

COMPANY REGISTRATION NUMBER: NI032847  
CHARITY REGISTRATION NUMBER: XR22498

**Community Advice Antrim & Newtownabbey Ltd**  
**Company Limited by Guarantee**  
**Financial Statements**  
**31 March 2023**

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

# **Community Advice Antrim & Newtownabbey Ltd**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 March 2023**

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# Community Advice Antrim & Newtownabbey Ltd

Company Limited by Guarantee

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

Year ended 31 March 2023

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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 2023.

## Reference and administrative details

<b>Registered charity name</b>	Community Advice Antrim & Newtownabbey Ltd
<b>Charity registration number</b>	XR22498
<b>Company registration number</b>	NI032847
<b>Principal office and registered office</b>	Dunanney Centre Rathmullan Drive Rathcoole Newtownabbey Co Antrim BT37 9DQ

## The trustees

	J Casey	
	S Davis	(Resigned 23 August 2022)
	B Gilliland	(Resigned 23 August 2022)
	C Gilmore	
	G Haire	
	D Patterson	
	L Rea	
	D Crawford	(Appointed 26 April 2022)
	L Banks	(Appointed 28 February 2023)
<b>Company secretary</b>	L Adamson	
<b>Auditor</b>	Finegan Gibson Ltd Chartered accountants & statutory auditor Causeway Tower 9 James Street South Belfast BT2 8DN	

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

Year ended 31 March 2023

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#### Structure, governance and management

The organisation is a charitable company limited by guarantee and was registered as a charity on 22nd August 1997. It is governed by its core principles and its structure, governance and quality of advice is audited externally as per the NI Advice Quality Standard (NIAQS).

#### Charities Registration

The organisation is registered with the Charity Commission for Northern Ireland, NIC100420.

#### Organisational Structure

The Trustee Board is made up of members who meet a minimum of 4 times per annum and are responsible for the strategic and policy direction of the charity. The day to day responsibility for the provision of advice services is delegated to the Area Manager, supervision of the staff team and also ensuring the team continue to develop their skills and working practices in line with good practice.

#### Recruitment and Appointment of Trustees

The directors of the company are also known as charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members meet a minimum of 4 times per annum and new members are recruited by public advertisement and selected by interview. The committee has 9 skilled members and are made up of business, retired, statutory and voluntary sector. All members are recruited by public advertisement and selected by interview. All members give their time voluntarily and receive no benefits from the charity.

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

Year ended 31 March 2023

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#### Objectives and activities

Community Advice Antrim & Newtownabbey (CAAN) is a charity in Northern Ireland working against poverty and meeting the information advice needs of the community; through our core service and projects. Advice provision spans a diverse range of topics including debt, finance, benefits, health, employment, consumer, legal, education, housing, immigration, and relationships. Community Advice aims to ensure that individuals do not suffer through:

- Lack of knowledge of their rights and responsibilities
- Lack of knowledge of the services available to them
- An inability to express their needs effectively: and
- To exercise a responsible influence on the development of social policies and services both locally and nationally.

The Community Advice service is:

- Committed to a socially just, tolerant and pluralist society.
- Opposed to all forms of discrimination
- Committed to equal opportunities.

#### Principal Risks and Uncertainties

The company manages all of its financial risks through a series of controls and maintenance of a Risk Register which is reviewed by management and considered by the Trustee Board on an annual basis. Risks are assessed for likelihood and impact, with mitigating action described against each risk identified.

The principal commercial, operational and financial risks that have been identified as having a serious potential impact on the performance and future prospects or reputation of the organisation are as follows:

- CAAN needs to close or reduce resources and/or services due to financial difficulties or insolvency,
- Projects have a material negative impact on the financial stability of CAAN due to withdrawal of funding and/or ability to meet funder requirements,
- Lack of/ inadequacy of financial reporting to Trustees leads to inability to act in time in face of threats/opportunities.

The Trustee Board are satisfied that appropriate actions have been identified and taken so that these risks are managed effectively. Mitigation actions include:

- Comply with 'Financial Procedures'
- Monitor cash flow on monthly basis
- Realistic costing for funding bids
- At least quarterly financial reporting to Trustees, including restricted projects
- Monitor Projects on quarterly basis
- Annual Budgets agreed by Trustees

#### Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

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# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

Year ended 31 March 2023

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#### Achievements and performance

We provide a comprehensive range of services to our clients. Through the provision of our holistic wrap around advice service, including income maximisation, CAAN dealt with over 43k enquiries for the year ended 31 March 2023 and generated £8.3million income for clients. In addition to our core advice services we have delivered projects, including Money Advice/Debt Counselling, Macmillan Benefits Service, Welfare Reform Support, Advice4Health, Foodbank Financial Inclusion and also Social Supermarket Scheme.

#### Implications of COVID

- **SERVICE DELIVERY** - The demands on the service continue to be high, increasingly so from those who have been financially impacted by the Cost of Living Crisis. Additional demands for Cost of Living events and workshops led to CAAN participating in 52 external sessions; raising awareness of advice service, support measures and Cost of Living mitigations.
- **VOLUNTEERING** - At the heart of the CAAN service is its volunteers, in their roles of admin support, advisers, receptionists and trustees. CAAN has undertaken initiatives in 2022-23 to increase volunteering in an effort to achieve pre-Covid levels.
- **FINANCE** - Annual income remained steady and new opportunities were availed of to support clients financially impacted by Cost of Living Crisis in terms of financial support through statutory funding.
- **STAFFING** - Staff support and development was a priority through the Cost of Living challenges; staff adapted to increased client demands for charitable support and full wraparound advice.

#### Principal Funding Source

Antrim and Newtownabbey Borough Council is the main core funder under a three years commissioning arrangement. All expenditure is vouched and accounted for on a quarterly basis. CAAN also receives funding from a range of other sources.

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

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##### Financial review

The Board strictly manage the areas of funding in relation to restricted and unrestricted funds. Restricted funds are set aside for a specific purpose.

##### Reserves Policy

##### Unrestricted Reserves

The Trustee Board believes that Community Advice Antrim & Newtownabbey should hold financial reserves in order to ensure that CAAN can continue to operate and meet the needs of clients in the event of unforeseen and potentially financially damaging circumstances arising.

The Trustee Board considers that it would be prudent to set aside an amount equivalent to a minimum of three months budgeted running costs. In addition, unrestricted funds are designated for equipment reserve, contractual commitment reserve, premises reserve and development reserve.

The total unrestricted reserves as at 31 March 2023 are £295,505(2022: £303,020).

##### Restricted Reserves

These funds are restricted by the donor or funder and cannot be used for the general purposes of the service. Their existence, and the sums of money therein, do not imply that there has been an under spend but may result from a variety of circumstances including depreciation charges and timing differences between CAAN's financial year and the funding year of the project concerned. The total restricted reserves for the year ended 31 March 2023 are £10,223(2022:£15,233).

##### Plans for future periods

Community Advice Antrim & Newtownabbey will continue with the activities outlined above in the forthcoming years subject to satisfactory funding arrangements being available. We will continue to be available to expand our services, subject to satisfactory funding arrangements being available. We are actively assessing the medium and longer term implications of the changes arising from Covid.

##### 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.

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

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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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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.

The trustees' annual report and the strategic report were approved on 24 October 2023 and signed on behalf of the board of trustees by:

  
L Adamson  
Charity Secretary

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

### Independent Auditor's Report to the Members of Community Advice Antrim & Newtownabbey Ltd

Year ended 31 March 2023

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#### Opinion

We have audited the financial statements of Community Advice Antrim & Newtownabbey Ltd (the 'charity') for the year ended 31 March 2023 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 2023 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.

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

### Independent Auditor's Report to the Members of Community Advice Antrim & Newtownabbey Ltd *(continued)*

Year ended 31 March 2023

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#### 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.

# **Community Advice Antrim & Newtownabbey Ltd**

**Company Limited by Guarantee**

**Independent Auditor's Report to the Members of Community Advice Antrim & Newtownabbey Ltd** *(continued)*

**Year ended 31 March 2023**

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## **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.

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

### Independent Auditor's Report to the Members of Community Advice Antrim & Newtownabbey Ltd *(continued)*

Year ended 31 March 2023

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#### Auditor's responsibilities for the audit of the financial statements

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

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

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

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

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

We also obtained an understanding of the legal and regulatory frameworks in operation, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included ongoing compliance with the UK Companies Act and tax legislation.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental for their ability to operate or to avoid a material penalty.

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

### Independent Auditor's Report to the Members of Community Advice Antrim & Newtownabbey Ltd *(continued)*

#### Year ended 31 March 2023

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

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

# Community Advice Antrim & Newtownabbey Ltd

Company Limited by Guarantee

Independent Auditor's Report to the Members of Community Advice Antrim & Newtownabbey Ltd *(continued)*

Year ended 31 March 2023

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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.



Paul Dolan FCA (Senior Statutory Auditor)

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

24 October 2023

# Community Advice Antrim & Newtownabbey Ltd

Company Limited by Guarantee

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

Year ended 31 March 2023

		Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and legacies	5	945	–	945	545
Charitable activities	6	8,350	775,163	783,513	715,325
Investment income	7	94	–	94	–
<b>Total income</b>		<u>9,389</u>	<u>775,163</u>	<u>784,552</u>	<u>715,870</u>
<b>Expenditure</b>					
Expenditure on charitable activities	8,9	16,904	780,173	797,077	728,686
<b>Total expenditure</b>		<u>16,904</u>	<u>780,173</u>	<u>797,077</u>	<u>728,686</u>
<b>Net expenditure and net movement in funds</b>					
		<u>(7,515)</u>	<u>(5,010)</u>	<u>(12,525)</u>	<u>(12,816)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>303,020</u>	<u>15,233</u>	<u>318,253</u>	<u>331,069</u>
<b>Total funds carried forward</b>		<u>295,505</u>	<u>10,223</u>	<u>305,728</u>	<u>318,253</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 16 to 25 form part of these financial statements.

# Community Advice Antrim & Newtownabbey Ltd

Company Limited by Guarantee

## Statement of Financial Position

31 March 2023

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	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible fixed assets	14	4,909	9,726
<b>Current assets</b>			
Debtors	15	15,941	31,739
Cash at bank and in hand		290,474	282,629
		<u>306,415</u>	<u>314,368</u>
<b>Creditors: amounts falling due within one year</b>	16	<u>5,596</u>	<u>5,841</u>
<b>Net current assets</b>		<u>300,819</u>	<u>308,527</u>
<b>Total assets less current liabilities</b>		<u>305,728</u>	<u>318,253</u>
<b>Net assets</b>		<u>305,728</u>	<u>318,253</u>
<b>Funds of the charity</b>			
Restricted funds		10,223	15,233
Unrestricted funds		295,505	303,020
<b>Total charity funds</b>	18	<u>305,728</u>	<u>318,253</u>

These financial statements were approved by the board of trustees and authorised for issue on 24 October 2023, and are signed on behalf of the board by:



G Haire  
Trustee

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The notes on pages 16 to 25 form part of these financial statements.

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

### Statement of Cash Flows

Year ended 31 March 2023

	2023 £	2022 £
<b>Cash flows from operating activities</b>		
Net expenditure	(12,525)	(12,816)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	6,327	9,399
Other interest receivable and similar income	(94)	–
Accrued expenses	636	3,087
<i>Changes in:</i>		
Trade and other debtors	15,798	(8,392)
Trade and other creditors	(881)	2,193
Cash generated from operations	9,261	(6,529)
Interest received	94	–
Net cash from/(used in) operating activities	<u>9,355</u>	<u>(6,529)</u>
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	<u>(1,510)</u>	<u>(5,885)</u>
Net cash used in investing activities	<u>(1,510)</u>	<u>(5,885)</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>	7,845	(12,414)
<b>Cash and cash equivalents at beginning of year</b>	<u>282,629</u>	<u>295,043</u>
<b>Cash and cash equivalents at end of year</b>	<u>290,474</u>	<u>282,629</u>

The notes on pages 16 to 25 form part of these financial statements.

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 March 2023

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#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Northern Ireland and a registered charity in England and Wales. The address of the registered office is Dunanney Centre, Rathmullan Drive, Rathcoole, Newtownabbey, Co Antrim, BT37 9DQ.

#### 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.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

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

##### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Tangible assets

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

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

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

##### Tangible assets *(continued)*

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

##### Depreciation

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

Freehold property	-	-% straight line
Equipment	-	25% 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.

#### 4. Limited by guarantee

The company is limited by guarantee and has no share capital, and is governed by its registered Memorandum and Articles of Association.

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

Year ended 31 March 2023

#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
<b>Donations</b>				
Donations	945	945	545	545

#### 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Antrim and Newtownabbey Council	–	343,042	343,042
Antrim and Newtownabbey Council - COVID Grants	–	–	–
Antrim and Newtownabbey Council - Welfare Reform and Appeals	–	77,469	77,469
Antrim and Newtownabbey Council - Warm, Well, Connected	–	–	–
Oasis Care	–	6,799	6,799
ANBC Social Supermarket	–	149,987	149,987
Public Health Agency	–	96,052	96,052
MacMillan Cancer Support	–	62,260	62,260
Pensionwise	5,850	–	5,850
The Enaklon Foundation	2,500	–	2,500
Advice NI - Money Advice	–	39,554	39,554
	<u>8,350</u>	<u>775,163</u>	<u>783,513</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Antrim and Newtownabbey Council	–	335,344	335,344
Antrim and Newtownabbey Council - COVID Grants	–	51,651	51,651
Antrim and Newtownabbey Council - Welfare Reform and Appeals	–	89,398	89,398
Antrim and Newtownabbey Council - Warm, Well, Connected	–	8,600	8,600
Oasis Care	–	–	–
ANBC Social Supermarket	–	–	–
Public Health Agency	–	92,411	92,411
MacMillan Cancer Support	–	57,746	57,746
Pensionwise	6,750	–	6,750
The Enaklon Foundation	4,000	2,000	6,000
Advice NI - Money Advice	–	67,425	67,425
	<u>10,750</u>	<u>704,575</u>	<u>715,325</u>

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

Year ended 31 March 2023

#### 7. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	94	94	–	–

#### 8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Charitable activities	16,904	776,715	793,619
Support costs	–	3,458	3,458
	<u>16,904</u>	<u>780,173</u>	<u>797,077</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Charitable activities	3,161	719,498	722,659
Support costs	–	6,027	6,027
	<u>3,161</u>	<u>725,525</u>	<u>728,686</u>

#### 9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2023 £	Total fund 2022 £
Charitable activities	793,619	–	793,619	722,659
Governance costs	–	3,458	3,458	6,027
	<u>793,619</u>	<u>3,458</u>	<u>797,077</u>	<u>728,686</u>

#### 10. Net expenditure

Net expenditure is stated after charging/(crediting):

	2023 £	2022 £
Depreciation of tangible fixed assets	6,327	9,399

#### 11. Auditors remuneration

	2023 £	2022 £
Fees payable for the audit of the financial statements	3,314	3,087

# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

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#### 12. Staff costs

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

	<b>2023</b>	2022
	£	£
Wages and salaries	526,466	524,377
Social security costs	33,066	28,715
Employer contributions to pension plans	10,457	12,409
Other employee benefits	2,731	2,717
	<u>572,720</u>	<u>568,218</u>

The average head count of employees during the year was 25 (2022: 25).

No employee received employee benefits of more than £60,000 during the year (2022: 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 £54,092 (2022: £56,202)

#### 13. Trustee remuneration and expenses

No trustee received reimbursement for expenses during the year. (2022:£Nil)

#### 14. Tangible fixed assets

	Freehold property £	Equipment £	Total £
<b>Cost</b>			
At 1 April 2022	42,763	219,089	261,852
Additions	–	1,510	1,510
Disposals	–	(194,912)	(194,912)
<b>At 31 March 2023</b>	<u>42,763</u>	<u>25,687</u>	<u>68,450</u>
<b>Depreciation</b>			
At 1 April 2022	42,763	209,363	252,126
Charge for the year	–	6,327	6,327
Disposals	–	(194,912)	(194,912)
<b>At 31 March 2023</b>	<u>42,763</u>	<u>20,778</u>	<u>63,541</u>
<b>Carrying amount</b>			
<b>At 31 March 2023</b>	<u>–</u>	<u>4,909</u>	<u>4,909</u>
At 31 March 2022	<u>–</u>	<u>9,726</u>	<u>9,726</u>

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# Community Advice Antrim & Newtownabbey Ltd

## Company Limited by Guarantee

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

Year ended 31 March 2023

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#### 15. Debtors

	2023	2022
	£	£
Other debtors	15,941	31,739

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

	2023	2022
	£	£
Trade creditors	1,873	1,441
Accruals and deferred income	3,723	3,087
Other creditors	—	1,313
	<u>5,596</u>	<u>5,841</u>

#### 17. 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 £10,457 (2022: £12,409).

#### 18. Analysis of charitable funds

##### Unrestricted funds

	At			At 31 March
	1 April 2022	Income	Expenditure	2023
	£	£	£	£
General funds	303,020	9,389	(16,904)	295,505

  

	At			At 31 March
	1 April 2021	Income	Expenditure	2022
	£	£	£	£
General funds	294,886	11,295	(3,161)	303,020

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# Community Advice Antrim & Newtownabbey Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

## 18. Analysis of charitable funds *(continued)*

### Restricted funds

	At 1 April 2022 £	Income £	Expenditure £	At 31 March 2023 £
Antrim and Newtownabbey	–	343,042	(343,042)	–
Public Health Agency	8,037	96,052	(99,110)	4,979
Macmillan Cancer Support	7,196	62,260	(64,212)	5,244
Advice NI - Money Advice	–	39,554	(39,554)	–
The Enaklon Foundation	–	–	–	–
Antrim and Newtownabbey - Welfare Reform and Appeals	–	77,469	(77,469)	–
Antrim and Newtownabbey - Warm, Well, Connected	–	–	–	–
Antrim and Newtownabbey - COVID Grants	–	–	–	–
ANBC Social Supermarket	–	149,987	(149,987)	–
Oasis	–	6,799	(6,799)	–
	<u>15,233</u>	<u>775,163</u>	<u>(780,173)</u>	<u>10,223</u>

	At 1 April 2021 £	Income £	Expenditure £	At 31 March 2022 £
Antrim and Newtownabbey	–	335,344	(335,344)	–
Public Health Agency	8,037	92,411	(92,411)	8,037
Macmillan Cancer Support	7,196	57,746	(57,746)	7,196
Advice NI - Money Advice	–	67,425	(67,425)	–
The Enaklon Foundation	–	2,000	(2,000)	–
Antrim and Newtownabbey - Welfare Reform and Appeals	–	89,398	(89,398)	–
Antrim and Newtownabbey - Warm, Well, Connected	–	8,600	(8,600)	–
Antrim and Newtownabbey - COVID Grants	20,950	51,651	(72,601)	–
ANBC Social Supermarket	–	–	–	–
Oasis	–	–	–	–
	<u>36,183</u>	<u>704,575</u>	<u>(725,525)</u>	<u>15,233</u>

# Community Advice Antrim & Newtownabbey Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

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## 19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	–	4,909	4,909
Current assets	301,101	5,314	306,415
Creditors less than 1 year	(5,596)	–	(5,596)
<b>Net assets</b>	<u>295,505</u>	<u>10,223</u>	<u>305,728</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	–	9,726	9,726
Current assets	314,368	–	314,368
Creditors less than 1 year	(5,841)	–	(5,841)
<b>Net assets</b>	<u>308,527</u>	<u>9,726</u>	<u>318,253</u>

## 20. Analysis of changes in net debt

	At 1 Apr 2022 £	Cash flows £	At 31 Mar 2023 £
Cash at bank and in hand	<u>282,629</u>	<u>7,845</u>	<u>290,474</u>