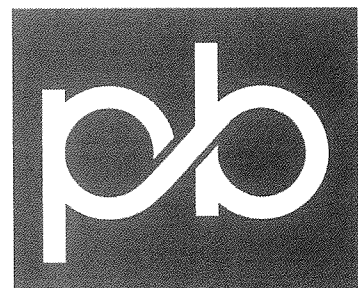


COMPANY REGISTRATION NUMBER: SC178060
CHARITY REGISTRATION NUMBER: SC027015

Citizens Advice and Rights Fife Limited
Company Limited by Guarantee
Financial Statements
31 March 2025

18 North Street, Glenrothes, Fife KY7 5NA 01592 610388
8 Mitchell Street, Leven, Fife KY8 4HJ 01333 425250
www.patersonboyd.com



PB AUDIT LIMITED
REGISTERED AUDITORS

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2025

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Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report)

Year ended 31 March 2025

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 2025.

Reference and administrative details

Registered charity name	Citizens Advice and Rights Fife Limited	
Charity registration number	SC027015	
Company registration number	SC178060	
Principal office and registered office	Craig Mitchell House Unit 7 & 8 Flemington Road Glenrothes Fife KY7 5QF Scotland	
The trustees	Lilian Hamilton (Chair) Maureen Lyall Richard Thomson Jean Ferguson Alistair Cairns Martin Davidson David Redpath Matthew Bruce Peter McTiernan (Chair)	(Resigned 17 June 2025) (Resigned 9 October 2024)
Company secretary	David Redpath	

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Key management personnel

Chief Executive Officer	David Redpath
Finance & Resources Manager	Angela Angel
Service Delivery Manager	Jaq McDonald
Business Development Manager	Sarah Somerville

Auditor	PB Audit Limited Registered Auditors 18 North Street Glenrothes Fife KY7 5NA
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Bankers	Virgin Money Kingdom Shopping Centre 5 Falkland Gate Glenrothes Fife KY7 5NS
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Solicitors	Thorntons Law LLP Whitehall House 33 Yeaman Shore Dundee Scotland DD1 4BJ
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Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Structure, governance and management

Citizens Advice and Rights Fife (CARF) is a registered charity in Scotland and also constituted as a company limited by guarantee. It is governed by its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

The directors of the company are also charity trustees for the purposes of charity law. New trustees are appointed to the organisation on the basis that they meet certain conditions and criteria, including the expertise that they bring. There is an on-going training programme provided by Citizens Advice Scotland for directors and a full induction is provided by CARF. The Board meet 4 to 5 times a year to manage the affairs of CARF. The organisation's CEO, Finance and Resources Manager, Business Development Manager and staff representative are also in attendance at Board meetings to provide information and advice, as appropriate. In addition, Fife Council's Link Officer and Citizens Advice Scotland Network Services Manager attend.

There are a number of internal working groups that support operational and strategic objectives. Current core working groups include:

- Finance and Funding
- Organisational Working
- Volunteer and Staff Development
- Social Policy

Decisions around the day to day management of the organisation are devolved to the Chief Executive, who leads a team to manage the running of CARF.

The headquarters of the charity is at Craig Mitchell House, Flemington Road, Glenrothes with frontline offices in Cowdenbeath, Cupar, Dunfermline, Glenrothes, Leven and Kirkcaldy. A centralised telephone service covers the whole of Fife and is augmented by a dedicated advice website (www.cabfife.org.uk).

The charity had 73 volunteers on 31st March 2025, who fulfil a variety of roles, including direct general advice provision and administration support. Some volunteers are also involved in more specialist advice giving and also as part of the Board of Directors. The organisation also offers placement opportunities to partner providers including Social Work and Fife College.

CARF follow the Scottish Joint Council (SJC) salary scales (via COSLA) and award cost of living increases in line with the local authority, if agreed by the Board of Directors. Decided through a working group of the Board, senior management personnel are placed on the scale PO5 Pt35-40 (£40,439-£46,144).

The CEO's remuneration is at the discretion of the Board. As at 31st March 2025, CARF employed 71 paid staff.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Objectives and activities

The charity's objective and its principal activity continues to be that of providing free, confidential, independent advice and representation services across Fife.

Achievements and performance

CARF continue to utilise a triage telephony system as well as hosting face-to-face appointments to complement the service offered digitally and by telephone. We also returned to providing outreach clinics in the community through our new Community Based Response Project and reinstated our drop-in service in our Leven office.

CARF continued its blended working approach, with staff combining working in the office with working from home. Staff are actively encouraged to spend time in the office to prevent isolation and harness the support offered by managers and colleagues.

In December 2024, the Board of Directors approved an organisational redesign with a view to improving services to clients and more effective use of organisational resource. The redesign has been informed by staff, volunteers, clients and partners as the organisation looks to deliver services from within communities across Fife, signalling a move back to offices and increasing CARF's community presence.

During 2024/25 our service in Dunfermline, from the Community Support Hub in the Kingsgate Shopping Centre, continued to thrive as we worked alongside other third sector organisations.

CARF, as with most voluntary organisations, has seen a reduction in volunteer numbers and a concerted effort continued throughout the year to increase volunteering opportunities and numbers as a priority. CARF were awarded with the Investing in Volunteers accreditation in March 2024. We ran 3 full rounds and 5 condensed rounds of the Adviser Training Programme. Throughout the year 50 new volunteers were trained. However, this was offset against a loss of 34 volunteers due to varying reasons with 9 moving on to paid employment.

The website continues to be a useful resource for clients and partners and now includes how to access our services and useful information in British Sign Language. We have worked closely with Fife Council in promoting "Get Help Fife" and contribute to the content and information held on the Our Fife website.

As part of CARF's commitment to upskill local agencies, CARF delivered income maximisation training to partner organisations to enable them to provide basic income maximisation support to their client groups in line with Fife Council's No Wrong Door Agenda.

During the year, a number of CARF staff were involved in a pilot with Wyser regarding the use of artificial intelligence to transcribe notes of conversations which could then be used in our recording systems, saving on administration time. The benefits have been slow to come to fruition although the organisation is continuing to support a smaller number of advisers with an updated programme. Whilst the improvements have not yet been fully realised, CARF is keen to continue exploring innovative ways of increasing the amount of advice provided to clients.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

During 24/25, CARF made the decision to integrate its IT environment with the Shared Service offering from Citizens Advice Scotland. This enabled the organisation to access IT upgrades including improvements to CARF's IT security. The joining of Shared Services ensures CARF has the protection of a larger IT department to assist in the development of its IT systems and provide the organisation with access to procurement frameworks.

CARF expanded its existing services provided to those most vulnerable including but not limited to Carers, people suffering from fuel poverty and those having to use foodbanks to eat. To do this CARF established 3 new projects during the year, namely The Wells Project, British Gas Energy Trust project and a further project in Dunfermline Foodbanks in partnership with the Trussell Trust. CARF enhanced their service provision in the community by providing a presence in the 7 Wells throughout Fife, giving information, advice and support, under one roof, to those in need.

CARF's STARS (Skilful, Trustworthy, Aspiring, Reliable and Supportive) Values framework forms the organisational backbone for the achievement of our strategic objectives and our vision of "a better life for the people of Fife". During the year, CARF commissioned The ASM Difference to run Culture Workshops with the managers, staff and volunteers to discuss and strengthen the values ethos within CARF. This work was then collated and shared at the Staff and Volunteer Conference in October where colleagues from across CARF worked collaboratively to finalise our organisational behaviours and cultural expectations.

Financial review

Results for the year ended 31 March 2025 are given in the Statement of Financial Activities annexed to this report. The assets and liabilities are given in the Balance Sheet. The financial statements should be read in conjunction with the related notes.

Details of all restricted fund and projects in which the charity has been involved in the year are shown at note 20 of the financial statements. At the financial year end these balances amounted to £222,765 and unrestricted balances of £2,002,354.

Risk management

The trustees undertake an annual risk assessment exercise and have identified the major business and operational risks which the charity faces and the steps to mitigate them as follows:-

1. **Employment/Volunteer Issues including absence/strike action** - Regular one to one support, team meetings and annual appraisals take place with staff throughout the year whilst an additional staff member was recruited to the extended management team to provide extra support to staff. We also set aside a training budget for continuous professional development for our staff. Our HR policies and procedures are reviewed and updated in line with current and new legislation. Volunteer recruitment remains a priority and a lot of work went into gaining the Investing in Volunteer award as well as continuing to work with local schools and colleges to offer volunteering and placement opportunities where possible. Joint Consultative Committee meetings are held to maintain Union relations.
-

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

2. **Loss of Key Personnel** - Managers hold regular staff support meetings and annual appraisals as well as regular team meetings where any issues/topics can be discussed. There is external HR support for managers. There is Citizens Advice Scotland (CAS) Learn access and training opportunities/budget for staff to allow continuing professional development. Regular meetings of Staff and Volunteer Development Working group and Organisational Working Group oversee staffing arrangements. We have identified where we have single points of failure and have put in place actions and plans to mitigate against these with regular reviews undertaken along with a review of our organisational structure. We also plan to undertake a succession planning exercise.
3. **Recruitment and retaining of sufficient numbers of directors with appropriate skills and diversity** We have refreshed the Board Recruitment Pack and included clear roles and descriptions within the Board of Directors including Chair, Vice Chair and Trustee responsibilities. We undertake regular Skills Assessments of existing Directors to identify skill gaps and use targeted recruitment of Directors to fill those skills gaps. CAS Learn training plans are in place for all Directors, new and existing.
4. **Poor service quality and/or development** - We have a Quality assurance policy with internal audit as well as external auditing from CAS and Scottish National Standards for Information and Advice Providers (SNSIAP) with accreditation. Performance is monitored through case recording and call monitoring/recording. Robust policies and procedures including Conduct and Complaints are in place. Customer Excellence training is provided for staff and volunteers along with bespoke telephone specific training. Staff have access to regular updates from CAS, Child Poverty Action Group (CPAG) and Rightsnet. Support meetings and annual appraisals are held with HR support for managers.
5. **Reliability and diversity of income sources**- We identify and review funders and sources of income, considering alternative funding for projects where full cost recovery is not met or exploring smaller bids for funding to bridge gaps. Funding negotiations are revisited if a project extends for a longer timeframe. An annual budget is prepared with each project costed separately and the budget is then agreed by the Board. Strict budgetary control happens with quarterly variance reporting at Board meetings. We have up-to-date policies and procedures including Reserves, Investments and Fundraising as well as an Income Generation Strategy. We use the Flagstone Investment Platform to manage reserves with annual reporting to the Board. Our Designated Reserves Fund of 6 months' core running costs is reviewed annually. We have a Finance and Funding Sub Group which oversees finance matters along with an annual external audit.

Charity's Social Investment Policy

CARF's company Memorandum and Articles of Association set out the objectives of the company. There are no specific programme related investments as such which contribute to the achievement of CARF's charitable aims and objectives.

Significant events and significant charitable activities

There were no significant events in 2024-25.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

Reserves

CARF has a longstanding Reserves Policy in place whereby the unrestricted funds, not committed or invested in tangible fixed assets ('the free reserves'), held by the charity should be at least three months of the resources expended, this has now been extended to six months. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. Whilst a fund of £1.2m has been designated from reserves, should a significant drop in funding occur, CARF would actively pursue all appropriate alternative sources of income.

Plans for future periods

In the coming year, CARF will work with existing NHS Fife and Health & Social Care Partnership services to provide income maximisation support to families with a child who has, or may have, additional support needs. We are also excited to continue our work with Fife Veterans delivering our new Veterans Advice Fife Project funded by the Armed Forces Covenant Fund. We will also enhance our work in partnership with Fife Council to prevent/support people with council tax debt.

The previously mentioned organisational redesign process will enter its implementation phase as the organisation implements a new structure and puts in place community based service delivery. CARF's new structure will include a return to office based delivery, increasing CARF's community presence and improve face to face advice provision within its network of offices.

A rigorous volunteer recruitment drive to promote the advantages of volunteering with CARF will be undertaken with a focus on increasing volunteer numbers across our offices and support the new community based delivery model.

CARF will continue to explore the area of digital advice provision and continue to pilot new Artificial Intelligence solutions whilst also retaining focus on providing a stable IT operating environment for staff and volunteers. With access to Shared Services, the organisation will look to further enhance its IT environment.

To work alongside Fife Council, NHS Fife and Fife Health & Social Care Partnership to ensure improvements in service delivery align with thematic changes currently under consideration. In particular, we will work closely with the developing No Wrong Door agenda to ensure the best possible client service.

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 and Rights Fife Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Directors' Report) *(continued)*

Year ended 31 March 2025

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 auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

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 (incorporating the directors' report) was approved on 18 September 2025 and signed on behalf of the board of trustees by:

Lilian Hamilton

Lilian Hamilton
Chair

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Independent Auditor's Report to the Members of Citizens Advice and Rights Fife Limited

Year ended 31 March 2025

Opinion

We have audited the financial statements of Citizens Advice and Rights Fife Limited (the 'charity') for the year ended 31 March 2025 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 2025 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, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

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 and Rights Fife Limited

Company Limited by Guarantee

Independent Auditor's Report to the Members of Citizens Advice and Rights Fife Limited

(continued)

Year ended 31 March 2025

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 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report, included within the trustees' annual report.

We have nothing to report in respect of the following matters where the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005, and the Charity Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept; 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, included within the trustees' annual report, and from the requirements to prepare a strategic report.
-

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Independent Auditor's Report to the Members of Citizens Advice and Rights Fife Limited

(continued)

Year ended 31 March 2025

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

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

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:

Based on our understanding of the charity and industry, we identified that the principal risks of non-compliance with laws and regulations related to breaches of UK regulations and prohibited business practices, and we considered that the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Companies Act 2006. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override controls), and determined that the principal risks were related to the potential posting of inappropriate journal entries to manipulate financial results and management bias in accounting estimates.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Independent Auditor's Report to the Members of Citizens Advice and Rights Fife Limited

(continued)

Year ended 31 March 2025

Audit procedures performed by the engagement team included:

- Enquiry of management, those charged with governance and the entity's solicitors around actual and potential litigation and claims.
- Reviewing minutes of meetings of those charged with governance including the Board.
- Evaluation and testing of the operating effectiveness of management's controls designed to prevent and detect irregularities.
- Identifying and testing journal entries based on risk criteria.
- Designing audit procedures to incorporate unpredictability around the nature, timing or extent of our testing.
- Investigated the rationale behind significant or unusual transactions.
- Reviewed clients risk register for anything unusual.
- Reviewed accounting estimates for evidence of bias.
- Performed analytical review and sample testing of income.
- Agreed financial statement disclosures to supporting documentation.

There are inherent limitations in the audit procedures described above. We are less likely to become aware of instances of non-compliance with laws and regulations that are not closely related to events and transactions reflected in the financial statements.

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.
-

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Independent Auditor's Report to the Members of Citizens Advice and Rights Fife Limited

(continued)

Year ended 31 March 2025

- 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.

A further description of our responsibilities is available on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 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.



Craig Wallace B.Acc. (Hons), F.C.C.A. (Senior Statutory Auditor)

For and on behalf of
PB Audit Limited
Registered Auditors
18 North Street
Glenrothes
Fife
KY7 5NA

PB Audit Limited is eligible to act as auditor in terms of section 1212 of the Companies Act 2006.

18 September 2025

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2025

		2025		2024	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	–	–	–	955
Charitable activities	6	2,019,846	1,334,542	3,354,388	3,242,000
Investment income	7	303,353	–	303,353	266,893
Other income	8	40,786	–	40,786	1,990
Total income		<u>2,363,985</u>	<u>1,334,542</u>	<u>3,698,527</u>	<u>3,511,838</u>
Expenditure					
Expenditure on charitable activities	9,10	2,017,561	1,373,057	3,390,618	3,108,696
Total expenditure		<u>2,017,561</u>	<u>1,373,057</u>	<u>3,390,618</u>	<u>3,108,696</u>
Net income		<u>346,424</u>	<u>(38,515)</u>	<u>307,909</u>	<u>403,142</u>
Transfers between funds		63,964	(63,964)	–	–
Other recognised gains and losses					
Actuarial losses on defined benefit pension schemes		(200,000)	–	(200,000)	(270,000)
Net movement in funds		<u>210,388</u>	<u>(102,479)</u>	<u>107,909</u>	<u>133,142</u>
Reconciliation of funds					
Total funds brought forward		1,791,966	325,244	2,117,210	1,984,068
Total funds carried forward		<u>2,002,354</u>	<u>222,765</u>	<u>2,225,119</u>	<u>2,117,210</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 17 to 35 form part of these financial statements.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Statement of Financial Position

31 March 2025

	Note	2025 £	2024 £
Current assets			
Debtors	16	94,477	151,780
Cash at bank and in hand		2,269,083	2,164,531
		<u>2,363,560</u>	<u>2,316,311</u>
Creditors: amounts falling due within one year	17	<u>138,441</u>	<u>199,101</u>
Net current assets		<u>2,225,119</u>	<u>2,117,210</u>
Total assets less current liabilities		<u>2,225,119</u>	<u>2,117,210</u>
Net assets		<u>2,225,119</u>	<u>2,117,210</u>
Funds of the charity			
Restricted funds		222,765	325,244
Unrestricted funds:			
Other unrestricted income funds		<u>2,002,354</u>	<u>1,791,966</u>
Total unrestricted funds		<u>2,002,354</u>	<u>1,791,966</u>
Total charity funds	20	<u>2,225,119</u>	<u>2,117,210</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 18 September 2025, and are signed on behalf of the board by:

Lilian Hamilton

Lilian Hamilton
Chair

The notes on pages 17 to 35 form part of these financial statements.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 March 2025

	2025	2024
	£	£
Cash flows from operating activities		
Net income	307,909	403,142
<i>Adjustments for:</i>		
Other interest receivable and similar income	(303,353)	(266,893)
Interest payable and similar charges	3,239	2,917
Accrued expenses	488	75
Actuarial gain/loss on defined benefit pension scheme	(200,000)	(270,000)
<i>Changes in:</i>		
Trade and other debtors	57,303	(12,560)
Trade and other creditors	(61,148)	106,652
Cash generated from operations	(195,562)	(36,667)
Interest paid	(3,239)	(2,917)
Interest received	303,353	266,893
Net cash from operating activities	<u>104,552</u>	<u>227,309</u>
Net increase in cash and cash equivalents	104,552	227,309
Cash and cash equivalents at beginning of year	<u>2,164,531</u>	<u>1,937,222</u>
Cash and cash equivalents at end of year	<u>2,269,083</u>	<u>2,164,531</u>

The notes on pages 17 to 35 form part of these financial statements.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2025

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is Craig Mitchell House, Unit 7 & 8, Flemington Road, Glenrothes, Fife, KY7 5QF, Scotland.

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 are 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

The Trustees are of the opinion that the charity can continue to meet its obligations as they fall due for the foreseeable future due to the current level of financial reserves and expectations of future income. As a consequence the Trustees have prepared the financial statements on the going concern basis.

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.

Taxation

The charity is exempt from tax on income and gains falling within section 505(1) of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

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.

Incoming resources

All income is 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.
- Investment income is included when receivable.
- 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.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

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.

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.

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.

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.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

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:

Equipment - 33% 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.

Financial instruments

The company only has financial assets and financial 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 the carrying value plus accrued interest less repayments. The financing charge to expenditure is at a constant rate calculated using the effective interest method.

4. Limited by guarantee

The members of the charity guarantee to contribute £1 each to the assets of the charity in the event of it being wound up. At the balance sheet the charity had 36 members.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Donations				
Donations	—	—	955	955

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Fife Council	2,013,847	–	2,013,847
Citizens Advice Scotland One Off Projects	5,999	–	5,999
Greener Kirkcaldy Healthy Heating Project	–	64,220	64,220
Macmillan Cancer Support/Fife Council	–	94,598	94,598
CAS - Patient Advice and Support Service	–	41,431	41,431
Fife Gingerbread - MIWLP	–	57,430	57,430
Scottish Legal Aid Board – Making Justice Work	–	50,055	50,055
CAS - Armed Services Advice Project	–	27,604	27,604
CAS – Pension Wise	–	37,769	37,769
CAS - Money Talk Plus	–	256,280	256,280
BRAG - Transition to Employment	–	63,608	63,608
FC Carers Project	–	181,918	181,918
The Harbour project	–	8,730	8,730
NHS Tackling Inequalities	–	–	–
Fife Gingerbread - Intensive Family Support Project	–	36,388	36,388
Fife Gingerbread - No-One left behind	–	3,294	3,294
FC Benefit Take Up	–	23,653	23,653
FC Maternity Services (MTT)	–	23,436	23,436
FC Boosting Budgets	–	52,906	52,906
FC Community Response Team	–	61,411	61,411
Barnardos - Stronger Families /FVA Communities	–	–	–
Mental Health & Wellbeing	–	15,000	15,000
Fife Gingerbread Family Approach	–	54,632	54,632
Trussell Trust	–	41,917	41,917
CAS - Energy Best Deal	–	7,095	7,095
HSCP Wells Project	–	102,510	102,510
BG Energy Trust	–	28,657	28,657
	<u>2,019,846</u>	<u>1,334,542</u>	<u>3,354,388</u>

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

6. Charitable activities *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Fife Council	1,955,191	–	1,955,191
Citizens Advice Scotland One Off Projects	16,496	9,604	26,100
Greener Kirkcaldy Healthy Heating Project	–	54,370	54,370
Macmillan Cancer Support/Fife Council	–	85,358	85,358
CAS - Patient Advice and Support Service	–	37,937	37,937
Fife Gingerbread - MIWLP	–	–	–
Scottish Legal Aid Board – Making Justice Work	–	53,736	53,736
CAS - Armed Services Advice Project	–	48,714	48,714
CAS – Pension Wise	–	57,859	57,859
CAS - Money Talk Plus	–	244,077	244,077
BRAG - Transition to Employment	–	51,000	51,000
FC Carers Project	–	154,272	154,272
The Harbour project	–	29,546	29,546
NHS Tackling Inequalities	–	(9,519)	(9,519)
Fife Gingerbread - Intensive Family Support Project	–	36,883	36,883
Fife Gingerbread - No-One left behind	–	55,002	55,002
FC Benefit Take Up	–	–	–
FC Maternity Services (MTT)	–	–	–
FC Boosting Budgets	–	49,998	49,998
FC Community Response Team	–	200,000	200,000
Barnardos - Stronger Families /FVA Communities	–	–	–
Mental Health & Wellbeing	–	51,885	51,885
Fife Gingerbread Family Approach	–	25,832	25,832
Trussell Trust	–	33,759	33,759
CAS - Energy Best Deal	–	–	–
HSCP Wells Project	–	–	–
BG Energy Trust	–	–	–
	<u>1,971,687</u>	<u>1,270,313</u>	<u>3,242,000</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Bank interest receivable	110,353	110,353	52,893	52,893
Net finance income in respect of defined benefit pension schemes	193,000	193,000	214,000	214,000
	<u>303,353</u>	<u>303,353</u>	<u>266,893</u>	<u>266,893</u>

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

8. Other income

	Unrestricted Funds	Total Funds 2025	Unrestricted Funds	Total Funds 2024
	£	£	£	£
Other income	40,786	40,786	1,990	1,990

9. Expenditure on charitable activities by fund type

	Unrestricted Funds	Restricted Funds	Total Funds 2025
	£	£	£
Charitable activities	1,375,545	1,373,057	2,748,602
Support costs	642,016	–	642,016
	<u>2,017,561</u>	<u>1,373,057</u>	<u>3,390,618</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Charitable activities	1,316,142	1,235,259	2,551,401
Support costs	548,061	9,234	557,295
	<u>1,864,203</u>	<u>1,244,493</u>	<u>3,108,696</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2025	Total fund 2024
	£	£	£	£
Charitable activities	2,748,602	634,226	3,382,828	3,101,496
Governance costs	–	7,790	7,790	7,200
	<u>2,748,602</u>	<u>642,016</u>	<u>3,390,618</u>	<u>3,108,696</u>

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

11. Analysis of support costs

	Support costs £	Total 2025 £	Total 2024 £
Staff costs	490,290	490,290	475,148
Finance costs	3,239	3,239	2,917
Governance costs	7,790	7,790	7,200
Legal and professional fees	40,779	40,779	16,461
Publicity and publications	6,398	6,398	210
Equipment and software	92,996	92,996	54,696
Sundry and staff welfare	524	524	663
	<u>642,016</u>	<u>642,016</u>	<u>557,295</u>

12. Auditor's remuneration

	2025 £	2024 £
Fees payable for the audit of the financial statements	<u>5,775</u>	<u>5,500</u>

13. Staff costs

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

	2025 £	2024 £
Wages and salaries	2,262,107	2,095,491
Social security costs	218,331	200,543
Employer contributions to pension plans	474,685	452,776
Other employee benefits	11,866	6,516
	<u>2,966,989</u>	<u>2,755,326</u>

The average head count of employees during the year was 74 (2024: 71).

The number of employees whose remuneration for the year fell within the following bands, were:

	2025 No.	2024 No.
£60,000 to £69,999	<u>1</u>	<u>1</u>

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

13. Staff costs *(continued)*

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 £293,285 (2024:£327,329).

14. Trustee remuneration and expenses

David Redpath has been paid remuneration totalling £66,513 (2024: £62,528) and employer pension contributions totalling £14,386 (2024: £15,444). This remuneration was paid in relation to CEO duties.

Three trustees have claimed expenses or had their expenses met by the charity, totalling £909 (2024: £533)

15. Tangible fixed assets

	Equipment £
Cost	
At 1 Apr 2024 and 31 Mar 2025	89,512
Depreciation	
At 1 Apr 2024 and 31 Mar 2025	89,512
Carrying amount	
At 31 Mar 2025	–
At 31 Mar 2024	–

16. Debtors

	2025 £	2024 £
Prepayments and accrued income	25,278	21,917
Other debtors	69,199	129,863
	<u>94,477</u>	<u>151,780</u>

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

17. Creditors: amounts falling due within one year

	2025	2024
	£	£
Trade creditors	75,928	34,363
Accruals and deferred income	13,524	13,036
Social security and other taxes	47,216	50,080
Other creditors	1,773	101,622
	<u>138,441</u>	<u>199,101</u>

18. Deferred income

	2025	2024
	£	£
At 1 April 2024	–	7,970
Amount released to income	–	(7,970)
At 31 March 2025	<u>–</u>	<u>–</u>

Deferred income relates to amounts brought forward from the 2023 financial year which has been released in the prior year.

19. Pensions and other post retirement benefits

Defined benefit plans

Pension benefits for employees are provided through the Local Government Pension Scheme (LGPS), a funded scheme made up of contributions from employees and the employer. The LGPS in Scotland changed on 1 April 2015 from a final salary scheme to a career average revalued earnings (CARE) scheme. The scheme year runs from 1 April to 31 March, and all members now build up a pension based on 1/49th of pensionable pay received in each scheme year. The scheme is part of the Fife Council Pension Fund and is administered by Fife Council. It is a funded scheme and the assets are administered by its trustees and are independent of the charity. The related costs are assessed in accordance with the advice of professionally qualified actuaries.

Pension contributions are determined by Hymans Robertson LLP, the scheme actuary. An actuarial valuation was carried out at 31 March 2025.

The defined benefit pension is an asset in the current year - It has not been possible to determine if this surplus will be recovered through reduced contributions in the future or through refunds from the plan; therefore the asset has not been recognised in the accounts.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

19. Pensions and other post retirement benefits *(continued)*

The statement of financial position net defined benefit liability is determined as follows:

	2025	2024
	£	£
Present value of defined benefit obligations	(10,568,000)	(11,792,000)
Fair value of plan assets	16,660,000	15,773,000
	<u>6,092,000</u>	<u>3,981,000</u>
Irrecoverable surplus	(6,092,000)	(3,981,000)
	<u> -</u>	<u> -</u>

Changes in the present value of the defined benefit obligations are as follows:

	2025
	£
At 1 Apr 2024	11,792,000
Current service cost	478,000
Interest expense	578,000
Benefits paid	(341,000)
Contributions by plan participants	127,000
Remeasurements:	
Actuarial gains and losses	(2,066,000)
At 31 Mar 2025	<u>10,568,000</u>

Changes in the fair value of plan assets are as follows:

	2025
	£
At 1 Apr 2024	15,773,000
Interest income	771,000
Benefits paid	(341,000)
Contributions by employer	471,000
Contributions by plan participants	127,000
Remeasurements:	
Return on plan assets, excluding amount included in interest income	(141,000)
At 31 Mar 2025	<u>16,660,000</u>

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

19. Pensions and other post retirement benefits *(continued)*

The total costs for the year in relation to defined benefit plans are as follows:

	2025	2024
	£	£
Recognised in income or expenditure:		
Current service cost	478,000	453,000
Net interest income	(193,000)	(214,000)
	<u>285,000</u>	<u>239,000</u>

The return on plan assets are as follows:

	2025	2024
	£	£
Return on assets of benefit plan	771,000	705,000
Return on reimbursement rights assets in benefit plan	141,000	(126,000)
	<u>912,000</u>	<u>579,000</u>

The principal actuarial assumptions as at the statement of financial position date were:

	2025	2024
	%	%
Discount rate	5.80	4.85
Expected rate of salary increase	3.25	3.25
Expected rate of increase in pensions	2.75	2.75
Mortality rates:		
Current pensioners at 65 - male	19.90	19.90
Current pensioners at 65 - female	23.10	23.10
Future pensioners at 65 - male	20.70	20.80
Future pensioners at 65 - female	<u>24.40</u>	<u>24.40</u>

20. Analysis of charitable funds

Unrestricted funds

	At 1 Apr 24	Income	Expenditure	Transfers	Gains and losses	At 31 Mar 25
	£	£	£	£	£	£
Unrestricted fund	1,191,966	2,363,985	(2,017,561)	(736,036)	–	802,354
Pension	–	–	–	200,000	(200,000)	–
Designated fund	600,000	–	–	600,000	–	1,200,000
	<u>1,791,966</u>	<u>2,363,985</u>	<u>(2,017,561)</u>	<u>63,964</u>	<u>(200,000)</u>	<u>2,002,354</u>

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

20. Analysis of charitable funds *(continued)*

	At 1 Apr 23	Income	Expenditure	Transfers	Gains and losses	At 31 Mar 24
	£	£	£	£	£	£
Unrestricted fund	1,155,043	2,241,525	(1,864,203)	(340,399)	–	1,191,966
Pension	–	–	–	270,000	(270,000)	–
Designated fund	500,000	–	–	100,000	–	600,000
	<u>1,655,043</u>	<u>2,241,525</u>	<u>(1,864,203)</u>	<u>29,601</u>	<u>(270,000)</u>	<u>1,791,966</u>

Unrestricted funds can be used in accordance with the Trust's charitable objectives at the discretion of the Trustees.

The designated fund represents the charity's estimate of six months running costs, which would be required to allow the charity to keep operating should there be an unanticipated reduction in funding.

The transfer of £200,000 to the pension reserves relates to pension charges and related costs in respect of the defined benefit scheme for the year.

Restricted funds

	At 1 Apr 24	Income	Expenditure	Transfers	Gains and losses	At 31 Mar 25
	£	£	£	£	£	£
CAS - Money						
Talk Plus	–	256,280	(254,220)	(2,060)	–	–
CAS - Pension						
Wise	–	37,769	(29,148)	(8,621)	–	–
Scottish Legal Aid Board - Making Justice Work	(76)	50,055	(49,691)	(288)	–	–
FC Carers Project	–	181,917	(142,672)	(2,282)	–	36,963
The Harbour project	10,867	8,730	(17,537)	(2,060)	–	–
MacMillan Cancer Support / Fife Council	–	94,598	(85,816)	(2,060)	–	6,722
CAS - Patient Advice and Support Service	(3,126)	41,432	(39,265)	959	–	–
FC Boosting Budgets	99,824	52,906	(44,470)	(2,060)	–	106,200
Greener Kirkcaldy Healthy Heating Project	–	64,220	(57,568)	(2,060)	–	4,592
FVA - No-one Left Behind	–	3,294	(3,294)	–	–	–

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

20. Analysis of charitable funds *(continued)*

BRAG - Transition to Employment	–	63,608	(50,699)	(2,060)	–	10,849
NHS Endowment Fund	–	–	–	–	–	–
FC Benefit Take Up	47,404	23,653	(57,820)	(2,060)	–	11,177
CAS - Armed Services Advice project	–	27,604	(27,604)	–	–	–
Fife Gingerbread - Intensive Family Support project	20	36,388	(34,356)	(2,000)	–	52
FC Maternity Services (MTT)	21,075	23,436	(42,286)	(2,060)	–	165
Barnardos - Stronger Families/FVA Communities Mental Health & Wellbeing	35,616	15,000	(48,592)	(2,024)	–	–
CAS - Council Tax Debt	6,924	–	(27)	(6,924)	–	(27)
CAS - Energy Best Deal	2,200	7,095	–	(9,295)	–	–
SACAB - Other	480	–	–	(480)	–	–
Trussell Trust - Cupar	734	18,340	(16,467)	(2,067)	–	540
Trussell Trust - Glenrothes	2,127	23,577	(23,704)	(2,000)	–	–
Fife Gingerbread - Family Approach	–	54,632	(52,632)	(2,000)	–	–
Fife Council - Community Response Team	101,175	61,411	(142,739)	(2,060)	–	17,787
Fife Council - Wells Project	–	102,510	(67,643)	(1,536)	–	33,331
British Gas Energy Trust	–	28,657	(27,257)	(1,400)	–	–
Fife Gingerbread - Making it Work for Lone Parents	–	57,430	(52,136)	(5,294)	–	–

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

20. Analysis of charitable funds *(continued)*

Trussell Trust - Dunfermline	–	–	(5,414)	(172)	–	(5,586)
	325,244	1,334,542	(1,373,057)	(63,964)	–	222,765

	At 1 Apr 23	Income	Expenditure	Transfers	Gains and losses	At 31 Mar 24
	£	£	£	£	£	£
CAS - Money Talk Plus	–	244,077	(242,017)	(2,060)	–	–
CAS - Pension Wise	–	57,859	(47,342)	(10,517)	–	–
Scottish Legal Aid Board - Making Justice Work	–	53,736	(53,524)	(288)	–	(76)
FC Carers Project	–	154,272	(152,212)	(2,060)	–	–
The Harbour project	6,670	29,546	(23,349)	(2,000)	–	10,867
MacMillan Cancer Support / Fife Council	–	85,358	(83,298)	(2,060)	–	–
CAS - Patient Advice and Support Service	–	37,937	(41,063)	–	–	(3,126)
FC Boosting Budgets	98,576	49,998	(46,690)	(2,060)	–	99,824
Greener Kirkcaldy Healthy Heating Project	–	54,370	(52,621)	(1,749)	–	–
FVA - No-one Left Behind	–	55,001	(52,941)	(2,060)	–	–
BRAG - Transition to Employment	–	51,000	(48,726)	(2,274)	–	–
NHS Endowment Fund	19,569	(9,519)	(18,640)	8,590	–	–
FC Benefit Take Up	108,760	–	(59,296)	(2,060)	–	47,404
CAS - Armed Services Advice project	–	48,714	(48,714)	–	–	–
Fife Gingerbread - Intensive Family Support project	–	36,883	(34,863)	(2,000)	–	20

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

20. Analysis of charitable funds *(continued)*

FC Maternity Services (MTT)	63,636	–	(40,501)	(2,060)	–	21,075
Barnardos - Stronger Families/FVA Communities						
Mental Health & Wellbeing	31,814	51,885	(48,083)	–	–	35,616
CAS - Council Tax Debt	–	6,924	–	–	–	6,924
CAS - Energy Best Deal	–	2,200	–	–	–	2,200
SACAB - Other	–	480	–	–	–	480
Trussell Trust - Cupar	–	13,219	(10,905)	(1,580)	–	734
Trussell Trust - Glenrothes	–	20,541	(17,081)	(1,333)	–	2,127
Fife Gingerbread - Family Approach	–	25,832	(24,832)	(1,000)	–	–
Fife Council - Community Response Team	–	200,000	(97,795)	(1,030)	–	101,175
Fife Council - Wells Project	–	–	–	–	–	–
British Gas Energy Trust	–	–	–	–	–	–
Fife Gingerbread - Making it Work for Lone Parents	–	–	–	–	–	–
One Off Projects	–	–	–	–	–	–
Trussell Trust - Dunfermline	–	–	–	–	–	–
	<u>329,025</u>	<u>1,270,313</u>	<u>(1,244,493)</u>	<u>(29,601)</u>	<u>–</u>	<u>325,244</u>

Trussell Trust - Helping improve the financial circumstances of those using their emergency food services and providing a sustainable path out of food insecurity.

Fife Gingerbread Family Approach - Providing holistic advice to help families maximise their income, build confidence and overcome barriers to secure and maintain sustainable education, training or employment.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

20. Analysis of charitable funds *(continued)*

Fife Council Community Response - Work closely with Fife Council's Welfare Support assistants in a variety of community settings, including job clubs, to provide a wraparound service to those requiring welfare benefit support.

Money Talk Plus - Supporting clients to better manage and improve their financial circumstances

Pensionwise - Independent guidance on pension options

SLAB MJW - Provide advice & support to those at threat of losing their house

Carers Project - Supports unpaid carers in Fife who wish to receive Income Maximisation Advice.

The Harbour Project - Helping improve the financial circumstances of those using their emergency food services and providing a sustainable path out of food insecurity.

Macmillan - helping people or families who have been affected by cancer to help cope with the cost of living with cancer.

PASS - helping people with complaints against the NHS.

FC Boosting Budgets - covers life skills such as cooking, affordable credit, energy saving and financial education.

Healthy Heating - delivers an income maximisation service to those affected by fuel poverty related issues across Fife, providing personalised advice and support.

No-one Left Behind FVA - provides income maximisation, benefits advice and debt advice to lone parents across Fife.

Transition 2 Employment - aims to improve the quality of life of people in Fife by building their ability to gain and sustain meaningful employment.

NHS Endowment Fund - Project ended in 2023/24.

Benefit Take Up - Lead benefit take up campaign in Fife.

ASAP - Providing help and support to armed services personnel and their families

Intensive Family Support Project - Focusing on a whole family approach to ensure adults and young people affected by substances receive support to achieve more positive outcomes.

Maternity Services (MTT) - Income Maximisation for pregnant women, and families with a child under the age of 1.

Barnardos Stronger Families /FVA Communities Mental Health & Wellbeing - Works with families with children aged 0-12 years (still attending primary school).

CAS - Council Tax Debt - Providing an income maximisation service to those with council tax debt

CAS - Energy Best Deal - Delivers an income maximisation service to those affected by fuel poverty related issues across Fife, providing personalised advice and support.

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

20. Analysis of charitable funds *(continued)*

FC Wells - Clients can drop-in, both in their community and online and find out information and receive general advice to help them stay well and independent within their local community.

BG Energy Trust - Delivers an income maximisation service to those affected by fuel poverty related issues across Fife, providing personalised advice and support.

Fife Gingerbread MIWLP - Provides income maximisation, benefits advice and debt advice to lone parents across Fife.

21. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Current assets	2,140,795	222,765	2,363,560
Creditors less than 1 year	(138,441)	–	(138,441)
Net assets	<u>2,002,354</u>	<u>222,765</u>	<u>2,225,119</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Current assets	1,991,067	325,244	2,316,311
Creditors less than 1 year	(199,101)	–	(199,101)
Net assets	<u>1,791,966</u>	<u>325,244</u>	<u>2,117,210</u>

22. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2025 £	2024 £
Financial assets that are debt instruments measured at amortised cost		
Financial assets that are debt instruments measured at amortised cost	<u>2,363,560</u>	<u>2,316,311</u>
Financial liabilities measured at amortised cost		
Financial liabilities measured at amortised cost	<u>138,441</u>	<u>199,101</u>

Citizens Advice and Rights Fife Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

23. Analysis of changes in net debt

	At 1 Apr 2024	Cash flows	At 31 Mar 2025
	£	£	£
Cash at bank and in hand	<u>2,164,531</u>	<u>104,552</u>	<u>2,269,083</u>

24. Operating lease commitments

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

	2025	2024
	£	£
Not later than 1 year	46,597	63,181
Later than 1 year and not later than 5 years	84,313	—
	<u>130,910</u>	<u>63,181</u>