

Charity registration number 1121196

Company registration number 06317053 (England and Wales)

BROXBOURNE CITIZENS ADVICE BUREAU
ANNUAL REPORT AND UNAUDITED FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

BROXBOURNE CITIZENS ADVICE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	D. Smith A.M. Clarke S.E. Norgrove R.M. Spiers	(Appointed 25 October 2022) (Appointed 7 June 2023)
Chief Executive Officer	M. Mansour	
Charity number	1121196	
Company number	06317053	
Principal address	The Hub 275 Holdbrook Court Holdbrook South Waltham Cross Herts EN8 7SL	
Registered office	28 Plumpton House Plumpton Road Hoddesdon Hertfordshire EN11 0LB	
Independent examiner	HB Accountants 28 Plumpton House Plumpton Road Hoddesdon Hertfordshire EN11 0LB	
Bankers	HSBC 34 Broad Walk Harlow CM20 1JA	

BROXBOURNE CITIZENS ADVICE

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BROXBOURNE CITIZENS ADVICE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

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

Citizens Advice Broxbourne continued to deliver support and advice to the residents of Broxbourne, Hoddesdon, Cheshunt and Waltham Cross. At the start of the year, we were delivering advice by telephone and limited face-to-face appointments at the Holdbrook Hub in Waltham Cross and Wormley Community Centre, in partnership with Wormley and Turnford Big Local (WTBL).

As the year progressed and due to flooding in Holdbrook Hub in Waltham Cross, we enhanced our outreach model to operate face-to-face advice appointments in different locations. We took steps to increase the locations where we offer face-to-face client appointments, and in June we started extensive outreach face-to-face advice at the Council rooms in Broxbourne District Council offices, Hoddesdon Library and CVSBEH offices in Waltham Cross. Thanks to contributions from Broxbourne District Councils and Shanly Foundation who made it possible for us to expand our outreach service.

As our advisers moved on to use the national Citizens Advice telephone platform Adviceline, using a dedicated freephone number for Broxbourne residents. This improved access to our service because outside the hours worked by our advisers, calls can be answered on the same number by other local Citizens Advice offices or the national backup centres. Clients may receive immediate help, but if they need local advice they are referred on to us for a call back. Some of our advisers also take calls for other Citizens Advice offices and we participate in responses to emails in the national queue, as part of our Citizens Advice membership commitment.

Although the majority of our advice continues to be delivered by telephone, we can now provide face-to-face advice where this is needed, and thanks to funding from the National Lottery Awards for All, we will be developing other channels, including video and email advice, over the next year.

Personnel

The organisation continues to be led by an active trustee board which holds bi-monthly meetings. Following the resignation of previous CEO, the charity has been led by an interim-CEO Maxine Bromyard. The trustee board reviewed the organisation's financial position and decided that we would need a CEO for a minimum of four days per week to fulfil the role effectively.

With no immediate replacement for the CEO, the decision was taken by the Board to form a three-way senior management team to lead the operational activity and plan for the future. The team consisted of Gillie White, Charity Advice and Operations Manager; Maxine Bromyard, Charity Business Manager and Neil Thomas, Chair. Citizens Advice Broxbourne continued to function well during this period with outputs improving and the numbers of clients increasing.

With support from Broxbourne District Council and the investment in a Business Development Manager, which has been a successful endeavor. We have been able to secure multi-year funding from Henry Smith and National Lottery to recruit a new chief executive officer and enhance our specialist advice service staffing.

BROXBOURNE CITIZENS ADVICE

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

In May we made contact with Broxbourne Borough Council and were given the opportunity to present our forward strategy and outputs. We met virtually with Jeff Stack, CEO, and Sandra Beck, Director of Finance. Our aim was to secure additional core funding in the region of £50,000 per annum to enable us to recruit a new CEO. Unfortunately, the Council were unable to make that commitment, but did agree to our other suggestion of part-funding a Business Development Manager (BDM) with additional funding of £40,000 over 18 months. Karyn Jones was appointed as our BDM and started work with us in September.

To prepare for the future, we needed to update our strategic plan. We were assisted in this task by the Strategic Change Consultant from Citizens Advice. We held an “away day” at the Hub in Waltham Cross during November, including the trustee board and representatives from volunteers and paid staff. The day was well structured, with inputs from everyone. The output was a four-point plan for the next three years focusing on the four cornerstones of service delivery, fund raising, governance and equality and diversity. The plan has been crafted into a document that is published on our website and revisited in sections at each Board meeting.

In January, the Board met to consider the next stage in our development. With reference to the strategic plan, we decided to recruit internally for a new CEO on a 12 month contract. This was in no small way due to the success Karyn had in securing extra funding, which increased confidence in future bids. The Board approved the use of some of the reserves to be used in the event that the projected funds didn’t materialise. Maxine Bromyard was appointed as our new CEO and commenced her duties in February.

Governance

At the end of 2021 Citizens Advice Broxbourne carried out a leadership self-assessment (LSA) exercise. This is a requirement of our membership of national Citizens Advice. It consists of a rigorous audit that examines nine different areas of leadership and helps the trustees to measure how well they, and the organisation are performing. It also identifies where improvements can be introduced. This year the LSA was in Year 2 of a 3-year cycle and consisted of a telephone review following the submission of reports compiled by the senior management team and Board. The assessment was good overall, but updates were required in two specific areas. These were addressed, and following an additional call, Citizens Advice Broxbourne scored yellow in both Leadership and Equality Leadership, indicating that we had fully met the standard and are passported to external quality marks.

Advice Giving

In the year to 31 March 2023, CA Broxbourne delivered free, independent, impartial and confidential advice and casework support to 1,614 clients. This entailed dealing with 6947 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 £ 883,127 to Broxbourne residents.

Principal Funding Sources

The major sources of funding during 2022–2023 for the operations of Citizens Advice Broxbourne are Broxbourne Council, B3 Living Ltd., Hertfordshire County Council (Crisis Prevention via the Hertfordshire Citizens Advice Service HCAS), Henry Smith, National Lottery, and the Postcode Places Trust, to all of whom we are extremely grateful.

During the year, there were some changes to the trustee board. In November 2022, Neil Thomas, who had served as chair for almost two years, resigned. In February 2023, Treasurer Sajad Manzoor resigned. Selina Norgrove, has been appointed in October 2022 and has become the chair of the board in November 2022. Active recruitment is ongoing for new trustees to develop the board’s capacity.

A huge thanks goes out to each and every one of our staff and volunteers who continue to give so much time and dedication to delivery of a quality service for the people of Broxbourne.

BROXBOURNE CITIZENS ADVICE

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

Financial review

Income increased from £232,848 in the year to 31 March 2022 to £235,524. Short-term funding to assist through the Covid pandemic in 2020-21 ended and was partly replaced by additional funding from Hertfordshire County Council through HCAS to help clients through the Covid recovery period, particularly during the winter months.

As well as £30,000 core funding, the £20,000 BDM grant and a further £7,500 Covid Recovery grant from Broxbourne Borough Council, the charity received income from the ICS for Cost of Living Adviser via HCAS, B3Living, Hertfordshire County Council Crisis Prevention (via HCAS), Citizens Advice (Core Service Expansion), the Police and Crime Commissioner, Hertfordshire Community Foundation, the Henry Smith Charity and the National Lottery Innovation and Leadership fund.

Expenditure totalled £233,843 in the year to 31 March 2022 compared to £190,531 for the previous year, the increase primarily due to the employment of the BDM from September and a ongoing employment for specialist advisers under the Henry Smith charity project for our specialist housing and debt advisers, offset by reduced spending on infrastructure following the Covid remote working setup period.

As a result of income exceeding expenditure, fund balances increased by £1,681 to 204,586 in the year to 31 March 2023.

The trustees have determined to retain a minimum level of reserves to meet unexpected events (such as a significant loss of funding). The amount of reserves has been calculated as a proportion to cover restructure and redundancy costs and the remaining amount to maintain the service as a going concern while applying for replacement funding. The trustees consider that a level of between 4 and 6 months of operating costs, based on the average monthly expenditure in the 2021-22 accounts, should be held in reserve.

The higher reserves policy figure at 31st March 2023, based on average monthly expenditure in 2022-23, equates to £116,922. At the same date, general unrestricted funds were £135,968. Subtracting the fixed assets of £5,646 gives net unrestricted reserves of £130,322 which exceeds the higher reserves policy by around 14%. Trustees consider this is acceptable in the face of continuing uncertainty over future levels of core funding.

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.

Structure, governance and management

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

BROXBOURNE CITIZENS ADVICE

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

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:

D. Smith

N. Thomas

(Resigned 30 November 2022)

A.M. Clarke

S. Manzoor

(Resigned 3 February 2023)

S.E. Norgrove

(Appointed 25 October 2022)

R.M. Spiers

(Appointed 7 June 2023)

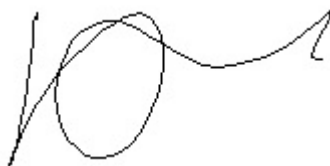
The charity conforms to the Citizens Advice national service recruitment process and newly elected trustees attend induction training offered by Citizens Advice and thereafter are actively encouraged to attend further training sessions. They are also encouraged to attend and participate in the national 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 Chief Executive Officer of the organisation is appointed by the trustees to manage the day-to-day operations of the charity. The Chief Executive Officer's pay is set and reviewed by the trustee board, using a benchmark against pay levels in other Local Citizens Advice offices of a similar size across the network. The current Chief Executive Officer is M. Mansour.

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



.....
D. Smith

Trustee

31/01/2023

Date:

BROXBOURNE CITIZENS ADVICE

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 2023.

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

28 Plumpton House
Plumpton Road
Hoddesdon
Hertfordshire
EN11 0LB

31/01/2023

Dated:

BROXBOURNE CITIZENS ADVICE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

		Unrestricted funds general	Unrestricted funds designated	Restricted funds	Total	Total
		2023	2023	2023	2023	2022
	Notes	£	£	£	£	£
<u>Income from:</u>						
Donations and legacies	3	1,091	-	-	1,091	10,457
Charitable activities	4	90,378	-	143,260	233,638	222,368
Investments	5	795	-	-	795	23
Total income		92,264	-	143,260	235,524	232,848
<u>Expenditure on:</u>						
Charitable activities	6	126,035	-	107,808	233,843	190,531
Net (expenditure)/income for the year/ Net movement in funds		(33,771)	-	35,452	1,681	42,317
Fund balances at 1 April 2022		114,739	55,000	33,166	202,905	160,588
Fund balances at 31 March 2023		80,968	55,000	68,618	204,586	202,905

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

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

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

FOR THE YEAR ENDED 31 MARCH 2023

Prior financial year

		Unrestricted funds general	Unrestricted funds designated	Restricted funds	Total
	Notes	2022 £	2022 £	2022 £	2022 £
<u>Income from:</u>					
Donations and legacies	3	10,457	-	-	10,457
Charitable activities	4	73,121	-	149,247	222,368
Investments	5	23	-	-	23
Total income		83,601	-	149,247	232,848
<u>Expenditure on:</u>					
Charitable activities	6	43,460	-	147,071	190,531
Net (outgoing)/incoming resources before transfers		40,141	-	2,176	42,317
Gross transfers between funds		(36,935)	25,000	11,935	-
Net (expenditure)/income for the year/ Net movement in funds		3,206	25,000	14,111	42,317
Fund balances at 1 April 2021		111,533	30,000	19,055	160,588
Fund balances at 31 March 2022		114,739	55,000	33,166	202,905

BROXBOURNE CITIZENS ADVICE

BALANCE SHEET

AS AT 31 MARCH 2023

				2023	
				2022	
Fixed assets		Notes	£	£	
			£	£	
Tangible assets	11	5,646			6,241
Current assets					
Debtors	12	-		12,396	
Cash at bank and in hand		236,930		193,907	
Creditors: amounts falling due within one year	13	236,930		206,303	
		37,990		9,639	
Net current assets		198,940			196,664
Total assets less current liabilities		204,586			202,905
The funds of the charity					
Restricted income funds	14	68,618			33,166
Unrestricted funds - general		80,968			114,739
Unrestricted funds - designated		55,000			55,000
		204,586			202,905

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 2023.

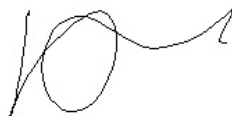
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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.

31/01/2023

The financial statements were approved by the trustees on



.....
D. Smith
Trustee

Company registration number 06317053 (England and Wales)

BROXBOURNE CITIZENS ADVICE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

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 or grantors 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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 the statement of financial activities.

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 general	Unrestricted funds general
	2023 £	2022 £
Donations and gifts	1,091	10,457

4 Charitable activities

	2023 £	2022 £
Services provided under contract	203,638	192,368
Core grant	30,000	30,000
	233,638	222,368
Analysis by fund		
Unrestricted funds - general	90,378	73,121
Restricted funds	143,260	149,247
	233,638	222,368

5 Investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	795	23

BROXBOURNE CITIZENS ADVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

6 Charitable activities

	2023 £	2022 £
Staff costs	139,630	91,345
Depreciation and impairment	3,315	-
Staff and volunteer expenses	6,834	41
Office	11,597	6,672
Other	4,168	2,066
	<hr/>	<hr/>
	165,544	100,124
Share of support costs (see note 7)	65,700	87,659
Share of governance costs (see note 7)	2,599	2,748
	<hr/>	<hr/>
	233,843	190,531
	<hr/>	<hr/>
Analysis by fund		
Unrestricted funds - general	126,035	43,460
Restricted funds	107,808	147,071
	<hr/>	<hr/>
	233,843	190,531
	<hr/>	<hr/>

7 Support costs allocated to activities

	2023 £	2022 £
Staff costs	38,898	66,645
Depreciation	-	3,076
Staff and volunteer expenses	2,146	435
Office	21,884	15,967
Premises	1,511	945
Other	1,261	591
Governance costs	2,599	2,748
	<hr/>	<hr/>
	68,299	90,407
	<hr/>	<hr/>

8 Trustees

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

BROXBOURNE CITIZENS ADVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Chief executive	1	1
Manager	1	-
Advisors	7	7
Administration	1	1
Community engagement and fundraising	1	-
	<hr/> 11	<hr/> 9

Employment costs

	2023 £	2022 £
Wages and salaries	167,651	147,374
Social security costs	6,765	6,361
Other pension costs	4,112	4,255
	<hr/> 178,528	<hr/> 157,990

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

10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

BROXBOURNE CITIZENS ADVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

11 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2022	42,704
Additions	2,720
	<hr/>
At 31 March 2023	45,424
	<hr/>
Depreciation and impairment	
At 1 April 2022	36,463
Depreciation charged in the year	3,315
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At 31 March 2023	39,778
	<hr/>
Carrying amount	
At 31 March 2023	5,646
	<hr/>
At 31 March 2022	6,241
	<hr/>

12 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Prepayments and accrued income	-	12,396
	<hr/>	<hr/>

13 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	1,004	-
Other creditors	958	771
Accruals and deferred income	36,028	8,868
	<hr/>	<hr/>
	37,990	9,639
	<hr/>	<hr/>

BROXBOURNE CITIZENS ADVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

14 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
B3Living	-	15,000	(14,314)	-	686
Crisis Intervention	2,847	29,270	(28,768)	-	3,349
Covid Recovery	2,234	-	(479)	-	1,755
Hoddesdon Library	-	5,000	(2,838)	-	2,162
Scams Awareness	5,000	-	(5,872)	-	(872)
Wormley and Turnford Big Local	-	6,597	(6,825)	-	(228)
BEIS Remote Equipment	1,559	-	(463)	-	1,096
Awards for All	7,279	-	(5,008)	-	2,271
Postcode Places Trust	14,247	-	(15,409)	-	(1,162)
Henry Smith: Specialist Advisers	-	29,450	(4,890)	-	24,560
National Lottery	-	33,418	(13,981)	-	19,437
CitA Expand Core funding	-	15,000	-	-	15,000
HCAS: Cost of Living	-	9,525	(8,961)	-	564
	33,166	143,260	(107,808)	-	68,618

Previous year:	At 1 April 2021	Incoming resources	Resources expended	Transfers	At 31 March 2022
	£	£	£	£	£
B3Living	2,414	15,000	(25,222)	7,808	-
Crisis Prevention	5,014	28,034	(30,201)	-	2,847
Covid Recovery	9,063	-	(6,829)	-	2,234
Help to Claim	-	18,088	(18,586)	498	-
Scams Awareness	-	5,000	-	-	5,000
Money and Pensions Service	-	41,436	(44,494)	3,058	-
BEIS Equipment	2,564	-	(1,005)	-	1,559
Vaccine Inequality	-	5,000	(5,509)	509	-
Fuel Top-ups	-	2,000	(2,000)	-	-
Awards for All	-	9,412	(2,133)	-	7,279
Postcode Places Trust	-	17,777	(3,530)	-	14,247
BoB Covid	-	7,500	(7,562)	62	-
	19,055	149,247	(147,071)	11,935	33,166

BROXBOURNE CITIZENS ADVICE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

15 Analysis of net assets between funds

	General funds	Designated funds	Restricted funds	Total	Total
	2023	2023	2023	2023	2022
	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:					
Tangible assets	5,646	-	-	5,646	6,241
Current assets/(liabilities)	75,322	55,000	68,618	198,940	196,664
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	80,968	55,000	68,618	204,586	202,905
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

16 Related party transactions

There were no other disclosable related party transactions during the year (2022 - none).