

Charity Registration No. 1121196

Company Registration No. 06317053 (England and Wales)

BROXBOURNE CITIZENS ADVICE BUREAU
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

BROXBOURNE CITIZENS ADVICE BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	D. Smith	
	N. Thomas	
	A. Clarke	(Appointed 17 August 2020)
	S. Manzoor	(Appointed 31 August 2021)
	L. Newman	(Appointed 28 July 2020)
Charity number	1121196	
Company number	06317053	
Principal address	The Hub	
	275 Holdbrook Court	
	Holdbrook South	
	Waltham Cross	
	Herts	
	EN8 7SL	
Independent examiner	HB Accountants	
	Plumpton House	
	Plumpton Road	
	Hoddesdon	
	Hertfordshire	
	EN11 0LB	

BROXBOURNE CITIZENS ADVICE BUREAU

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BROXBOURNE CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's memorandum and articles of association, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives 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 Broxbourne and surrounding areas.

Vision: The charity seeks a future where the residents of Broxbourne are well informed and sufficiently confident to address their own advice needs and without the need for third party advocacy or representation.

Mission: The charity provides free, independent, confidential and impartial advice and advocacy to the residents of Broxbourne.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

At the end of the financial year 2019-2020 the board felt CA Broxbourne had successfully transitioned into an outreach based organisation and were continuing to grow our support in the community by delivering advice in Hoddesdon, Waltham Cross and Wormley. However right at the start of the year in April 2020 we had to totally re-organise ourselves again because of the Covid19 pandemic. Following an emergency board meeting and government advice, we agreed to cease all face to face consultations and switch to providing a remote digital service using telephones, computers, and email. This involved investing in a whole new infrastructure consisting of a large number of laptops, headphones, mobiles, softphone services and broadband connections. We needed to use just over £10k from our reserves to fund the investment, although this was replaced later in the year when we received a grant for equipment funding from the Department of Business, Energy and Industrial Strategy (BEIS). In addition, we invested in specialist software to enable supervision and auditing to continue remotely. Once the hardware had been received it required an intensive programme of training to ensure that all staff members knew how to use it and were able to get the most benefit from it. The remote working project activities were supported with grants from the Charities Aid Foundation, an underspend on the Broxbourne Better Futures project (due to the pandemic), Hertfordshire County Council and Hertfordshire Community Foundation.

The whole process took approximately nine weeks and by early June we were operating and providing advice to the community again, although we found that demand was less than normal. During the transition period, we were able to provide a small level of telephone advice to B3Living customers although once again we found that demand was in fact quite low.

For the remainder of the year, advice was delivered remotely.

B3Living continued to support us throughout 2020-2021 with the provision of an office in The Friary sheltered housing complex, although due to the pandemic we could only visit occasionally to pick up post and files needed for remote working.

BROXBOURNE CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Personnel

During the year we appointed four new Trustees. In July Luke Newman joined and in August we welcomed Annie Clarke, Marlena Mandat and Fiyaz Mughal to the board.

Unfortunately, we also saw some departures from the board. Pamela Mulcahy left the board in May, Paul Evans, interim Chair left in July, Chris Sharpe who had served for three years as Treasurer left in September and after nearly ten years of sterling service Mike Taylor also resigned and left in December. Fiyaz Mughal resigned and left in March.

In June 2020 we were sad to lose three staff members when the Broxbourne Better Futures project ended after three years of working with partners Chex and Herts Mind Network to address multiple deprivation experienced by families in Waltham Cross.

In January 2021 our CEO Jo O'Boyle resigned and left in April. Jo had been in post for nearly eighteen months and had overseen the transition to remote based advice.

A huge thanks goes out to each and every one of our staff and volunteers who have given so much time and dedication in what have been very difficult and challenging circumstances. Special mention should go to Joan Bowen, Maxine Bromyard and Gillie White who have all risen to the task and ensured our service has continued during this very trying period.

Governance

The resignation of Jo O'Boyle (CEO) provided an opportunity for the board to look at our sustainability. After an in-depth discussion on the best way to ensure that we continued to deliver maximum value to our community, we decided that we should investigate merging with a neighbouring LCA. We approached East Herts Citizens Advice and began a detailed process to analyse the pros and cons of the two organisations merging. This involved both parties producing a business plan to allow complete scrutiny and plan the best way forward. Ultimately though it was decided that it wasn't the best time to merge, but that it could be re-visited in the future. A major responsibility of the board is to always be aware of our sustainability and for this reason merger is always an option that must be open for consideration.

The Leadership Self-Assessment (LSA), a requirement of our membership of national Citizens Advice, was planned for December 2020 and was due to be a light touch telephone assessment. However, due to the pandemic it was cancelled. However the LSA for 2021 will go ahead as planned.

Outcomes

During 2020-2021 our advice was given by a variety of paid staff and volunteers. We increasingly relied on volunteers to deliver the advice as it provided the most sustainable way of reaching the maximum amount of residents. In the year to 31 March 2021, CA Broxbourne delivered free, independent, impartial and confidential advice and casework support to 1,103 clients. This entailed dealing with 3,536 separate issues. The service is quality assured and advice has been given on many topics, mainly housing, debt, benefit and tax credits, universal credit, financial services and capability, relationships and family, legal advice, health and social care, consumer and immigration. The provision of such advice has generated a financial benefit of approaching £2,230,000 to Broxbourne residents.

Principal Funding Sources

The major sources of funding during 2020-2021 for the operations of CA Broxbourne are Broxbourne Council, B3Living, and Hertfordshire County Council (Crisis Prevention via the Hertfordshire Citizens Advice Service HCAS), to all of whom we are extremely grateful.

BROXBOURNE CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

Income increased from £168,049 in the year to 31 March 2020 to £215,897 primarily as a result of additional short-term funding to support the service during the Covid pandemic and new funding for a debt advice trainee provided by the Money and Pension Service (MaPS). As well as £30,000 core funding and further funding to assist people applying for Settled Status from the Borough of Broxbourne, the charity received income from Big Lottery, B3Living, Citizens Advice (Help to Claim Universal Credit, and MaPS debt advice), Hertfordshire County Council councillors' locality grants, the Winter Grant Fund via HCAS, Hertfordshire County Council Crisis Prevention and Scams Awareness (via HCAS), Hertfordshire Community Foundation, BEIS, the Department for Environment, Food and Rural Affairs (DEFRA) via HCAS, the Charities Aid Foundation and Wormley and Turnford Big Local.

Expenditure totalled £170,738 in the year to 31 March 2020 compared to £193,085 for the previous year. The decrease was primarily due to reduced support staff costs as we became a leaner and more efficient organisation. Reduced costs for rent, printing, stationery, travel and training (with courses going online) were offset by increased spending on telephone, communications and computer equipment.

As a result of income exceeding expenditure, fund balances increased by £45,159 to £160,588 in the year to 31 March 2021.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's running costs. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised or expenditure reduced and to meet any contractual liabilities. In the face of continuing uncertainty over future levels of core funding from the Borough of Broxbourne, the board have ensured that reserves were maintained at a level significantly higher than that required by strict policy requirements.

Aside from retaining reserves each year, most of the charity's funds are spent on its charitable aims and there are no funds for long term investment. Cash flows are proactively managed to maximise the benefit of short and medium term interest accounts.

The charity has a risk management strategy which comprises of:

- (i) An annual review of risks which the charity may have to face;
- (ii) The establishment of systems and procedures to mitigate those risks; and
- (iii) The implementation of procedures designed to report on and minimise any potential impact on the charity should any of those risks materialise.

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- (iii) The implementation of procedures designed to report on and minimise any potential impact on the charity should any of those risks materialise.

Structure, governance and management

The charity is a recognised charity and is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

R.M. Taylor	(Resigned 31 December 2020)
P.A.G. Mulcahy	(Resigned 26 May 2020)
C.A. Sharpe	(Resigned 29 September 2020)
D. Smith	
P. Evans	(Resigned 28 July 2020)
N. Thomas	

BROXBOURNE CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

A. Clarke	(Appointed 17 August 2020)
S. Manzoor	(Appointed 31 August 2021)
L. Newman	(Appointed 28 July 2020)

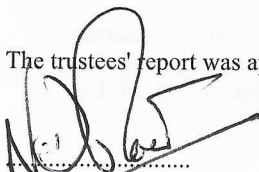
The charity conforms to the Citizens Advice national service recruitment process and newly elected trustees attend induction training offered by Citizens Advice and thereafter are actively encouraged to attend further training sessions. They are also encouraged to attend and participate in the national AGM and other forums where they can take part in discussions about the direction of the service nationally.

All serving trustees are required to declare actual or potential conflicts of interest. Records of these are maintained by the company secretary. Skills audits of the Board are regularly carried out to ensure that the Board continues to maintain and develop the necessary knowledge and experience required to effectively fulfil its legal and strategic functions.

The charity is governed by a Board of Trustees which formally meets regularly during the year and also communicated by email, with decisions ratified by full board meetings. There is also an executive committee to support the strategic management of the charity.

The post of Chief Executive Officer is currently vacant. The duties of the Chief Executive Officer are split between the Charity Business Manager M. Bromyard and the Charity Advice and Operations Manager G. White.

The trustees' report was approved by the Board of Trustees.



N. Thomas

Trustee

Dated: 30.11.21

BROXBOURNE CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BROXBOURNE CITIZENS ADVICE BUREAU

I report to the trustees on my examination of the financial statements of Broxbourne Citizens Advice Bureau (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



HB Accountants

Plumpton House
Plumpton Road
Hoddesdon
Hertfordshire
EN11 0LB

Dated: 7/12/21

BROXBOURNE CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Current financial year						
		Unrestricted funds	Designated funds	Restricted funds	Total	Total
		2021	2021	2021	2021	2020
	Notes	£	£	£	£	£
<u>Income and endowments from:</u>						
Donations and legacies	3	6,190	-	1,213	7,403	-
Charitable activities	4	44,750	-	163,681	208,431	167,664
Investments	5	44	-	-	44	256
Other income	6	19	-	-	19	129
Total income		51,003	-	164,894	215,897	168,049
<u>Expenditure on:</u>						
Charitable activities	7	14,121	-	156,617	170,738	193,085
Net incoming/(outgoing) resources before transfers		36,882	-	8,277	45,159	(25,036)
Gross transfers between funds		(10,778)	-	10,778	-	-
Net incoming/(outgoing) resources		26,104	-	19,055	45,159	(25,036)
Fund balances at 1 April 2020		85,429	30,000	-	115,429	140,465
Fund balances at 31 March 2021		111,533	30,000	19,055	160,588	115,429

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BROXBOURNE CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year

		Unrestricted funds	Designated funds	Restricted funds	Total
		2020	2020	2020	2020
	Notes	£	£	£	£
<u>Income and endowments from:</u>					
Charitable activities	4	30,000	-	137,664	167,664
Investments	5	256	-	-	256
Other income	6	129	-	-	129
Total income		30,385	-	137,664	168,049
<u>Expenditure on:</u>					
Charitable activities	7	52,115	-	140,970	193,085
Net incoming/(outgoing) resources before transfers		(21,730)	-	(3,306)	(25,036)
Gross transfers between funds		3,426	-	(3,426)	-
Net income/(expenditure) for the year/ Net movement in funds		(18,304)	-	(6,732)	(25,036)
Fund balances at 1 April 2019		103,733	30,000	6,732	140,465
Fund balances at 31 March 2020		85,429	30,000	-	115,429

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BROXBOURNE CITIZENS ADVICE BUREAU

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	11		7,892		4,412
Current assets					
Debtors	12	41,064		294	
Cash at bank and in hand		130,265		120,355	
		171,329		120,649	
Creditors: amounts falling due within one year	13	(18,633)		(9,632)	
Net current assets			152,696		111,017
Total assets less current liabilities			160,588		115,429
Income funds					
Restricted funds	14		19,055		-
Unrestricted funds			141,533		115,429
			160,588		115,429


The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 30.11.21


N. Thomas
Trustee

Company Registration No. 06317053

BROXBOURNE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Broxbourne Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's articles of association, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

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

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

1.5 Expenditure

Expenditure is accounted for on an accruals basis.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	33% reducing balance
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BROXBOURNE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (continued)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

BROXBOURNE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (continued)

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity'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 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2021 £	2021 £	2021 £	2020 £
CJRS grants receivable	6,190	1,213	7,403	-

4 Charitable activities

	2021 £	2020 £
Services provided under contract	163,681	137,664
Core grant	44,750	30,000
	208,431	167,664
Analysis by fund		
Unrestricted funds	44,750	30,000
Restricted funds	163,681	137,664
	208,431	167,664

5 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Interest receivable	44	256

BROXBOURNE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

6 Other income

Unrestricted funds 2021 £	Unrestricted funds 2020 £
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Other income	19	129
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7 Charitable activities

2021 £	2020 £
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Staff costs	108,798	149,199
Staff and volunteer expenses	20	7,381
Office	7,469	8,255
Premises	-	7,300
Other	-	597
Project contract services	3,976	6,161

Share of support costs (see note 8)	120,263	178,893
Share of governance costs (see note 8)	44,289	7,548
	6,186	6,644

Analysis by fund

Unrestricted funds	14,121	52,115
Restricted funds	156,617	140,970
	170,738	193,085

BROXBOURNE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	30,064	-	30,064	-	-	-
Depreciation	3,887	-	3,887	3,530	-	3,530
Staff and volunteers expenses	819	-	819	1,349	-	1,349
Office	8,420	-	8,420	45	-	45
Premises	571	-	571	2,624	-	2,624
Other	528	-	528	-	-	-
Accountancy	-	3,000	3,000	-	2,880	2,880
Legal and professional	-	3,095	3,095	-	2,603	2,603
Other	-	91	91	-	1,161	1,161
	<u>44,289</u>	<u>6,186</u>	<u>50,475</u>	<u>7,548</u>	<u>6,644</u>	<u>14,192</u>
Analysed between Charitable activities	<u>44,289</u>	<u>6,186</u>	<u>50,475</u>	<u>7,548</u>	<u>6,644</u>	<u>14,192</u>

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration from the charity during the year.

Travel expenses were paid to two of the trustees in the year, being P. Evans £Nil (2020: £1,142) and N. Thomas £91 (2020: £19).

BROXBOURNE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Chief executive	1	1
Advisors	6	8
Administration	1	1
	<u>8</u>	<u>10</u>

Employment costs

	2021 £	2020 £
Wages and salaries	131,112	142,716
Social security costs	4,097	2,967
Other pension costs	3,653	3,516
	<u>138,862</u>	<u>149,199</u>

There were no employees whose annual remuneration was £60,000 or more.

11 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2020	33,912
Additions	7,367
	<u>41,279</u>
At 31 March 2021	
Depreciation and impairment	
At 1 April 2020	29,500
Depreciation charged in the year	3,887
	<u>33,387</u>
At 31 March 2021	
Carrying amount	
At 31 March 2021	7,892
	<u>4,412</u>
At 31 March 2020	

BROXBOURNE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Debtors

	2021	2020
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	41,064	294

13 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other creditors	5,648	304
Accruals and deferred income	12,985	9,328
	18,633	9,632

14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2020	Movement in funds		Transfers	Balance at 31 March 2021
	£	Incoming resources	Resources expended	£	£
B3Living	-	24,167	(21,753)	-	2,414
Crisis Prevention	-	28,837	(23,823)	-	5,014
Covid recovery/capacity	-	37,972	(28,909)	-	9,063
Help to Claim	-	17,867	(18,137)	270	-
EU Settlement project	-	6,652	(6,656)	4	-
Scams Awareness	-	7,001	(6,968)	(33)	-
Wormley and Turnford Big Local	-	1,211	(4,251)	3,040	-
Money and Pensions Service	-	17,091	(13,255)	(3,836)	-
BEIS Building Capital	-	10,000	(10,027)	27	-
BEIS Equipment	-	8,143	(5,579)	-	2,564
Big Lottery Broxbourne Better Futures	-	5,953	(17,259)	11,306	-
	-	164,894	(156,617)	10,778	19,055

BROXBOURNE CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

15 Analysis of net assets between funds

	General funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:					
Tangible assets	7,892	-	-	7,892	4,412
Current assets/(liabilities)	103,641	30,000	19,055	152,696	111,017
	<u>111,533</u>	<u>30,000</u>	<u>19,055</u>	<u>160,588</u>	<u>115,429</u>

16 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	<u>24,000</u>	<u>30,513</u>

There were no other disclosable related party transactions during the year (2020 - none).

PROPOSED CHANGES TO THE

STATE OF NEW YORK

AND THE

1. The following changes are proposed:

Section	Current	Proposed
1.1	1.1	1.1
1.2	1.2	1.2
1.3	1.3	1.3
1.4	1.4	1.4
1.5	1.5	1.5
1.6	1.6	1.6
1.7	1.7	1.7
1.8	1.8	1.8
1.9	1.9	1.9
1.10	1.10	1.10
1.11	1.11	1.11
1.12	1.12	1.12
1.13	1.13	1.13
1.14	1.14	1.14
1.15	1.15	1.15
1.16	1.16	1.16
1.17	1.17	1.17
1.18	1.18	1.18
1.19	1.19	1.19
1.20	1.20	1.20
1.21	1.21	1.21
1.22	1.22	1.22
1.23	1.23	1.23
1.24	1.24	1.24
1.25	1.25	1.25
1.26	1.26	1.26
1.27	1.27	1.27
1.28	1.28	1.28
1.29	1.29	1.29
1.30	1.30	1.30
1.31	1.31	1.31
1.32	1.32	1.32
1.33	1.33	1.33
1.34	1.34	1.34
1.35	1.35	1.35
1.36	1.36	1.36
1.37	1.37	1.37
1.38	1.38	1.38
1.39	1.39	1.39
1.40	1.40	1.40
1.41	1.41	1.41
1.42	1.42	1.42
1.43	1.43	1.43
1.44	1.44	1.44
1.45	1.45	1.45
1.46	1.46	1.46
1.47	1.47	1.47
1.48	1.48	1.48
1.49	1.49	1.49
1.50	1.50	1.50
1.51	1.51	1.51
1.52	1.52	1.52
1.53	1.53	1.53
1.54	1.54	1.54
1.55	1.55	1.55
1.56	1.56	1.56
1.57	1.57	1.57
1.58	1.58	1.58
1.59	1.59	1.59
1.60	1.60	1.60
1.61	1.61	1.61
1.62	1.62	1.62
1.63	1.63	1.63
1.64	1.64	1.64
1.65	1.65	1.65
1.66	1.66	1.66
1.67	1.67	1.67
1.68	1.68	1.68
1.69	1.69	1.69
1.70	1.70	1.70
1.71	1.71	1.71
1.72	1.72	1.72
1.73	1.73	1.73
1.74	1.74	1.74
1.75	1.75	1.75
1.76	1.76	1.76
1.77	1.77	1.77
1.78	1.78	1.78
1.79	1.79	1.79
1.80	1.80	1.80
1.81	1.81	1.81
1.82	1.82	1.82
1.83	1.83	1.83
1.84	1.84	1.84
1.85	1.85	1.85
1.86	1.86	1.86
1.87	1.87	1.87
1.88	1.88	1.88
1.89	1.89	1.89
1.90	1.90	1.90
1.91	1.91	1.91
1.92	1.92	1.92
1.93	1.93	1.93
1.94	1.94	1.94
1.95	1.95	1.95
1.96	1.96	1.96
1.97	1.97	1.97
1.98	1.98	1.98
1.99	1.99	1.99
2.00	2.00	2.00

2. The following changes are proposed:

3. The following changes are proposed:

Section	Current	Proposed
2.1	2.1	2.1
2.2	2.2	2.2
2.3	2.3	2.3
2.4	2.4	2.4
2.5	2.5	2.5
2.6	2.6	2.6
2.7	2.7	2.7
2.8	2.8	2.8
2.9	2.9	2.9
2.10	2.10	2.10
2.11	2.11	2.11
2.12	2.12	2.12
2.13	2.13	2.13
2.14	2.14	2.14
2.15	2.15	2.15
2.16	2.16	2.16
2.17	2.17	2.17
2.18	2.18	2.18
2.19	2.19	2.19
2.20	2.20	2.20
2.21	2.21	2.21
2.22	2.22	2.22
2.23	2.23	2.23
2.24	2.24	2.24
2.25	2.25	2.25
2.26	2.26	2.26
2.27	2.27	2.27
2.28	2.28	2.28
2.29	2.29	2.29
2.30	2.30	2.30
2.31	2.31	2.31
2.32	2.32	2.32
2.33	2.33	2.33
2.34	2.34	2.34
2.35	2.35	2.35
2.36	2.36	2.36
2.37	2.37	2.37
2.38	2.38	2.38
2.39	2.39	2.39
2.40	2.40	2.40
2.41	2.41	2.41
2.42	2.42	2.42
2.43	2.43	2.43
2.44	2.44	2.44
2.45	2.45	2.45
2.46	2.46	2.46
2.47	2.47	2.47
2.48	2.48	2.48
2.49	2.49	2.49
2.50	2.50	2.50
2.51	2.51	2.51
2.52	2.52	2.52
2.53	2.53	2.53
2.54	2.54	2.54
2.55	2.55	2.55
2.56	2.56	2.56
2.57	2.57	2.57
2.58	2.58	2.58
2.59	2.59	2.59
2.60	2.60	2.60
2.61	2.61	2.61
2.62	2.62	2.62
2.63	2.63	2.63
2.64	2.64	2.64
2.65	2.65	2.65
2.66	2.66	2.66
2.67	2.67	2.67
2.68	2.68	2.68
2.69	2.69	2.69
2.70	2.70	2.70
2.71	2.71	2.71
2.72	2.72	2.72
2.73	2.73	2.73
2.74	2.74	2.74
2.75	2.75	2.75
2.76	2.76	2.76
2.77	2.77	2.77
2.78	2.78	2.78
2.79	2.79	2.79
2.80	2.80	2.80
2.81	2.81	2.81
2.82	2.82	2.82
2.83	2.83	2.83
2.84	2.84	2.84
2.85	2.85	2.85
2.86	2.86	2.86
2.87	2.87	2.87
2.88	2.88	2.88
2.89	2.89	2.89
2.90	2.90	2.90
2.91	2.91	2.91
2.92	2.92	2.92
2.93	2.93	2.93
2.94	2.94	2.94
2.95	2.95	2.95
2.96	2.96	2.96
2.97	2.97	2.97
2.98	2.98	2.98
2.99	2.99	2.99
3.00	3.00	3.00