



Financial statements
for the year ended 31 March 2023
Registered Charity Number 1090666
Company Number 04287877

Wealden Citizens Advice

**Financial statements
for the year ended 31 March 2023**

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Report of the Directors and Trustees

The Trustees of the Charity (who are also the Directors of the Company for the purpose of Company Law) have pleasure in presenting their annual report and the financial statements for the year ended 31 March 2023. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Wealden Citizens Advice

Charity Registration: 1090666

Company Registration: 04287877

Registered Office: Uckfield Library
Library Way
High Street
Uckfield
TN22 1AR

Chief Executive: Jennifer Jadia

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

Independent Examiner: Andy Fowler

Solicitors: Dawson Hart
The Old Grammar School
Church Street
Uckfield
East Sussex
TN22 1BH

Report of the Directors and Trustees continued ...

The following people were directors/trustees of the Charity during this financial year were:

DIRECTORS/ TRUSTEES	ROLE	CHANGE 2022-23
Mr Michael David	Chair	Resigned on 16 Nov. 2022
Mr Tom Bell		
Ms Barbara Cifer		Resigned on 5 Aug. 2022
Mr Andrew Corroll		
Mr Nick Foskett	Chair	Appointed on 23 Jan. 2023
Mr John Perry	Treasurer	
Mr Michael Salter		
Ms Kristina Watson	Vice Chair	Appointed on 23 Jan. 2023
Mr David Whensley		
Mr Peter Baker		Appointed on 23 Jan. 2023
Ms Linda Bonner		Appointed on 23 Jan. 2023

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Wealden Citizens Advice is a registered charity and company limited by guarantee. The Company was incorporated, under the name of Uckfield Citizens Advice Bureau, as a company limited by guarantee on 14 September 2001. In April 2005, the Company changed its name to Wealden Citizens Advice. At the same time, Crowborough and Hailsham Citizens Advice Bureaux transferred their assets and liabilities to the Company and ceased to exist as independent legal identities. Prior to 31 March 2005, these operated as independent bureaux.

Wealden Citizens Advice is governed by its Memorandum and Articles of Association as amended in January 2011 and January 2018. The maximum liability of each member is limited to £1. A register of members' interests is maintained at the registered office and is available to the public for inspection.

Report of the Directors and Trustees continued ...

Recruitment, Appointment and Induction of Trustees

Trustees, who are also Directors of the Company, are elected from the local community. They are appointed by the Board and approved at the AGM or EGM as appropriate. A separate process agreed by the Trustee Board is followed for the election of the Chair and Deputy Chair. No other persons or bodies external to the Charity were entitled to appoint persons to the Trustee Board.

Newly appointed Trustees are provided with a comprehensive induction to Wealden Citizens Advice through the provision of training courses and mentoring by established trustees.

Organisational Structure

Wealden Citizens Advice is governed by its Trustee Board, which is responsible for setting the strategic direction and the policies of the Charity. The Trustees carry the ultimate responsibility for the conduct of the Charity and for ensuring that it satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and have delegated the day-to-day operation of its offices to the Chief Executive, who is supported by a manager at each site. The Trustee Board is independent from management.

Related Parties

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

The Charity also co-operates and liaises with a number of other advisory services, local charities and local government departments on behalf of clients. Where any of the trustees holds the position of a trustee/director of another charity, they may be involved in discussions regarding that charity but not in the ultimate decision-making process.

Major risks

The Trustees recognise that any major risks to which the Charity is exposed need to be reviewed and systems established to eliminate, or at least mitigate, the effects of those risks. A risk management strategy and risk register have been agreed by the Trustee Board – the Board's appetite for risk is low. The strategy and register are reviewed continuously, ensuring that action plans are in place to manage the Charity's key risks.

The Charity recognises its responsibility for the personal data of clients. The Charity has adopted the recommended Citizens Advice Information Assurance Policy. The Trustee Board agree an annual information assurance plan, with clear allocation of responsibilities for information assurance along with GDPR compliant policies and procedures. Any information assurance incidents and required actions or lessons learned are reported to the Board at their regular meetings.

The major external risk to the Charity is the loss of funding provided by any of its major funders. The effects of this have been mitigated by the implementation of a fundraising strategy, including actions to investigate and identify additional sources, and to make timely submissions for funds. The Charity also seeks to establish and maintain adequate reserves to address unforeseen circumstances and to mitigate any budget deficits.

Report of the Directors and Trustees continued ...

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects, and by ensuring consistent quality of delivery of service for all aspects of the Charity. The procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity. At present, the main internal risk to the Charity is its ability to continue to recruit sufficient numbers of volunteers for the offices. In common with many other charities in the sector (and in other sectors) it has become more challenging to secure enough volunteers to service the increasing demand across the range of services provided by Wealden Citizens Advice. The management team and Board of Trustees are developing a strategy to maintain and enhance the number of volunteers at the offices.

3. OBJECTIVES AND ACTIVITIES

Objects

The Charity's objectives are to promote any charitable purpose for the benefit of the community in Wealden, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Objectives, Strategies and Activities for the Year

Wealden Citizens Advice aims to: provide free, confidential, impartial and independent advice and information for the benefit of the local community; exercise a responsible influence on the development of social policies and services; and ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

In addition to the continuing provision of high quality advisory services to the local community, the primary objectives for the year were to: Continue the management of a phased transition back to some office-working, following the relaxation of pandemic 'lockdowns'; Maximise access to advice and information; Maintain a specialist debt advisory service staffed by appropriately qualified personnel, and to provide disbursements from the UK government's Household Support Fund to pay for goods and services for residents facing particular hardship.

To obtain the necessary funding to provide the additional services, applications were made to various local and national providers of community finance. Advertisements were placed in the local press for volunteers, induction and training being provided to the extent that necessary knowledge and skills were not pre-existing.

Public Benefit Required

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

The principal activity of Wealden Citizens Advice remained the provision of free, confidential, independent and impartial advice and information for members of the public. This is provided through local Citizens Advice offices in Crowborough, Hailsham and Uckfield. In addition to generalist advice the following specialist advisory services were provided: expert money advice casework and fuel poverty advice. Advisory services were provided through a telephone advice line and by email, webchat and letter.

Report of the Directors and Trustees continued ...

Contribution of Volunteers

The Charity receives help and support in the form of voluntary assistance in advising the public and administering the Charity. An average of 75 volunteers contributed over 22,000 hours of time to the Charity during 2022/23. We achieved a total of £1,085,235 in income gain for our clients and we supported them with having £736,173 of debts written off. We also achieved a total of £166,440 in reimbursements for our clients.

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

We offer confidential advice over the phone, via email and in person, for free. When we say we're here for everyone, we mean it. People rely on us because we're independent and totally impartial. No one else sees so many Wealden residents with so many different kinds of problems, and that gives us a unique insight into the challenges we are facing today. With this evidence, we can then influence and campaign – from individual companies right up to the government – and work with them to make things better for Wealden. That's why we're here: to give people the knowledge and the confidence they need to find their way forward – whoever they are, and whatever their problem.

Wealden Citizens Advice (WCA) staff and volunteers continued to deliver telephone and email advice and casework from home. Throughout the year we supported 3,542 clients with 16,624 issues. Over 2,000 calls were answered immediately by staff and volunteers and over 750 calls were returned. 633 Clients were provided with tailored debt advice.

Benefits, tax credits and universal credit issues continue to be one of the main challenges that face our clients with 1,748 clients with 5,190 issues approaching us for advice on these subject areas. Particular subject areas of advice include support for Personal Independence Payments, Employment Support and Housing benefits. As expected, as a result of the effect of the aftermath of the Covid pandemic, issues with debt continued to be a major challenge that our clients are dealing with, and we supported over 1,200 Wealden residents to improve their financial resilience.

Research and Campaigns (R&C) - We have been actively involved in addressing issues that our community are facing and have made representations to the appropriate organisations. Campaigns include – digital exclusion; Post Office account closures; access to GP surgeries and cost of living.

Volunteers, Trustees and Staff – WCA currently have 75 dedicated and highly professional volunteers who are the backbone of our service. They are supported by a small but highly experienced team of hard working staff. The service was led by Chief Executive Kate Davidson until September 2022 and by Mrs Jennifer Jadia thereafter. The Chair of the board was Mr Michael David until November 2022 and was Mr Nick Foskett thereafter. A vice-Chair, Ms Kristina Watson, was appointed in January 2023.

Fundraising Activities

Total income for 2022/23 was £302,724, a decrease of £52,576 on 2021/22. The main reason was the withdrawal of the £38,620 grant in 2021-22 from the Money and Pension Service. A

Report of the Directors and Trustees continued ...

smaller sum was also received from the Household Support Fund for disbursement to clients: This had stood at nearly £46,000 in 2021-22 and was £31,178 in 2022-23. Both sums were

initially unconfirmed and unbudgeted. The sum received from East Sussex County Council for money advice was reduced from £42,000 to £37,000.

The charity continues to have a proactive fundraising strategy in place: A notable achievement was the voluntary hosting of a public day at Arlington Bluebell Wood, which raised over £800 for WCA. No separate expenditure was incurred in fundraising activities outside of staff/volunteer time incidental to main duties.

Investment Activities

The Charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

In addition to the funding pressures outlined above, the Charity continues to find it difficult to secure sufficient volunteers able to offer the time commitment required.

5. FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £302,724 (2021-22: £355,300). Of this £73,678 (2021-22: £124,639) related to project restricted activities.

A surplus of £8,224 was made in the year (2021-22: surplus £3,384). At 31 March 2022 total reserves were £115,378 which represented unrestricted funds (2022: £107,154).

Reserves Policy

The Charity is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The Charity will maintain a projection of income, and will ensure that this continues to be derived from as wide a variety of resources as possible.

In reviewing the potential costs that could arise should a significant reduction in income be incurred, the Trustees aim to maintain reserves equivalent to three months normal operating expenditure.

The reserves included Unrestricted Funds of £115,378 of which £20,000 (2021-22, £20,000) are Designated Funds for potential dilapidations claims, and £50,000 (2021-22, £50,000) for costs arising in the event of funding being withdrawn at any time in the future. The reasons for holding particular reserves are outlined in note 14.

Principal Funding Sources

The Trustees express their gratitude to: Wealden District Council; the Town and Parish Councils in Wealden; East Sussex County Council; the Sussex Community Foundation; Citizens Advice; Hailsham Foodbank; the Friends of Crowborough CAB and local partners, businesses and individual donors, without whom the Charity could not have operated.

The Charity did not have any borrowings from any source at the balance sheet date.

Report of the Directors and Trustees continued ...

Investment Policy

As required in its Memorandum, in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for

its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

Going Concern

After making further appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

6. FUTURE PLANS

Wealden Citizens Advice aims to continually improve access to its services. Its strategic plan to 2024 focuses on: maintaining access to its services (including its expert money advice caseworker services), supporting claimants transitioning to Universal Credit and extending advice out into the local community.

7. DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company's directors, we certify that:

Report of the Directors and Trustees continued ...

- so far as we are aware, there is no relevant independent examination information of which the company's examiners are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant independent examination information and to establish that the Charity's independent examiners are aware of that information.

Wealden Citizens Advice

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the provisions applicable to companies subject to the small companies regime.

Signed: 

Ⓟ Chair of Trustees: Nick Foskett

KRISTINA WATSON VICE CHAIR OF TRUSTEES

Date: 14/11/23

Independent examiner's report to the trustees of Wealden Citizens Advice

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

Responsibilities and basis of report

As the Charity's trustees, and also the directors of the Company 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

Since the Company's gross income exceeded £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of CIMA, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with these 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 (FRS102)].

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.

Andy Fowler
Associate Chartered Management Accountant
33, Station Road
Newhaven
East Sussex
BN9 0NL



Date: 5 November 2023

Statement of financial activities for the year ending 31 March 2023
Incorporating the income and Expenditure Account

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
Income from:	1b				
Donations and legacies	2	1,038	500	1,538	616
Charitable activities	3	225,995	73,178	299,173	354,442
Other (<i>including fundraising</i>)	4	2,014	-	2,014	242
Total Income		229,047	73,678	302,725	355,300
Expenditure on:					
Charitable activities	5	221,322	73,178	294,500	351,916
Other	5	-	-	-	-
Total Expenditure		221,322	73,178	294,500	351,916
Net income/(expenditure) before transfers	6	7,724	500	8,224	3,384
Transfers between funds		-	-		
Transfers between funds		500	(500)	-	-
Net movement in funds for the year		8,224	-	8,224	3,384
Reconciliation of funds:					
Balances brought forward	12	107,154	-	107,154	103,770
Balances carried forward	12	115,378	-	115,378	107,154

There are no recognised gains or losses in the year other than those included in the statement of financial activities.

All activities derive from continuing operations.

Balance Sheet as at 31 March 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	2022 £
Fixed Assets					
Tangible Fixed Assets	8	-	-	-	-
Current Assets					
Debtors	9	1,686	-	1,686	7,098
Short term deposits		-	-	-	-
Cash at bank and In hand		125,959	101,912	227,871	155,709
		127,645	101,912	229,557	162,807
Creditors - amounts falling due within one year	10	12,767	101,412	114,179	53,355
Net Current Assets		114,878	500	115,378	109,452
Creditors - amounts falling due after one year	10	-	-	-	2,298
Net assets	11	114,878	500	115,378	107,154
Represented by:					
Funds of the Charity					
Unrestricted funds					
General funds	12	44,878		44,878	37,154
Designated funds	12	70,000	-	70,000	70,000
Restricted Funds	12	-	500	-	-
		114,878	500	115,378	107,154

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31 March 2018. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

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

Wealden Citizens Advice

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

The financial statements were approved by the Board on 14/11/23 and are signed on their behalf by

PP Chair 

VICE CHAIR K. WATSON

Company Registration No: 04287877

Charity Registration No: 1090666

Treasurer 

Notes to the financial statements for the year ended 31 March 2023

1. Accounting policies

a) Accounting basis

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

b) Incoming resources

i) Grants receivable

Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.

ii) Bank interest

Bank interest is included in the income and expenditure account on receipt.

iii) Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income

In addition to the above, the Charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements. However, its value to the Charity has been estimated and disclosed in the Report of the Directors and Trustees.

v) Deferred income

Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income on the balance sheet.

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been allocated on an estimate of time or floor space basis, as appropriate.

Notes to the financial statements for the year ended 31 March 2023

1. Accounting policies (continued)

d) Fixed assets and depreciation

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Computer equipment	- Straight line over 4 years
Fixtures, fittings and equipment	- Straight line over 5 years

No depreciation is charged in the year of acquisition, but a full year's depreciation is charged in the year of disposal.

e) Restricted funds

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

f) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the Trustees' discretion.

g) Leases

Rental costs under an operating lease are charged to the Statement of Financial Activities in equal amounts over the period of the lease.

h) Warranties

Extended product warranties are charged to the statement of financial activities in equal amounts over the period of the warranty. Warranties costing less than £500 are charged to the statement of financial activities in the year of purchase.

i) Irrecoverable VAT

Wealden Citizens Advice is not able to recover VAT.

Notes to the financial statements for the year ended 31 March 2023

2 Donations and legacies

	Unrestricted £	Restricted £	2023 Total £	2022 Total £
Voluntary Income				
Donations	1038	500	1538	616
	<u>1038</u>	<u>500</u>	<u>1538</u>	<u>616</u>

3 Income from Charitable Activities

	Unrestricted £	Restricted £	2023 Total £	2022 Total £
Fees	-	-	-	-
Government and public authority grants	225,826	68,178	294,004	354,442
Other Grants	<u>169</u>	<u>5,000</u>	<u>5,169</u>	<u>-</u>
	<u>225,995</u>	<u>73,178</u>	<u>299,173</u>	<u>354,442</u>

4 Other Income

	Unrestricted £	Restricted £	2023 Total £	2022 Total £
Activities for generating funds				
Fundraising events	<u>808</u>	<u>-</u>	<u>808</u>	<u>40</u>
	<u>808</u>	<u>-</u>	<u>808</u>	<u>40</u>
Investment income				
Bank Interest received	1,206	-	1,206	202
Other income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Income	<u>2,014</u>	<u>-</u>	<u>2,014</u>	<u>242</u>

Notes to the financial statements for the year ended 31 March 2023**5. Analysis of expenditure on charitable activities**

	Unrestricted £	Restricted £	2023 Total £	2022 Total £
Charitable Activities				
Staff costs	176,515	31,410	207,925	212,954
Other direct costs	<u>3,081</u>	<u>1,830</u>	<u>4,911</u>	<u>5,443</u>
	<u>179,596</u>	<u>33,240</u>	<u>212,836</u>	<u>218,397</u>
Support costs				
Office, IT, Communications	10,296	6,240	16,536	45,855
Premises	26,253	7,320	33,573	39,449
Other	441	26,378	26,819	41,530
			-	-
Governance	<u>4,736</u>	<u>-</u>	<u>4,736</u>	<u>6,685</u>
	<u>41,726</u>	<u>39,938</u>	<u>81,664</u>	<u>133,519</u>
Total Resources Expended	<u>221,322</u>	<u>73,178</u>	<u>294,500</u>	<u>351,916</u>

6. Net income/ (expenditure) for the year

	2023 £	2022 £
Net income / (expenditure) is stated after charging:		
Independent examiners' remuneration	550	500
	<u>550</u>	<u>500</u>

7. Information regarding Trustees, Directors and Employees

	2023 £	2022 £
Salaries and Employer Pension contributions inc redundancy	199,703	204,118
Social security costs including rebate 2023 £5,000	<u>8,222</u>	<u>8,836</u>
	<u>207,925</u>	<u>212,954</u>

The average number of employees, analysed by function was:

	2023	2022
Charitable purposes	13	13
Management and administration of charity	<u>3</u>	<u>2</u>
	<u>16</u>	<u>15</u>

Notes to the financial statements for the year ended 31 March 2023

No Trustee was remunerated for any services.

Travel costs amounting to £Nil were reimbursed to members of the Trustee Board. Trustee indemnity insurance was purchased as part of Wealden Citizens Advice's general office liability policy. The total cost for the full policy including Trustee indemnity insurance was £2,297.

8 Fixed assets

	Leasehold land and buildings £	Computer Equipment £	Fixtures, fittings and equipment £	Total £
Cost				
At 1 April 2022	-	-	-	-
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Depreciation				
At 1 April 2022	-	-	-	-
Charge for the year	-	-	-	-
Disposals	-	-	-	-
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net book value 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net book value 2022	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

9 Debtors

	2023 £	2022 £
Prepayments	1,686	3,464
Accrued Income	-	3,634
	<u>1,686</u>	<u>7,098</u>

10 Creditors - amounts falling due within one year

	2023 £	2022 £
Accruals	8,550	13,547
PAYE	4,217	2,808
Deferred income (e.g. grants in advance)	101,412	37,000
	<u>114,179</u>	<u>53,355</u>

Creditors - amounts falling due after one year

	2023 £	2022 £
Long term liabilities	-	2,298

-	2,298
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Notes to the financial statements for the year ended 31 March 2023

Analysis of net assets between

11 funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible Fixed Assets	-	-	-	-
Current Assets	57,645	70,000	101,912	229,557
Current + Long Term Liabilities	12,767	-	101,412	114,179
Net Assets	44,878	70,000	500	115,378

12 Movement in funds

	At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023 £
Restricted Funds					
Small Projects DRO Fund	-	500	-	-	500
Hailsham Foodbank	-	5,000	5,000	-	-
ESCC Household Support Fund	-	31,178	31,178	-	-
ESCC Money Advice	-	37,000	37,000	-	-
MaPS DAP	-	-	-	-	-
IT replacement	-	-	-	-	-
Total Restricted Funds	-	73,678	73,178	-)	500
Unrestricted Funds					
Designated redundancy fund	50,000	-	-	-	50,000
Designated property fund	20,000	-	-	-	20,000
General funds	37,154	229,046	221,322	-	44,878
Total Unrestricted funds	107,154	229,046	221,322	-	114,878
Total funds	107,154	302,724	294,500	-	115,378

Notes to the financial statements for the year ended 31 March 2023

13. Purposes of funds

Restricted Funds

Small Projects DRO Fund	To pay for DRO applications
ESCC Household Support Fund	To provide emergency funding for utility debts
ESCC Money Advice	To provide generalist money advice
Hailsham Foodbank	To provide staff support to Hailsham Foodbank

14. Designated funds

Redundancy reserve – the reserve has been designated by the Trustees for the purpose of covering potential redundancy costs totalling £50,000.

Premises fund – the fund has been designated by the Trustees for the purpose of refurbishment at the end of the leases totalling £20,000.

15. Financial commitments

Capital

The Company has no capital expenditure commitments.

Property Leases

The Company entered into a lease for the Uckfield premises, which expires in March 2030. The annual rent is £16,072.00. There is an 3 year break clause which can be operated by either party. The property must be returned in the same condition as at the start of the lease.

At the Crowborough bureau, the lease was renewed on 31 October 2016 for a term of five years at an annual rent of £8,500. The rent was increased to £10,200 in September 2022, when a new 5-year lease was signed (with a 6 month break clause that can be operated by either party). The property must be returned in the same condition as at the start of the lease.

At Hailsham, a peppercorn lease has been agreed, which was up for review in March 2023 (*in April 2023, the annual rent reverted to its earlier value of £7,500 but the annual Town Council grant was increased proportionately to maintain a net annual award of £5,800*).

Notes to the financial statements for the year ended 31 March 2023

Operating lease commitments

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

16. Related party transactions

During the year, Citizens Advice, of which the Charity is a member, provided insurance and information services at a total cost £3,910. Individual costs were as follows: Membership fee £2,861; Insurance £942 (nett of refund of £126 re 2021/22); AdviserNet fee £107.

17. Taxation

The Charity is exempt from tax on income and gains falling within section 505 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.

18. Pension costs

The Charity operates a pension plan for its employees with the National Employment Savings Trust (NEST). The Charity's responsibilities under auto-enrolment commenced in August 2016.