

REGISTERED COMPANY NUMBER: SC126238 (Scotland)
REGISTERED CHARITY NUMBER: SC013233

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2025
for
CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BONNESS) LIMITED

Drummond Laurie CA
Unit 5
Gateway Business Park
Beancross Road
Grangemouth
FK3 8WX

CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BO'NESS) LIMITED

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for the Year Ended 31 March 2025

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CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BO'NESS) LIMITED

Report of the Trustees
for the Year Ended 31 March 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal activity of the Bureau in the year under review was benefitting the local community by progressing the general public's education in matters pertaining to their mental, physical, social and financial welfare and in particular, to the relief of poverty.

The core activities continued to be funded by Falkirk Council, involving a Service Level Agreement. These activities are principally committed to the Council's Anti-Poverty Strategy. In addition, the Bureau continues to provide a holistic service to the community.

Significant activities

Funding levels increased by 6%, mainly due to income generated through the Energy Best Deal project which accounted for almost all of the income/expenditure surplus.

Staff expenditure increased to cope with the additional project work, with other expenditure in line with expectations.

Most funding sources continue to be for one-year periods only, which brings challenges to long-term planning. More sustainable funding continues to be an aspiration, and for which the bureau will continue to engage with CAS, our funders, and other partners to mitigate where possible.

Despite these challenges, the bureau managed to fulfil all grant requirements of the funders and delivered positive outcomes as detailed in the annual report. These measurable outcomes include that the bureau saw 2054 clients (12% increase), who visited the bureau 6,739 times, received 13,930 pieces of information, and from which there were client financial gains of £2,125,731.

What is not so transparent is the peace of mind and reduced stress that many of the bureau clients felt as a result of our help, which cannot be measured in monetary terms but can be just as important, if not more so.

The bureau continues to provide a high level of service as evidenced by continuing to exceed minimum compliance requirements in the quarterly quality of advice audits.

FUTURE PLANS

Going forward into 2025/26, the Board will continue to try identifying sources of funding that enable us to at least maintain current service and staffing levels.

As a consumer led service, we will continue to focus our resources on areas of most need, which continues to be the maximisation of income, particularly for families and low-income households. Partnership work with other agencies will continue to play an important part in ensuring our services are used effectively.

Volunteer levels have improved slightly on last year, and the bureau will continue to try increase levels further to better meet demand.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The bureau is grateful to the funders for their support. These include Falkirk Council, Scottish Government, Central Government, Aviva, Energy Saving Trust, and DWP. A number of these were sourced and distributed via Citizens Advice Scotland.

The core grant from Falkirk Council is particularly important as without sufficient core funding, the bureau would not have the foundation from which to attract additional funding.

The bureau has benefited from a stable Board of Trustees and experienced Management.

CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BO'NESS) LIMITED

Report of the Trustees
for the Year Ended 31 March 2025

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
SC126238 (Scotland)

Registered Charity number
SC013233

Registered office
4 York Arcade
Grangemouth
FK3 8BA

Trustees
J T Lambie
Ms H R Stewart
Mrs J Young
Mr S Young
G Wardall (appointed 25.2.25)

Company Secretary
J T Lambie

Independent Examiner
Craig Clinton C.A.
Drummond Laurie CA
Unit 5
Gateway Business Park
Beancross Road
Grangemouth
FK3 8WX

Approved by order of the board of trustees on 22nd October 2025 and signed on its behalf by:

H.R. STEWART
Trustee HELEN STEWART

Independent Examiner's Report to the Trustees of
CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BO'NESS) LIMITED

Independent examiner's report to the trustees of CITIZENS ADVICE BUREAU (GRANGEMOUTH & BO'NESS) LIMITED ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Craig Clinton C.A.

Drummond Laurie CA
Unit 5
Gateway Business Park
Beancross Road
Grangemouth
FK3 8WX

Date: 22/10/25

**CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BO'NESS) LIMITED**

**Statement of Financial Activities
for the Year Ended 31 March 2025**

| | Notes | Unrestricted fund £ | Restricted fund £ | 31.3.25 Total funds £ | 31.3.24 Total funds £ |
|------------------------------------|-------|---------------------------|-------------------------|--------------------------------|--------------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Charitable activities | | | | | |
| Charitable Activities | | 196,242 | 39,665 | 235,907 | 222,527 |
| Investment income | 2 | 2,713 | - | 2,713 | 2,348 |
| Total | | <u>198,955</u> | <u>39,665</u> | <u>238,620</u> | <u>224,875</u> |
| EXPENDITURE ON | | | | | |
| Charitable activities | | | | | |
| Charitable Activities | | 184,775 | 39,665 | 224,440 | 218,407 |
| NET INCOME | | 14,180 | - | 14,180 | 6,468 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 130,118 | - | 130,118 | 123,650 |
| TOTAL FUNDS CARRIED FORWARD | | <u>144,298</u> | <u>-</u> | <u>144,298</u> | <u>130,118</u> |

The notes form part of these financial statements

**CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BO'NESS) LIMITED**

Balance Sheet
31 March 2025

| | Notes | Unrestricted fund £ | Restricted fund £ | 31.3.25 Total funds £ | 31.3.24 Total funds £ |
|--|-------|---------------------------|-------------------------|--------------------------------|--------------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 6 | 39 | - | 39 | 54 |
| CURRENT ASSETS | | | | | |
| Prepayments and accrued income | | 136 | - | 136 | 85 |
| Cash at bank and in hand | | 147,544 | - | 147,544 | 132,494 |
| | | <u>147,680</u> | - | <u>147,680</u> | <u>132,579</u> |
| CREDITORS | | | | | |
| Amounts falling due within one year | 7 | (3,421) | - | (3,421) | (2,515) |
| | | <u>144,259</u> | - | <u>144,259</u> | <u>130,064</u> |
| NET CURRENT ASSETS | | | | | |
| | | <u>144,298</u> | - | <u>144,298</u> | <u>130,118</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | | | | |
| | | <u>144,298</u> | - | <u>144,298</u> | <u>130,118</u> |
| NET ASSETS | | | | | |
| | | <u>144,298</u> | - | <u>144,298</u> | <u>130,118</u> |
| FUNDS | | | | | |
| Unrestricted funds | 8 | | | 144,298 | 130,118 |
| TOTAL FUNDS | | | | | |
| | | | | <u>144,298</u> | <u>130,118</u> |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

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

The financial statements were approved by the Board of Trustees and authorised for issue on 28.11.25 and were signed on its behalf by:

H.R. Sutt
Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Taxation

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

Fund accounting

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

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

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

Pension costs and other post-retirement benefits

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

2. INVESTMENT INCOME

| | | |
|--------------------------|-------------------|-------------------|
| | 31.3.25 | 31.3.24 |
| | £ | £ |
| Deposit account interest | 2,713 | 2,348 |
| | <u> </u> | <u> </u> |

**CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BO'NESS) LIMITED**

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

3. NET INCOME/(EXPENDITURE)

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

| | 31.3.25 | 31.3.24 |
|-----------------------------|-------------------|-------------------|
| | £ | £ |
| Independent examination fee | 852 | 840 |
| Depreciation - owned assets | 15 | 15 |
| | <u> </u> | <u> </u> |

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted fund £ | Restricted fund £ | Total funds £ |
|------------------------------------|---------------------------|-------------------------|---------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Charitable activities | | | |
| Charitable Activities | 222,527 | - | 222,527 |
| Investment income | 2,348 | - | 2,348 |
| Total | <u>224,875</u> | <u>-</u> | <u>224,875</u> |
| EXPENDITURE ON | | | |
| Charitable activities | | | |
| Charitable Activities | 218,407 | - | 218,407 |
| NET INCOME | 6,468 | - | 6,468 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 123,650 | - | 123,650 |
| TOTAL FUNDS CARRIED FORWARD | <u>130,118</u> | <u>-</u> | <u>130,118</u> |

CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BO'NESS) LIMITED

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

6. TANGIBLE FIXED ASSETS

| | Plant and machinery £ | Fixtures and fittings £ | Computer equipment £ | Totals £ |
|-----------------------------------|-----------------------------|----------------------------------|----------------------------|-------------|
| COST | | | | |
| At 1 April 2024 and 31 March 2025 | 2,650 | 6,579 | 20,065 | 29,294 |
| DEPRECIATION | | | | |
| At 1 April 2024 | 2,650 | 6,525 | 20,065 | 29,240 |
| Charge for year | - | 15 | - | 15 |
| At 31 March 2025 | 2,650 | 6,540 | 20,065 | 29,255 |
| NET BOOK VALUE | | | | |
| At 31 March 2025 | - | 39 | - | 39 |
| At 31 March 2024 | - | 54 | - | 54 |

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | | |
|-----------------|--------------|--------------|
| | 31.3.25 £ | 31.3.24 £ |
| Other creditors | 3,421 | 2,515 |

8. MOVEMENT IN FUNDS

| | At 1.4.24 £ | Net movement in funds £ | At 31.3.25 £ |
|---------------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 130,118 | 14,180 | 144,298 |
| TOTAL FUNDS | 130,118 | 14,180 | 144,298 |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 198,955 | (184,775) | 14,180 |
| Restricted funds | | | |
| Restricted fund | 39,665 | (39,665) | - |
| TOTAL FUNDS | 238,620 | (224,440) | 14,180 |

**CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BO'NESS) LIMITED**

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

| | At 1.4.23 £ | Net movement in funds £ | At 31.3.24 £ |
|---------------------------|----------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 123,650 | 6,468 | 130,118 |
| TOTAL FUNDS | <u>123,650</u> | <u>6,468</u> | <u>130,118</u> |

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 224,875 | (218,407) | 6,468 |
| TOTAL FUNDS | <u>224,875</u> | <u>(218,407)</u> | <u>6,468</u> |

Within Unrestricted Funds there is a Designated Fund relating to Bureau Redundancy liability. This fund balance is £49,251 as of 31st March 2025. The Designated Fund represents amounts that the Board of Trustees has set aside for specific purposes. These funds are not externally restricted by donors but have been designated internally by the Board to support any redundancy payments should the Bureau close.

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

CITIZENS ADVICE BUREAU
(GRANGEMOUTH & BO'NESS) LIMITED

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

| | 31.3.25 | 31.3.24 |
|---------------------------------|-------------|-------------|
| | £ | £ |
| INCOME AND ENDOWMENTS | | |
| Investment income | | |
| Deposit account interest | 2,713 | 2,348 |
| Charitable activities | | |
| Falkirk Council - core funding | 96,348 | 96,348 |
| Grant Income | 139,559 | 126,179 |
| | <hr/> | <hr/> |
| | 235,907 | 222,527 |
| | <hr/> | <hr/> |
| Total incoming resources | 238,620 | 224,875 |
| EXPENDITURE | | |
| Charitable activities | | |
| Wages | 188,287 | 177,226 |
| Social security | 10,419 | 12,641 |
| Pensions | 7,690 | 7,916 |
| Rent, rates & insurance | 1,511 | 3,962 |
| Travelling | 2,254 | 1,393 |
| Light and heat | 4,411 | 3,975 |
| Telephone | 296 | 346 |
| Post, stationary & advertising | 908 | 1,217 |
| Repairs and renewals | 521 | 348 |
| Sundries | - | 210 |
| Staff training | 1,201 | 1,443 |
| Subscriptions NACAB/CAS | 2,854 | 2,633 |
| Publicity & information costs | 106 | 81 |
| Cleaning Expenses | 702 | 2,423 |
| Staff welfare costs | 250 | 113 |
| Fixtures and fittings | 15 | 15 |
| | <hr/> | <hr/> |
| | 221,425 | 215,942 |
| Support costs | | |
| Finance | | |
| Bank charges | 110 | 112 |
| Governance costs | | |
| Independent examination fee | 852 | 840 |
| Legal and professional | 13 | 13 |
| Accountancy and legal fees | 2,040 | 1,500 |
| | <hr/> | <hr/> |
| | 2,905 | 2,353 |
| | <hr/> | <hr/> |
| Total resources expended | 224,440 | 218,407 |
| | <hr/> | <hr/> |
| Net income | 14,180 | 6,468 |
| | <hr/> <hr/> | <hr/> <hr/> |

This page does not form part of the statutory financial statements