

Company registration number: 03335128

Charity registration number: 1062826

# Surrey Welfare Rights Unit

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023

## **Surrey Welfare Rights Unit**

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## **Surrey Welfare Rights Unit**

### **Trustees' Report**

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 2023. 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**

Surrey Welfare Rights Unit exists to provide a welfare rights advice service within the county of Surrey and surrounding area. The service is accessed by voluntary and statutory sector professionals, who in most cases, are the first point of contact for clients needing advice.

The Unit provides an independent and confidential service. This independent status allows membership of Citizens Advice (the operating name of the National Association of Citizens Advice Bureaux) and the Unit abides by the Aims and Principles of the Citizens Advice service. This also allows for flexibility to develop and change and gives the freedom to benefit from joint working projects. Furthermore, independent charitable status gives the Board of Trustees the power to seek alternative sources of funding to protect the level of service for the future. This will ensure that the range of welfare rights services can be developed and improved for the future.

The core tasks of the service are:

- To provide an advice line for the use of the professional staff from referral groups;
- To provide training courses on welfare benefits for, amongst others, Local Citizens Advice, statutory and Voluntary Organisations;
- Influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively;
- To produce information and publicity on welfare rights issues for both professional staff and, when relevant, the people of Surrey;
- To promote the take-up of welfare benefits within the County especially among the frail and vulnerable;
- To provide a source of expertise on Community Care issues in Surrey;
- To take on a limited amount of casework as appropriate and provide Tribunal representation in complex cases; and
- To be a focal point of welfare rights work within Surrey through support groups, seminars and informal talks, Social Policy work and networking.

## **Surrey Welfare Rights Unit**

### **Trustees' Report**

#### **Objectives and activities (continued)**

##### **Charitable Activities**

During the 2022/23 year we fully adopted hybrid working as the uncertainty of Covid began to diminish. It was a relief to no longer have to navigate full lock-downs of the office. We continued to deliver training remotely as two years of delegate feedback told us that e-training improved access to our courses, as well as significantly reducing our carbon footprint. Some delegates reported that they still missed face to face courses, so we are taking that into consideration in our planning for 2023/24.

For this year, our reserves complied with our Reserves Policy. We met the requirements of our Awards for All grant, given to provide additional training. We also met the terms of our two additional grants from the County Council; one for training, and the other to provide specialist support as part of the wider No-One Left Behind programme.

We were delighted to receive additional funds from the Carers' Innovation Fund, which meant we could go ahead with our Parent Carer "Moving into Adulthood" project. We have recruited a part-time experienced adviser, who is working with networks across the County to support Carers of a child or young person between 14 and 25 years. We had identified an unmet need for this group of Carers some time ago, so it is really satisfying to be able to address this gap.

During the Spring we welcomed Clare Moriarty, Chief Executive of Citizens Advice, who visited the Unit. Following that fruitful meeting, we are enjoying a renewed working relationship with the Policy team at Citizens Advice, and have forged new links with senior personnel within the South Region of the DWP.

Surrey County Council continues to provide core financial support for the Unit, recognising the quality and cost effectiveness of work undertaken by the Unit. The Trustees are very grateful for this support, along with the funding provided by Borough and District Councils across the County, including Woking Borough Council. Within the County Council, we support the Care Leavers' teams, Financial Assessments team and the Home School Link Workers network.

Apart from grant funding, we continued to generate vital income streams from training courses, consultancy and subscriptions. Over 50 local organisations continued to subscribe to the Unit's services, and in particular, for our advice support on individual complex benefit cases.

We continue to hold 100% passes in all areas of our Citizens Advice Performance Quality Framework, including financial management and governance, and hold two Advice Quality Standards (AQS) Quality Marks in Casework and Telephone Support

##### **Public benefit**

The Trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the Unit during the year. The Trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.



## **Surrey Welfare Rights Unit**

### **Trustees' Report**

#### **Financial review**

Incoming resources in the year were £245,444 (2022: £195,566). A surplus of £15,204 was made in the year (2022: deficit £15,177). At 31 March 2023 total reserves were £198,631 (2022: £183,427) of which £123,260 represented unrestricted general funds (2022: £113,859).

We had a relatively good year with a moderate surplus, compared to the previous difficult financial year. Our subscription income showed a small increase to the previous years. The core grants received an inflation related uplift this year and overall grant funding was higher than previous years. Training income was slightly down on the previous financial year but substantially above pre-Covid levels.

The projected budget at the start of the 2022/23 financial year showed a modest surplus. As additional income was secured during the year the Unit experienced an improved surplus.

#### ***Principal funding sources***

The Trustees extend their gratitude to Surrey County Council, and those Borough and District Councils who continued to support the core operating capacity of the charity.

We would particularly like to thank Woking Borough Council who provide premises at no financial cost to the charity except for charges for utility and other office services. The charity did not have any borrowings from either providers of funding or other sources at the statement of financial position date.

We have received additional funding for Parent Carer advice for which we recruited a new advisor. This funding has been extended for the forthcoming financial year.

## **Surrey Welfare Rights Unit**

### **Trustees' Report**

#### ***Policy on reserves***

The Trustees have forecast the level of free reserves (that is those funds not tied up in fixed assets, designated and restricted funds) the Charity will require to sustain its operations. The Trustees consider that the most appropriate level of free reserves at 31 March 2023 is a minimum of six months' running costs. Whilst the current level of reserves may prove sufficient, it is the Trustees' view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility for future years and that identified needs in the County can continue to be adequately resourced.

The budgeted expenditure for the forthcoming year is currently adequately covered by the agreed sources of income. As with previous years, efforts will be made to secure additional funding. The current free reserves will be used if necessary to support the work of the Unit should they be needed in the unlikely event of change of circumstances. The Trustees are in the process of producing and agreeing a longer term strategy to avoid ongoing reliance on dwindling reserves.

When considering the level of free reserves the Trustees have considered the Charity Commission document "Charity reserves: building resilience (CC19)" and also the House of Commons Public Administration and Constitutional Affairs Committee report "The collapse of Kids Company: lessons for charity trustees, et al". It is recognised that by far the greater part of the Charity's activity and expenditure is of an "essential" rather than of a "discretionary" nature. This requires a greater degree of financial resilience than for many other charities. The Trustees are also aware that no service level agreements or contracts are in place for more than one year and income that might be considered "core" is in any case insufficient to provide a basic service to the community and reliance has to be placed on subscriptions, fundraising and the securing of project income that can share the Charity's fixed costs.

The reasons for holding particular reserves are outlined in **note 14**.

#### ***Funds in deficit***

No funds were in deficit at the statement of financial position date.

#### ***Plans for future periods***

For 2023/24 we will be concentrating on delivering year 2 of training and specialist support as part of the County wide No-One Left Behind programme. We will also be delivering additional training as we were fortunate to secure a second Awards for All grant towards the end of 2022/23. We are very grateful to the County Council for additional funding that has allowed us to continue with the Parent Carer "Moving into Adulthood" project, which is delivering excellent outcomes, including a significant web content project which we are just about to launch.

We expect Universal Credit Managed Migration to arrive in Surrey later in 2023, and this will affect all existing Tax Credits households. We are already preparing training and information resources for our stakeholders.

We are also expecting improved research and campaigning outcomes this year as a result of our planned joint work with Citizens Advice policy team and regional DWP colleagues.

# **Surrey Welfare Rights Unit**

## **Trustees' Report**

### **Structure, governance and management**

#### ***Nature of governing document***

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Surrey Welfare Rights Unit is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to £1. At 31 March 2023 the company had 8 members (2022: 7). Surrey Welfare Rights Unit is governed by a Memorandum and Articles of Association as amended in 1999, 2005, 2011 and 2019. Surrey Welfare Rights Unit was incorporated as a company limited by guarantee on 18 March 1997. The charity commenced operations on 12 June 1997.

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

The Trustees have suitable policies to ensure the Board has adequate representation. They identify any need to recruit and what competences, backgrounds, personal or professional, are preferred so that the Unit's governance reflects the communities it serves. The Board takes account of equality and diversity issues and recognises that these rights are critical to the Unit's credibility and enhances the Unit's profile with stakeholders, funders and campaigners.

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

Newly appointed Trustees are provided with a comprehensive induction to Surrey Welfare Rights Unit through the provision of training courses and mentoring by established Trustees.

#### ***Organisational structure***

A Trustee Board governs Surrey Welfare Rights Unit. The Board is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of Surrey Welfare Rights Unit and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office and is available to the public.

The Trustee Board regularly conducts internal skills audits, and annually reviews its performance. It is independently assessed by Citizens Advice using a comprehensive Performance Quality Framework that looks at areas of governance such as finance, strategic business planning and partnership working.

#### ***Internal control***

The Board oversees the information security of all personal information of our clients, staff, funders and strategic partners that is processed. The Unit holds joint responsibility for client data that is held in the case management system, with the national Citizens Advice service. An information assurance management team exists to ensure the confidentiality, integrity and availability of all personal and sensitive data is maintained to a level which is compliant with the requirements the General Data Protection Regulation and Data Protection Act 2018.

## **Surrey Welfare Rights Unit**

### **Trustees' Report**

#### ***Register of interests***

The Unit holds a register of interests for all Trustees. This is referred to and checked at each Board Meeting. During the year there were no declarations that impaired or conflicted with any Board decisions taken.

#### **Relationships with related parties**

Surrey Welfare Rights Unit is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board of Surrey Welfare Rights Unit in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the Trustees holds the position of Trustee/Director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

#### **Reference and Administrative Details**

Charity Registration Number:	1062826
Company Registration Number:	03335128
Registered Office:	Unit 14A Monument Way Depot Monument Way East Woking Surrey GU21 5LY

## Surrey Welfare Rights Unit

### Trustees' Report

#### Trustees and Officers

The Trustees and Officers serving during the year and since the year end were as follows:

Trustees:

Jane Vivien Bourgeois, (Chair)  
Stephen John O'Sullivan, (Treasurer)  
Anne Mary Pirie  
John David Fairley (resigned 17 October 2022)  
Roger Stewart Hurcombe  
Suja Sankarasubramanian  
Ketih O'Neill (appointed 25 April 2022)  
Daniella Jordan (appointed 25 April 2022)  
Louise Fisher (appointed 24 July 2023)  
Jan Pieter Oosterom (appointed 24 July 2023)

#### Independent Examiner

Romit Basu FCA  
DSK Partners LLP  
Chartered Accountants and Statutory Auditors  
D S House  
306 High Street  
Croydon  
Surrey  
CR0 1NG

Bankers:

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

The annual report was approved by the trustees of the charity on 16/10/23 and signed on its behalf by:



Jane Vivien Bourgeois  
Chair

## **Surrey Welfare Rights Unit**

### **Independent Examiner's Report to the trustees of Surrey Welfare Rights Unit ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

#### **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 Surrey Welfare Rights Unit 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.

**Surrey Welfare Rights Unit**

**Independent Examiner's Report to the trustees of Surrey Welfare Rights Unit ('the Company')**



.....  
Romit Basu FCA  
DSK Partners LLP  
Chartered Accountants and Statutory auditors  
D S House  
306 High Street  
Croydon  
Surrey  
CR0 1NG

Date: 11.12.2023  
.....

## Surrey Welfare Rights Unit

### Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
<b>Income and Endowments from:</b>					
Donations and legacies		141	-	141	1,210
Charitable activities	4	184,831	57,548	242,379	193,250
Investment income	3	2,924	-	2,924	1,106
Total income		<u>187,896</u>	<u>57,548</u>	<u>245,444</u>	<u>195,566</u>
<b>Expenditure on:</b>					
Charitable activities	5	(167,144)	(58,799)	(225,943)	(206,398)
Other expenditure		<u>(3,446)</u>	<u>(851)</u>	<u>(4,297)</u>	<u>(4,345)</u>
Total expenditure		<u>(170,590)</u>	<u>(59,650)</u>	<u>(230,240)</u>	<u>(210,743)</u>
Net income/(expenditure)		<u>17,306</u>	<u>(2,102)</u>	<u>15,204</u>	<u>(15,177)</u>
Net movement in funds		17,306	(2,102)	15,204	(15,177)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>179,597</u>	<u>3,830</u>	<u>183,427</u>	<u>198,604</u>
Total funds carried forward	14	<u><u>196,903</u></u>	<u><u>1,728</u></u>	<u><u>198,631</u></u>	<u><u>183,427</u></u>

The notes on pages 13 to 22 form an integral part of these financial statements.



## Surrey Welfare Rights Unit

### Statement of Financial Position as at 31 March 2023

	Note	2023 £	2022 £
<b>Current assets</b>			
Debtors	12	10,230	24,540
Cash at bank and in hand		<u>332,278</u>	<u>252,815</u>
		342,508	277,355
<b>Creditors: Amounts falling due within one year</b>	13	<u>(143,877)</u>	<u>(93,928)</u>
<b>Net assets</b>		<u>198,631</u>	<u>183,427</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		1,728	3,830
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>196,903</u>	<u>179,597</u>
<b>Total funds</b>	14	<u>198,631</u>	<u>183,427</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) 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.

The notes on pages 13 to 22 form an integral part of these financial statements.

## Surrey Welfare Rights Unit

### Statement of Financial Position as at 31 March 2023

The financial statements on pages 10 to 22 were approved by the Trustees, and authorised for issue on 14/10/23 and signed on their behalf by:

JV Bourgeois

Jane Vivien Bourgeois  
Chair

The notes on pages 13 to 22 form an integral part of these financial statements.

## **Surrey Welfare Rights Unit**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **1 Charity status**

The charity is limited by guarantee, incorporated in England and Wales , and consequently does not have share capital. The company's registered number and registered office address can be found within the report of the Trustees section.

The presentation currency of the financial statements is the Pound Sterling (£) rounded to the nearest Pound.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

##### **Basis of preparation**

Surrey Welfare Rights Unit meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Income and endowments**

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

##### ***Deferred income***

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

## **Surrey Welfare Rights Unit**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **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.

Computer equipment - Straight line over 3 years

Fixed assets are included at cost and only items in excess of £500 are capitalised.

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities

#### **Fund structure**

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

The Trustees allocate designated funds out of unrestricted funds for specific purposes. The use of such funds is at the Trustees' discretion.

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated.

#### **Pensions and other post retirement obligations**

The charity operates a defined contribution group personal pension plan for its employees. Payments are charged to the income and expenditure account in the period in which they are incurred.

## Surrey Welfare Rights Unit

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### Leases

Rental costs under operating leases are charged to the statement of financial activities in equal amounts over the period of the leases.

#### 3 Investment income

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Interest receivable and similar income;			
Interest receivable on bank deposits	2,924	2,924	1,106

#### 4 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Grant Income				
Surrey County Council	128,321	56,548	184,869	121,862
Surrey Borough and District Councils	13,000	-	13,000	21,400
Grants - COVID-19 C19 A BEIS	-	1,000	1,000	-
Grants other	-	-	-	6,384
	141,321	57,548	198,869	149,646
Subscription Income	23,755	-	23,755	22,499
Training Income	16,095	-	16,095	17,295
Rent in Kind	3,300	-	3,300	3,300
Consultancy	360	-	360	510
Project Income - Other	-	-	-	-
	43,510	-	43,510	43,604
	184,831	57,548	242,379	193,250

Income from charitable activities include rent benefit of £3,300 (2022: £3,300).

## Surrey Welfare Rights Unit

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 5 Expenditure on charitable activities

	Note	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Website costs		172	43	215	209
Trade subscription		2,285	576	2,861	2,234
Books and publications		1,550	391	1,941	3,199
Computer services and maintenance		2,350	1,578	3,928	2,886
Insurance		1,914	483	2,397	1,986
Training programme costs		416	-	416	606
Printing, postage and stationery		1,127	313	1,440	1,079
Telephone and fax		1,879	474	2,353	2,041
Office expenses		1,041	284	1,325	730
Depreciation		-	-	-	1,416
Staff costs		154,410	54,657	209,067	190,012
		<u>167,144</u>	<u>58,799</u>	<u>225,943</u>	<u>206,398</u>

## Surrey Welfare Rights Unit

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 6 Analysis of support costs

##### Other resources expended

	<b>Basis of allocation</b>	<b>Other funds £</b>	<b>Total 2023 £</b>
Legal & professional		13	13
Independent examination fee		840	840
Finance cost		144	144
Nominal Rent		3,300	3,300
		<u>4,297</u>	<u>4,297</u>
	<b>Basis of allocation</b>	<b>Other funds £</b>	<b>Total 2022 £</b>
Legal & professional		13	13
Independent examination fee		840	840
Finance cost		192	192
Nominal Rent		3,300	3,300
		<u>4,345</u>	<u>4,345</u>

#### 7 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	<b>2023 £</b>	<b>2022 £</b>
Other non-audit services	840	840
Depreciation of fixed assets	-	1,416

#### 8 Trustees remuneration and expenses

No Trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

##### Trustees' expenses

Trustees' expenses for the year ended 31 March 2023 were £Nil and for the year ended 31 March 2022 were £Nil.

## Surrey Welfare Rights Unit

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 9 Staff costs

The monthly average number of persons employed by the charity during the year was as follows:

	<b>2023 No</b>	<b>2022 No</b>
Employees	<u>8</u>	<u>7</u>

No employee received emoluments of more than £60,000 during the year.

#### 10 Comparatives for the statement of financial activities

	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	1,210		1,210
Charitable activities			
Charitable	43,604	-	43,604
Grants	91,512	58,134	149,646
Investment income	1,106	-	1,106
Total	<u>137,432</u>	<u>58,134</u>	<u>195,566</u>
<b>EXPENDITURE ON Charitable activities</b>			
Charitable	150,647	55,751	206,398
Other	3,237	1,108	4,345
Total	<u>153,884</u>	<u>56,859</u>	<u>210,743</u>
<b>NET INCOME</b>	<u>(16,452)</u>	<u>1,275</u>	<u>(15,177)</u>
Transfers between funds	(217)	217	-
Net movement in funds	<u>(16,669)</u>	<u>1,492</u>	<u>(15,177)</u>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	196,266	2,338	198,604
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>179,597</u>	<u>3,830</u>	<u>183,427</u>



## Surrey Welfare Rights Unit

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 11 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 April 2022	<u>18,543</u>	<u>18,543</u>
At 31 March 2023	<u>18,543</u>	<u>18,543</u>
<b>Depreciation</b>		
At 1 April 2022	<u>18,543</u>	<u>18,543</u>
At 31 March 2023	<u>18,543</u>	<u>18,543</u>
<b>Net book value</b>		
At 31 March 2023	<u>-</u>	<u>-</u>
At 31 March 2022	<u>-</u>	<u>-</u>

#### 12 Debtors

	2023 £	2022 £
Trade debtors	<u>10,230</u>	<u>24,540</u>

#### 13 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	495	476
Other taxation and social security	3,510	3,509
Accruals	18,860	16,283
Deferred income	<u>121,012</u>	<u>73,660</u>
	<u>143,877</u>	<u>93,928</u>

## Surrey Welfare Rights Unit

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 14 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
<b>Unrestricted</b>					
General	113,859	187,896	(170,590)	(7,905)	123,260
Designated	65,738	-	-	7,905	73,643
<b>Total unrestricted</b>	179,597	187,896	(170,590)	-	196,903
<b>Restricted</b>	3,830	57,548	(59,650)	-	1,728
<b>Total funds</b>	183,427	245,444	(230,240)	-	198,631
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
<b>Unrestricted</b>					
General	117,261	137,432	(153,884)	13,050	113,859
Designated	79,005	-	-	(13,267)	65,738
<b>Total unrestricted</b>	196,266	137,432	(153,884)	(217)	179,597
<b>Restricted</b>	2,338	58,134	(56,859)	217	3,830
<b>Total funds</b>	198,604	195,566	(210,743)	-	183,427

## **Surrey Welfare Rights Unit**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

**Redundancy fund** - Redundancy reserves have been designated by the Trustees for the purpose of covering potential redundancy costs in the event of a significant reduction in the income of the Unit that could result in closure. £7,905 has been allocated in the current year.

**Information Technology Fund** - An amount of £7,000 has been designated by the Trustees for the purpose of providing for replacement and upgrade of computer systems approaching the end of their working life and for the development of a replacement website.

**Contingency Fund** - An amount of £15,000 has been designated by the Trustees for the purpose of providing for possible relocation expenses and rental costs for one year should it be necessary to move from the existing offices currently provided at below current market rental values.

#### **15 Pension and other schemes**

##### **Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The scheme is open to all employees at any time. The company contributes 6% of pensionable earning. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £10,433 (2022 - £9,937).

#### **16 Commitments**

At the statement of financial position date there were no capital commitments.

The charitable Company has no annual commitments under non-cancellable operating leases.

#### **17 Related party transactions**

There were no related party transactions in the year.

## Surrey Welfare Rights Unit

### Notes to the Financial Statements for the Year Ended 31 March 2023

#### 18 Deferred Income

Deferred income relates to amounts received for activities for which the donor has imposed restrictions on expenditure of resources, which are a precondition of use. This comprised the following:

Source of Income	2023	2022
	£	£
Subscriptions received in advance	23,055	24,095
Training Invoiced but not yet held	420	6,670
CAS Training Fund	1,595	1,595
Cit A BEIS Grant	300	1,300
SCC Specialist Support COMF	20,000	20,000
SCC Training Poverty COMF	20,000	20,000
SCC Parent Carer Advice	33,452	-
Awards for All	7,190	-
Cit A Cost of Living Sub-Grant	15,000	-
<b>Total</b>	<b>121,012</b>	<b>73,660</b>