

**Citizens Advice Mid-North Yorkshire Limited**  
**Financial Statements**  
**For the Year Ending**  
**31 March 2022**

**JANE ASCROFT ACCOUNTANCY LIMITED**

Chartered accountants & statutory auditor

Enterprise House

Harmire Enterprise Park

Barnard Castle

County Durham

DL12 8XP

# Citizens Advice Mid-North Yorkshire Limited

## Financial Statements

Year Ended 31 March 2022

---

	Page
Trustees' Annual Report (Incorporating the Director's Report)	1
Independent Auditor's Report to the Members	6
Statement of Financial Activities (Including Income and Expenditure Account)	10
Statement of Financial Position	11
Statement of Cash Flows	12
Notes to the Financial Statements	13
<b>The Following Pages Do Not Form Part of the Financial Statements</b>	
Detailed Statement of Financial Activities	27

---

# **Citizens Advice Mid-North Yorkshire Limited**

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

**Year Ended 31 March 2022**

---

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2022.

### **Objectives and aims**

#### **Objectives**

The company is a charity and exists to promote its charitable purpose for the benefit of the community in Mid North Yorkshire by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

#### **Aims, objectives, strategies and activities**

Citizens Advice Bureau Mid-North Yorkshire aims to enable the people within their area to gain access to information, advice and assistance necessary to participate fully within the community. To this end the service strives to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available or through an inability to express their needs effectively. In addition, it endeavours to exercise a responsible influence on the development of social policies and services, both locally and nationally.

#### **Public benefit**

The trustees are satisfied that the charitable activities are in line with the Charities Commission guidance on public benefit.

#### **Significant activities**

We are a vital open-door service for many people; through our 66 paid staff and 44 volunteers (10 of which are members of the Trustee Board), Citizens Advice Mid-North Yorkshire offers a free high quality advice service on a range of issues. This is delivered through our core service, projects, and specialist advice (housing, debt, family law, and discrimination).

We cover 4 regions of North Yorkshire, Hambleton, Richmondshire, Ryedale, and Selby & District. The county has a population of over 600,000 (ONS 2019).

We run various outreaches (subject to current Covid restrictions) across all locations, mainly based in libraries, and in Hambleton and Richmondshire we run the Rural Advice Bus service which provides information and advice to more isolated communities.

Our communications team promote our service across various platforms including social media and our website news page. They also promote the work of our partners and keep MPs of our areas up to date on our activities and campaigns.

### **Achievements and Performance**

For details of our achievements and impact during 2021/22 please see our annual report.

# Citizens Advice Mid-North Yorkshire Limited

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

Year Ended 31 March 2022

---

### **Financial Review**

Incoming resources in the year were £1,728,768 (2021 - £1,371,685) and, of this total, £1,310,841 (2021 - £945,564) related to project restricted activities.

### **Reserves Policy**

General reserves:

The trustees believe that the bureau should hold financial reserves in order to ensure that the charity can continue to operate and meet the needs of client in the event of unforeseen and potentially financially damaging circumstances arising.

In the event of total withdrawal of Local Authority funding the trustees consider that it would be prudent to set aside an amount equivalent to three months operating expenditure (together with a three-month lag for implementation of decisions) a sum of £187,200.

Designated reserves:

In addition, unrestricted funds totalling £151,800 have been designated for the following purposes:

- Equipment reserve - a reserve to ensure that there is sufficient money to replace equipment/cover photocopier lease surrender - £7,400
- Contractual commitment reserve - a reserve to ensure that the bureau is able to cover contracted payments to staff covering redundancy, maternity leave and long term sickness - £119,000
- Premises - a reserve to provide for the cost of dilapidations, lease surrender and office repairs - £25,400

Total general and designated reserves: £339,000

At 31 March 2022 general and designated reserves totalled £596,449.

### **Funds in deficit**

There were no funds in deficit.

### **Plans for Future Periods**

Our Strategic Priorities 2022/25 are:

1. Develop a unifying culture over North Yorkshire that puts first the needs of the community and clients both present and future.
2. Open a law centre and develop hubs for specialist services throughout the County.
3. Focus on maintaining a multi-channel service in these difficult times.
4. Telling our communities stories in an effective and evidence-based way.
5. Influencing funding for North Yorkshire in a positive way and the advice environment in general.
6. Growing our own and making our service better at inclusion.
7. Do the very best we can to meet demand.

# **Citizens Advice Mid-North Yorkshire Limited**

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

**Year Ended 31 March 2022**

---

### **Structure, Governance and Management**

#### **Governing document**

The organisation is a charitable company limited by guarantee incorporated on 22 December 2011 and registered as a charity on 28 February 2012. It commenced trading on 1 April 2012 when it acquired the assets and liabilities of the Hambleton Citizens Advice Bureau and the Richmondshire Citizens Advice Bureau.

The company was established under a Memorandum of Association, which sets out the objects and powers of the charitable company and is governed under its Articles of Association. The maximum liability of each member of the company is £1 and at 31 March 2021 it had 10 members.

#### **Recruitment and appointment of trustees**

##### **Members of the Board**

Members of the Board who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report, are given on page 1.

The maximum number of trustees is fifteen and the minimum is three. Appointment is by election at the Annual General Meeting or by being co-opted by the Board, provided that, on appointment the total number of co-opted trustees does not exceed one third of the total number of trustees.

All elected trustees shall retire from office at the third annual general meeting following the annual general meeting at which they were elected but may be re-elected. All co-opted trustees shall retire from office at the third annual general meeting following the meeting of the Board at which they were appointed but may then be elected or reappointed.

The charity wishes its Board to be representative of the local communities as well as containing the range of skills necessary to provide leadership and good governance. All trustees give their time voluntarily and any expenses reclaimed by trustees are set out in the notes to the financial statements.

#### **Organisational structure**

The Board is responsible for setting the strategic direction of the Bureau and it meets quarterly to administer the charity. Only trustees may vote at these meetings, but they are assisted in their decision making by recommendations from the various sub-committees and by the advice of representatives from staff, volunteers and funders who attend the meetings.

The Chief Executive is appointed by the Board to manage the day to day operations of the charity. Full details of the current staff, volunteers and board observers are provided in the Bureau's annual report.

#### **Induction and training of new trustees**

Trustees are recruited and trained in accordance with Citizens Advice policies and procedures.

#### **Related parties**

Each CAB must be a member of the national organisation 'Citizens Advice' and, to comply with the membership criteria, must meet strictly audited standards of service and delivery annually.

The charity's Chairman and Chief Executive are directors of Citizens Advice North Yorkshire and York which co-ordinates regional Citizens Advice activities.

# Citizens Advice Mid-North Yorkshire Limited

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

Year Ended 31 March 2022

---

### Reference and Administrative Details

<b>Registered charity name</b>	Citizens Advice Mid-North Yorkshire Limited
<b>Charity registration number</b>	1146084
<b>Company registration number</b>	07890996
<b>Principal office and registered office</b>	277 High Street North End Northallerton North Yorkshire DL7 8DW

### **The Trustees**

C A Les (Chairman)  
Cllr L Grose  
Mr K McGready  
Mr M Hoggard (Treasurer)  
Mr R Pringle (Vice Chairman)  
Mr M C Collins  
Mrs J E Sharp  
Mrs C G Goodrick  
Ms M A Davis  
Ms L Tunney

**Company Secretary** Ms Carol Ann Shreeve

**Auditor** Jane Ascroft Accountancy Limited  
Chartered accountants & statutory auditor  
Enterprise House  
Harmire Enterprise Park  
Barnard Castle  
County Durham  
DL12 8XP

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

### **Trustees' Responsibilities Statement**

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

# **Citizens Advice Mid-North Yorkshire Limited**

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

**Year Ended 31 March 2022**

---

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

### **Auditor**

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

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

### **Small Company Provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 5/19/22..... and signed on behalf of the board of trustees by:



Ms Carol Ann Shreeve  
Charity Secretary

# **Citizens Advice Mid-North Yorkshire Limited**

## **Independent Auditor's Report to the Members of Citizens Advice Mid-North Yorkshire Limited**

**Year Ended 31 March 2022**

---

### **Opinion**

We have audited the financial statements of Citizens Advice Mid-North Yorkshire Limited (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions Relating to Going Concern**

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

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

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



# **Citizens Advice Mid-North Yorkshire Limited**

## **Independent Auditor's Report to the Members of Citizens Advice Mid-North Yorkshire Limited** (continued)

**Year Ended 31 March 2022**

---

### **Other Information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on Other Matters Prescribed by the Companies Act 2006**

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

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

### **Matters on Which We are Required to Report by Exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

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

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

# **Citizens Advice Mid-North Yorkshire Limited**

## **Independent Auditor's Report to the Members of Citizens Advice Mid-North Yorkshire Limited (continued)**

**Year Ended 31 March 2022**

---

### **Responsibilities of Trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.

# **Citizens Advice Mid-North Yorkshire Limited**

## **Independent Auditor's Report to the Members of Citizens Advice Mid-North Yorkshire Limited** *(continued)*

**Year Ended 31 March 2022**

---

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

### **Use of Our Report**

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Jane Ascroft (Senior Statutory Auditor)

For and on behalf of  
Jane Ascroft Accountancy Limited  
Chartered accountants & statutory auditor  
Enterprise House  
Harmire Enterprise Park  
Barnard Castle  
County Durham  
DL12 8XP

# Citizens Advice Mid-North Yorkshire Limited

## Statement of Financial Activities (including income and expenditure account)

Year Ended 31 March 2022

			2022		2021
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	6,569	–	6,569	17,240
Charitable activities	6	383,658	1,310,841	1,694,499	1,330,374
Other trading activities	7	27,549	–	27,549	23,769
Investment income	8	151	–	151	302
<b>Total income</b>		<u>417,927</u>	<u>1,310,841</u>	<u>1,728,768</u>	<u>1,371,685</u>
<b>Expenditure</b>					
Expenditure on charitable activities	9,10	344,708	1,279,893	1,624,601	1,163,474
<b>Total expenditure</b>		<u>344,708</u>	<u>1,279,893</u>	<u>1,624,601</u>	<u>1,163,474</u>
<b>Net income</b>		<u>73,219</u>	<u>30,948</u>	<u>104,167</u>	<u>208,211</u>
Transfers between funds		(4,545)	4,545	–	–
<b>Net movement in funds</b>		<u>68,674</u>	<u>35,493</u>	<u>104,167</u>	<u>208,211</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		906,775	124,496	1,031,271	823,060
<b>Total funds carried forward</b>		<u>975,449</u>	<u>159,989</u>	<u>1,135,438</u>	<u>1,031,271</u>

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

The notes on pages 13 to 25 form part of these financial statements.

# Citizens Advice Mid-North Yorkshire Limited

## Statement of Financial Position

31 March 2022

	Note	2022 £	2021 £
<b>Fixed Assets</b>			
Tangible fixed assets	15	302,798	317,570
<b>Current Assets</b>			
Debtors	16	76,619	62,010
Cash at bank and in hand		940,190	790,567
		<u>1,016,809</u>	<u>852,577</u>
<b>Creditors: amounts falling due within one year</b>	17	<u>184,169</u>	<u>138,876</u>
<b>Net Current Assets</b>		<u>832,640</u>	<u>713,701</u>
<b>Total Assets Less Current Liabilities</b>		<u>1,135,438</u>	<u>1,031,271</u>
<b>Net Assets</b>		<u>1,135,438</u>	<u>1,031,271</u>
<b>Funds of the Charity</b>			
Restricted funds		159,990	124,496
Unrestricted funds		975,448	906,775
<b>Total charity funds</b>	19	<u>1,135,438</u>	<u>1,031,271</u>

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

These financial statements were approved by the board of trustees and authorised for issue on ~~5/1/22~~ 5/1/22, and are signed on behalf of the board by:



C A Les (Chairman)  
Trustee

The notes on pages 13 to 25 form part of these financial statements.

# Citizens Advice Mid-North Yorkshire Limited

## Statement of Cash Flows

Year Ended 31 March 2022

	2022 £	2021 £
<b>Cash Flows from Operating Activities</b>		
Net income	104,167	208,211
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	14,772	21,168
Other interest receivable and similar income	(151)	(302)
Accrued (income)/expenses	(12,439)	12,288
<i>Changes in:</i>		
Trade and other debtors	(14,609)	(26,564)
Trade and other creditors	57,732	13,696
Cash generated from operations	149,472	228,497
Interest received	151	302
Net cash from operating activities	<u>149,623</u>	<u>228,799</u>
<b>Cash Flows from Investing Activities</b>		
Purchase of tangible assets	—	(7,794)
Net cash used in investing activities	<u>—</u>	<u>(7,794)</u>
<b>Net Increase in Cash and Cash Equivalents</b>	149,623	221,005
<b>Cash and Cash Equivalents at Beginning of Year</b>	<u>790,567</u>	<u>569,562</u>
<b>Cash and Cash Equivalents at End of Year</b>	<u>940,190</u>	<u>790,567</u>

The notes on pages 13 to 25 form part of these financial statements.

# **Citizens Advice Mid-North Yorkshire Limited**

## **Notes to the Financial Statements**

**Year Ended 31 March 2022**

---

### **1. General Information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 277 High Street, North End, Northallerton, North Yorkshire, DL7 8DW.

### **2. Statement of Compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

### **3. Accounting Policies**

#### **Basis of Preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### **Going Concern**

There are no material uncertainties about the charity's ability to continue.

#### **Judgements and Key Sources of Estimation Uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The Trustees consider that there are no significant estimates or judgements affecting these financial statements.

#### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the purposes of the charity.

Designated funds are unrestricted funds earmarked by the trustees for specific purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

#### 3. Accounting Policies *(continued)*

##### **Income**

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacy income is received by way of donations, legacies, grants and gifts and is included in full in the Statement of Financial Activities when receivable. Where legacies have been notified to the charity but the criteria for income recognition have not been met, the legacy is treated as a contingent asset and disclosed if material. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity, being the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market.

Investment income is included when receivable.

Income from charitable trading activity is accounted for when earned.

Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of raising funds comprise the costs associated with attracting donations, grants and legacies and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned based on the number of staff working on each activity.

##### **Operating Leases**

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.



# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements *(continued)*

Year Ended 31 March 2022

---

### 3. Accounting Policies *(continued)*

#### **Tangible Assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Additions under £1,000 are not capitalised.

#### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	-	2% straight line
Plant and machinery	-	20% straight line
Motor vehicles	-	25% straight line
Property Improvements	-	2% straight line

#### **Impairment of Fixed Assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

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

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

#### **Financial Instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

#### **Defined Contribution Plans**

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

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

# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements *(continued)*

Year Ended 31 March 2022

### Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

### Cash at Bank and in Hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

### Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## 4. Limited by Guarantee

The company is limited by guarantee. At 31st March 2022 there were 10 members each of whom had undertaken to contribute an amount not exceeding £1 in the event of a winding up.

The charity is not under the control of any one individual but of the board as a whole.

## 5. Donations and Legacies

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Donations	6,569	6,569	17,240	17,240

# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements (continued)

Year Ended 31 March 2022

### 6. Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Unrestricted grants (see page 27)	383,658	–	383,658
Access to Justice (LSLIP)	–	108,571	108,571
Energy Redress	–	26,138	26,138
MASDAP	–	178,977	178,977
Pension Wise	–	111,902	111,902
NYCC Fuel Vouchers	–	205,000	205,000
Advice Matters	–	85,312	85,312
Winter Health	–	140,159	140,159
Trussell Trust	–	150,650	150,650
Help to Claim	–	85,109	85,109
Access to Justice	–	45,000	45,000
Nationwide Housing Matters	–	47,893	47,893
Rural Advice Bus	–	91,130	91,130
Money & Benefits (NYCC)	–	35,000	35,000
Other income from charitable activities	–	–	–
	<u>383,658</u>	<u>1,310,841</u>	<u>1,694,499</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Unrestricted grants (see page 27)	385,077	–	385,077
Access to Justice (LSLIP)	–	54,286	54,286
Energy Redress	–	21,756	21,756
MASDAP	–	124,464	124,464
Pension Wise	–	148,336	148,336
NYCC Fuel Vouchers	–	–	–
Advice Matters	–	83,100	83,100
Winter Health	–	65,743	65,743
Trussell Trust	–	47,806	47,806
Help to Claim	–	84,921	84,921
Access to Justice	–	56,000	56,000
Nationwide Housing Matters	–	45,338	45,338
Rural Advice Bus	–	89,187	89,187
Money & Benefits (NYCC)	–	80,000	80,000
Other income from charitable activities	–	44,360	44,360
	<u>385,077</u>	<u>945,297</u>	<u>1,330,374</u>

### 7. Other Trading Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Room hire/Misc	<u>27,549</u>	<u>–</u>	<u>27,549</u>

# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements (continued)

Year Ended 31 March 2022

### 7. Other Trading Activities (continued)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Room hire/Misc	23,502	267	23,769

### 8. Investment Income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	151	151	302	302

### 9. Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Costs of charitable activities	284,634	1,107,671	1,392,305
Support costs	60,074	172,222	232,296
	<u>344,708</u>	<u>1,279,893</u>	<u>1,624,601</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Costs of charitable activities	205,128	750,102	955,230
Support costs	59,589	148,655	208,244
	<u>264,717</u>	<u>898,757</u>	<u>1,163,474</u>

### 10. Expenditure on Charitable Activities by Activity Type

	Activities undertaken directly £	Support costs £	Total funds 2022 £	Total fund 2021 £
Costs of charitable activities	<u>1,392,305</u>	<u>232,296</u>	<u>1,624,601</u>	<u>1,163,474</u>

### 11. Net Income

Net income is stated after charging/(crediting):

	2022 £	2021 £
Depreciation of tangible fixed assets	<u>14,772</u>	<u>21,168</u>

# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements *(continued)*

Year Ended 31 March 2022

---

### 12. Staff Costs

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

	2022	2021
	£	£
Wages and salaries	1,119,268	840,492
Social security costs	79,944	56,342
Employer contributions to pension plans	20,210	14,705
	<u>1,219,422</u>	<u>911,539</u>

The average head count of employees during the year was 67 (2021: 55). The average number of full-time equivalent employees during the year is analysed as follows:

	2022	2021
	No.	No.
Total head count of staff	<u>67</u>	<u>55</u>

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

### Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £43,750 (2021: £41,404).

### 13. Trustee Remuneration and Expenses

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

### 14. Transfers Between Funds

During the year £4,545 was transferred from unrestricted to restricted funds.

# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements (continued)

Year Ended 31 March 2022

### 15. Tangible Fixed Assets

	Freehold property £	Plant and machinery £	Motor vehicles £	Property Improvements £	Total £
<b>Cost</b>					
At 1 April 2021 and 31 March 2022	<u>333,621</u>	<u>5,692</u>	<u>17,034</u>	<u>51,943</u>	<u>408,290</u>
<b>Depreciation</b>					
At 1 April 2021	66,081	5,692	4,618	14,329	90,720
Charge for the year	<u>10,516</u>	<u>–</u>	<u>4,256</u>	<u>–</u>	<u>14,772</u>
<b>At 31 March 2022</b>	<u>76,597</u>	<u>5,692</u>	<u>8,874</u>	<u>14,329</u>	<u>105,492</u>
<b>Carrying amount</b>					
At 31 March 2022	<u>257,024</u>	<u>–</u>	<u>8,160</u>	<u>37,614</u>	<u>302,798</u>
At 31 March 2021	<u>267,540</u>	<u>–</u>	<u>12,416</u>	<u>37,614</u>	<u>317,570</u>

### 16. Debtors

	2022 £	2021 £
Trade debtors	12,578	–
Prepayments	16,874	7,071
Accrued income	<u>47,167</u>	<u>54,939</u>
	<u>76,619</u>	<u>62,010</u>

### 17. Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	31,319	–
Accruals	13,931	26,370
Social security and other taxes	29,210	18,383
Deferred income	102,725	92,426
Other creditors	<u>6,984</u>	<u>1,697</u>
	<u>184,169</u>	<u>138,876</u>

### 18. Pensions and Other Post Retirement Benefits

#### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £20,210 (2021: £14,705).

The company participates in the National Employment Savings Trust pension scheme which operates on a defined contributions basis. The scheme is open to all employees at any time. The assets of the scheme are held separately from those of the company in the independently administered fund. There were no contributions payable or outstanding at the year end.

# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements (continued)

Year Ended 31 March 2022

### 19. Analysis of Charitable Funds

#### Unrestricted funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
General funds	363,570	243,821	(168,229)	(88,013)	351,149
Fixed assets	317,570	–	(10,516)	(4,256)	302,798
Premises	–	5,974	(197)	(5,777)	–
Designated	151,800	–	–	93,500	245,300
Financial Development	43,251	10,000	(16,811)	–	36,440
NYCC	30,584	158,132	(148,955)	–	39,761
	<u>906,775</u>	<u>417,927</u>	<u>(344,708)</u>	<u>(4,546)</u>	<u>975,448</u>

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
General funds	186,986	249,706	(118,570)	45,448	363,570
Fixed assets	–	–	–	317,570	317,570
Premises	–	9,849	921	(10,770)	–
Designated	130,950	–	–	20,850	151,800
Financial Development	50,557	10,000	(17,306)	–	43,251
NYCC	3,780	156,566	(129,762)	–	30,584
	<u>372,273</u>	<u>426,121</u>	<u>(264,717)</u>	<u>373,098</u>	<u>906,775</u>

#### Restricted funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
Pension Wise	20,304	111,902	(131,030)	–	1,176
MaPS Debt Advice	–	178,977	(178,435)	(542)	–
Rural Advice Bus	33,134	91,130	(91,170)	2,308	35,402
Selby Advice Network	636	–	(485)	(151)	–
Winter Health	–	–	–	–	–
Co-ordinator	31,277	140,159	(87,993)	–	83,443
Community Fund Advice	–	–	–	–	–
Matters	7,604	85,312	(84,336)	151	8,731
Aged Veterans	–	–	–	–	–
Help To Claim	1,718	85,109	(88,636)	1,809	–
Access to Justice	–	–	–	–	–
Foundation	2,233	45,000	(47,060)	–	173
Access to Justice	–	–	–	–	–
(LSLIP)	185	108,571	(107,241)	–	1,515
Nationwide Housing	–	–	–	–	–
Matters	–	47,893	(38,122)	–	9,771

# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements (continued)

Year Ended 31 March 2022

### 19. Analysis of Charitable Funds (continued)

Money & Benefits (NYCC)	12,120	35,000	(48,144)	1,024	–
Innovation Community	14,371	–	(4,197)	–	10,174
Trussell Trust	914	150,650	(141,959)	–	9,605
Energy Redress Scheme	–	26,138	(26,085)	(53)	–
NYCC Fuel Vouchers	–	205,000	(205,000)	–	–
	<u>124,496</u>	<u>1,310,841</u>	<u>(1,279,893)</u>	<u>4,546</u>	<u>159,990</u>

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Building	324,013	–	–	(324,013)	–
Pension Wise	–	148,336	(128,032)	–	20,304
MaPS Debt Advice	–	124,464	(97,913)	(26,551)	–
Rural Advice Bus	26,948	89,187	(83,001)	–	33,134
Selby Advice Network	1,110	–	(474)	–	636
Winter Health Co-ordinator	48,847	65,743	(83,313)	–	31,277
Community Fund Advice Matters	–	83,100	(75,496)	–	7,604
Aged Veterans	13,046	–	(10,046)	(3,000)	–
Help To Claim	1,541	85,188	(84,723)	(288)	1,718
Fixed Assets	6,930	–	–	(6,930)	–
Access to Justice Foundation	28,352	56,000	(82,119)	–	2,233
Access to Justice (LSLIP)	–	54,286	(54,101)	–	185
Nationwide Housing Matters	–	45,338	(45,338)	–	–
Money & Benefits (NYCC)	–	80,000	(67,880)	–	12,120
Innovation Community	–	25,000	(2,835)	(7,794)	14,371
Trussell Trust	–	47,806	(46,892)	–	914
Energy Redress Scheme	–	21,756	(17,102)	(4,654)	–
Covid 19 - Community Fund	–	10,000	(10,066)	66	–
Advice Plus	–	9,360	(9,426)	66	–
	<u>450,787</u>	<u>945,564</u>	<u>(898,757)</u>	<u>(373,098)</u>	<u>124,496</u>



# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements *(continued)*

Year Ended 31 March 2022

---

### 19. Analysis of Charitable Funds *(continued)*

Restricted funds are for the following purposes:

#### Building

The fund was used to purchase the freehold property at Northallerton which would be refundable to the Big Lottery on subsequent disposal of the property. The balance will fund the future depreciation of the freehold property and other fixed assets purchased with the funding.

#### Money Advice Service Debt Advice Project (MASDAP)

This fund is to provide advice to individuals experiencing financial difficulty in the Hambleton and Richmondshire areas.

#### Welfare Benefits

This fund is for promoting the uptake of welfare benefits.

#### The Big Lottery Fund (Rural Advice Bus)

This fund is a continuation of the Reaching Richmondshire fund to provide a service offering advice and support to people residing in the rural communities of Hambleton and Richmondshire via outreach, home visits, telephone, email. The Rural Advice Bus also provides communities in our most hard to reach rural areas with a large range of services both from ourselves and our partner organisations.

#### Pension Wise

This is a project to provide information on pension access rights for those who are aged 55 years and over across the whole of North Yorkshire and York.

#### The Big Lottery Fund (Advice Matters)

Based in Selby, the project delivers welfare benefits and debt advice to individuals and to front line workers in other organisations. The funding also enables us to recruit and train volunteers to deliver advice on any matter.

#### Army Covenant Aged Veterans Fund

CAMNY is one of 14 partners that are supporting veterans across North Yorkshire providing practical support and companionship to improve older veteran's well-being and services to assist individuals in their needs.

#### Warm & Well in North Yorkshire

Funded by NYCC as part of the Winter Health Partnership enables NYCC to meet their public health requirements to Provide a countrywide single point to gather referrals and to tackle the causes of fuel poverty and excess winter deaths.

#### Help to Claim

Funded by the DWP to provide support and advice for individuals claiming Universal Credit for the first time.

#### Swaledale and Wensleydale Recovery Fund

Thanks to the grant from the Two Riding foundation when flooding hit homes in the Richmondshire area We were able to provide information advice and support around how people could claim from funding available and deals with issues such as insurance and housing in the future.

# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements *(continued)*

Year Ended 31 March 2022

---

### 19. Analysis of Charitable Funds *(continued)*

#### Access to Justice Fund

Helping individuals to access specialist advice and support so that they are more likely to pursue their case. Helping the most vulnerable clients in our community in the area of welfare benefits and rights.

#### Access to Justice (LSLIP)

Project funded by the ministry of Justice to pilot different approaches across the country to finding alternatives to court in social law cases. Our project is focused on funding a specialist adviser in family law, discrimination and housing law. We work in partnership with IDAS (domestic violence charity) and Kirklees Citizens advice and law centre. Due to end August 2022 but we are currently part of an application with Access to Justice to extend the project.

#### Nationwide Housing Matters

Project to provide housing advice to those who are at most at risk of homelessness with a focus on mental health and foodbank users. Project provides generalist and specialist advice including court representation. Need to apply for funding each year.

#### Money & Benefits (NYCC)

Run in partnership with Scarborough and District Citizens Advice and Citizens Advice Craven and Harrogate. Phone line staffed Mon-Fri 9am-4:30 pm providing income generating advice focused on debt employment and benefits across North Yorkshire. Funded by NYCC stronger communities programme, the Lottery Awards For All. Ends 31st March 2022.

#### Innovation Community

Project funded by central government through Citizens Advice National. Funded second advice vehicle. Project designed to pilot different ways to provide advice other than traditional face to face models. We were part of the rural focus. Ends June 2021. Van now funded by core and local grants.

#### Trussell Trust

Also known as Help through Hardship. Phoneline funded by Trussell Trust to give advice to users of foodbanks. A national project funded until end of March 2023. We have just been offered an increase in funding of 3 FTE.

#### Energy Redress Scheme

Two energy advisers. Due to end October but we have just re-bid for a larger project which would fund these workers and other partner agencies. The Energy Redress fund is paid for via fines on energy companies.

#### Covid 19 - Community Fund and Advice Plus

Funded by the Lottery to help cope with covid services. We used it to help pay for additional capacity on our advice line.

# Citizens Advice Mid-North Yorkshire Limited

## Notes to the Financial Statements *(continued)*

Year Ended 31 March 2022

### 20. Analysis of Net Assets Between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	302,798	–	302,798
Current assets	856,819	159,990	1,016,809
Creditors less than 1 year	(184,169)	–	(184,169)
<b>Net assets</b>	<b>975,448</b>	<b>159,990</b>	<b>1,135,438</b>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	317,570	–	317,570
Current assets	728,081	124,496	852,577
Creditors less than 1 year	(138,876)	–	(138,876)
<b>Net assets</b>	<b>906,775</b>	<b>124,496</b>	<b>1,031,271</b>

### 21. Post Balance Sheet Events

On 1st April 2022 the charity merged with Citizens Advice Scarborough and Citizens Advice Craven and Harrogate.

### 22. Analysis of Changes in Net Debt

	At 1 Apr 2021 £	Cash flows £	At 31 Mar 2022 £
Cash at bank and in hand	790,567	149,623	940,190

### 23. Operating Lease Commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Not later than 1 year	2,933	8,193
Later than 1 year and not later than 5 years	5,482	8,414
	<b>8,415</b>	<b>16,607</b>

### 24. Related Parties

There were no related party transactions for the year ended 31 March 2022 nor for the year ending 31 March 2021.

# **Citizens Advice Mid-North Yorkshire Limited**

## **Management Information**

**Year Ended 31 March 2022**

---

**The Following Pages Do Not Form Part of the Financial Statements.**

# Citizens Advice Mid-North Yorkshire Limited

## Detailed Statement of Financial Activities

Year Ended 31 March 2022

	2022 £	2021 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	6,569	17,240
<b>Charitable activities</b>		
<b>Unrestricted grants</b>		
NYCC	158,132	157,966
Richmondshire DC	35,480	35,480
Hambleton DC	27,450	27,450
Selby DC	35,000	35,000
Selby TC	13,000	13,100
Ryedale DC	48,100	48,100
Single Queue grant	-	34,000
Volant Charitable Trust	40,000	-
Financial Development	10,000	8,500
Other grants	16,496	25,481
	383,658	385,077
<b>Restricted grants</b>		
Access to Justice (LSLIP)	108,571	54,286
Energy Redress	26,138	21,756
MASDAP	178,977	124,464
Pension Wise	111,902	148,336
NYCC Fuel Vouchers	205,000	-
Advice Matters	85,312	83,100
Winter Health	140,159	65,743
Trussell Trust	150,650	47,806
Help to Claim	85,109	84,921
Access to Justice	45,000	56,000
Nationwide Housing Matters	47,893	45,338
Rural Advice Bus	91,130	89,187
Money & Benefits (NYCC)	35,000	80,000
Other income from charitable activities	-	44,360
	1,694,499	1,330,374
<b>Other trading activities</b>		
Room hire/Misc	27,549	23,769
<b>Investment income</b>		
Bank interest receivable	151	302
<b>Total income</b>	<b>1,728,768</b>	<b>1,371,685</b>

# Citizens Advice Mid-North Yorkshire Limited

## Detailed Statement of Financial Activities *(continued)*

Year Ended 31 March 2022

	2022 £	2021 £
<b>Expenditure on charitable activities</b>		
<b><i>Activities undertaken directly</i></b>		
Wages	983,844	741,219
Employer's NIC	79,944	56,342
Pension costs	20,210	14,705
Rent & rates	4,194	4,333
Light & heat	2,993	11,202
Repairs & maintenance	17,957	14,476
Insurance	878	786
Partner payments	235,502	43,855
IT equipment & support	(235)	17,512
Rural Advice Bus	3,497	—
Publicity	2,255	373
Legal and professional fees	6,565	8,010
Telephone	2,276	5,410
Other office costs	2,594	2,860
Depreciation	4,256	2,308
Volunteer expenses	3,450	3,359
Staff travel	2,646	1,519
Staff training & recruitment	10,922	14,634
Misc expenses	8,557	12,327
	<u>1,392,305</u>	<u>955,230</u>
<b><i>Support costs</i></b>		
Wages	135,424	99,273
Rent & rates	19,799	26,460
Light & heat	7,059	9,616
Repairs & maintenance	3,742	2,957
Insurance	1,373	1,958
Legal & Professional fees	8,143	12,140
Telephone	18,796	15,185
Printing, postage & stationery	6,272	3,930
Depreciation	10,516	18,860
Travel and training	948	293
Reference Materials	14,808	10,698
Office & IT Equipment & Support	4,970	6,260
Other costs	446	614
	<u>232,296</u>	<u>208,244</u>
<b>Total expenditure</b>	<u>1,624,601</u>	<u>1,163,474</u>
<b>Net income</b>	<u>104,167</u>	<u>208,211</u>