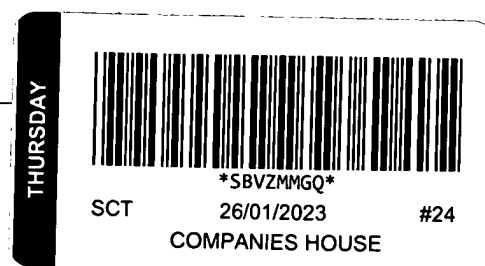


REGISTERED COMPANY NUMBER: SC109146 (Scotland)
REGISTERED CHARITY NUMBER: SC008276

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2022
for
North East Aberdeenshire Citizens Advice
Bureau Limited

SBP
Accountants
Glebefield House
21 Links Terrace
Peterhead
Aberdeenshire
AB42 2XA



**North East Aberdeenshire Citizens Advice
Bureau Limited**

**Contents of the Financial Statements
for the Year Ended 31 March 2022**

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**North East Aberdeenshire Citizens Advice
Bureau Limited (Registered number: SC109146)**

**Report of the Trustees
for the Year Ended 31 March 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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

The principal objective of the charity is to provide independent, free, confidential and impartial advice and an information service that is readily accessible by, and tailored to meet the needs of, the local community. Further to this the charity aims to ensure that individuals do not suffer through ignorance of their rights and responsibilities, or, of the services available or, through an inability to express their needs effectively.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

General Overview

This year has seen 5,067 contacts raising 5,314 issues. The main issues continue to be benefits and debt. The bureau currently has 10 paid staff members and this is anticipated to rise during the next year. There are 7 volunteers within the bureau and recruitment is ongoing.

Many thanks go to all volunteers and staff for their commitment and support through the challenging times. Thanks also to all Board Members who give up their time for the bureau.

Social Policy

One of the main aims of the bureau is to speak out for the people who feel they are being treated unfairly. This is highlighted through our Social Policy Advisor.

Volunteer Support & Training

Training of new volunteers continues. This is done via CASLearn which can take place in the office or at home.

Debt and Money Advice

During the year, £793,267 was gained for clients through bankruptcy and write offs. Money Advice continues to grow.

Welfare Benefits

£1,736,573 was gained for clients during the year, resulting from Appeals and Benefits gained by clients. The bureau continues to assist the area and beyond greatly and the work can only be seen to increase.

FINANCIAL REVIEW

Financial position

A surplus of £54,309 has been reported for the year, compared to a surplus of £59,608 in the previous financial year. As reported in the detailed SOFA, total grant income for the year is up against 2021 by £8,539 with the main increase being by way of the Aberdeenshire Council Funding. Income from this source totalled £122,942 against £94,578 in the previous year.

The main areas of cost in running the charity have remained reasonably consistent although an overall increase in expenditure of £13,835 has been reported which is mainly as a result of an increase in wage costs due to increased personnel.

The overall financial position of the charity remains sound with a total net asset value of £126,872 at the year end. The bulk of the assets are held by way of bank deposits and the charity has no borrowings or significant creditors.

Principal funding sources

The principal source of funding continues to be by way of grant income, primarily from Citizens Advice Central Funding and Aberdeenshire Council which make up over 90% of the charity's total income for the year. All other grants are gratefully acknowledged in support of the various services the bureau provides.

**North East Aberdeenshire Citizens Advice
Bureau Limited (Registered number: SC109146)**

**Report of the Trustees
for the Year Ended 31 March 2022**

FINANCIAL REVIEW

Reserves policy

The trustees regularly review the risks to which the charity is exposed to ensure that adequate funding is in place for proposed projects. Whilst there is no specific reserves policy in place, the trustees aim to ensure that the charity operates on a break even position year on year with sufficient reserves in place to meet at least 3 months of average expenditure.

FUTURE PLANS

Existing services are to be maintained and developed as far as possible, dependent upon adequate funding being available.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC109146 (Scotland)

Registered Charity number

SC008276

Registered office

Townhouse
Broadstreet
Peterhead
Aberdeenshire
AB42 1BY

Trustees

Alan Kane Treasurer
Morag Matthew (resigned 17.11.21)
Iain Andrew Jane
Martin Price
Matthew Noble
Mandy Geraghty Manager (resigned 17.11.21)
Elizabeth Strachan (appointed 17.11.21)

Independent Examiner

Mr Phil Bellringer
FCCA
SBP
Accountants
Glebe field House
21 Links Terrace
Peterhead
Aberdeenshire
AB42 2XA

Approved by order of the board of trustees on 25/1/2023 and signed on its behalf by:

**North East Aberdeenshire Citizens Advice
Bureau Limited (Registered number: SC109146)**

**Report of the Trustees
for the Year Ended 31 March 2022**



Alan Kane - Trustee

**Independent Examiner's Report to the Trustees of
North East Aberdeenshire Citizens Advice
Bureau Limited**

I report on the accounts for the year ended 31 March 2022 set out on pages five to twelve.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

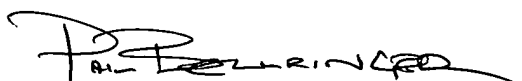
Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention :

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Phil Bellringer
FCCA
SBP
Accountants
Glebefield House
21 Links Terrace
Peterhead
Aberdeenshire
AB42 2XA

Date: 25/01/23

**North East Aberdeenshire Citizens Advice
Bureau Limited**

**Statement of Financial Activities
for the Year Ended 31 March 2022**

| | Notes | Unrestricted fund £ | Restricted fund £ | 31.3.22 Total funds £ | 31.3.21 Total funds £ |
|------------------------------------|-------|---------------------------|-------------------------|--------------------------------|--------------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | | 246,866 | - | 246,866 | 238,327 |
| Investment income | 2 | 11 | - | 11 | 14 |
| Total | | <u>246,877</u> | <u>-</u> | <u>246,877</u> | <u>238,341</u> |
| EXPENDITURE ON | | | | | |
| Charitable activities | | | | | |
| General activities | | | | | |
| | | <u>192,568</u> | <u>-</u> | <u>192,568</u> | <u>178,733</u> |
| NET INCOME | | 54,309 | - | 54,309 | 59,608 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | <u>72,563</u> | <u>-</u> | <u>72,563</u> | <u>12,955</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>126,872</u></u> | <u><u>-</u></u> | <u><u>126,872</u></u> | <u><u>72,563</u></u> |

The notes form part of these financial statements

**North East Aberdeenshire Citizens Advice
Bureau Limited (Registered number: SC109146)**

**Balance Sheet
31 March 2022**

| | Notes | Unrestricted fund £ | Restricted fund £ | 31.3.22 Total funds £ | 31.3.21 Total funds £ |
|--|-------|---------------------------|-------------------------|--------------------------------|--------------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 6 | 3,134 | - | 3,134 | 4,810 |
| CURRENT ASSETS | | | | | |
| Debtors | 7 | 3,331 | - | 3,331 | 3,608 |
| Cash at bank and in hand | | 133,283 | - | 133,283 | 71,542 |
| | | <u>136,614</u> | <u>-</u> | <u>136,614</u> | <u>75,150</u> |
| CREDITORS | | | | | |
| Amounts falling due within one year | 8 | (12,876) | - | (12,876) | (7,397) |
| NET CURRENT ASSETS | | <u>123,738</u> | <u>-</u> | <u>123,738</u> | <u>67,753</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>126,872</u> | <u>-</u> | <u>126,872</u> | <u>72,563</u> |
| NET ASSETS | | <u>126,872</u> | <u>-</u> | <u>126,872</u> | <u>72,563</u> |
| FUNDS | 9 | | | | |
| Unrestricted funds | | | | 126,872 | 72,563 |
| TOTAL FUNDS | | | | <u>126,872</u> | <u>72,563</u> |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

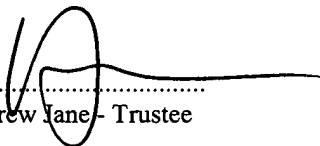
The notes form part of these financial statements


**North East Aberdeenshire Citizens Advice
Bureau Limited (Registered number: SC109146)**

**Balance Sheet - continued
31 March 2022**

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

The financial statements were approved by the Board of Trustees and authorised for issue on25/1/2023..... and were signed on its behalf by:


.....
Iain Andrew Jane - Trustee


.....
Alan Kane - Trustee

The notes form part of these financial statements

**North East Aberdeenshire Citizens Advice
Bureau Limited**

**Notes to the Financial Statements
for the Year Ended 31 March 2022**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

| | |
|-----------------------|---------------|
| Property improvements | - 20% on cost |
| Office equipment | - 25% on cost |

All assets are fully written down so no depreciation charge was required in the year under report.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Funding received

All grant funding and incoming resources have been recognised in the Statement of Financial Activities together with the related expenditure. No income has been deferred to future periods.

**North East Aberdeenshire Citizens Advice
Bureau Limited**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

2. INVESTMENT INCOME

| | 31.3.22 | 31.3.21 |
|--------------------------|-------------------|-------------------|
| | £ | £ |
| Deposit account interest | 11 | 14 |
| | <u> </u> | <u> </u> |

3. SUPPORT COSTS

Support costs have not been separately identified as the trustees consider there is only one charitable activity being the provision of advice and guidance within the local community in furtherance of the objectives of the charity. Therefore support costs relate wholly to that activity and have not been separately identified.

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 31.3.22 | 31.3.21 |
|-------------------------------------|-------------------|-------------------|
| | £ | £ |
| Depreciation - owned assets | 1,676 | 1,677 |
| Deficit on disposal of fixed assets | - | 54 |
| | <u> </u> | <u> </u> |

5. TRUSTEES' REMUNERATION AND BENEFITS

| | 31.3.22 | 31.3.21 |
|---|-------------------|-------------------|
| | £ | £ |
| Trustees' salaries | 49,710 | 51,087 |
| Trustees' social security | 2,557 | 2,371 |
| Trustees' pension contributions to money purchase schemes | 1,045 | 1,089 |
| | <u> </u> | <u> </u> |
| | 53,312 | 54,547 |
| | <u> </u> | <u> </u> |

Trustees' expenses

Travel expenses totalling £243 were reimbursed to five different Trustees. No other expenses were paid.

**North East Aberdeenshire Citizens Advice
Bureau Limited**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

6. TANGIBLE FIXED ASSETS

| | Property improvements £ | Office equipment £ | Totals £ |
|------------------------|-------------------------------|--------------------------|---------------|
| COST | | | |
| At 1 April 2021 | 19,926 | 11,362 | 31,288 |
| Disposals | - | (1,123) | (1,123) |
| | <u>19,926</u> | <u>10,239</u> | <u>30,165</u> |
| At 31 March 2022 | 19,926 | 10,239 | 30,165 |
| DEPRECIATION | | | |
| At 1 April 2021 | 19,926 | 6,552 | 26,478 |
| Charge for year | - | 1,676 | 1,676 |
| Eliminated on disposal | - | (1,123) | (1,123) |
| | <u>19,926</u> | <u>7,105</u> | <u>27,031</u> |
| At 31 March 2022 | 19,926 | 7,105 | 27,031 |
| NET BOOK VALUE | | | |
| At 31 March 2022 | <u>-</u> | <u>3,134</u> | <u>3,134</u> |
| At 31 March 2021 | <u>-</u> | <u>4,810</u> | <u>4,810</u> |

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | | |
|-------------|--------------|--------------|
| | 31.3.22 | 31.3.21 |
| | £ | £ |
| Prepayments | <u>3,331</u> | <u>3,608</u> |

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | | |
|---------------------------------|---------------|--------------|
| | 31.3.22 | 31.3.21 |
| | £ | £ |
| Trade creditors | 421 | 1,404 |
| Social security and other taxes | 3,995 | 857 |
| Other creditors | 584 | 911 |
| Accrued expenses | 7,876 | 4,225 |
| | <u>12,876</u> | <u>7,397</u> |

**North East Aberdeenshire Citizens Advice
Bureau Limited**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

9. MOVEMENT IN FUNDS

| | At 1.4.21 £ | Net movement in funds £ | At 31.3.22 £ |
|---------------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 72,563 | 54,309 | 126,872 |
| TOTAL FUNDS | <u>72,563</u> | <u>54,309</u> | <u>126,872</u> |

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 246,877 | (192,568) | 54,309 |
| TOTAL FUNDS | <u>246,877</u> | <u>(192,568)</u> | <u>54,309</u> |

Comparatives for movement in funds

| | At 1.4.20 £ | Net movement in funds £ | At 31.3.21 £ |
|---------------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 12,955 | 59,608 | 72,563 |
| TOTAL FUNDS | <u>12,955</u> | <u>59,608</u> | <u>72,563</u> |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 238,341 | (178,733) | 59,608 |
| TOTAL FUNDS | <u>238,341</u> | <u>(178,733)</u> | <u>59,608</u> |

**North East Aberdeenshire Citizens Advice
Bureau Limited**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.4.20 £ | Net movement in funds £ | At 31.3.22 £ |
|---------------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 12,955 | 113,917 | 126,872 |
| TOTAL FUNDS | <u>12,955</u> | <u>113,917</u> | <u>126,872</u> |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 485,218 | (371,301) | 113,917 |
| TOTAL FUNDS | <u>485,218</u> | <u>(371,301)</u> | <u>113,917</u> |

The charity receives funding from different sources to support individual projects and services but any surplus in such funding can be used to support the general services of the charity and as such all income and expenditure has been reported as general unrestricted funds. All services provided are considered to be part of the one overall charitable activity and no analysis or allocation has been made of the support and other costs against the individual services provided.

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.