

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 2023**

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 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

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 information gained from the service and client engagement to campaign for improved public policies that 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 Dalkeith CAB's activities. This includes valuing diversity and a commitment to equality 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 and opportunities, to improve quality, extend partnerships and meet all legal and regulatory requirements.

The ongoing cost of living crisis and legacy of Covid-19 continued to bring challenges for people in our area and for Dalkeith CAB when supporting them to resolve their problems and avoid greater financial hardship. The CAB responded by expanding the ways clients could engage with CAB services and introducing a new system for rapidly assessing (i.e. triaging) people seeking help so they could get the help they need more swiftly.

While holistic general advice in person, by phone and via email remained the core service of the CAB, the charity secured resources to deliver several specialist services including for money matters, debt management, home energy and employment. Dalkeith CAB also embarked on two innovative projects offering advice within social settings which also helped reduce isolation and encouraged mutual support – one for older people and another for marginalised men.

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

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

FOR THE YEAR ENDED 31 MARCH 2023

Dalkeith CAB continued to develop and deliver outreach advice and information sessions with partners in local communities including Bonnyrigg Rose FC, Gorebridge Hive, Gorebridge Library, Horizons Recovery Café, MAEDT Pavillion, Newtongrange Development Trust (fortnightly), Vocal, Trussell Trust Foodbank and St Johns Church. It also established new outreach sessions in partnership with Trussell Trust's Midlothian Foodbank and Central Dalkeith and Woodburn Community Pantry, to be launched in 2023-24.

The CAB also continued its delivery of CAS-led services including PensionWise, Patient Advice & Support Service and Energy Advice projects.

The following offers a "snapshot" of Dalkeith CAB services in 2022-23.

- Increasing need - the CAB assisted 2,583 clients with resolving 11,086 problems in total. This represented 27% more people accessing CAB support during the previous year.
- Complexity - the average client requested help with resolving 4-5 problems. By comparison, in 2018-19, most clients presented with only 2-3 issues of concern.
- Benefits – 38% of clients requested help with benefits – the most common issue raised.
- Debt – clients gaining help with managing debts rose to 1,815 – 40% more people than in the previous year.
- Home Energy – the steep climb of energy costs led 76% more households to ask for help with this issue – a total of 1,215 clients in the year.
- Other issues – 9% of CAB clients in 2022-23 received help accessing emergency food or fuel and 5% each were assisted with housing and employment related concerns.
- Client Financial Gains - the CAB helped clients secure £3,196,243 in financial gains from benefits, settlements, refunds, charitable financial support and debt arrangements. This translated into an average of £1,237 additional funds per client that will have mostly been spent in their local areas.

Partnership working remained key to the CAB's success during the year 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.

The CAB maintained its accreditation with 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 remains the only advice service in Midlothian to achieve this.

During 2022-23, the CAB prepared for the three-yearly CAS audit of the quality of advice and organisational performance which was postponed to summer 2023.

In November and December 2022, Dalkeith CAB conducted a "thumbnail" survey of service-users, focussing especially on those nearing the end of their time receiving support from a Dalkeith CAB service. Key findings from the study are as follows:

- 79% of respondents said it was very true or mostly true that their problems had been resolved with assistance from Dalkeith CAB.
- 93% said it was very true or mostly true that information gained from the CAB had helped them manage their concerns more effectively.
- 89% stated they felt more confident about managing their issues having had support from the CAB.
- 93% reported that their engagement with Dalkeith CAB had helped them feel less anxious about their issues.

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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 2023, the Bureau received total income of £397,210 (2022: £331,571). After expenditure of £425,074 (2022: £309,860) the net movement in funds for the year was a decrease of £27,864 (2022: increase of £21,711). Total funds carried forward at 31 March 2023 were £292,635 (2022: £320,499).

Going concern

Sufficient funding has been secured for the 2023-24 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

The Board reviews 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 in line with the current reserves policy. The aim of this is to retain financial unrestricted reserves to the value of £174,000 in order to cover any shortfall in funding.

At the year end the unrestricted fund balance amounted to £189,509 of which £174,000 was designated for future costs.

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, including a mobile van to provide services to remote and unserved localities..
- 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 2023

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, an updated version of which was adopted by the membership at an Annual General Meeting on 8th March 2023.

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 appointed 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 15 paid members of staff (10.9 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	(Resigned 8 March 2023)
M Radcliffe	
J Bryant	
M Hedlund	
F Saxby	
R Davies	
S Moffat	
R Goater	(Appointed 20 April 2022)
P McQuarrie	(Appointed 31 January 2023)
P Ewart	(Appointed 31 January 2023 and resigned 30 August 2023)

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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; 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 2023***

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

Fiona Saxby

F Saxby
Trustee

13 November 2023

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 2023, which are set out on pages 8 to 24.

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: 13 November 2023

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

	Notes	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Income from:						
Donations and legacies	2	128,069	-	268,306	396,375	331,552
Investments	3	835	-	-	835	19
Total income		128,904	-	268,306	397,210	331,571
Expenditure on:						
Raising funds	4	7,685	-	-	7,685	3,154
Charitable activities	5	147,381	-	270,008	417,389	306,706
Total expenditure		155,066	-	270,008	425,074	309,860
Net (outgoing)/incoming resources before transfers		(26,162)	-	(1,702)	(27,864)	21,711
Gross transfers between funds		890	-	(890)	-	-
Net (expenditure)/income for the year/ Net movement in funds		(25,272)	-	(2,592)	(27,864)	21,711
Fund balances at 1 April 2022		40,781	174,000	105,718	320,499	298,788
Fund balances at 31 March 2023		15,509	174,000	103,126	292,635	320,499

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 2023

Prior financial year

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes				
Income from:					
Donations and legacies	2	129,785	-	201,767	331,552
Investments	3	19	-	-	19
Total income		129,804	-	201,767	331,571
Expenditure on:					
Raising funds	4	3,154	-	-	3,154
Charitable activities	5	155,007	-	151,699	306,706
Total expenditure		158,161	-	151,699	309,860
Net (outgoing)/incoming resources before transfers		(28,357)	-	50,068	21,711
Gross transfers between funds		(20,000)	20,000	-	-
Net (expenditure)/income for the year/ Net movement in funds		(48,357)	20,000	50,068	21,711
Fund balances at 1 April 2021		89,138	154,000	55,650	298,788
Fund balances at 31 March 2022		40,781	174,000	105,718	320,499

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU**BALANCE SHEET****AS AT 31 MARCH 2023**

	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	9		1,857		5,018
Current assets					
Debtors	10	11,840		19,837	
Cash at bank and in hand		365,726		362,918	
		<u>377,566</u>		<u>382,755</u>	
Creditors: amounts falling due within one year	11	<u>(86,788)</u>		<u>(67,274)</u>	
Net current assets			290,778		315,481
Total assets less current liabilities			<u>292,635</u>		<u>320,499</u>
Income funds					
Restricted funds	13		103,126		105,718
Designated funds	14		174,000		174,000
Unrestricted Fund			15,509		40,781
			<u>292,635</u>		<u>320,499</u>

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

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

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

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

The financial statements were approved by the Trustees on 13 November 2023

Fiona Saxby

F Saxby
Trustee

Company registration number SC332676

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

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 2023

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 2023

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 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £
Donations and gifts	106	-	106	55	-	55
Grants received	127,963	268,306	396,269	129,730	201,767	331,497
	<u>128,069</u>	<u>268,306</u>	<u>396,375</u>	<u>129,785</u>	<u>201,767</u>	<u>331,552</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

2 Donations and legacies

(Continued)

Grants receivable for core activities

	Unrestricted funds general 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds general 2022 £	Restricted funds 2022 £	Total 2022 £
Midlothian Council - core funding	125,000	-	125,000	125,000	-	125,000
NHS Lothian - Outreach	-	9,300	9,300	-	7,000	7,000
Midlothian Council - Premises	-	15,000	15,000	-	15,000	15,000
PASS	1,078	-	1,078	310	-	310
CAS - Welfare Reform	-	10,695	10,695	-	10,495	10,495
CAS - Pension Wise	1,515	-	1,515	2,020	-	2,020
CAS - Short Term Debt	-	33,388	33,388	-	-	-
CAS - Financial Health Check	-	-	-	-	13,582	13,582
CAS - Help to Claim	-	-	-	-	16,200	16,200
CAS - Energy Projects	-	16,947	16,947	-	10,824	10,824
MLC Income Max Support	-	25,417	25,417	-	-	-
Horizon	-	7,744	7,744	-	-	-
Trussell Trust	-	9,835	9,835	-	-	-
SGN	-	2,717	2,717	-	-	-
MLC Poverty Grant	-	-	-	-	19,404	19,404
Midlothian Council - Bus Tickets	-	-	-	-	994	994
Other - MFIN/MLC	-	-	-	-	30	30
Access for Vulnerable	-	-	-	-	3,000	3,000
SLA Debt	-	36,635	36,635	-	30,433	30,433
SG Debt Advice	-	28,297	28,297	-	9,282	9,282
Shopping Voucher Scheme	-	-	-	-	28,446	28,446
Vocal	-	15,000	15,000	-	5,750	5,750
MLC Extra Welfare Rights	-	-	-	-	10,167	10,167
New Comms and Wellbeing	-	7,457	7,457	-	965	965
Older Person Project	-	14,874	14,874	-	195	195
Midlothian Council - Trusted Partnership	-	35,000	35,000	-	20,000	20,000
Other	370	-	370	2,400	-	2,400
	<u>127,963</u>	<u>268,306</u>	<u>396,269</u>	<u>129,730</u>	<u>201,767</u>	<u>331,497</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

3 Investments

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Interest receivable	835	19
	<u>835</u>	<u>19</u>

4 Raising funds

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
<u>Fundraising and publicity</u>		
Other fundraising costs	7,685	3,154
	<u>7,685</u>	<u>3,154</u>
	<u>7,685</u>	<u>3,154</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

5 Charitable activities

	Total 2023	Total 2022
	£	£
Staff costs	327,649	246,038
Property rent	16,440	15,000
Water rates, building insurance and waste	2,340	2,018
MLC Bus Tickets	-	470
Midlothian Council - Trusted Partnership Expenditure	18,265	4,000
Food Vouchers pilot scheme	6,000	8,500
	<u>370,694</u>	<u>276,026</u>
Share of support costs (see note 6)	44,175	28,220
Share of governance costs (see note 6)	2,520	2,460
	<u>417,389</u>	<u>306,706</u>
	<u><u>417,389</u></u>	<u><u>306,706</u></u>
Analysis by fund		
Unrestricted funds - general	147,381	155,007
Restricted funds	270,008	151,699
	<u>417,389</u>	<u>306,706</u>
	<u><u>417,389</u></u>	<u><u>306,706</u></u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

6 Support costs

For the year ended 31 March 2023

	Support costs £	Governance costs £	2023 £	Basis of allocation
Depreciation	3,161	-	3,161	Direct allocation
Insurance, utilities and cleaning	11,012	-	11,012	Direct allocation
Repairs - small equipment and leases	9,228	-	9,228	Direct allocation
Accountancy and bookkeeping	651	-	651	Direct allocation
Telephone, postage and stationery	3,491	-	3,491	Direct allocation
CAS fees and subscriptions	2,159	-	2,159	Direct allocation
Consultancy	8,140	-	8,140	Direct allocation
Travel	2,409	-	2,409	Direct allocation
Bank charges and sundry	3,924	-	3,924	Direct allocation
Independent examination fee	-	2,520	2,520	Governance
	<u>44,175</u>	<u>2,520</u>	<u>46,695</u>	

For the year ended 31 March 2022

	Support costs £	Governance costs £	2022 £	
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	3,609	-	3,609	Direct allocation
Travel	191	-	191	Direct allocation
Bank charges and sundry	876	-	876	Direct allocation
Independent examination fee	-	2,460	2,460	Governance
	<u>28,220</u>	<u>2,460</u>	<u>30,680</u>	

7 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 2023

8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	15	13
	<u> </u>	<u> </u>

Employment costs

	2023 £	2022 £
Wages and salaries	300,029	227,181
Social security costs	19,755	12,762
Other pension costs	7,865	6,095
	<u> </u>	<u> </u>
	<u>327,649</u>	<u>246,038</u>

Employment costs for the year attributable to unrestricted funds were £102,779 (2022: £118,625) and restricted funds £224,870 (2022: £108,556).

The total amount of employee benefits received by key management personnel of the charity was £44,986 (2022: £40,759)

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

9 Tangible fixed assets

	Computers £
Cost	
At 1 April 2022	27,135
At 31 March 2023	<u>27,135</u>
Depreciation and impairment	
At 1 April 2022	22,117
Depreciation charged in the year	3,161
At 31 March 2023	<u>25,278</u>
Carrying amount	
At 31 March 2023	<u>1,857</u>
At 31 March 2022	<u>5,018</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

10 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	11,840	19,837
	<u> </u>	<u> </u>

11 Creditors: amounts falling due within one year

	Notes	2023	2022
		£	£
Other taxation and social security		4,656	3,323
Deferred income	12	58,296	50,067
Trade creditors		3,865	2,079
Other creditors		12,014	1,308
Accruals and deferred income		7,957	10,497
		<u> </u>	<u> </u>
		<u>86,788</u>	<u>67,274</u>

12 Deferred income

	2023	2022
	£	£
Other deferred income	58,296	50,067
	<u> </u>	<u> </u>

Deferred income is included in the financial statements as follows:

	2023	2022
	£	£
Deferred income is included within:		
Current liabilities	58,296	50,067
	<u> </u>	<u> </u>
Movements in the year:		
Deferred income at 1 April 2022	50,067	16,690
Released from previous periods	(44,984)	(4,940)
Resources deferred in the year	53,213	38,317
	<u> </u>	<u> </u>
Deferred income at 31 March 2023	<u>58,296</u>	<u>50,067</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Restricted funds

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

For the year ended 31 March 2023

	Movement in funds				Balance at 31 March 2023 £
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	
NHS Lothian - Outreach	2,392	9,300	(11,692)	-	-
Midlothian Council - Premises	-	15,000	(15,000)	-	-
CAS - Welfare Reform	1,166	10,695	(11,524)	-	337
CAS - Short Term Debt	10,055	33,388	(43,443)	-	-
CAS - Financial Health Check	11,252	-	-	-	11,252
CAS - Help To Claim	1,845	-	(1,845)	-	-
CAS - Energy Projects	9,968	16,947	(26,915)	-	-
MLC Income Max Post	-	25,417	(17,556)	-	7,861
Horizon	-	7,744	(7,800)	56	-
Trussell Trust	-	9,835	-	-	9,835
SGN	-	2,717	(2,717)	-	-
MLC Poverty Grant	14,894	-	-	-	14,894
Midlothian Council - Bus Tickets	942	-	-	(942)	-
Other - MFIN	30	-	-	(30)	-
Access for Vulnerable	3,000	-	(3,000)	-	-
SLA Debt	493	36,635	(28,390)	-	8,738
SG Debt Advice	178	28,297	(23,338)	-	5,137
Shopping voucher scheme	19,946	-	(8,861)	-	11,085
Vocal	3,609	15,000	(13,361)	-	5,248
MLC Extra Welfare Rights	9,753	-	(9,753)	-	-
Communities Mental Health & Well Being Fund	-	7,457	(7,483)	26	-
Older person project	195	14,874	(13,815)	-	1,254
Midlothian Council - Trusted Partnership	16,000	35,000	(23,515)	-	27,485
	<u>105,718</u>	<u>268,306</u>	<u>(270,008)</u>	<u>(890)</u>	<u>103,126</u>

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

13 Restricted funds

(Continued)

For the year ended 31 March 2022

	Movement in funds				Balance at 1 April 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 2023

14 Unrestricted funds

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

For the year ended 31 March 2023

	Movement in funds				Balance at 31 March 2023 £
	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	
General funds	40,781	128,904	(155,066)	890	15,509
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

For the year ended 31 March 2022

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

DALKEITH AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

15 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 2023

	Balance at 1 April 2022	Resources expended	Transfers	Balance at 31 March 2023
	£	£	£	£
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>174,000</u>	<u>-</u>	<u>-</u>	<u>174,000</u>

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>

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 2023

16 Analysis of net assets between funds

	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total 2023 £
Fund balances at 31 March 2023 are represented by:				
Tangible assets	1,857	-	-	1,857
Current assets/(liabilities)	13,652	174,000	103,126	290,778
	<u>15,509</u>	<u>174,000</u>	<u>103,126</u>	<u>292,635</u>

	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>

17 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:

	2023 £	2022 £
Within one year	4,539	4,656
Between two and five years	377	2,415
	<u>4,916</u>	<u>7,071</u>

18 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).