

CITIZENS ADVICE COLCHESTER
TRUSTEES REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Company No. 04431673
Registered Charity No. 1097252

CITIZENS ADVICE COLCHESTER
Trustees Report and Financial Statements
For the Year Ended 31 March 2023

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CITIZENS ADVICE COLCHESTER
Report of the Trustees
For the Year Ended 31 March 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31st March 2023.

Reference and Administrative Details

Registered charity name	Citizens Advice Colchester
Charity registration number	1097252
Company registration number	4431673
Principal office and registered office	28 Middleborough Colchester CO1 1TG

The Trustees	Mr D J Jarvis CBE	Chair
	Mr B Hayton	Vice Chair
	Mr G N Chalklin	Treasurer
	Mr S R Ede	Company Secretary
	Ms E Keegan	Retired 28 March
	Ms A C Tyler	
	Mr M A Kerr	

Company Secretary	Mr S R Ede
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Independent Examiner	Denmark Forrester Limited Office 12 The Bentalls Centre Colchester Road Heybridge CM9 4GD
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CITIZENS ADVICE COLCHESTER
Report of the Trustees
For the Year Ended 31 March 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Objectives

Citizens Advice Colchester (CAC) provides free, confidential, impartial, and independent advice and information for the benefit of the local community. It aims to influence the development of social policies and services, and to ensure that individuals do not suffer through a lack of knowledge or any inability to express their needs effectively.

Governing document

Citizens Advice Colchester is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to one pound. At 31st March 2023 the company had 31 members (2022: 37 members). CAC is governed by its Memorandum and Articles of Association as adopted on 26 July 2022.

Colchester Citizens Advice Bureau was incorporated as a company limited by guarantee on 3rd May 2002. The company commenced operation on 1 April 2004, at which date the assets and liabilities of the Colchester Citizens Advice Bureau (unincorporated association) were acquired.

In line with service wide changes and national re-branding, the term 'Bureau' was removed from the company name. The organisation formally changed its name by special resolution in February 2016 to Citizens Advice Colchester.

Related parties

Citizens Advice Colchester is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which ensures quality and consistency of advice by providing quarterly monitoring against a framework of standards and casework management. Operating policies are independently determined by the Trustee Board of CAC to fulfil its charitable objects and comply with national membership requirements.

The charity also co-operates and liaises with several other advisory services, local charities, and public service 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. CAC is primarily active in the Colchester area, working with local partners such as the Foodbank, Colchester City Council and the NHS, to get the best picture of local needs and how to address them.

CITIZENS ADVICE COLCHESTER
Report of the Trustees
For the Year Ended 31 March 2023

Organisational structure

Citizens Advice Colchester is governed by its Trustee Board which 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 CAC and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum every two months or more frequently if necessary and delegate the day-to-day operation of the organisation to senior management. There are specific sub-committees, covering finance and fundraising for example, and working groups are formed as required. The Trustee Board is independent from management. A register of members' interests is maintained online and is available to the public.

Recruitment and appointment of trustees

Trustees, who are also Directors of the Company, are recruited for vacancies based on the necessary skills to complement the existing lead roles within the Board, and where possible the Board's profile reflects that of the community which it serves. Potential candidates are interviewed and attend a board meeting prior to being invited to join. The Trustee Board oversees the election process for Board appointments and at the first meeting after the Annual General Meeting the Board elects the Chairman, the Vice Chairman, and the Honorary Treasurer. If Colchester City Council nominates a Councillor the Board can co-opt them as an observer.

Changes to trustees

Newly appointed Trustees are provided with an induction to Citizens Advice Colchester through the provision of access to online information packs, training courses, meetings with senior management and mentoring by established trustees.

During 2023 the Trustee Board said goodbye to three members. Bill Hayton, who has served on the Board for 14 years and is Vice Chairman, will leave us after the AGM, as will Alex Tyler, and Emma Keegan departed at Easter. They have all given sterling service on our behalf and we shall miss them. To fill their shoes 3 new Trustees have been recruited.

Major risks

The Board of Trustees of Citizens Advice Colchester has a Risk Register and a Business Continuity Plan in place. The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end the Trustee Board is continually monitoring and managing its risks, reviewing the risk register and ensuring action plans are in place for mitigation.

The diversification of routes for providing advice has continued post the pandemic. The provision of new IT and telephony equipment has meant that a sudden loss of premises would not stop service provision. A website, with dedicated advice and a contact form, has gone live, providing another channel to reduce risk of service cancellation through a failure of one route.

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Report of the Trustees
For the Year Ended 31 March 2023

Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Reserves policy

Citizens Advice Colchester ensures that resources are available in each financial year to meet any reasonably foreseeable contingency. CAC maintains sufficient reserves to cover one year's operating costs.

Investment policy

As required in its Memorandum paragraph 4.15 in furtherance of its objects, and for no other purposes, the Company has the power to invest or deposit funds in any lawful manner whilst having regard to the suitability of investments and the need for diversification.

STRATEGIC REPORT

Achievements and performance

This has been a year of continuing positive change for Citizens Advice Colchester, and I am very pleased to be able to report that since the last report we have grown our service, increased both our staff and volunteer members, and built on our partnering arrangements.

Our biggest change during the past year, as the year before, was in staffing. Bev Perkins (Chief Officer) has grown our staff and volunteer team and introduced some exciting changes. CAC now also has a Service Delivery Lead to cover operational issues so that Bev has been able concentrate on development and delivery of the strategy and plan.

April this year marked two years in our new home at 28 Middleborough, on the ground floor of the Lepra Building, which has proved to be a very successful move. I am pleased to be able to report that we have just agreed a further 3 years licence and increased our space to include a dedicated training room.

Last year, the Trustee Board and the Chief Officer worked together on developing a new strategy for CAC. Over this year the strategy has been developed in consultation with staff, volunteers and stakeholders including:-

CAC's Mission:

To support and empower the people of Colchester to deal with life's challenges.

CAC's Vision:

We will deliver free, impartial, confidential help to the people of Colchester when they need it, in a form which works for them and enables them to handle future situations better themselves.

CITIZENS ADVICE COLCHESTER
Report of the Trustees
For the Year Ended 31 March 2023

CAC's Values:

Empathetic; Expansive; Evolutionary; Educating; Effective

These inform the Business Plan, which reflects and explains how we intend to deliver the following strategic aims:

- 1 Meet needs across nine core services with increased demand and a renewed focus on cost of living challenges.
- 2 Focus on priority issues for Colchester identified by local research.
- 3 Assist a diverse client pool, representative of Colchester residents:
 - a from areas of deprivation
 - b with complex needs (multiple issues)
 - c health or social challenges.
- 4 Agree priorities with stakeholders (third sector agencies and local authorities).

External challenges

Towards the end of 2021, the country emerged from the pandemic but also from the various pandemic protection measures. The end of furlough payments, the cancellation of the Universal Credit uplift payments and the withdrawal of protections from eviction caused problems for many of our clients. That these changes coincided with the start of the war in Ukraine and dramatic rises in the cost of living will only make the situations for many households more difficult. Demand for our services is great and rising with issues becoming more complicated, at a time when a number of regular sources of support are closing. This year we served 5,200 clients, of which half reached us via our new website, an increase of more than 40% on last year.

It is therefore gratifying that, through the recruitment of staff and volunteers and collaborative working with other organisations, we have been able to increase our services for hard to reach clients and those in greatest need. We now have an agreement to work with Colchester Foodbank for the next three years and another with the NHS to assist patients with Long Covid.

And finally, as ever, we are grateful to all our funders. Alongside our core general advice service, funded in part by Essex County Council and Colchester City Council, we have continued to deliver our successful partnership projects with, in particular, Big Lottery Fund, Colchester Borough Homes, Energy Redress Scheme, Essex County Council, the NHS (ESNEFT), and the Trussell Trust.

Financial review

Position

Incoming resources in the year were £389,209 (2021/2 £294,703). Of this, £314,496 related to restricted project activities (2021/2 £246,170).

A surplus of £81,561 was this year's outcome. At 31 March 2023 total reserves were £388,172, of which £317,067 represented unrestricted funds (2021/2 £246,465).

CITIZENS ADVICE COLCHESTER
Report of the Trustees
For the Year Ended 31 March 2023

The increase in surplus and unrestricted funds is a welcome hedge against the currently heightened financial uncertainties and the increase in both scope and demand for services provided by Citizens Advice Colchester.

Borrowing sources

CAC did not have any borrowings from either providers of funding or other sources at the balance sheet date.

Funds in deficit

No funds were in deficit at the balance sheet date.

Plans for future periods

We expect our operating environment will continue to change as our clients' needs change, and because of the significant shortfall in Local Authority funding for our general advice service. We continue to develop a local fundraising and stakeholder plan to further diversify our funding base and raise our profile within the Colchester Community.

We are continually reviewing our strategy, to reflect the changing needs of our clients and shifts in the ways we provide support and advice. We believe there is a growing need to reach out and provide help and advice digitally, and to that end we have launched a CAC-specific website and are intending to increase our social media presence and our accessibility by phone including an out of hours 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.

In these statements, the trustees are required to:

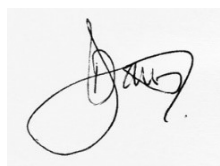
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the charity will continue in business.

CITIZENS ADVICE COLCHESTER
Report of the Trustees
For the Year Ended 31 March 2023

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.

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

31/08/2023

A handwritten signature in black ink, appearing to read 'David Jarvis', is written over a light grey rectangular background.

David Jarvis CBE
Chair
Trustee & Director

CITIZENS ADVICE COLCHESTER
Independent Examiner's Report to the Trustees on the Accounts
For the Year Ended 31 March 2023

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2023 which are set out on pages 9 to 21.

Responsibilities and basis of report

As the charity 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 company'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 The Institute of Chartered Accountants in England and Wales, 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 that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts did not accord with those records.

Although I have confirmed the overall total of unrestricted and restricted funds is correct, I was unable to confirm the split of balances at 1st April 2022 on restricted funds, and in particular MindKind, Help to Claim and COMF. The trustees have confirmed that the balances on these three funds should have been nil at 1st April 2022, and that the balances should have been transferred to unrestricted funds. I was not able to confirm whether the balances on other restricted funds had been affected, but I have received written representations from the Trustees that the other restricted fund balances are correctly stated at the year end date.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Robert Easby

Independent Examiner

For and on behalf of Denmark Forrester Ltd
Chartered Accountants
Statutory Auditor

Date: 31/08/2023

Office 12
The Bentalls Centre
Maldon
Essex
CM9 4GD

CITIZENS ADVICE COLCHESTER
Statement of Financial Activities
(Including Income and Expenditure Account)
For the Year Ended 31 March 2023

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	As restated Total funds 2022 £
Income					
Donations and legacies	3	72,065	314,496	386,561	291,694
Investments	4	2,648	-	2,648	3,009
Total incoming resources		74,713	314,496	389,209	294,703
Expenditure					
Charitable expenditure	5	4,111	303,537	307,648	303,677
Total resources expended		4,111	303,537	307,648	303,677
Net income/(expenditure)		70,602	10,959	81,561	(8,974)
Transfer between funds		-	-	-	-
Net movement in funds		70,602	10,959	81,561	(8,974)
Reconciliation of funds					
Total funds brought forward		246,465	60,146	306,611	315,585
Total funds carried forward		317,067	71,105	388,172	306,611

All incoming resources and resources expended derive from continuing activities.

There were no recognised gains and losses other than the surplus for the year.

CITIZENS ADVICE COLCHESTER

Balance Sheet

As at 31 March 2023

	Note	2023 £	As restated 2022 £
Fixed assets			
Tangible assets	11	1,866	3,732
		<hr/> 1,866	<hr/> 3,732
Current assets			
Debtors	12	78,222	4,909
Cash at bank and in hand		326,407	313,688
		<hr/> 404,629	<hr/> 318,597
Creditors: amounts falling due within one year	13	18,323	15,718
		<hr/>	<hr/>
Net current assets		386,306	302,879
		<hr/>	<hr/>
Net assets		388,172	306,611
		<hr/>	<hr/>
Funds	14		
Restricted funds		71,105	60,146
Unrestricted funds		317,067	246,465
		<hr/> 388,172	<hr/> 306,611
		<hr/>	<hr/>

The notes form part of these accounts.

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

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 complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Approved by the Board of Trustees , and signed on its behalf



.....
Mr G N Chalklin

Date

31/08/2023

Company No. 4431673

CITIZENS ADVICE COLCHESTER
Statement of Cash Flows
For the Year Ended 31 March 2023

	2023 £	As restated 2022 £
Cash used in operating activities		
Net movement in funds	81,561	(8,974)
Depreciation charge	1,866	3,733
Interest received	(2,648)	(3,009)
Decrease/(increase) in debtors	(73,313)	6,132
Increase/(decrease) in creditors	2,605	2,731
	<hr/>	<hr/>
Net cash provided by operating activities	10,071	613
	<hr/>	<hr/>
Cash flows from investing activities		
Interest income	2,648	3,009
	<hr/>	<hr/>
Cash used in investing activities	2,648	3,009
	<hr/>	<hr/>
 Increase in cash and cash equivalents in the year	 12,719	 3,622
 Cash and cash equivalents at the beginning of the year	 313,688	 310,066
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	326,407	313,688
	<hr/>	<hr/>

CITIZENS ADVICE COLCHESTER
Notes to the Financial Statements
For the Year Ended 31 March 2023

1. Accounting policies, judgements and key sources of estimation uncertainty

Company information

Citizens Advice Colchester is a private company limited by guarantee domiciled and incorporated in England and Wales. The registered office is 28 Middleborough, Colchester, Essex, CO1 1TG. The company number is 4431673.

Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation of uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

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 (FRS102) (issue in October 2019) - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Citizens Advice Colchester 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 note(s).

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest pound.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

b) Preparation of the accounts on a going concern basis

The charity reported a surplus for the year that has brought the reserves to an amount that could sustain the running costs for a period of in excess of 12 months and on that basis the charity is a going concern.

c) Income

Voluntary income including donations, gifts, legacies and grants of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

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

Income from commercial trading activities is recognised as earned.

Investment income is recognised on a receivable basis.

Income from fundraising events run by the charity, or by agents on its behalf, is recognised in the accounts as earned.

Income from charitable activities is recognised as earned.

CITIZENS ADVICE COLCHESTER
Notes to the Financial Statements
For the Year Ended 31 March 2023

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over them, any conditions associated with the donated item have been met, the receipts of economic benefits from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the charity is not recognised. Details can be found in the Trustees' Report.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

f) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds comprise income which the contributor has specified are to be solely used for particular areas of the charity's work or for a specific project being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of commercial trading of the charity's retail shops and their associated support costs. It also includes the costs of the fundraising events and their support and promotion costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity. These costs have been allocated between cost of raising funds and expenditure on charitable activities on the basis of an estimation of time spent by relevant staff.

i) Operating leases

The charity classifies the short term lease of properties and equipment as operating leases; the title to which remains with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

CITIZENS ADVICE COLCHESTER
Notes to the Financial Statements
For the Year Ended 31 March 2023

j) Tangible fixed assets

Individual assets costing £500 or more are capitalised at cost and depreciated over their estimated useful economic lives on a straight line basis as follows:

Office equipment - 50% straight line

Fixtures and fittings - 25% per annum

k) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any discounts.

l) Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of six months or less from the date of acquisition or opening of the deposit or similar account.

m) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at the settlement amount after allowing for any discounts due.

n) Financial instruments

The charity 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 and amortised cost using the effective interest method.

o) Pensions

The charity makes contributions to a defined contribution pension scheme. Contributions are charged to the statement of financial activities as they become payable in accordance with the rules of the scheme.

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.

Useful economic lives of tangible fixed assets

The annual depreciation charge for tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 11 for the carrying amount of the tangible fixed assets and note 1j for the useful economic lives for each class of asset.

CITIZENS ADVICE COLCHESTER
Notes to the Financial Statements
For the Year Ended 31 March 2023

2. Legal status of the charity

The company is limited by guarantee. The number of members at the end of the year was 31 (2022: 37). The liability of each member or persons ceasing to be members within one year of the company's winding up, towards payment of the company debts and liabilities, contracted before cessation of membership, and winding up expenses is limited to £1.

	2023	As restated 2022
	£	£
3. Donations and legacies		
Unrestricted		
Donations	4,055	6,696
Government and public authority services	68,010	38,828
	<hr/> 72,065	<hr/> 45,524
Restricted		
Donations	-	-
Government and public authority services	314,495	246,170
	<hr/> 314,495	<hr/> 246,170

4. Investment income

All of the charity's investment income arises from interest bearing deposit accounts and represents unrestricted funds.

5. Cost of charitable activities

	Unrestricted funds £	Restricted funds £	Total 2023 £
General advisory services	4,111	303,537	307,648
	<hr/> 4,111	<hr/> 303,537	<hr/> 307,648

	Unrestricted funds £	Restricted funds £	As restated Total 2022 £
General advisory services	77,501	226,176	303,677
	<hr/> 77,501	<hr/> 226,176	<hr/> 303,677

CITIZENS ADVICE COLCHESTER
Notes to the Financial Statements
For the Year Ended 31 March 2023

6. Analysis of support costs

	Total 2023	As restated Total 2022
	£	£
Staff costs	248,427	233,964
Premises	17,039	25,535
Communications and IT	11,196	13,983
General office	8,890	3,811
Finance costs	139	165
Professional fees	19,333	10,413
Depreciation	1,866	3,733
Sundry	758	12,073
	<u>307,648</u>	<u>303,677</u>

7. Staff numbers

The average number of full time equivalent employees during the year is analysed as follows:

	2023 No.	2022 No.
Charitable purposes	8	8
Management and administration of the charity	3	1
Full time equivalent	<u>11</u>	<u>9</u>

At the year-end date 11 of the above employees participated in the defined contribution pension scheme. Contributions for the year, included in staff costs, totalled £6,685 (2022: £6,296).

There are no staff receiving emoluments of more than £60,000 (2022: None).

8. Trustees remuneration

The trustees received no remuneration during both the current and preceding year. Expenses totalling £163 were paid to trustees during the year (2022: None).

9. Net incoming resources

	2023	As restated 2022
	£	£
Net incoming resources for the year are stated after charging:		
Depreciation of fixed assets	1,866	3,733
Independent examiners remuneration	<u>1,200</u>	<u>1,650</u>

CITIZENS ADVICE COLCHESTER
Notes to the Financial Statements
For the Year Ended 31 March 2023

10. Taxation

As a charity, Citizens Advice Colchester is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

11. Tangible fixed assets

	Fixtures and fittings	Equipment	Total
Cost or valuation			
At 1 April 2022	2,860	55,977	58,837
Additions	-	-	-
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2023	2,860	55,977	58,837
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2022	2,860	52,245	55,105
Charge for the year	-	1,866	1,866
Eliminated on disposal	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2023	2,860	54,111	56,971
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2023	-	1,866	1,866
	<hr/>	<hr/>	<hr/>
At 31 March 2022	-	3,732	3,732
	<hr/>	<hr/>	<hr/>

	2023	As restated
	£	2022
		£
12. Debtors		
Prepayments	4,125	4,125
Accrued income	74,097	784
	<hr/>	<hr/>
	78,222	4,909
	<hr/>	<hr/>

	2023	As restated
	£	2022
		£
13. Creditors: amounts falling due within one year		
Trade creditors	4,489	3,927
Accruals and deferred income	8,577	7,013
Social security and other taxes	3,996	3,699
Other creditors	1,261	1,079
	<hr/>	<hr/>
	18,323	15,718
	<hr/>	<hr/>

CITIZENS ADVICE COLCHESTER
Notes to the Financial Statements
For the Year Ended 31 March 2023

14.	Analysis of charitable funds		Unrestricted	Restricted	Total	
	At 1 April 2022	(as restated)	246,465	60,146	306,611	
	Surplus for the year		70,602	10,959	81,561	
	Transfer between funds		-	-	-	
	At 31 March 2023		317,067	71,105	388,172	
				General fund	Total unrestricted funds	
	Unrestricted funds					
	At 1 April 2022	(as restated)		246,465	246,465	
	Incoming resources			74,713	74,713	
	Resources expended			(4,111)	(4,111)	
	Transfer between funds			-	-	
	At 31 March 2023			317,067	317,067	
	Restricted funds	As restated 01-Apr-22 £	Transfer £	Incoming resources £	Resources expended £	Total restricted funds £
	CB Homes Fund	12,678	-	25,000	(24,395)	13,283
	MAPS	40,842	-	85,036	(83,835)	42,043
	Lakes	6,626	-	9,168	(8,793)	7,001
	MindKind	-	-	-	-	-
	Help to Claim	-	-	-	-	-
	Warm Homes	-	-	49,290	(46,663)	2,627
	Warm Start	-	-	22,200	(21,450)	750
	COMF	-	-	-	-	-
	BGET	-	-	10,446	(9,919)	527
	ECC COL	-	-	13,379	(12,337)	1,042
	Foodbank	-	-	43,000	(42,863)	137
	Long Covid	-	-	56,977	(53,282)	3,695
		60,146	-	314,496	(303,537)	71,105

Restricted funds listed above are classed as such by the charity for internal accounting purposes only. Funders have not attached any restrictions to monies given.

CITIZENS ADVICE COLCHESTER
Notes to the Financial Statements
For the Year Ended 31 March 2023

Purpose of restricted funds

CB Homes Fund

Provision of Money and Debt Advice to tenants referred by Colchester Borough Homes.

MAPS

Provision of Money and Debt Advice across two streams of activity: Mainstream and Increased Capacity. Funded by the Money and Pensions Service (via National Citizens Advice).

Lakes

Provision of caseworker to support in-patients at The Lakes Mental Health Unit in Colchester. During lockdown this was extended to those with diagnosed chronic mental health conditions. Funded jointly by Big Lottery Fund and Catalyst.

MindKind

Provision of caseworker to support in-patients at The Lakes Mental Health Unit and the Peter Bruff assessment unit. Initially face to face appointments then a telephone and email general advice service was launched supporting all clients with diagnosed mental health issues.

Help to Claim

Provision of Benefits caseworker to assist clients with Universal Credit claims. Advice via a dedicated telephone line, a webchat service and face to face at the Job Centre.

Warm Homes

Provision of specialist welfare benefits advice, income maximization, initial debt advice and energy efficiency advice delivered by Energy Adviser. To improve the health and wellbeing of residents through the delivery of an advice service that addresses the needs of people living in cold homes.

Warm Start

Provision of specialist welfare benefits advice, income maximization, initial debt advice and energy efficiency advice delivered by Energy Adviser. To improve the health and wellbeing of local families with dependent children, 80% of clients are deemed fuel poor.

COMF

Funding to address impact of Covid - 19 Pandemic on Colchester residents. COMF Adviser supported increased capacity via recruitment of staff and volunteers, introduction of new channels (website including self help and enquiry form) and increased outreach to vulnerable clients.

BGET

Provision of Money and Energy Advice by an Energy Adviser supporting vulnerable clients e.g. those using foodbanks. Funded by British Gas Energy Trust.

CITIZENS ADVICE COLCHESTER
Notes to the Financial Statements
For the Year Ended 31 March 2023

ECC COL

Funding to address impact of the cost of living crisis. Provision of an out of hours telephony service, additional three General Advisers supporting clients via email, phone and face to face, a Training Lead and additional experienced Debt and Money Adviser.

Foodbank

Provision of face-to-face advice, support and information directly to clients at Colchester Foodbanks. Delivered via experienced Debt & Money and Benefits Advisers. Delivered in partnership with Colchester Foodbank and funded by Trussell Trust.

Long Covid

Provision of Social Prescribers to provide advice and support to patients diagnosed with Long Covid and referred by the Long Covid Unit in Colchester. To promote understanding of Long Covid symptoms and services available increasing access to these and to online information and support.

15. Analysis of net assets between funds	Unrestricted fund	Restricted funds	2023 Total
Tangible fixed assets	1,866	-	1,866
Current assets	333,524	71,105	404,629
Current liabilities	(18,323)	-	(18,323)
Net assets	317,067	71,105	388,172
	As restated Unrestricted fund	As restated Restricted funds	As restated 2022 Total
Tangible fixed assets	3,732	-	3,732
Current assets	258,451	60,146	318,597
Current liabilities	(15,718)	-	(15,718)
Net assets	246,465	60,146	306,611

CITIZENS ADVICE COLCHESTER
Notes to the Financial Statements
For the Year Ended 31 March 2023

16. Lease commitments

At the balance sheet date the charity had the following lease commitments:

	2023	2022
	£	£
Falling due:		
Within one year	21,804	16,500
Between one and five years	43,608	-
After five years	-	-
	<hr/> 65,412	<hr/> 16,500

17. Ultimate controlling party

There is no ultimate controlling party.

18. Related party transactions

There were no transactions with related parties during the year (2022: None).

19. Prior period error

The financial statements for the year ended 31 March 2022 included an error in the total balance of restricted and unrestricted funds. Three restricted funds, MindKind, Help to Claim and COMF, related to projects that had been completed before 31 March 2022 and, as a result, the balances on those funds should have been transferred to unrestricted funds.

The total of this transfer was £73,671, and the balances on the funds affected has been restated accordingly.