

Charity registration number SC000593 (Scotland)

Company registration number SC332676 (Scotland)

**DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	E Cormack M Radcliffe J Bryant M Hedlund F Saxby R Davies S Moffat R Goater	(Appointed 20 April 2022)
Secretary	M Radcliffe	
Charity number (Scotland)	SC000593	
Company number	SC332676	
Registered office	8 Buccleuch Street Dalkeith Midlothian EH22 1HA	
Independent examiner	Thomson Cooper 22 Stafford Street Edinburgh EH3 7BD	

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

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DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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 Memorandum and Articles of Association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) 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

Dalkeith and District Citizens Advice Bureau (Dalkeith CAB) strives for a fairer Scotland where people are empowered and their rights respected. It aims to achieve this by:

- Offering free, impartial, confidential, holistic, quality-assured information and advice on issues including benefits, debt, employment, housing home energy and emergency food and home fuel to help people in Midlothian make informed life choices.
- Using social policy information gained from the service and client engagement to influence local and national policy and reduce the likelihood of problems in the future.

As a member of the 60 strong Citizens Advice Scotland (CAS) network of Bureaux across Scotland, adheres to 12 principles that underpin Dalkeith CAB's values, activities and services.

- **Free.** Clients are not charged for advice and information.
- **Confidential.** We do not disclose client details to others without their consent.
- **Impartial.** CAB advisors do not make judgements or steer clients in making decisions.
- **Independent.** No outside agencies influence the services we offer.
- **Accessible.** We take steps to make the service inclusive and accessible to all in need.
- **Effective.** Accurate, quality-checked information enables needs to be addressed.
- **Accountable.** CAB operations are transparent and accountable to the community.
- **Client's right to decide.** We offer information to enable their own informed choices.
- **Voluntary.** Unpaid staff from the local community are at the heart of service delivery.
- **Empowerment.** We equip clients with knowledge, skills and confidence.
- **Information retrieval.** Evidence from service-users helps us influence policy.
- **Generalist.** We do not restrict topics on which we are prepared to offer advice.

These are embedded in policies, procedures and systems used to plan, deliver and evaluate all activities and services. This includes valuing diversity and a commitment to Equality of Opportunity in governance, employment, volunteering, partnerships and services.

Achievements and performance

Dalkeith & District CAB has offered support, advice and information in Midlothian since 1966. It has continued to develop in response to changing local needs, new opportunities, the drive for quality, partnership-working and changes in legal and regulatory requirements.

Holistic generalist advice remained the core of the service during the year, along with specialist advice including on money matters, debt, home energy, and employment. The CAB also delivered the CAS-led Armed Services Support Project, PensionWise and Patient Advice and Support Service to the local community.

Covid-19 continued to present unprecedented challenges throughout the year. Options for face-to-face advice were restricted at a time of increasing need. The CAB responded with innovations including adviser remote-working, advice by phone, email and video and virtual networking and governance.

The CAB built on experience to develop services, increase accessibility and improve processes for enabling swift access to the right support from the CAB and external partner services. The CAB also took important steps to improve the health, safety and well-being of staff, volunteers, board members and service-users.

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

The following offers a "snapshot" of Dalkeith CAB services in 2021-22.

- **Increasing need** - the CAB assisted 2079 clients with resolving 10,398 problems in total. This represented 13% more people accessing CAB support during the previous year.
- **Complexity** - during the year, the average client requested help with resolving 4-5 problems. In 2018-19, most clients presented with only 2-3 issues of concern.
- **Benefits** - 42% of clients requested help with benefits, making it the most popular issue.
- **Emergency help** - nearly 12% of clients asked for urgent help with food or home fuel. It represents a significant rise from the 7% of clients needing this the previous year.
- **Home Energy** - the percentage of people needing advice and support with home energy and other utilities also doubled this year, to nearly 7% of Dalkeith CAB clients.
- **Debt** - 12% of clients asked for help with debts – a similar proportion to 2020-21.
- **Employment** - the proportion of people presenting with employment issues halved to just over 5%. Figures were higher last year since concerns related to furlough, business closures, redundancy and safety at work were greater in the first year of the pandemic.
- **Client Financial Gains** - the CAB helped clients secure £3,062,729 in financial gains from benefits, settlements, refunds, charitable financial support and debt arrangements. This is an average of £1,473 per person, mostly spent within the local community.

Responding to rising need, the CAB secured resources to deliver new initiatives with a focus on reaching those most vulnerable and making services more accessible to communities.

Projects included support for older people, a health and well-being project to promote men's health and well-being through advice, fast-track referrals to CAB from GP surgeries and weekly advice clinics at VOCAL carers' centre and Horizons recovery café.

Neighbourhood outreach clinics were set up at St Johns Church, Gorebridge Hive, Mayfield Pavillion, Newtongrange Development Trust, Bonnyrigg Rose FC and Gorebridge Library.

Partnership working remained key to the CAB's success by sharing expertise, maximising resources and reaching more people in need. Partnerships include Midlothian Financial Inclusion Network, Melville Housing Association, NHS Lothian, Midlothian Voluntary Action, Fuelbank Foundation, Foodbanks and Midlothian Council Welfare Rights.

During the year, the CAB conducted surveys of clients, the wider community, partners and its own team. Information gained will aid service development and inform future priorities.

The CAB also completed quality of advice reviews, assessed and verified by Citizens Advice Scotland (CAS). In 2022-23, Dalkeith CAB will undertake the CAS three-yearly quality audit of advice and organisational performance, governance and management.

In July 2021, the CAB achieved Scottish National Standards for Advice and Information Providers accreditation for Housing, Welfare Benefit, Money and Debt Advice at levels I, II and III. Dalkeith CAB is the only advice service in Midlothian to have this accreditation.

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Financial review

The Board drafts an annual budget and receives quarterly reports that include expenditure against forecast targets. The budget is based on financial performance and adapted when new information comes to light. Examples of this might include the receipt of new grant funding during the year or an unanticipated large item of expenditure.

The Finance Officer conducts day-to-day financial tasks including receipts and payments, bank reconciliations and retaining payroll and other financial documentation.

Financial Procedures, agreed by the Board, govern all financial processes, and secure electronic and print accounting systems inform financial reports for funders and other stakeholders. This including monthly reports for the manager and Treasurer or Chair to identify emerging concerns and opportunities as well as any issues requiring urgent action.

The Annual Financial Statements are approved by the Board and subject to external independent examination before presentation to members at the Annual General Meeting.

During the year ended 31 March 2022, the Bureau received total income of £331,570 (2021: £337,706). After expenditure of £309,860 (2021: £284,542) the net movement in funds for the year was an increase of £21,710 (2021: increase £53,164). Total funds carried forward at 31 March 2022 were £320,498 (2021: £298,788).

Going concern

Sufficient funding has been secured for the 2022-23 financial year for core functions, services and project work from statutory and other sources. The Board has a reasonable expectation that financial support will continue to be forthcoming. Consequently, the going concern concept has been used in preparing these accounts.

Reserves Policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Plans for future periods

Given indications of ongoing economic, political and social uncertainty, the CAB anticipates demand for its services and the urgency and complexity of client needs will increase in the year to come. In addition to sustaining current activities, the CAB will prioritise:

- **Funding** - securing more and varied sources to reduce reliance on statutory sources.
- **Partnerships** - sustaining current relationships and building new local partnerships.
- **Outreach** - taking the CAB service into local communities where it is most needed.
- **Accessibility** - continuing to improve options for local people to access CAB assistance.
- **Projects** - filling gaps not met by current provision with specialist activities or services.
- **Evidence** - making better use of data collected by the CAB, client engagement and external evidence to inform the CAB's future direction and influence public policy.
- **Premises** - moving to more fit-for-purpose, environmentally sustainable offices.

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management

Dalkeith and District Citizens Advice Bureau is a private company limited by guarantee, incorporated on 19th October 2007. It is governed by its Articles of Association, adopted by the membership on 10th October 2007, and revised and adopted on 13th April 2016. The board intends to review and update the Articles again in the year to come.

The CAB is registered as a charity with the Office of the Scottish Charity Regulator and recognised as a charity by HMRC.

Membership of the CAB is governed by the Articles of Association and applicants for membership of the company must be approved by the Board. The Board is elected by the membership, in accordance with the process set out in the Articles.

The Board is responsible for the strategic direction and stewardship of the CAB on behalf of its membership. The Board sets the overarching strategy and monitors performance against agreed outcomes. The Board is also responsible for financial and contractual matters, including employment of staff and ensuring health and safety in its services and premises.

The eight-member volunteer Board meets six times per year and, where required, appoints sub-groups to undertake tasks or gather and provide required advice or information.

Responsibility for management of day-to-day operations is delegated to the CAB manager. This includes ensuring functions like operational planning, service delivery and evaluation, implementing and reviewing policies, procedures and systems, recruitment, support and supervision of staff and volunteers, income generation and financial management and compliance with legal and regulatory requirements.

The Manager, in turn, delegates responsibilities to staff and volunteers, in line with their stated roles, providing support and oversight of performance. They also report on operational developments and achievements toward goals in the strategic plan.

The team currently comprises 14 paid members of staff (9.2 full time equivalent) and 15 volunteers who serve as advisors, administrators, receptionists and social policy workers.

Dalkeith CAB is grateful to all funders and supporters of the service, its partner organisations and of course, the staff and volunteers who make the service possible.

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:

E Cormack	
M Radcliffe	
A Thomson	(Resigned 29 September 2021)
J Bryant	
M Hedlund	
F Saxby	
R Davies	
S Moffat	
G Ballantyne	(Resigned 29 September 2021)
D Rowley	(Resigned 22 March 2022)
R Goater	(Appointed 20 April 2022)

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Secretary	M Radcliffe
Manager	J Podet
Charity number (Scotland)	SC000593
Company number	SC332676
Registered Office	8 Buccleuch Street Dalkeith Midlothian EH22 1HA
Independent Examiner	Thomson Cooper 22 Stafford Street Edinburgh EH3 7BD
Bankers	Royal Bank of Scotland 63 High Street Dalkeith EH22 1JA
Solicitors	Burness Paull 50 Lothian Road Edinburgh EH3 9WJ

None of the trustees has any beneficial interest in the company.

Statement of trustees' responsibilities

The trustees, who are also the directors of Dalkeith and District Citizens Advice Bureau 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 Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and 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.

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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



M Radcliffe
Trustee

24 November 2022

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

I report on the financial statements of the charity for the year ended 31 March 2022, which are set out on pages 8 to 23.

Respective responsibilities of trustees and examiner

The charity's trustees, who are also the directors of Dalkeith and District Citizens Advice Bureau for the purposes of company law, are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the 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 financial statements.

Independent examiner's statement

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

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

Fiona Haro

Fiona Haro CA
Thomson Cooper
22 Stafford Street
Edinburgh
EH3 7BD

Dated: 24 November 2022

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Current financial year		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
	Notes					
Income from:						
Donations and legacies	2	129,785	-	201,767	331,552	337,521
Investments	3	19	-	-	19	185
Total income		<u>129,804</u>	<u>-</u>	<u>201,767</u>	<u>331,571</u>	<u>337,706</u>
Expenditure on:						
Charitable activities	4	158,161	-	151,699	309,860	284,542
Net (outgoing)/incoming resources before transfers		<u>(28,357)</u>	<u>-</u>	<u>50,068</u>	<u>21,711</u>	<u>53,164</u>
Net (outgoing)/incoming resources before transfers		<u>(28,357)</u>	<u>-</u>	<u>50,068</u>	<u>21,711</u>	<u>53,164</u>
Gross transfers between funds		<u>(20,000)</u>	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net (expenditure)/income for the year/ Net movement in funds		<u>(48,357)</u>	<u>20,000</u>	<u>50,068</u>	<u>21,711</u>	<u>53,164</u>
Fund balances at 1 April 2021		<u>89,138</u>	<u>154,000</u>	<u>55,650</u>	<u>298,788</u>	<u>245,624</u>
Fund balances at 31 March 2022		<u><u>40,781</u></u>	<u><u>174,000</u></u>	<u><u>105,718</u></u>	<u><u>320,499</u></u>	<u><u>298,788</u></u>

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

All income and expenditure derive from continuing activities.

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

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Prior financial year		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes				
<u>Income from:</u>					
Donations and legacies	2	125,019	-	212,502	337,521
Investments	3	185	-	-	185
Total income		125,204	-	212,502	337,706
<u>Expenditure on:</u>					
Charitable activities	4	155,132	-	129,410	284,542
Net (outgoing)/incoming resources before transfers		(29,928)	-	83,092	53,164
Gross transfers between funds		28,805	-	(28,805)	-
Net (expenditure)/income for the year/ Net movement in funds		(1,123)	-	54,287	53,164
Fund balances at 1 April 2020		90,261	154,000	1,363	245,624
Fund balances at 31 March 2021		89,138	154,000	55,650	298,788

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	8		5,018		5,986
Current assets					
Debtors	9	19,837		22,125	
Cash at bank and in hand		362,918		303,533	
		<u>382,755</u>		<u>325,658</u>	
Creditors: amounts falling due within one year	10	<u>(67,274)</u>		<u>(32,856)</u>	
Net current assets			315,481		292,802
Total assets less current liabilities			<u>320,499</u>		<u>298,788</u>
Income funds					
Restricted funds	12		105,718		55,650
Designated funds	13		174,000		154,000
Unrestricted Fund			40,781		89,138
			<u>320,499</u>		<u>298,788</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 2022.

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 24 November 2022



M Radcliffe
Trustee

Company registration number SC332676

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Dalkeith and District Citizens Advice Bureau is a private company limited by guarantee incorporated in Scotland. The registered office is 8 Buccleuch Street, Dalkeith, Midlothian, EH22 1HA.

Dalkeith and District Citizens Advice Bureau is a company limited by guarantee and does not have any share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £1 in the event of it being wound up.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), 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

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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.

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.

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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

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. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

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	3 years straight line
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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 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.

1.8 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.

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.

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

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.

1.9 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.

1.10 Retirement benefits

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

1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Donations and legacies

	Unrestricted funds general	Restricted funds	Total	Unrestricted funds general	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	55	-	55	19	-	19
Grants received	129,730	201,767	331,497	125,000	212,502	337,502
	<u>129,785</u>	<u>201,767</u>	<u>331,552</u>	<u>125,019</u>	<u>212,502</u>	<u>337,521</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Donations and legacies

(Continued)

Grants receivable for core activities

	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £
Midlothian Council - core funding	125,000	-	125,000	125,000	-	125,000
NHS Lothian - Outreach	-	7,000	7,000	-	7,000	7,000
Midlothian Council - Premises	-	15,000	15,000	-	15,000	15,000
PASS	310	-	310	-	466	466
CAS - Welfare Reform	-	10,495	10,495	-	9,763	9,763
CAS - Pension Wise	2,020	-	2,020	-	2,500	2,500
CAS - Short Term Debt	-	-	-	-	12,978	12,978
CAS - Financial Health Check	-	13,582	13,582	-	21,167	21,167
CAS - Help to Claim	-	16,200	16,200	-	14,549	14,549
CAS - Energy Projects	-	10,824	10,824	-	28,427	28,427
CAS - Consumer Advice/ Social Policy	-	-	-	-	1,500	1,500
CAS - EU Citizen Support	-	-	-	-	1,000	1,000
Men's SHARE	-	-	-	-	2,532	2,532
Aspiring Communities	-	-	-	-	42,800	42,800
Covid related - Various	-	-	-	-	23,390	23,390
Midlothian Mental Health	-	-	-	-	6,653	6,653
Scottish Government - It's Your Right	-	-	-	-	5,368	5,368
MLC Poverty Grant	-	19,404	19,404	-	16,939	16,939
Midlothian Council - Bus Tickets	-	994	994	-	-	-
Other - MFIN/MLC	-	30	30	-	470	470
Access for Vulnerable	-	3,000	3,000	-	-	-
SLA Debt	-	30,433	30,433	-	-	-
SG Debt Advice	-	9,282	9,282	-	-	-
Shopping Voucher Scheme	-	28,446	28,446	-	-	-
Vocal	-	5,750	5,750	-	-	-
MLC Extra Welfare Rights	-	10,167	10,167	-	-	-
New Comms and Wellbeing	-	965	965	-	-	-
Older Person Project	-	195	195	-	-	-
Midlothian Council - Trusted Partnership	-	20,000	20,000	-	-	-
Other	2,400	-	2,400	-	-	-
	<u>129,730</u>	<u>201,767</u>	<u>331,497</u>	<u>125,000</u>	<u>212,502</u>	<u>337,502</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

3 Investments

	Unrestricted funds general 2022 £	Unrestricted funds general 2021 £
Interest receivable	19	185

4 Charitable activities

	Total 2022 £	Total 2021 £
Staff costs	246,038	231,956
Property rent	15,000	15,000
Water rates, building insurance and waste	2,018	2,273
MLC Bus Tickets	470	-
Midlothian Council - Trusted Partnership Expenditure	4,000	-
Food Vouchers pilot scheme	8,500	-
	<u>276,026</u>	<u>249,229</u>
Share of support costs (see note 5)	31,374	34,893
Share of governance costs (see note 5)	2,460	420
	<u>309,860</u>	<u>284,542</u>
Analysis by fund		
Unrestricted funds - general	158,161	155,132
Restricted funds	151,699	129,410
	<u>309,860</u>	<u>284,542</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

5 Support costs

For the year ended 31 March 2022

	Support costs	Governance costs	2022	Basis of allocation
	£	£	£	
Depreciation	4,600	-	4,600	Direct allocation
Insurance, utilities and cleaning	7,457	-	7,457	Direct allocation
Repairs - small equipment and leases	5,604	-	5,604	Direct allocation
Accountancy and bookkeeping	683	-	683	Direct allocation
Telephone, postage and stationery	3,211	-	3,211	Direct allocation
Publicity and information	230	-	230	Direct allocation
CAS fees and subscriptions	1,759	-	1,759	Direct allocation
Consultancy	6,763	-	6,763	Direct allocation
Travel	191	-	191	Direct allocation
Bank charges and sundry	876	-	876	Direct allocation
Independent examination fee	-	2,460	2,460	Governance
	<u>31,374</u>	<u>2,460</u>	<u>33,834</u>	

For the year ended 31 March 2021

	Support costs	Governance costs	2021	
	£	£	£	
Depreciation	3,010	-	3,010	Direct allocation
Insurance, utilities and cleaning	7,140	-	7,140	Direct allocation
Repairs - small equipment and leases	4,666	-	4,666	Direct allocation
Accountancy and bookkeeping	1,023	-	1,023	Direct allocation
Telephone, postage and stationery	2,466	-	2,466	Direct allocation
Publicity and information	314	-	314	Direct allocation
CAS fees and subscriptions	3,864	-	3,864	Direct allocation
Consultancy	1,618	-	1,618	Direct allocation
Travel	1,611	-	1,611	Direct allocation
COVID related costs	7,801	-	7,801	Direct allocation
Bank charges and sundry	1,380	-	1,380	Direct allocation
Independent examination fee	-	420	420	Governance
	<u>34,893</u>	<u>420</u>	<u>35,313</u>	

6 Trustees

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

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

7 Employees

The average monthly number of employees during the year was:

2022 Number	2021 Number
13	12

Employment costs

	2022 £	2021 £
Wages and salaries	227,181	218,221
Social security costs	12,762	8,157
Other pension costs	6,095	5,578
	<u>246,038</u>	<u>231,956</u>

Employment costs for the year attributable to unrestricted funds were £118,625 (2021: £132,095) and restricted funds £108,556 (2021: £99,861).

The total amount of employee benefits received by key management personnel of the charity was £40,759 (2021: £44,822)

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

8 Tangible fixed assets

	Computers £
Cost	
At 1 April 2021	23,502
Additions	3,632
	<u>27,134</u>
At 31 March 2022	
Depreciation and impairment	
At 1 April 2021	17,516
Depreciation charged in the year	4,600
	<u>22,116</u>
At 31 March 2022	
Carrying amount	
At 31 March 2022	5,018
	<u>5,986</u>
At 31 March 2021	
	<u>5,986</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

9 Debtors		2022	2021
		£	£
Amounts falling due within one year:			
Other debtors		19,579	21,453
Prepayments and accrued income		258	672
		<u>19,837</u>	<u>22,125</u>
		<u><u>19,837</u></u>	<u><u>22,125</u></u>
10 Creditors: amounts falling due within one year		2022	2021
		£	£
	Notes		
Other taxation and social security		3,323	3,942
Deferred income	11	50,067	16,690
Trade creditors		2,079	620
Other creditors		1,308	1,110
Accruals and deferred income		10,497	10,494
		<u>67,274</u>	<u>32,856</u>
		<u><u>67,274</u></u>	<u><u>32,856</u></u>
11 Deferred income		2022	2021
		£	£
Other deferred income		50,067	16,690
		<u>50,067</u>	<u>16,690</u>
		<u><u>50,067</u></u>	<u><u>16,690</u></u>
 Deferred income is included in the financial statements as follows:			
		2022	2021
		£	£
Deferred income is included within:			
Current liabilities		50,067	16,690
		<u>50,067</u>	<u>16,690</u>
Movements in the year:			
Deferred income at 1 April 2021		16,690	4,750
Released from previous periods		(4,940)	(4,750)
Resources deferred in the year		38,317	16,690
		<u>50,067</u>	<u>16,690</u>
Deferred income at 31 March 2022		<u><u>50,067</u></u>	<u><u>16,690</u></u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

12 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:

For the year ended 31 March 2022

	Movement in funds				Balance at 31 March 2022 £
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	
NHS Lothian - Outreach	1,302	7,000	(5,910)	-	2,392
Midlothian Council - Premises	-	15,000	(15,000)	-	-
CAS - Welfare Reform	-	10,495	(9,329)	-	1,166
CAS - Short Term Debt	12,578	13,582	(16,106)	-	10,055
CAS - Financial Health Check	11,252	-	-	-	11,252
CAS - Help To Claim	-	16,200	(14,355)	-	1,845
CAS - Energy Projects	18,055	10,824	(18,911)	-	9,968
MLC Poverty Grant	12,045	19,404	(16,555)	-	14,894
Midlothian Council - Bus Tickets	418	994	(470)	-	942
Other - MFIN	-	30	-	-	30
Access for Vulnerable	-	3,000	-	-	3,000
SLA Debt	-	30,433	(29,940)	-	493
SG Debt Advice	-	9,282	(9,104)	-	178
Shopping voucher scheme	-	28,446	(8,500)	-	19,946
Vocal	-	5,750	(2,141)	-	3,609
MLC Extra Welfare Rights	-	10,167	(414)	-	9,753
New Comms and wellbeing	-	965	(965)	-	-
Older person project	-	195	-	-	195
Midlothian Council - Trusted Partnership	-	20,000	(4,000)	-	16,000
	<u>55,650</u>	<u>201,767</u>	<u>(151,699)</u>	<u>-</u>	<u>105,718</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

12 Restricted funds

(Continued)

For the year ended 31 March 2021

	Movement in funds				Balance at 1 April 2021 £
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	
NHS Lothian - Outreach	-	7,000	(5,698)	-	1,302
Midlothian Council - Premises	-	15,000	(15,000)	-	-
PASS	-	466	-	(466)	-
CAS - Welfare Reform	-	9,763	(10,947)	1,184	-
CAS - Pension Wise	-	2,500	(77)	(2,423)	-
CAS - Short Term Debt	-	12,978	(400)	-	12,578
CAS - Financial Health Check	-	21,167	(9,915)	-	11,252
CAS - Help To Claim	-	14,549	(12,658)	(1,891)	-
CAS - Energy Projects	-	28,427	(10,372)	-	18,055
CAS - Consumer/Social Policy	-	1,500	(46)	(1,454)	-
CAS - EU Citizens Support	-	1,000	(31)	(969)	-
Men's SHARE	-	2,532	(78)	(2,454)	-
Aspiring Communities	-	42,800	(42,800)	-	-
COVID Related - various	-	23,390	(14,709)	(8,681)	-
Midlothian Mental Health	-	6,653	(205)	(6,448)	-
Scottish Government - It's Your Right	-	5,368	(165)	(5,203)	-
MLC Poverty Grant	-	16,939	(4,894)	-	12,045
Midlothian Council - Bus Tickets	1,363	-	(945)	-	418
Other - MFIN	-	470	(470)	-	-
	<u>1,363</u>	<u>212,502</u>	<u>(129,410)</u>	<u>(28,805)</u>	<u>55,650</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Unrestricted funds designated

These are unrestricted funds which are material to the charity's activities made up as follows:

For the year ended 31 March 2022

	Movement in funds				Balance at 31 March 2022
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
General funds	89,138	129,804	(158,161)	(20,000)	40,781
	<u>89,138</u>	<u>129,804</u>	<u>(158,161)</u>	<u>(20,000)</u>	<u>40,781</u>

For the year ended 31 March 2021

	Movement in funds				Balance at 1 April 2021
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
General funds	90,261	125,204	(155,132)	28,805	89,138
	<u>90,261</u>	<u>125,204</u>	<u>(155,132)</u>	<u>28,805</u>	<u>89,138</u>
	<u>154,000</u>	<u>125,204</u>	<u>(155,132)</u>	<u>28,805</u>	<u>154,000</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

For the year ended 31 March 2022

	Balance at 1 April 2021	Resources expended	Transfers	Balance at 31 March 2022
	£	£	£	£
Operating Reserve	105,000	-	-	105,000
Redundancy Costs Provision	24,500	-	-	24,500
IT & Training Fund	20,000	-	-	20,000
Building Maintenance Fund	4,500	-	-	4,500
Utilities	-	-	20,000	20,000
	<u>154,000</u>	<u>-</u>	<u>20,000</u>	<u>174,000</u>

For the year ended 31 March 2021

	Balance at 1 April 2020	Resources expended	Transfers	Balance at 1 April 2021
	£	£	£	£
Operating Reserve	105,000	-	-	105,000
Redundancy Costs Provision	24,500	-	-	24,500
IT & Training Fund	20,000	-	-	20,000
Building Maintenance Fund	4,500	-	-	4,500
	<u>154,000</u>	<u>-</u>	<u>-</u>	<u>154,000</u>

The Board must review reserves at the end of each financial year to calculate sums to designate for contingencies and to "ring fence" for services or anticipated costs in the following year.

- **Operating Reserves.** The CAB relies on funding from the Local Authority and other statutory and charitable sources to deliver activities and services. With ongoing economic uncertainty and pressures on all funding providers, the Board has agreed to designate 6 months of running costs to enable effective re-profiling of the service, or transition to closure, if significant funding sources are lost.
- **Redundancy Costs.** A sum is designated based on a calculation of redundancy payment liabilities in the event of significant staffing loss or winding up of CAB.
- **IT and Training.** A sum is designated for replacement and renewals of hardware and software licences as well as training for staff when systems upgrade or change.
- **Premises.** Given the age and conditions of the rented premises, the Board has set aside a sum for ongoing maintenance. The Board hopes to secure more fit-for-purpose premises in the year to come, and has designated a sum for obligations required within the full repairing lease and for removal of the CAB to new premises.
- **Utilities.** The Board anticipates a significant rise in the cost of electricity for the current premises in the year to come and has designated funds to enable costs to be met.

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

15 Analysis of net assets between funds

	Unrestricted funds 2022 £	Designated funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2022 are represented by:				
Tangible assets	5,018	-	-	5,018
Current assets/(liabilities)	35,763	174,000	105,718	315,481
	<u>40,781</u>	<u>174,000</u>	<u>105,718</u>	<u>320,499</u>

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2021 are represented by:				
Tangible assets	5,986	-	-	5,986
Current assets/(liabilities)	83,152	154,000	55,650	292,802
	<u>89,138</u>	<u>154,000</u>	<u>55,650</u>	<u>298,788</u>

16 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:

	2022 £	2021 £
Within one year	4,656	357
Between two and five years	2,415	17,500
	<u>7,071</u>	<u>17,857</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).