

Company Registration No. 05596895 (England and Wales)
Charity No: 1113231

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
CITIZENS ADVICE SOUTH ESSEX LIMITED**



**CITIZENS ADVICE SOUTH ESSEX LIMITED
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

	Page
Report of the Trustees	1
Independent Auditors’ Report	8
Statement of Financial Activities	12
Balance Sheet	13
Statement of Cash Flows	15
Notes to the Financial Statements	16

**CITIZENS ADVICE SOUTH ESSEX LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

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 Citizens Advice South Essex Limited (the company) for the year ended 31 March 2022. The Trustees confirm that the Annual Report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and 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 published in October 2019.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of charity

Citizens Advice South Essex Limited

Registered company number

05596895 (England and Wales)

Registered charity number

1113231

Registered office & operational address

The Basildon Centre
St Martin's Square
Basildon
Essex
SS14 1DL

Trustees & Company Directors

A Hunter – Chair (Resigned 30 June 2022)
L Talbot – Trustee
B Sainty – Trustee
P Cunliffe-Jones – Trustee
S Freel – Chair
T Harrison – Trustee
M Lazell – Treasurer (Resigned 31 March 2022)
R Rackham – Trustee
M Fenn – Trustee
W Jones – Treasurer
J Evans – Trustee (Appointed 25 August 2021)

Company Secretary

K Kentish

Principal Staff

K Kentish – CEO

**CITIZENS ADVICE SOUTH ESSEX LIMITED
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

Auditor

Smith & Goulding Limited
2 Southport Road
Chorley
Lancashire
PR7 1LB

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4TA

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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

Mergers history

Citizens Advice South Essex was formed following two mergers. The first between Citizens Advice Basildon and Citizens Advice Thurrock on 1 April 2018 to create Citizens Advice Basildon & Thurrock. The second merger took place on the 1 April 2019 between Citizens Advice Basildon & Thurrock, Citizens Advice Brentwood and Citizens Advice Rochford & Rayleigh to create Citizens Advice South Essex covering Basildon, Billericay, Brentwood, Castle Point, Rayleigh, Rochford, Thurrock and Wickford.

Organisation and appointment and training of Trustees

The charity is managed by a board of Trustees, whose composition is detailed at the front of this document. Trustees meet at least quarterly and delegate the day-to-day operation of the organisation to senior management, which is led by Kathryn Kentish the CEO.

Wherever possible, Trustees are drawn from the local community and are selected to ensure the board has a full range of management skills. An Elections Committee, made up of Trustees, and chaired by the Chair is established to oversee elections for Board appointments. A separate process agreed by the Board of Trustees is followed for the election of the Chair. No other persons or bodies external to the charity are entitled to appoint persons to the Board of Trustees.

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

The Trustees of Citizens Advice South Essex conduct an appraisal annually to evaluate the performance of the Trustee Board. National Citizens Advice, our membership organisation, reviews and evaluates the annual appraisal of Citizens Advice South Essex as part of our annual leadership assessment.

Organisational structure

Citizens Advice South Essex Limited is governed by its Trustee Board/Board of Directors which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry ultimate responsibility for the conduct of the charity and for ensuring that it satisfies its legal and contractual obligations. The Board of Trustees is independent of management.

**CITIZENS ADVICE SOUTH ESSEX LIMITED
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

Related Parties

The charity 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. Operating policies are independently determined by the Board of Trustees of the charity 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 local authority 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.

Risk management

The charity maintains a formal risk register which is regularly reviewed by the Trustees to ensure that all significant issues are being actively managed and mitigated. This includes seeking to diversify funding as far as possible.

Internal risks are minimised by defined procedures for the authorisation of all transactions and obligations and which ensure consistent quality of delivery for all operational aspects. The charity's systems and procedures are regularly reviewed by Citizens Advice as a condition of continued membership.

OBJECTIVES AND ACTIVITIES

Aims, objectives, strategies and activities

The charity's objects are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the local authority areas of Basildon, Brentwood, Castle Point, Rochford, Thurrock and surrounding areas.

Ensuring our work delivers our aims

The charity reviews its aims, objectives and activities each year. The review looks at the advice needs of the local community and seeks to ensure our resources are aligned with their needs. The review also helps the charity ensure their aims, objectives and activities remain focused on the stated purpose. The charity has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing its aims and objectives and planning future activities.

Public benefit

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

How our activities deliver public benefit

Citizens Advice South Essex Limited meets its charitable objectives by providing free, confidential, impartial and independent advice and information for the benefit of the local community. The charity also seeks to influence the development of social policies and works to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively. It is particularly focused on the most vulnerable in our society who find it hardest to access official support.

In addition to the continuing provision of high quality advisory services another key objective is to maintain service provision in line with the Service Level Agreements arranged with local authorities and other funders.

**CITIZENS ADVICE SOUTH ESSEX LIMITED
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

Contribution from volunteers

The Charity receives help and support in the form of voluntary assistance in advising the public and administering the Charity.

110 volunteers contributed their time to the charity during the year (2021: 100).

Law Clinic

To improve the availability of legal advice the South Essex Law Clinic launched in April 2021 as a satellite service to Citizens Advice South Essex. With thanks to volunteer solicitors from Bowling & Co, Hattons, Palmers, Penmans, Rayden and Sternberg Reed Solicitors, we provide one free telephone appointment for a maximum of 30 minutes with a Solicitor to anyone, 18 or older, who lives and/or works within the council areas of:

- Basildon
- Brentwood
- Castle Point
- Rochford
- Thurrock

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In the year ended 31 March 2022, our team of volunteers and paid staff gave confidential information, advice and guidance to 16,078 (2021: 17,996) clients. This decrease is due to the on-going effects of the Covid-19 pandemic.

Prior to Covid-19, services were delivered primarily face to face from our offices in Basildon, Billericay, Brentwood, Rayleigh, Rochford, Thurrock and Wickford. On-going Covid-19 restrictions, especially in the first half of 2021 required Citizens Advice South Essex to adopt a significantly different service delivery strategy. During 2021 Adviceline remained our primary channel while we sought to gradually reopen face to face sites in Basildon, Brentwood, Rayleigh, Rochford and Thurrock. The face to face service seeks to support the most vulnerable in our community especially where they cannot be assisted via digital channels.

The trustees are very grateful to the volunteers and staff including specialist debt advisers and specialist welfare rights advisers who dealt with the many challenges brought about by the pandemic and continued to deliver a high quality and much needed service for the local community.

During the year, Citizens Advice South Essex Limited received funding from the following statutory and non-statutory organisations:

Basildon Borough Council
Brentwood Council
Castle Point Council
Citizens Advice Essex
DWP Help to Claim
Essex Community Fund
Essex County Council
Mayflower Rotary Club
Money & Pensions Services
National Citizens Advice
Rochford and Rayleigh Council
Talisman Charitable Trust
Thurrock Voluntary Sector Development Fund

**CITIZENS ADVICE SOUTH ESSEX LIMITED
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

The Trustees are extremely grateful for the support the charity received from each of the above supporters, together with the donations received from our smaller donors and fundraisers who are equally important to the continuation of our good work.

Fundraising activities

Total income for the year was £1,194,945.

Investment activities

Currently, with the exception of an amount invested through Platform Securities LLP and set out in note 14 to the accounts, the majority of the cash and bank balances are held in interest bearing deposits with CAF Bank and Shawbrook Bank.

Factors affecting the achievement of objectives

The charity understands the financial pressures experienced by its major supporters, and has taken active measures to seek additional sources of funding. The Trustees continue to apply for further funding where available.

FUTURE PERIODS

The Charity derives the bulk of its revenue from a number of key donors as listed above. Some funds flow through National Citizens Advice by way of distributions from central Government. The Charity is not dependent on any single donor and, in the unlikely event that one withdrew, could continue as a going concern. Additionally, the Charity continues to seek, and obtain, supplementary project-based finance from other sources.

FINANCIAL REVIEW

Financial position

Incoming resources in the year were £1,194,945 (2021: £999,384). Of this £1,024,596 (2021: £791,463) related to project restricted activities.

The surplus of income over expenditure for the year was £79,424 (2021: £63,834 as restated). At 31 March 2022, total reserves were £558,223 (2021: £478,799 as restated) of which £53,236 (2021: £26,252) represented restricted funds.

Reserves policy

The Trustees of Citizens Advice South Essex Limited seek to ensure that general reserves are available to meet any reasonably foreseeable contingency. The charity maintains a projection of income for at least 3 years ahead and seeks to ensure that this continues to be derived from as wide a variety of sources as possible. The Trustees will take appropriate steps to ensure that at no time within this period would the cessation of one or more funding streams prevent the continued provision of a best value advice service.

The Trustees have determined that free reserves should be maintained to cover costs that would be required to minimise the impact on clients and to cover legal obligations should a significant reduction in income arise. Costs should cover at least the following elements, although the total exposure is limited on the basis that any scaling down of operations would be managed to minimise the impact on costs:

- Contractual and regulatory commitments such as redundancy costs and premises lease costs;
- Fixed assets net of any material disposal value;
- Four months' normal operating costs excluding costs directly attributable to projects which are covered by funding sources on those projects;

In addition, unrestricted funds may be designated from time to time for purposes determined by the Trustees. These funds will not form part of free reserves.

Restricted funds are restricted by the funder and cannot be used for the general purposes of the charity.

**CITIZENS ADVICE SOUTH ESSEX LIMITED
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

The assessment is that this policy requires free reserves of £211,000. Free reserves as at 31 March 2022 were £504,987, which exceeds the requirement under this policy.

This reserves policy is monitored and reviewed by the Trustees annually.

Funds in deficit

No funds were in deficit at the balance sheet date.

Investment policy and objectives

Due to the size of the charity and its cash flow requirements, all funds are held on deposit or in low-risk investments, in furtherance of its objects, and for no other purpose. The charity has the power to invest the monies of the charity 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.

TRUSTEES' RESPONSIBILITIES STATEMENT IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees (who are also directors of Citizens Advice South Essex Limited for the purposes of company law) are responsible for preparing the Trustees Annual 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 Trustees 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 the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the method and principles in the Charities SORP 2019 (FRS 102);
- 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;
- prepare the financial statements on a going concern bases unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure 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 so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**CITIZENS ADVICE SOUTH ESSEX LIMITED
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

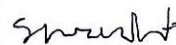
This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the Board of Trustees

Stuart Freel

.....

S Freel – Chair of the Trustees

DocuSigned by:

.....079267B8AF2D44C.....

10/26/2022

**CITIZENS ADVICE SOUTH ESSEX LIMITED
INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

Independent Auditors' Report to the Trustees of Citizens Advice South Essex Limited

Opinion

We have audited the financial statements of Citizens Advice South Essex Limited (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**CITIZENS ADVICE SOUTH ESSEX LIMITED
INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charitable company through discussions with trustees and other management, and from our commercial knowledge and experience of the charity sector;

**CITIZENS ADVICE SOUTH ESSEX LIMITED
INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, including the Companies Act 2006, taxation legislation and data protection, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions; and
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative or potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with relevant regulators and the company's legal advisors.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

**CITIZENS ADVICE SOUTH ESSEX LIMITED
INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Simon Worswick
.....

Simon J Worswick FCA
Senior Statutory Auditor
For and on behalf of Smith & Goulding Limited
Chartered Accountants and Registered Auditors
2 Southport Road
Chorley
Lancashire
PR7 1LB

31 October 2022
.....

CITIZENS ADVICE SOUTH ESSEX LIMITED
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE
ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

		Year ended 31 March 2022			Year ended 31 March 2021
	Notes	Unrestricted funds	Restricted funds	Total funds	Total Funds As Restated
		£	£	£	£
Income from:					
Donations and legacies	3	1,203	-	1,203	4,061
Investments	4	577	-	577	1,234
Charitable activities	5	168,569	1,024,596	1,193,165	994,089
Total income		<u>170,349</u>	<u>1,024,596</u>	<u>1,194,945</u>	<u>999,384</u>
Expenditure on:					
Charitable activities	6,7	117,769	996,049	1,113,818	935,550
Total expenditure		<u>117,769</u>	<u>996,049</u>	<u>1,113,818</u>	<u>935,550</u>
Gains / losses on investment assets		(1,703)	-	(1,703)	-
Net income / (expenditure) before transfers		<u>50,877</u>	<u>28,547</u>	<u>79,424</u>	<u>63,834</u>
Transfers between funds		1,563	(1,563)	-	-
Net income / (expenditure) for the year		<u>52,440</u>	<u>26,984</u>	<u>79,424</u>	<u>63,834</u>
Reconciliation of funds					
Total funds brought forward		452,547	26,252	478,799	414,965
Total funds carried forward		<u>504,987</u>	<u>53,236</u>	<u>558,223</u>	<u>478,799</u>

The accompanying notes form part of these financial statements.

CITIZENS ADVICE SOUTH ESSEX LIMITED
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds	Restricted funds	2022 Total Funds	2021 Total Funds As Restated
		£	£	£	£
Fixed assets					
Tangible assets	13	40,558	-	40,558	39,655
Investments	14	173,297	-	173,297	-
		<u>213,855</u>	<u>-</u>	<u>213,855</u>	<u>39,655</u>
Current assets					
Debtors	15	69,911	-	69,911	31,677
Cash at bank and in hand		272,292	53,236	325,528	484,553
		<u>342,203</u>	<u>53,236</u>	<u>395,439</u>	<u>516,230</u>
Liabilities					
Creditors falling due within one year	16	51,071	-	51,071	77,086
Net current assets		<u>291,132</u>	<u>53,236</u>	<u>344,368</u>	<u>439,144</u>
Total assets less current liabilities		<u>504,897</u>	<u>53,236</u>	<u>558,223</u>	<u>478,799</u>
Net assets		<u>504,897</u>	<u>53,236</u>	<u>558,223</u>	<u>478,799</u>
Funds of the charity:	17				
Unrestricted funds:					
General funds				504,987	452,547
Restricted funds				53,236	26,252
Total charity funds				<u>558,223</u>	<u>478,799</u>

**CITIZENS ADVICE SOUTH ESSEX LIMITED
BALANCE SHEET (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

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

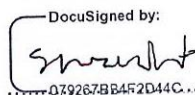
The Trustees acknowledge their responsibilities for

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

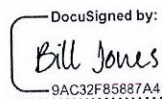
(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the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

10/27/2022

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

DocuSigned by:

.....079267BB4F2D44C.....

S Freel – Chair of the Trustees

DocuSigned by:

.....9AC32F85887A4EF.....

W Jones - Treasurer

Company Registration Number: 05596895

The accompanying notes form part of these financial statements.

CITIZENS ADVICE SOUTH ESSEX LIMITED
STATEMENT OF CASH FLOWS
YEAR ENDED 31 MARCH 2022

	Notes	2022 £	2021 As Restated £
Cash flows from operating activities			
Net income for the year		79,424	63,834
Adjustment to cash flows from non-cash items			
Depreciation		21,207	16,285
Investment Income	4	(577)	(1,234)
Loss on investment assets		1,703	-
		<u>101,757</u>	<u>78,885</u>
Working capital adjustments			
(Increase) in debtors	15	(38,234)	(11,177)
(Decrease) in creditors	16	(26,014)	(12,770)
		<u>37,509</u>	<u>54,938</u>
Net cash flows from operating activities			
Cash flows from investing activities			
Interest receivable and similar income	4	577	1,234
Purchase of tangible fixed assets	13	(22,111)	(31,051)
Purchase of investments	14	(175,000)	-
		<u>(196,534)</u>	<u>(29,817)</u>
Net cash flows from investing activities			
Cash flows from financing activities			
Repayment of borrowing		-	-
		<u>-</u>	<u>-</u>
Net cash flows from financing activities			
Net (decrease) / increase in cash and cash equivalents		<u>(159,025)</u>	<u>25,121</u>
Cash and cash equivalents at 1 April		484,553	459,432
Cash and cash equivalents at 31 March		<u>325,528</u>	<u>484,553</u>
Cash and cash equivalents consists of:			
Cash at bank and in hand		325,528	484,553
Cash and cash equivalents at 31 March		<u>325,528</u>	<u>484,553</u>

All of the cash flows are derived from continuing operations during the above two periods.

**CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

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

Citizens Advice South Essex Limited 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.

Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Income

Contract income is included as incoming resources in the period to which it relates.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

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

Other income, including donations, gifts and covenants are included as they were received.

Donated services and facilities

Donated services and donated facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use 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 the charity receives is not recognised and refer to the Trustees' report for more information about their contribution.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

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

**CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. ACCOUNTING POLICIES (CONTINUED)

Expenditure

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

Charitable expenditure comprises those costs incurred in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements for the charity and include audit fees and cost linked to the strategic management of the charity.

Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis such as staff time dedicated to each activity.

Taxation

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

Tangible fixed assets

Tangible fixed assets are initially recorded at cost and depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Leasehold improvements	- 20% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

Fixed asset investments

Fixed asset investments are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments and accrued income comprise payments made in advance relating to the following year and income relating to the current year, which will not be invoiced until after the balance sheet date.

Cash at bank and in hand

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

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (CONTINUED)

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 of funds 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 their settlement amount after allowing for any trade discounts due.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pensions

Employees of the charity are entitled to join a defined contribution money purchase scheme. The charity contribution is restricted to the contributions disclosed in note 10. There were no outstanding contributions at the year end.

2. JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

In the application of the company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds	Restricted funds	Total funds 2022	Total funds 2021
	£	£	£	£
Donations - general	1,203	-	1,203	4,061
	<u>1,203</u>	<u>-</u>	<u>1,203</u>	<u>4,061</u>

4. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	Total funds 2022	Total funds 2021
	£	£	£	£
Deposit account interest	577	-	577	1,234
	<u>577</u>	<u>-</u>	<u>577</u>	<u>1,234</u>

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

5. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds	Restricted funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Basildon Borough Council – Core Services	-	205,000	205,000	205,000
Basildon Borough Council – DEFRA – Covid-19 Emergency Assistance	-	-	-	10,150
Brentwood Borough Council – Core Services	59,000	-	59,000	59,000
Brentwood Borough Council - Covid Castle Point	1,000	-	1,000	-
CitA – Energy Advice Programme	-	22,204	22,204	15,500
Citizens Advice Chelmsford – Suicide fund	-	-	-	1,440
Citizens Advice Essex – Contain Management Outbreak Fund	-	-	-	9,555
Citizens Advice Essex – Emergency Fuel Scheme	-	186,862	186,862	-
Citizens Advice Essex – Fuel Admin	-	-	-	4,029
Citizens Advice Essex - Management Support	-	-	-	4,348
Citizens Advice Essex – Volunteer Recruitment	-	-	-	3,000
Citizens Advice Essex – Warm Homes	-	1	1	3,637
Citizens Advice Essex – Warm Start	-	71,436	71,436	49,577
Essex Community Fund – IT	-	21,990	21,990	5,833
Essex Community Fund –Volunteer Recruitment – Tina Cantrello Fund	-	-	-	14,256
Essex County Council – Core Services	-	-	-	4,940
Essex County Council – Covid-19 Recovery Fund	30,268	-	30,268	36,653
Essex County Council – Household Support Fund	-	19,415	19,415	59,540
Essex University - Intern	-	66,665	66,665	-
Ford Motor Company	-	-	-	3,800
Help to Claim	-	-	-	1,000
HTC – Dip Checks	-	167,770	167,770	159,879
Mayflower Rotary Club	801	-	801	801
Money and Pensions Service	1,500	-	1,500	9,000
National Citizens Advice – BEIS Softphones	-	173,873	173,873	186,091
National Citizens Advice – BEIS – Remote Working	-	420	420	1,300
National Citizens Advice – Windrush Compensation Scheme	-	24,000	24,000	11,600
Rochford and Rayleigh – Core Services	-	390	390	-
Rayleigh Town Council	75,000	-	75,000	70,000
	1,000	-	1,000	-

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Sanctuary Housing Association	-	250	250	-
Talisman Charitable Trust	-	800	800	680
Thurrock VSDF - Core Services	-	53,060	53,060	53,020
Universal Credit Best Practice Lead	-	10,460	10,460	10,460
		<u>168,569</u>	<u>1,024,596</u>	<u>1,193,165</u>
				<u>994,089</u>

SUMMARY:

	Total Funds 2022 £	Total Funds 2021 £
Contract income	134,000	129,000
Grants	1,059,165	865,089
	<u>1,193,165</u>	<u>994,089</u>

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

6. COST OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted funds	Restricted funds	Total Funds 2022	Total Funds 2021 As Restated
	£	£	£	£
Basildon Borough Council – Core Services	-	184,538	184,538	178,748
Basildon Borough Council – DEFRA – Covid-19 Emergency Assistance	-	-	-	10,150
Brentwood Borough Council – Core Services	36,274	-	36,274	59,000
Brentwood Borough Council – Covid Castle Point	1,000	-	1,000	-
CitA – Energy Advice Programme	-	22,204	22,204	15,500
Citizens Advice Chelmsford – Suicide fund	-	-	-	1,440
Citizens Advice Essex – Contain Management Outbreak Fund	-	-	-	9,555
Citizens Advice Essex – Emergency Fuel Scheme	-	180,840	180,840	-
Citizens Advice Essex – Fuel Admin	-	-	-	4,029
Citizens Advice Essex – Management Support	-	-	-	4,348
Citizens Advice Essex – Volunteer Recruitment	-	-	-	3,000
Citizens Advice Essex – Warm Homes	-	1	1	3,637
Citizens Advice Essex – Warm Start	-	71,970	71,970	49,577
Essex Community Fund – IT	-	21,990	21,990	5,833
Essex Community Fund –Volunteer Recruitment – Tina Cantrello Fund	-	-	-	14,256
Essex County Council – Core Services	-	-	-	4,940
Essex County Council – Covid-19 Recovery Fund	8,774	-	8,774	36,653
Essex County Council – Household Support Fund	-	19,415	19,415	59,540
Essex University - Intern	-	66,665	66,665	-
Ford Motor Company	-	-	-	3,800
Help to Claim	-	-	-	1,000
HTC – Dip Checks	-	167,770	167,770	159,879
Mayflower Rotary Club	801	-	801	801
Money and Pensions Service	1,500	-	1,500	9,000
National Citizens Advice – BEIS Softphones	-	173,873	173,873	186,091
National Citizens Advice – BEIS – Remote Working	-	420	420	1,300
National Citizens Advice – Windrush Compensation Scheme	-	21,903	21,903	11,600
Rochford and Rayleigh – Core	-	390	390	-

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Services	68,420	-	68,420	70,000
Rayleigh Town Council	1,000	-	1,000	-
Sanctuary Housing Association	-	250	250	-
South Essex General Funds	-	-	-	(32,287)
Talisman Charitable Trust	-	800	800	680
Thurrock VSDF - Core Services	-	52,560	52,560	53,020
Universal Credit Best Practice Lead	-	10,460	10,460	10,460
	<u>117,769</u>	<u>996,049</u>	<u>1,113,818</u>	<u>935,550</u>

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

7. COST OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Unrestricted funds	Restricted funds	Total funds 2022	Total funds 2021 As Restated
	£	£	£	£
General Advisory Services	117,769	996,049	1,113,818	935,550
	<u>117,769</u>	<u>996,049</u>	<u>1,113,818</u>	<u>935,550</u>

8. GOVERNANCE COSTS

	Unrestricted funds	Restricted funds	Total funds 2022	Total funds 2021
	£	£	£	£
Audit and accountancy fees	6,900	-	6,900	2,880
	<u>6,900</u>	<u>-</u>	<u>6,900</u>	<u>2,880</u>

9. INCOME FOR THE YEAR

Net resources are stated after charging:

	2022	2021 As Restated
	£	£
Depreciation	21,207	16,285
Other operating leases	17,824	34,475
	<u> </u>	<u> </u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or benefits for the year ended 31 March 2022, nor for the year ended 31 March 2021.

Trustees' expenses

There were £nil Trustees' expenses paid during the year ended 31 March 2022 (2021: £nil).

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

11. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	750,000	657,023
Employers National Insurance	54,858	47,558
Pension costs	18,857	12,592
	<u>823,715</u>	<u>717,173</u>

The total employee benefits paid to the charity's key management personnel for the year ended 31 March 2022 was £153,337 (2021: £148,107).

The average monthly number of employees during the year was as follows:

	2022	2021
Provision of advice and support	32	29
Management and administration of charity	6	6
	<u>38</u>	<u>35</u>

The vast majority of employees were part time.

No employee received remuneration of more than £60,000 during the year (2021: Nil).

12. AUDITORS' REMUNERATION

The auditors' remuneration paid in the year to 31 March 2022 was £4,140 (2021: Independent Examiner £2,880)

13. TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Fixtures and Fittings £	Computer Equipment £	Totals £
COST				
At 1 April 2021	30,000	109,799	60,463	200,262
Additions	-	1,291	20,820	22,111
Disposals	-	(90,995)	-	(90,995)
At 31 March 2022	<u>30,000</u>	<u>20,095</u>	<u>81,282</u>	<u>131,377</u>
DEPRECIATION				
At 1 April 2021 – as restated	25,500	105,686	29,421	160,607
Charge for the year	4,500	1,479	15,228	21,207
On disposals	-	(90,995)	-	(90,995)
At 31 March 2022	<u>30,000</u>	<u>16,170</u>	<u>44,649</u>	<u>90,819</u>
NET BOOK VALUE				
At 31 March 2022	-	3,925	36,633	40,558
At 31 March 2021 – as restated	<u>4,500</u>	<u>4,113</u>	<u>31,042</u>	<u>39,655</u>

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

14. FIXED ASSET INVESTMENTS

	2022	2021
	£	£
Listed investments		
Market value at 1 April 2021	-	-
Additions at cost	175,000	-
Loss on revaluation	(1,703)	-
	<u>173,297</u>	<u>-</u>
Market value at 31 March 2022		
	<u>173,297</u>	<u>-</u>
	2022	2021
	£	£
Investments at fair value		
Comprised:		
Equities	87,197	-
Fixed interest securities	60,131	-
Cash held within the investment portfolio	25,969	-
	<u>173,297</u>	<u>-</u>
Total		
	<u>173,297</u>	<u>-</u>

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021 As restated
	£	£
Prepayments and accrued income	69,911	31,677
	<u>69,911</u>	<u>31,677</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021 As restated
	£	£
Taxation and social security	18,379	-
Other creditors	3,624	2,534
Accruals and deferred income	29,068	74,552
	<u>51,071</u>	<u>77,086</u>

The prior year debtors and creditors have been restated to exclude an internal balance.

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

17. MOVEMENT IN FUNDS

	At 1 April 2021 As Restated £	Net movement in funds £	At 31 March 2022 £
UNRESTRICTED FUNDS			
General fund	452,547	52,440	504,987
Designated fund	-	-	-
	<u>452,547</u>	<u>52,440</u>	<u>504,987</u>
RESTRICTED FUNDS			
Basildon Borough Council – Core Services	26,252	20,462	46,714
Castle Point Council – Universal Credit	-	-	-
Citizens Advice Essex – Contain Management Outbreak Fund	-	6,022	6,022
Citizens Advice Essex – Volunteer Recruitment	-	-	-
Citizens Advice Essex – Warm Homes	-	-	-
Citizens Advice Essex – Warm Start	-	-	-
Essex County Council – Covid-19 Recovery Fund	-	-	-
Essex County Council – Household Support Fund	-	-	-
Help to Claim	-	-	-
Money and Pensions Service	-	-	-
National Citizens Advice – BEIS – Covid-19 Softphones	-	-	-
National Citizens Advice – BEIS – Remote Working	-	-	-
National Citizens Advice – Windrush Compensation Scheme	-	-	-
Sanctuary Housing Association	-	-	-
Talisman Charitable Trust	-	-	-
Thurrock VSDF – Core Services	-	500	500
Universal Credit Best Practice Lead	-	-	-
	<u>26,252</u>	<u>26,984</u>	<u>53,236</u>
TOTAL FUNDS	<u>478,799</u>	<u>79,424</u>	<u>558,223</u>

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

17. MOVEMENTS IN FUNDS (CONTINUED)

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

	Incoming resources	Resources expended	Losses on investment assets	Transfers	Movement in funds
	£	£	£	£	£
UNRESTRICTED FUNDS					
General fund	170,349	117,769	1,703	1,563	52,440
Designated fund	-	-	-	-	-
	<u>170,349</u>	<u>117,769</u>	<u>1,703</u>	<u>1,563</u>	<u>52,440</u>
RESTRICTED FUNDS					
Basildon Borough Council – Core Services	205,000	184,538	-	-	20,462
Castle Point Council – Universal Credit	22,204	22,204	-	-	-
Citizens Advice Essex – Contain Management Outbreak Fund	186,862	180,840	-	-	6,022
Citizens Advice Essex - Volunteer Recruitment	1	1	-	-	-
Citizens Advice Essex - Warm Homes	71,436	71,970	-	534	-
Citizens Advice Essex - Warm Start	21,990	21,990	-	-	-
Essex County Council – Covid-19 Recovery Fund	19,415	19,415	-	-	-
Essex County Council – Household Support Fund	66,665	66,665	-	-	-
Help to Claim	167,770	167,770	-	-	-
Money and Pensions Service	173,873	173,873	-	-	-
National Citizens Advice - BEIS - Covid-19 Softphones	420	420	-	-	-
National Citizens Advice - BEIS - Remote Working	24,000	21,903	-	(2,097)	-
National Citizens Advice – Windrush Compensation Scheme	390	390	-	-	-
Sanctuary Housing Association	250	250	-	-	-
Talisman Charitable Trust	800	800	-	-	-
Thurrock VSDF – Core Services	53,060	52,560	-	-	500
Universal Credit Best Practice Lead	10,460	10,460	-	-	-
	<u>1,024,596</u>	<u>996,049</u>	<u>-</u>	<u>(1,563)</u>	<u>26,984</u>
TOTAL FUNDS	<u>1,194,945</u>	<u>1,113,818</u>	<u>1,703</u>	<u>-</u>	<u>79,424</u>

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

17. MOVEMENTS IN FUNDS (CONTINUED)

Comparatives for movement in funds

	At 1 April 2020 As Restated £	Net movement in funds £	At 31 March 2021 As Restated £
UNRESTRICTED FUNDS			
General fund	344,965	107,582	452,547
Designated fund	70,000	(70,000)	-
	<u>414,965</u>	<u>37,582</u>	<u>452,547</u>
RESTRICTED FUNDS			
Basildon Borough Council – Core Services	-	26,252	26,252
Basildon Borough Council – DEFRA – Covid-19 Emergency Assistance	-	-	-
Castle Point Council – Universal Credit	-	-	-
Citizens Advice Essex - Volunteer Recruitment	-	-	-
Citizens Advice Essex - Warm Homes	-	-	-
Citizens Advice Essex - Warm Start	-	-	-
Essex Community Fund – IT	-	-	-
Essex Community Fund - Volunteer Recruitment - Tina Cantrello Fund	-	-	-
Essex County Council – Covid-19 Recovery Fund	-	-	-
Help to Claim	-	-	-
Money and Pensions Service	-	-	-
National Citizens Advice - BEIS - Covid-19 Softphones	-	-	-
National Citizens Advice - BEIS - Remote Working	-	-	-
Talisman Charitable Trust	-	-	-
Thurrock VSDF – Core Services	-	-	-
Universal Credit Best Practice Lead	-	-	-
	<u>-</u>	<u>26,252</u>	<u>26,252</u>
TOTAL FUNDS	<u>414,965</u>	<u>63,834</u>	<u>478,799</u>

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

17. MOVEMENTS IN FUNDS (CONTINUED)

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

	Incoming resources	Resources expended As Restated	Transfers	Movement in funds As Restated
	£	£	£	£
UNRESTRICTED FUNDS				
General fund	207,921	170,339	70,000	107,582
Designated fund	-	-	(70,000)	(70,000)
	<u>207,921</u>	<u>170,339</u>	<u>-</u>	<u>37,582</u>
RESTRICTED FUNDS				
Basildon Borough Council – Core Services	205,000	178,748	-	26,252
Basildon Borough Council – DEFRA – Covid-19 Emergency Assistance	10,150	10,150	-	-
Castle Point Council – Universal Credit	15,500	15,500	-	-
Citizens Advice Essex – Volunteer Recruitment	3,637	3,637	-	-
Citizens Advice Essex – Warm Homes	49,577	49,577	-	-
Citizens Advice Essex – Warm Start	5,833	5,833	-	-
Essex Community Fund – IT	14,256	14,256	-	-
Essex Community Fund – Volunteer Recruitment – Tina Cantrello Fund	4,940	4,940	-	-
Essex County Council – Covid-19 Recovery Fund	59,540	59,540	-	-
Help to Claim	159,879	159,879	-	-
Money and Pensions Service	186,091	186,091	-	-
National Citizens Advice – BEIS – Covid-19 Softphones	1,300	1,300	-	-
National Citizens Advice – BEIS – Remote Working	11,600	11,600	-	-
Talisman Charitable Trust	680	680	-	-
Thurrock VSDF – Core Services	53,020	53,020	-	-
Universal Credit Best Practice Lead	10,460	10,460	-	-
	<u>791,463</u>	<u>765,211</u>	<u>-</u>	<u>26,252</u>
TOTAL FUNDS	<u>999,384</u>	<u>935,550</u>	<u>-</u>	<u>63,834</u>

**CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

18. PURPOSES OF RESTRICTED FUNDS

Basildon Borough Council – Core Services

Funding to provide a free and impartial information, advice and a specialist welfare rights service to those who live within the Basildon Borough.

Castle Point Council – Universal Credit

Funding to provide advice to support universal credit claimants who live in Castle Point.

Citizens Advice Essex – Contain Management Outbreak Fund

Funding to help reduce the spread of coronavirus and support local public health.

Citizens Advice Essex - Warm Homes

Funding for the provision of services and activities required under the Warm Home Fund for residents who live in Basildon, Brentwood, Castle Point & Rochford.

Citizens Advice Essex - Warm Start

Funding to employ a Family Energy Advice Worker as part of the Energy Redress Fund for families who live in Thurrock.

Essex County Council – Covid-19 Recovery Fund

Funding to recruit and train volunteers, test video software and increase core service capacity in Basildon, Brentwood, Castle Point & Rochford.

Essex County Council – Household Support Fund

Funding to support households during winter in the most need with food, energy and water bills as well as being used to support households with essential costs related to those items and with wider essential costs.

Help to Claim

Funding to mobilise a project to provide front line support to Universal Credit claimants in South Essex.

Money and Pensions Service

Funding to provide money, pensions and debt advice sessions to the residents of South Essex.

National Citizens Advice - BEIS - Covid-19 Softphones

Funding to enable the service to increase capacity to respond to the immediate demand for advice arising from Covid-19 in a cost effective manner by making a switch from using mobile phones to using softphones.

National Citizens Advice - BEIS - Remote Working

Funding for IT hardware to support home working.

National Citizens Advice – Windrush Compensation Scheme

Funding to provide assistance with Windrush Compensation Scheme claim form completion.

Sanctuary Housing Association

Funding to provide Smart Money budgeting sessions for residents in the Rochford district.

Talisman Charitable Trust

Grant payment for a client's bankruptcy fee.

**CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

Thurrock VSDF – Core Services

Funding to provide a free and impartial information, advice and guidance service to those who live within the Thurrock Borough.

Universal Credit Best Practice Lead

Funding research to guide best practice for Citizens Advice Essex to support Universal Credit applicants.

19. LEGAL STATUS OF CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1. The number of members as at the 31 March 2022 was 10.

20. CONTROL

The charity is controlled by its Trustees/Directors.

21. FUNDS HELD AS AGENT

The following funds were received and paid by the charity as agent:

	£
Rayleigh, Rochford and District AVS – Winter Warmth Family Support	2,000
	<u>2,000</u>

No balances were held as agent as at 31 March 2022.

22. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

23. PRIOR YEAR ADJUSTMENT

Reconciliation of changes in funds

	1 April 2020	31 March 2021
	£	£
Funds as previously reported	400,579	417,392
Adjustments to prior years		
Depreciation adjustment	14,386	35,155
Funds as adjusted	<u>414,965</u>	<u>452,547</u>

Reconciliation of changes in net income for the previous financial period

	2021
	£
Net income as previously reported	16,813
Adjustments to prior year	
Depreciation adjustment	20,769
Net income as adjusted	<u>37,582</u>

Note to reconciliation

The Trustees' have updated the accounting policy for the depreciation of both office equipment and fixtures and fittings to reflect a fair estimate of an asset's useful economic life. A total prior period adjustment of £35,155 has been made for overstated depreciation of which £20,769 relates to the year ended 31 March 2021 and £14,386 to prior years.

CITIZENS ADVICE SOUTH ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

24. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

	Year ended 31 March 2021 Unrestricted funds As Restated £	Restricted funds £	Total Funds As Restated £
Income from:			
Donations and legacies	4,061	-	4,061
Investments	1,234	-	1,234
Charitable activities	202,626	791,463	994,089
Total income	207,921	791,463	999,384
Expenditure on:			
Charitable activities	170,339	765,211	935,550
Total expenditure	170,339	765,211	935,550
Net income / (expenditure) before transfers	37,582	26,252	63,834
Transfers between funds	-	-	-
Net income / (expenditure) for the year	37,582	26,252	63,834
Reconciliation of funds			
Total funds brought forward	414,965	-	414,965
Total funds carried forward	452,547	26,252	478,799

CITIZENS ADVICE SOUTH ESSEX LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021 As Restated
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations	1,203	4,061
Investment income		
Deposit account interest	577	1,234
Incoming resources from charitable activities		
Grants	1,193,165	994,089
Total incoming resources	<u>1,194,945</u>	<u>999,384</u>
RESOURCES EXPENDED		
Charitable activities		
Wages	804,858	704,581
Partner costs	68,795	9,312
Rent	35,633	44,587
Rates, water and insurance	14,224	13,665
Light and heat	612	2,129
Telephone	33,232	40,189
Postage and stationery	4,788	3,473
Advertising	5,971	224
Sundries	852	1,019
Computer costs	56,556	31,745
Staff recruitment costs	1,075	-
Staff training	786	5,128
Staff and volunteer travel and subsistence	1,566	911
Staff and volunteer expenses	12,801	12,084
Publications and subscriptions	4,874	4,728
CA central charge	7,849	7,849
Legal and professional fees	4,660	7,277
Bookkeeping and payroll	1,257	1,300
Cleaning, repairs and maintenance	5,726	13,380
Bank charges	161	133
Pension costs	18,857	12,592
AGM expenses	578	79
Depreciation	21,207	16,285
	<u>1,106,918</u>	<u>932,670</u>

CITIZENS ADVICE SOUTH ESSEX LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021
		As
	£	Restated
		£
Support Costs/Governance Costs		
Audit and accountancy fees	6,900	2,880
	<u>6,900</u>	<u>2,880</u>
Total resources expended	<u>1,113,818</u>	<u>935,550</u>
Gains / (losses) on investment assets	(1,703)	-
Net income/(expenditure)	<u>79,424</u>	<u>63,834</u>