

Company Registration No. 05596895 (England and Wales)

Charity No: 1113231

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED
(PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)**



CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
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FOR THE YEAR ENDED 31 MARCH 2023

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CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

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 Braintree & South Essex Limited (the company) for the year ended 31 March 2023. 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 Braintree & South Essex Limited (previously 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
R Rackham – Trustee
M Fenn – Trustee
W Jones – Treasurer
J Evans – Trustee (Appointed 25 August 2021)
J Ainsworth – Trustee (Appointed 23 November 2022)
M Binning – Trustee (Appointed 23 November 2022)
J Bendall – Trustee (Appointed 9 January 2023)
R Gregory – Trustee (Appointed 9 January 2023)
O Odunlami – Trustee (Appointed 9 January 2023)

Company Secretary

K Kentish

Principal Staff

K Kentish – CEO

**CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

Auditor

Smith & Goulding Limited
4 Southport Road
Chorley
Lancashire
PR7 1LD

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 Braintree & South Essex (previously 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 (now Citizens Advice Braintree & 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. 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 Braintree & South Essex Limited 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 Braintree & South Essex Limited as part of our annual leadership assessment.

Organisational structure

Citizens Advice Braintree & 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 BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

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, excluding Citizens Advice Essex, 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 Braintree & 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 BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Contribution from volunteers

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

93 volunteers contributed their time to the charity during the year (2022: 110).

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 Braintree & South Essex Limited. 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 2023, our team of volunteers and paid staff gave confidential information, advice and guidance to 19,789 (2022: 16,078) clients. This increase reflects the increased demand for our service partly due to the Cost of Living and Energy crisis.

Services are delivered through multiple channels including face to face in key locations across the South of Essex, by telephone on Adviceline our freephone service and by email.

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

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

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

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

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 £1,050,482.

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. Following successful previous mergers Citizens Advice South Essex plans to merge with Citizens Advice Braintree, Halstead & Witham on the 1st of October 2023 to create Citizens Advice Braintree & South Essex.

FINANCIAL REVIEW

Financial position

Incoming resources in the year were £1,050,482 (2022: £1,194,945). Of this £860,761 (2022: £1,024,596) related to project restricted activities.

The net of expenditure over income for the year was £102,292 (2022: £79,424 surplus). At 31 March 2023, total reserves were £455,931 (2022: £558,223 as restated) of which £22,743 (2022: £53,236) represented restricted funds.

Reserves policy

The Trustees of Citizens Advice Braintree & South Essex Limited seek to ensure that general reserves are available to meet any reasonably foreseeable contingency. Citizens Advice Braintree & South Essex Limited maintains a projection of income for at least 2 years ahead and seeks to ensure that this continues to be derived from as wide a variety of sources as possible. Citizens Advice Braintree & South Essex Limited 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 3 months running cost. 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 Citizens Advice Braintree & South Essex Limited.

The assessment is that this policy requires free reserves of £294,529. Free reserves at 31 March 2023 are estimated to be £433,188, which exceeds the requirement under this policy. This reserves policy is monitored and reviewed by the trustees annually.

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

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 Braintree & 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 BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH
ESSEX LIMITED)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023**

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

SmartNfreel
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S Freel – Chair of the Trustees

16 November 2023

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

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

Opinion

We have audited the financial statements of Citizens Advice Braintree & South Essex Limited (the 'charitable company') for the year ended 31 March 2023 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 2023, 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 BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

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 BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

- 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 2023**

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 BA FCA
Senior Statutory Auditor
For and on behalf of Smith & Goulding Limited
Chartered Accountants and Registered Auditors
4 Southport Road
Chorley
Lancashire
PR7 1LD

27 November 2023

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

		Year ended 31 March 2023			Year ended 31 March 2022
	Notes	Unrestricted funds	Restricted funds	Total funds	Total Funds
		£	£	£	£
Income from:					
Donations and legacies	3	3,742	-	3,742	1,203
Investments	4	1,695	-	1,695	577
Charitable activities	5	184,284	860,761	1,045,045	1,193,165
Total income		<u>189,721</u>	<u>860,761</u>	<u>1,050,482</u>	<u>1,194,945</u>
Expenditure on:					
Charitable activities	6,7	198,424	943,700	1,142,124	1,113,818
Total expenditure		<u>198,424</u>	<u>943,700</u>	<u>1,142,124</u>	<u>1,113,818</u>
Gains / losses on investment assets		(10,650)	-	(10,650)	(1,703)
Net income / (expenditure) before transfers		<u>(19,353)</u>	<u>(82,939)</u>	<u>(102,292)</u>	<u>79,424</u>
Transfers between funds		(52,446)	52,446	-	-
Net income / (expenditure) for the year		<u>(71,799)</u>	<u>(30,493)</u>	<u>(102,292)</u>	<u>79,424</u>
Reconciliation of funds					
Total funds brought forward		504,987	53,236	558,223	478,799
Total funds carried forward		<u>433,188</u>	<u>22,743</u>	<u>455,931</u>	<u>558,223</u>

The accompanying notes form part of these financial statements.

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds	Restricted funds	2023 Total Funds	2022 Total Funds
		£	£	£	£
Fixed assets					
Tangible assets	13	28,103	-	28,103	40,558
Investments	14	162,647	-	162,647	173,297
		<u>190,750</u>	<u>-</u>	<u>190,750</u>	<u>213,855</u>
Current assets					
Debtors	15	77,142	-	77,142	69,911
Cash at bank and in hand		233,316	22,743	256,059	325,528
		<u>310,458</u>	<u>22,743</u>	<u>333,201</u>	<u>395,439</u>
Liabilities					
Creditors falling due within one year	16	68,020	-	68,020	51,071
Net current assets		<u>501,208</u>	<u>22,743</u>	<u>523,951</u>	<u>344,368</u>
Total assets less current liabilities		<u>433,188</u>	<u>22,743</u>	<u>455,931</u>	<u>558,223</u>
Net assets		<u>433,188</u>	<u>22,743</u>	<u>455,931</u>	<u>558,223</u>
Funds of the charity:	17				
Unrestricted funds:					
General funds				433,188	504,987
Restricted funds				22,743	53,236
Total charity funds				<u>455,931</u>	<u>558,223</u>

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
BALANCE SHEET (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

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

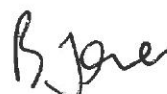
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(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.

The financial statements were approved by the Board of Trustees on 16 November 2023 and were signed on its behalf by:


.....

S Freel – Chair of the Trustees


.....

W Jones - Treasurer

Company Registration Number: 05596895

The accompanying notes form part of these financial statements.

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
STATEMENT OF CASH FLOWS
YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2022 £
Cash flows from operating activities			
Net income for the year		(102,292)	79,424
Adjustment to cash flows from non-cash items			
Depreciation		14,055	21,207
Investment Income	4	(1,695)	(577)
Loss on investment assets		10,650	1,703
		23,010	101,757
Working capital adjustments			
(Increase) in debtors	15	(7,231)	(38,234)
(Decrease) in creditors	16	16,949	(26,014)
Net cash flows from operating activities		9,718	37,509
Cash flows from investing activities			
Interest receivable and similar income	4	1,695	577
Purchase of tangible fixed assets	13	(1,600)	(22,111)
Purchase of investments	14	-	(175,000)
Net cash flows from investing activities		95	(196,534)
Cash flows from financing activities			
Repayment of borrowing		-	-
Net cash flows from financing activities		-	-
Net (decrease) / increase in cash and cash equivalents		(69,469)	(159,025)
Cash and cash equivalents at 1 April		325,528	484,553
Cash and cash equivalents at 31 March		256,059	325,528
Cash and cash equivalents consists of:			
Cash at bank and in hand		256,059	325,528
Cash and cash equivalents at 31 March		256,059	325,528

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

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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 Braintree & 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 BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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 BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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 2023	Total funds 2022
	£	£	£	£
Donations - general	3,742	-	3,742	1,203
	<u>3,742</u>	<u>-</u>	<u>3,742</u>	<u>1,203</u>

4. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	Total funds 2023	Total funds 2022
	£	£	£	£
Deposit account interest	1,695	-	1,695	577
	<u>1,695</u>	<u>-</u>	<u>1,695</u>	<u>577</u>

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

5. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds	Restricted funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Basildon Borough Council – Core Services	14,474	209,100	223,574	205,000
Brentwood Borough Council – Core Services	73,163	-	73,163	59,000
Brentwood Borough Council - Covid	-	-	-	1,000
Brentwood Community Fund - Outreach	-	1,667	1,667	-
British Gas Energy Trust	-	8,123	8,123	-
Castle Point	9,163	15,900	25,063	22,204
Citizens Advice Essex – Contain Management Outbreak Fund	-	43,138	43,138	186,862
Citizens Advice Essex – Energy Advice Programme	-	10,100	10,100	-
Citizens Advice Essex – Volunteer Recruitment	-	-	-	1
Citizens Advice Essex – Warm Homes	-	78,577	78,577	71,436
Citizens Advice Essex – Warm Start	-	16,651	16,651	21,990
Essex County Council – Core Services	-	-	-	30,268
Essex County Council – Covid-19 Recovery Fund	-	-	-	19,415
Essex County Council – Household Support Fund	7,003	31,497	38,500	66,665
Essex County Council – Out of Hours Help to Claim	-	19,668	19,668	-
HTC – Dip Checks	-	160,133	160,133	167,770
Macmillan Welfare Benefits	-	-	-	801
Mayflower Rotary Club	-	25,698	25,698	-
Money and Pensions Service	-	-	-	1,500
Multiply	-	176,122	176,122	173,873
National Citizens Advice – BEIS Softphones	-	10,000	10,000	-
National Citizens Advice – BEIS – Remote Working	-	-	-	420
National Citizens Advice – Windrush Compensation Scheme	-	-	-	24,000
Rochford and Rayleigh – Core Services	79,163	-	79,163	390
Rayleigh Town Council	-	-	-	75,000
Sanctuary Housing Association	750	-	750	1,000
Talisman Charitable Trust	-	-	-	250
	-	-	-	800
	183,716	806,374	990,090	1,129,645

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

5. INCOME FROM CHARITABLE ACTIVITIES (CONTINUED)

	Unrestricted funds	Restricted funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Thurrock VSDF - Core Services	-	54,287	54,287	53,060
Universal Credit Best Practice Lead	-	-	-	10,460
Other	568	100	668	-
	<u>184,284</u>	<u>860,761</u>	<u>1,045,045</u>	<u>1,193,165</u>

SUMMARY:

	Total Funds 2023	Total Funds 2022
	£	£
Contract income	129,000	134,000
Grants	916,045	1,059,165
	<u>1,045,045</u>	<u>1,193,165</u>

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

6. COST OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted funds	Restricted funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Basildon Borough Council – Core Services	706	233,071	240,407	184,538
Brentwood Borough Council – Core Services	126,826	-	126,826	36,274
Brentwood Borough Council – Covid	-	-	-	1,000
Brentwood Community Fund - Outreach	-	2,233	2,233	-
British Gas Energy Trust	-	8,123	8,123	-
Castle Point	1,583	25,938	27,521	22,204
Citizens Advice Essex – Contain Management Outbreak Fund	-	38,921	38,921	180,840
Citizens Advice Essex – Energy Advice Programme	-	10,207	10,207	-
Citizens Advice Essex – Volunteer Recruitment	-	-	-	1
Citizens Advice Essex – Warm Homes	-	82,336	82,336	71,970
Citizens Advice Essex – Warm Start	-	18,734	18,734	21,990
Essex County Council – Core Services	-	-	-	8,774
Essex County Council – Covid-19 Recovery Fund	-	-	-	19,415
Essex County Council – Household Support Fund	-	31,525	31,525	66,665
Essex County Council – Out of Hours Help to Claim	-	19,159	19,159	-
HTC – Dip Checks	-	174,912	174,912	167,770
Macmillan Welfare Benefits	-	-	-	801
Mayflower Rotary Club	-	25,468	25,468	-
Money and Pensions Service	-	-	-	1,500
Multiply	-	194,032	194,032	173,873
National Citizens Advice – BEIS Softphones	-	9,942	9,942	-
National Citizens Advice – BEIS – Remote Working	-	-	-	420
National Citizens Advice – Windrush Compensation Scheme	-	-	-	21,903
Rochford and Rayleigh – Core Services	69,309	-	69,309	390
Rayleigh Town Council	-	-	-	68,420
Sanctuary Housing Association	-	-	-	1,000
	-	-	-	250
	198,424	874,601	1,079,655	1,049,998

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

6. COST OF CHARITABLE ACTIVITIES BY FUND TYPE (CONTINUED)

	Unrestricted funds	Restricted funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Talisman Charitable Trust	-	-	-	800
Thurrock VSDF - Core Services	-	69,099	69,099	52,560
Universal Credit Best Practice Lead	-	-	-	10,460
Other	-	-	-	-
	<u>198,424</u>	<u>943,700</u>	<u>1,142,124</u>	<u>1,113,818</u>

7. COST OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	2023 £	2022 £
Staff Costs	920,321	802,020
Partner Costs	-	68,795
Rent	30,950	34,695
Rates	4,382	13,849
Light & Heat	894	596
IT and Communication Costs	51,462	87,424
Postage & Stationery	7,145	4,662
Advertising	1,370	5,971
Training & Recruitment Costs	2,998	1,861
Staff and Volunteer Expenses	22,179	14,367
Publications & Subscriptions	19,790	12,723
Legal & Professional Fees	4,861	-
Depreciation	13,494	20,649
Bank Charges	118	161
Sundry	1,856	852
	<u>1,081,820</u>	<u>1,068,625</u>
Support costs (see note 8)	51,936	37,715
Governance costs (see note 8)	8,368	7,478
	<u>1,142,124</u>	<u>1,113,818</u>
Analysis by fund		
Unrestricted	198,424	117,769
Restricted	943,700	996,049
	<u>1,142,124</u>	<u>1,113,818</u>

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

8. SUPPORT & GOVERNANCE COSTS

Support costs	2023	2022
	£	£
Staff Costs	38,274	21,695
Rent	1,287	938
Rates	182	375
Light & Heat	37	16
IT and Communication Costs	2,140	2,364
Postage & Stationery	297	126
Legal & Professional Fees	5,040	4,660
Depreciation	561	558
Bookkeeping and payroll	1,773	1,257
Cleaning, Repairs and maintenance	2,345	5,726
	<u>51,936</u>	<u>37,715</u>
Governance costs	2023	2022
	£	£
Audit and accountancy fees	8,368	6,900
AGM Expenses	-	578
	<u>8,368</u>	<u>7,478</u>

The support and governance costs have been allocated based on the percentage staff time relating to support and governance activities during the year.

9. INCOME FOR THE YEAR

Net resources are stated after charging:

	2023	2022
	£	£
Depreciation	14,055	21,207
Other operating leases	13,927	17,824

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no Trustees' remuneration or benefits for the year ended 31 March 2023, nor for the year ended 31 March 2022.

Trustees' expenses

There were £nil Trustees' expenses paid during the year ended 31 March 2023 (2022: £nil).

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

11. STAFF COSTS

	2023	2022
	£	£
Wages and salaries	867,228	750,000
Employers National Insurance	66,378	54,858
Pension costs	24,989	18,857
	<u>958,595</u>	<u>823,715</u>

The total employee benefits paid to the charity's key management personnel for the year ended 31 March 2023 was £171,922 (2022: £153,337).

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

	2022	2021
Provision of advice and support	38	32
Management and administration of charity	6	6
	<u>44</u>	<u>38</u>

The vast majority of employees were part time.

No employee received remuneration of more than £60,000 during the year (2022: Nil).

12. AUDITORS' REMUNERATION

The auditors' remuneration paid in the year to 31 March 2023 was £4,320 (2022: £4,140)

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13. TANGIBLE FIXED ASSETS

	Leasehold Improvements £	Fixtures and Fittings £	Computer Equipment £	Totals £
COST				
At 1 April 2022	30,000	20,095	81,282	131,377
Additions	-	-	1,600	1,600
Disposals	-	-	-	-
At 31 March 2023	30,000	20,095	82,882	132,977
DEPRECIATION				
At 1 April 2022	30,000	16,170	44,649	90,819
Charge for the year	-	1,264	12,791	14,055
On disposals	-	-	-	-
At 31 March 2023	30,000	17,434	57,440	104,874
NET BOOK VALUE				
At 31 March 2023	-	2,661	25,442	28,103
At 31 March 2022	-	3,925	36,633	40,558

14. FIXED ASSET INVESTMENTS

	2023 £	2022 £
Listed investments		
Market value at 1 April 2022	173,297	-
Additions at cost	-	175,000
Loss on revaluation	(10,650)	(1,703)
Market value at 31 March 2023	162,647	173,297
	2023 £	2022 £
Investments at fair value Comprised:		
Equities	53,318	87,197
Fixed interest securities	37,161	60,131
Alternatives	58,811	-
Cash held within the investment portfolio	13,357	-
Total	162,647	173,297

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Prepayments and accrued income	77,142	69,911
	<u>77,142</u>	<u>69,911</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Taxation and social security	23,534	18,379
Other creditors	4,749	3,624
Accruals and deferred income	39,737	29,068
	<u>68,020</u>	<u>51,071</u>

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

17. MOVEMENT IN FUNDS

	At 1 April 2022	Net movement in funds	At 31 March 2023
	£	£	£
UNRESTRICTED FUNDS			
General fund	504,987	(71,799)	433,188
Designated fund	-	-	-
	<u>504,987</u>	<u>(71,799)</u>	<u>433,188</u>
RESTRICTED FUNDS			
Basildon Borough Council – Core Services	46,714	(23,971)	22,743
Brentwood Community Fund - Outreach	-	-	-
British Gas Energy Trust	-	-	-
Castle Point Council – Universal Credit	-	-	-
Citizens Advice Essex – Contain Management Outbreak Fund	6,022	(6,022)	-
Citizens Advice Essex – Energy Advice Programme	-	-	-
Citizens Advice Essex - Warm Homes	-	-	-
Citizens Advice Essex - Warm Start	-	-	-
Essex County Council – Household Support Fund	-	-	-
Essex County Council – Out Of Hours Help to Claim	-	-	-
Macmillan Welfare Benefits	-	-	-
Money and Pensions Service	-	-	-
Multiply	-	-	-
Thurrock VSDF – Core Services	500	(500)	-
Other	-	-	-
	<u>53,236</u>	<u>(30,493)</u>	<u>22,743</u>
TOTAL FUNDS	<u>558,223</u>	<u>(102,292)</u>	<u>455,931</u>

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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	189,721	198,424	10,650	(52,446)	(71,799)
Designated fund	-	-	-	-	-
	<u>189,721</u>	<u>198,424</u>	<u>10,650</u>	<u>(52,446)</u>	<u>(71,799)</u>
RESTRICTED FUNDS					
Basildon Borough Council – Core Services	209,100	233,071	-	-	(23,971)
Brentwood Community Fund - Outreach	1,667	2,233	-	566	-
British Gas Energy Trust	8,123	8,123	-	-	-
Castle Point Council – Universal Credit	15,900	25,938	-	10,038	-
Citizens Advice Essex – Contain Management Outbreak Fund	43,138	38,921	-	(10,239)	(6,022)
Citizens Advice Essex – Energy Advice Programme	10,100	10,207	-	107	-
Citizens Advice Essex - Warm Homes	78,577	82,336	-	3,759	-
Citizens Advice Essex - Warm Start	16,651	18,734	-	2,083	-
Essex County Council – Household Support Fund	31,497	31,525	-	28	-
Essex County Council – Out Of Hours	19,668	19,159	-	(509)	-
Help to Claim	160,133	174,912	-	14,779	-
Macmillan Welfare Benefits	25,698	25,468	-	(230)	-
Money and Pensions Service	176,122	194,032	-	17,910	-
Multiply	10,000	9,942	-	(58)	-
Thurrock VSDF – Core Services	54,287	69,099	-	14,312	(500)
Other	100	-	-	(100)	-
	<u>860,761</u>	<u>943,700</u>	<u>-</u>	<u>52,446</u>	<u>(30,493)</u>
TOTAL FUNDS	<u>1,050,482</u>	<u>1,142,124</u>	<u>10,650</u>	<u>-</u>	<u>(102,292)</u>

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

17. MOVEMENTS IN FUNDS (CONTINUED)

Comparatives for 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	478,799	79,424	558,223

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

17. MOVEMENTS IN FUNDS (CONTINUED)

Comparative 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>

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 BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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 2023 was 14.

20. CONTROL

The charity is controlled by its Trustees/Directors.

21. FUNDS HELD AS AGENT

No balances were held as agent as at 31 March 2023.

The following funds were received and paid by the charity as agent as at 31 March 2022:

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

22. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

23. POST BALANCE SHEET EVENT

On the 1st October 2023 Citizens Advice South Essex Limited merged with Citizens Advice Braintree, Halstead & Witham and renamed as Citizens Advice Braintree & South Essex Limited.

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

23. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

	Year ended 31 March 2022		
	Unrestricted funds	Restricted funds	Total Funds
	£	£	£
Income from:			
Donations and legacies	1,203	-	1,203
Investments	577	-	577
Charitable activities	168,569	1,024,596	1,193,165
Total income	170,349	1,024,596	1,194,945
Expenditure on:			
Charitable activities	117,769	996,049	1,113,818
Total expenditure	117,769	996,049	1,113,818
Gains / losses on investment assets	(1,703)	-	(1,703)
Net income / (expenditure) before transfers	50,877	28,547	79,424
Transfers between funds	1,563	(1,563)	-
Net income / (expenditure) for the year	52,440	26,984	79,424
Reconciliation of funds			
Total funds brought forward	452,547	26,252	478,799
Total funds carried forward	504,987	53,236	558,223

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations	3,742	1,203
Investment income		
Deposit account interest	1,695	577
Incoming resources from charitable activities		
Grants	1,045,045	1,193,165
Total incoming resources	1,050,482	1,194,945
RESOURCES EXPENDED		
Charitable activities		
Wages	933,606	804,858
Partner costs	-	68,795
Rent	32,237	35,633
Rates, water and insurance	4,564	14,224
Light and heat	931	612
Telephone	33,691	33,232
Postage and stationery	7,442	4,788
Advertising	1,370	5,971
Sundries	1,856	852
Computer costs	19,911	56,556
Staff recruitment costs	1,814	1,075
Staff training	1,184	786
Staff and volunteer travel and subsistence	683	1,566
Staff and volunteer expenses	20,898	12,801
Staff and volunteer other costs	598	-
Publications and subscriptions	7,509	4,874
CA central charge	12,281	7,849
Legal and professional fees	9,901	4,660
Bookkeeping and payroll	1,773	1,257
Cleaning, repairs and maintenance	2,345	5,726
Bank charges	118	161
Pension costs	24,989	18,857
AGM expenses	-	578
Depreciation	14,055	21,207
	1,133,756	1,106,918

CITIZENS ADVICE BRAINTREE & SOUTH ESSEX LIMITED (PREVIOUSLY CITIZENS ADVICE SOUTH ESSEX LIMITED)
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
Governance Costs		
Audit and accountancy fees	8,368	6,900
	<u>8,368</u>	<u>6,900</u>
Total resources expended	<u>1,142,124</u>	<u>1,113,818</u>
Gains / (losses) on investment assets	(10,650)	(1,703)
Net income/(expenditure)	<u>(102,292)</u>	<u>79,424</u>

