	<u>1,052,705</u>	<u>1,078,323</u>
Net expenditure and net movement in funds		<u>(6,412)</u>	<u>–</u>	<u>(6,412)</u>	<u>(38,212)</u>
Reconciliation of funds					
Total funds brought forward		416,124	–	416,124	454,336
Total funds carried forward		<u>409,712</u>	<u>–</u>	<u>409,712</u>	<u>416,124</u>

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

The notes on pages 15 to 24 form part of these financial statements.

Advice Space

Company Limited by Guarantee

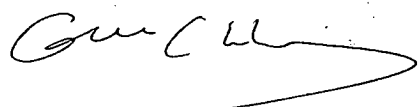
Statement of Financial Position

31 March 2021


	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	15	99,185	112,188
Current assets			
Debtors	16	54,474	212,134
Cash at bank and in hand		<u>356,842</u>	<u>142,871</u>
		411,316	355,005
Creditors: amounts falling due within one year	17	<u>100,789</u>	<u>51,069</u>
Net current assets		<u>310,527</u>	<u>303,936</u>
Total assets less current liabilities		<u>409,712</u>	<u>416,124</u>
Net assets		<u>409,712</u>	<u>416,124</u>
Funds of the charity			
Unrestricted funds		<u>409,712</u>	<u>416,124</u>
Total charity funds	20	<u>409,712</u>	<u>416,124</u>

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

These financial statements were approved by the board of trustees and authorised for issue on 16 November 2021, and are signed on behalf of the board by:



G McClatchey
Trustee



D Mitchell
Trustee

The notes on pages 15 to 24 form part of these financial statements.

Advice Space

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities		
Net expenditure	(6,412)	(38,212)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	16,494	16,229
Dividends, interest and rents from investments	(746)	(551)
Interest payable and similar charges	506	421
Accrued expenses/(income)	12,545	(13,175)
<i>Changes in:</i>		
Trade and other debtors	157,660	(126,801)
Trade and other creditors	37,175	(18,518)
Cash generated from operations	217,222	(180,607)
Interest paid	(506)	(421)
Net cash from/(used in) operating activities	<u>216,716</u>	<u>(181,028)</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	746	551
Purchase of tangible assets	(3,491)	—
Net cash (used in)/from investing activities	<u>(2,745)</u>	<u>551</u>
Net increase/(decrease) in cash and cash equivalents	213,971	(180,477)
Cash and cash equivalents at beginning of year	<u>142,871</u>	<u>323,348</u>
Cash and cash equivalents at end of year	<u>356,842</u>	<u>142,871</u>

The notes on pages 15 to 24 form part of these financial statements.

Advice Space

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is Merrion Business Centre, 58 Howard Street, Belfast, BT1 6JP.

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

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.

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Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are 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.

Resources expended

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. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Advice Space

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

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:

Freehold property	-	4% straight line	
Equipment	-	20% straight line	

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.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Advice Space

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Each of the members of the company has guaranteed to contribute to the assets of the company in the event of the same being wound up to the extent of £1.

Advice Space

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Donations				
Donations	<u>1,115</u>	<u>1,115</u>	<u>2,910</u>	<u>2,910</u>

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Belfast City Council	–	463,101	463,101
Belfast HSCT	–	118,317	118,317
Macmillan	–	266,328	266,328
Pension Wise	9,000	–	9,000
Telephonic Services	2,235	–	2,235
Positive Life	4,169	–	4,169
Other income	8,425	–	8,425
Macmillan Secondment	–	–	–
Cedar	6,500	–	6,500
Cystic Fibrosis	7,278	–	7,278
NICHs	15,163	–	15,163
Welfare Reform	–	134,234	134,234
	<u>52,770</u>	<u>981,980</u>	<u>1,034,750</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Belfast City Council	–	453,598	453,598
Belfast HSCT	–	118,317	118,317
Macmillan	–	286,447	286,447
Pension Wise	9,000	–	9,000
Telephonic Services	3,877	–	3,877
Positive Life	5,705	–	5,705
Other income	14,589	–	14,589
Macmillan Secondment	15,276	–	15,276
Cedar	6,890	–	6,890
Cystic Fibrosis	12,130	–	12,130
NICHs	5,821	–	5,821
Welfare Reform	–	95,596	95,596
	<u>73,288</u>	<u>953,958</u>	<u>1,027,246</u>

Advice Space

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

7. Other trading activities

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Rental income	<u>9,682</u>	<u>9,682</u>	<u>9,404</u>	<u>9,404</u>

8. Investment income

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Bank interest	<u>746</u>	<u>746</u>	<u>551</u>	<u>551</u>

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2021	Total fund 2020
	£	£	£	£
Provision of impartial advice to the general public	852,468	177,713	1,030,181	1,056,332
Governance costs	—	22,524	22,524	21,991
	<u>852,468</u>	<u>200,237</u>	<u>1,052,705</u>	<u>1,078,323</u>

10. Analysis of support costs

	Provision of impartial advice to the general public	Total 2021	Total 2020
	£	£	£
Staff costs	14,212	14,212	14,592
Premises	93,619	93,619	104,180
Communications and IT	40,707	40,707	36,274
General office	29,175	29,175	34,844
Governance costs	22,524	22,524	21,991
	<u>200,237</u>	<u>200,237</u>	<u>211,881</u>

11. Net expenditure

Net expenditure is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	<u>16,494</u>	<u>16,229</u>

Advice Space

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

12. Auditors remuneration

	2021	2020
	£	£
Fees payable for the audit of the financial statements	<u>5,576</u>	<u>5,130</u>

13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	637,867	654,979
Social security costs	51,705	52,353
Employer contributions to pension plans	<u>21,049</u>	<u>21,973</u>
	<u>710,621</u>	<u>729,305</u>

The average head count of employees during the year was 30 (2020: 30).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £99,843 (2020:£99,886).

14. Trustee remuneration and expenses

The charity trustees were not paid or received any other benefits from employment with the Charity in the year (2020:£Nil).No charity trustee received payment for professional or other service supplies to the Charity (2020:£Nil).

During the year trustees were reimbursed for travel and other expenses totalling £125 (2020: £0).

Advice Space

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

15. Tangible fixed assets

	Freehold property £	Equipment £	Total £
Cost			
At 1 April 2020	197,296	267,933	465,229
Additions	—	3,491	3,491
At 31 March 2021	<u>197,296</u>	<u>271,424</u>	<u>468,720</u>
Depreciation			
At 1 April 2020	94,511	258,530	353,041
Charge for the year	7,892	8,602	16,494
At 31 March 2021	<u>102,403</u>	<u>267,132</u>	<u>369,535</u>
Carrying amount			
At 31 March 2021	<u>94,893</u>	<u>4,292</u>	<u>99,185</u>
At 31 March 2020	<u>102,785</u>	<u>9,403</u>	<u>112,188</u>

16. Debtors

	2021 £	2020 £
Trade debtors	18,656	22,019
Prepayments and accrued income	4,166	1,702
Other debtors	31,652	188,413
	<u>54,474</u>	<u>212,134</u>

17. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	14,886	6,802
Accruals and deferred income	75,427	30,367
Social security and other taxes	10,476	13,900
	<u>100,789</u>	<u>51,069</u>

18. Deferred income

	2021 £	2020 £
Amount deferred in year	<u>32,515</u>	<u>—</u>

Advice Space

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

19. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £21,049 (2020: £21,973).

20. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
General funds	<u>416,124</u>	<u>64,313</u>	<u>(70,725)</u>	<u>409,712</u>

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
General funds	<u>454,336</u>	<u>86,153</u>	<u>(124,365)</u>	<u>416,124</u>

Restricted funds

	At 1 April 2020	Income	Expenditure	At 31 March 2021
	£	£	£	£
Macmillan	–	266,328	(266,328)	–
Belfast HSCT	–	118,317	(118,317)	–
Belfast City Council	–	463,101	(463,101)	–
Belfast City Council - Welfare Reform	–	134,234	(134,234)	–
	<u>–</u>	<u>981,980</u>	<u>(981,980)</u>	<u>–</u>

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
Macmillan	–	286,447	(286,447)	–
Belfast HSCT	–	118,317	(118,317)	–
Belfast City Council	–	453,598	(453,598)	–
Belfast City Council - Welfare Reform	–	95,596	(95,596)	–
	<u>–</u>	<u>953,958</u>	<u>(953,958)</u>	<u>–</u>

Advice Space

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

21. Analysis of net assets between funds

	Unrestricted Funds	Total Funds
	£	£
Tangible fixed assets	99,185	99,185
Current assets	410,191	410,191
Creditors less than 1 year	(99,664)	(99,664)
Net assets	409,712	409,712

	Unrestricted Funds	Total Funds
	£	£
Tangible fixed assets	112,188	112,188
Current assets	355,005	355,005
Creditors less than 1 year	(51,069)	(51,069)
Net assets	416,124	416,124

22. Analysis of changes in net debt

	At 1 Apr 2020	Cash flows	At 31 Mar 2021
	£	£	£
Cash at bank and in hand	142,871	213,971	356,842

23. Contingencies

A contingent liability exists to repay grants received should certain conditions not be fulfilled by the charity. In the opinion of the Trustees, the terms of the Letters of Offer have been, or will be, complied with and no liability is expected.

24. Ethical standards

In common with many other organisations of our size and nature we use our auditors to assist with the preparation of the financial statements.