

REGISTERED COMPANY NUMBER: 06754766 (England and Wales)

REGISTERED CHARITY NUMBER: 1128180



**Report of the Trustees and
Financial Statements For The Year Ended 31 March 2024
Runnymede and Spelthorne CAB**

Runnymede and Spelthorne CAB

**Contents of the Financial Statements
for the Year Ended 31 March 2024**

	Page
Legal and Administrative Information	3
Report of the Trustees	4 - 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9 - 10
Statement of Cash Flows	11
Notes to the Financial Statements	12- 17
Detailed Statement of Financial Activities	18

Runnymede and Spelthorne CAB

Legal and Administrative Information for the Year Ended 31 March 2024

Registered Company Number

06754766 (England and Wales)

Registered Charity Number

1128180

Registered Office

The Old Library
Church Road
Addlestone
KT15 1RW

Trustees

Michael Creane - Chair
Wendy Brierley - Treasurer (resigned 24 April 2023)
Richard Harvey
Madison Kalechi Pollard-Shore (resigned 16 October 2023)
Paul Thompson
Gary Dolman – Treasurer (appointed 13 March 2023)
Peter Edwards
John Foster
Steve Foster
Alexander Gasmena (appointed 30 January 2023 resigned 24 July 2023)
Kerri Lister (appointed 30 January 2023 resigned 16 October 2023)

Company Secretary

Catherine Milnes (appointed 27 June 2023)

Independent Examiner

Thomas Ojo
PPS Accountants
11 Farnes Court
Worksop, Nottinghamshire
S81 0LZ

Bankers

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

Runnymede and Spelthorne CAB

Report of the Trustees (incorporating the director's report) for the Year Ended 31 March 2024

The trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual reports and the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of the 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).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a limited company, limited by guarantee, as defined by the Companies Act 2006 and is controlled by its Memorandum and Articles of Association.

RISK MANAGEMENT

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

The Charity's objectives 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 boroughs of Runnymede and Spelthorne and surrounding areas.

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The service aims:

- To provide the advice people need for the problems they face.
- To improve the policies and practices that affect people's lives.

In addition to generalist advice the following specialist advisory services are provided:

- Specialist Welfare Benefit and Debt provision for Secondary Mental Healthcare Users
- Specialist Welfare Benefit and Debt provision for Primary Mental Healthcare Users
- Specialist Welfare Benefit and Debt provision for those affected by the Cost-of-Living Crisis
- Housing Advice at Staines County Court

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity. The unpaid time worked by volunteers during the year exceeded 7000 hours.

PUBLIC BENEFIT

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the bureau during the year. All the charity's services are offered free of charge and available to all the citizens on a basis which is impartial, non-judgemental and confidential. The charity offers general advice to all citizens in Runnymede and Spelthorne. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

ACHIEVEMENTS AND PERFORMANCE

Core Services

Our core services are funded by a grant from Runnymede Borough Council of £114,070 (2022/23 - £103,700) and a grant from Spelthorne Borough Council of £156,000 (2022/23 - £100,000). The Spelthorne grant includes a dedicated caseworker. The premises at Addlestone are provided rent free by Runnymede Borough Council and the premises at Sunbury are provided rent free by Spelthorne Borough Council. These are recognised in the accounts as donations and expended in accordance with accepted practice.

Runnymede and Spelthorne CAB

Report of the Trustees (incorporating the directors report) - continued for the Year Ended 31 March 2024

Surrey Heartlands Secondary Mental Health (ACU)

The charity has an arrangement with the NHS via Surrey Heartlands for £47,416 (2022/23 - £47,416) to cover advice services provided to clients under secondary mental health services throughout North West Surrey.

Court Desk

The charity offers advice in repossession cases at Staines County Court. This service is funded by Runnymede Borough Council, Spelthorne Borough Council and the London Borough of Hounslow with a grant of £11,400 (2022/23 - £11,400)

Runnymede Social Prescribing

A further grant of £45,000 was received from Runnymede Borough Council to provide a caseworker for 1 year. This funding was split £16,667 in 2022/23 with £28,333 in 2023/24. This caseworker delivers advice to clients referred by the local authority and health social prescribers in Runnymede borough.

Primary Mental Health (Mental Health Primary Project MHPP)

A grant of £55,000 was received from Surrey and Borders Partnership Foundation Trust to continue to provide a caseworker for 12 months until March 2024. (2022/23 £46,757). The caseworker offered advice to clients referred by the GP Integrated Mental Health Teams in the Primary Care Networks in Spelthorne and Runnymede.

No-one Left Behind ('NLB')

A grant of £100,000 was received from Surrey County Council to provide two caseworkers (one per borough) providing benefits and debt advice and some outreach work, as part of the county council's response to the Covid pandemic. This was split equally between Runnymede and Spelthorne.

Trussell Trust (Runnymede Food Bank)

A further grant of £34,946 was received from the Trussell Trust to provide an adviser at Runnymede Food Banks delivering specialist advice, to support people through the severe financial and social shock of the Covid-19 pandemic and its aftermath by providing specialist advice including income maximisation and/or debt advice. This funding covers the year from 1 July to 30 June and has been renewed in 2024.

National - Advice Line

A grant of £15,000 was received from Citizens Advice to support our Adviceline. This was split equally between Runnymede and Spelthorne.

Surrey Advice Line

A grant of £9,742 was received from Citizens Advice to provide 1 FTE adviser to work on a Surrey wide advice line.

FINANCIAL REVIEW

Total income for the year was **£635,820**. Total expenditure was **£579,761** resulting in a net surplus of **£56,069** (2022/23 - £30,585 deficit)

RESERVES POLICY

At 31 March 2024 the general reserves balance was **£284,423** (2023 - £264,836). There is a designated property reserve of £25,000 (2023 - £25,000).

In accordance with the Charity Commission's guidelines, the Charity's policy is to maintain, wherever possible, sufficient reserves to provide a level of protection against unforeseen circumstances.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the Trustees have determined that 'free' reserves should be sufficient to cover a minimum of between 3 and 6 months normal operating expenditure.

PLANS FOR FUTURE PERIODS

Key priorities for the future include continuing to optimise the service in order to help more people, maintaining our high quality of advice while diversifying our funding to build in greater resilience. In financial year 2024-25 this will be delivered by focusing on the following areas:

- Increasing the volume of high quality advice delivered and its accessibility
- Diversifying our funding to ensure the financial stability of the organisation
- Improving the efficiency of call handling through the ongoing development of Surrey Adviceline
- Exploring opportunities for working collaboratively with other Local Citizens Advice offices to address the challenge of rising demand and limited capacity

SMALL COMPANY PROVISION

This report has been prepared in accordance with the special provisions for small companies S419(2) of the Companies Act 2006.

THANKS

Thanks go to all the charity's funders, donors, staff and volunteers without whom the work of the charity would be unable to continue.

Signed on behalf of the board:

Michael Creane

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Michael Creane
Chair
21/10/2024

Independent Examiner's Report to the Trustees

I report on the accounts for the year ended 31 March 2024 set out on pages eight to eighteen.

Respective responsibilities of trustees and examiner

As the charity's trustees of the company (who are also directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act). Having satisfied myself that the accounts of the Company are not required to be audited under part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Basis of the independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Certified Public Accountants Association, which is one of the listed bodies.

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

1. Accounting records were not kept in respect of the Company as required by section 386 of the Companies Act 2006; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (Charities SORP 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 to be reached.

Thomas Ojo

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Thomas Ojo (BA, BSc, FCPA)
PPS Accountants
11 Farnes Court
Worksop
Nottinghamshire
S81 0LZ

23/10/2024

The notes form part of these financial statements

Runnymede and Spelthorne CAB

Statement of Financial Activities (incorporating the Income and Expenditure Account) for the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 Total Funds £
Income From:					
Donations and Legacies		8,642	42,575	51,217	40,488
Charitable activities		-	573,669	573,669	499,774
Investments	2	10,945	-	10,945	2,951
Total		19,587	616,243	635,830	543,213
Expenditure on:					
Charitable activities		-	(579,761)	(579,761)	(573,798)
Total expenditure		-	(579,761)	(579,761)	(573,798)
Net income / (expenditure)		19,587	36,482	56,069	(30,585)
Transfers between funds					
Net movement in funds	9	19,587	36,482	56,069	(30,585)
RECONCILIATION OF FUNDS					
Total funds brought forward		289,836	116,031	405,867	436,452
TOTAL FUNDS CARRIED FORWARD		309,423	152,513	461,936	405,867

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

Runnymede and Spelthorne Core Services, Spelthorne Caseworker, Court Desk, Runnymede Foodbank, Surrey PCT Mental Health (ACU) and Surrey Advice Line funding relate to continuing activities.

The notes form part of these financial statements

Runnymede and Spelthorne CAB

Balance Sheet At 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total Funds £	2023 Total Funds £
FIXED ASSETS					
Tangible assets	3	-	20,497	20,497	34,441
CURRENT ASSETS					
Cash at bank		309,423	278,268	587,691	510,743
Debtors	6		14,704	14,704	64,175
CREDITORS					
Amounts falling due within one year	7	-	(160,956)	(160,956)	(203,492)
NET CURRENT ASSETS		<u>309,423</u>	<u>132,016</u>	<u>441,439</u>	<u>371,426</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>309,423</u></u>	<u><u>152,513</u></u>	<u><u>461,936</u></u>	<u><u>405,867</u></u>
NET ASSETS					
FUNDS					
Unrestricted funds				309,423	289,836
Restricted funds				152,513	116,031
TOTAL FUNDS				<u><u>461,936</u></u>	<u><u>405,867</u></u>

The notes form part of these financial statements

Runnymede and Spelthorne CAB

Balance Sheet - continued At 31 March 2024

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

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.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standards.

The financial statements were approved by the Board of Trustees on 21/10/2024 and were signed on its behalf by:

Michael Creane

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Michael Creane
Chair

Garry Dolman

.....

Gary Dolman
Treasurer

The notes form part of these financial statements

Runnymede and Spelthorne CAB**Statement of Cash Flows
for the Year Ended 31 March 2024**

	2024	2023
	£	£
Net incoming/(outgoing) resources for the year	56,069	(30,585)
Depreciation and impairment	15,977	22,223
Decrease/(Increase) in debtors	49,471	(48,768)
Increase/(Decrease) in creditors	(42,536)	69,955
Net Cash Inflow from operating activities	78,981	12,824
Capital expenditure	(2,033)	(22,756)
Increase / (Decrease) in cash in the year	76,948	(9,931)
Reconciliation of net cash flow to movement in net funds		
Increase/ (Decrease) in cash in the year	76,948	(9,931)
Total cash as at 1 April 2023	510,743	520,674
Total cash as at 31 March 2024	587,691	510,743

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards applicable in the UK: FRS 102, the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of resources.

Taxation

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

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the Report of the Trustees.

Fixed Assets

All assets that cost at least £1,000 and can be used for more than one year are capitalised. They are initially recorded at cost or, if gifted, at the value to the charity on receipt.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Improvements to Leasehold Buildings	- 20% straight line (5yrs is minimum period of secure tenure under the lease)
Fixtures & Fittings	- 20% straight line
Computer Equipment	- 25% straight line

Operating leases

Rentals paid under operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

Pension Arrangements

The charity operates a defined contribution pension scheme operated by Scottish Widows.

Runnymede and Spelthorne CAB**Notes to the Financial Statements - continued
for the Year Ended 31 March 2023****2. INVESTMENT INCOME**

	2024 £	2023 £
Bank account interest	10,945	2,951

3. TANGIBLE FIXED ASSETS

	Computer Equipment £	Fixtures & Fittings £	Land & Buildings £	Total £
COST				
As at 1 April 2023	52,355	21,219	63,514	137,088
Additions	2,033	-	-	2,033
Disposals	-	-	-	-
As at 31 March 2024	<u>54,388</u>	<u>21,219</u>	<u>63,514</u>	<u>139,121</u>
DEPRECIATION				
As at 1 April 2023	23,365	20,044	59,238	102,647
Charge for the year	11,387	314	4,276	15,977
Depreciation on disposals	-	-	-	-
As at 31 March 2024	<u>34,752</u>	<u>20,358</u>	<u>63,514</u>	<u>118,624</u>
NET BOOK VALUE				
At 31 March 2023	28,990	1,175	4,276	34,441
At 31 March 2024	19,636	861	-	20,497

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the period ended 31 March 2023. Trustees' expenses paid during the year ended 31 March 2024 were £51 (2023 - £0).

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2024**

5. PAID STAFF

During the year the charity employed an average of 18 full and part time staff (2023 -20). The average number of hours worked was equivalent to 13.5 full time employees (2023 – 14.8).

	2024	2023
	£	£
Salaries	424,882	413,819
Employer National Insurance	30,913	29,404
Employer pension contributions	21,409	20,333
	<u>477,204</u>	<u>463,556</u>

6. DEBTORS

	2024	2023
	£	£
Prepayments and accreud income	14,704	64,175

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
PAYE and NI	13,951	9,410
Accrued expenses	3,108	7,560
Income received in advance	143,897	186,522
	<u>160,956</u>	<u>203,492</u>

8. GOING CONCERN

There is no reason to suggest the company will not continue as a going concern over the next twelve months even though the funding climate remains tough.

Runnymede and Spelthorne CAB

Notes to the Financial Statements - continued for the Year Ended 31 March 2023/4

9. MOVEMENT IN FUNDS

	Balance at 31-Mar-23 £	Net movement in funds £	Transfers £	Balance at 31-Mar-24 £
General reserve	264,836	19,587	-	284,423
Premises reserve	25,000	-	-	25,000
Restricted funds				
Runnymede General Advice	53,887	1,513	(10,599)	44,801
Spelthorne General Advice	12,359	43,046	(5,131)	50,274
Surrey PCT Mental Health Grant (ACU)	34,336	(16,883)	-	17,453
Court Desk	437	(22)	-	415
Runnymede Social Prescribing	10,968	6,913	-	17,881
Primary Mental Health	4,044	12,441	-	16,485
Runnymede Foodbank	-	(7,594)	7,594	-
Runnymede Strategic	-	(3,005)	3,005	-
Spelthorne Strategic	-	(5,131)	5,131	-
Surrey Advice Line	-	(126)	-	(126)
Other	-	5,330	-	5,330
TOTAL FUNDS	405,867	56,069	-	461,936
		Incoming resources	Resources expended	Movement in funds
Restricted funds				
Runnymede General Advice		114,070	(112,557)	1,513
Spelthorne General Advice		156,000	(112,954)	43,046
Surrey PCT Mental Health Grant (ACU)		47,416	(64,299)	(16,883)
Court Desk		11,400	(11,422)	(22)
Runnymede Social Prescribing		28,333	(21,420)	6,913
Primary Mental Health		55,000	(42,559)	12,441
Runnymede Foodbank		35,065	(42,659)	(7,594)
Runnymede NLB/Nat. Adviceline		57,693	(60,698)	(3,005)
Spelthorne NLB/Nat. Adviceline		57,500	(62,631)	(5,131)
Surrey Advice Line		9,740	(9,866)	(126)
Other		44,025	(38,694)	5,330
		616,242	(579,760)	36,482

10. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted funds £	Restricted funds £	2023 Total Funds £	2022 Total Funds £
Income From:					
Donations and Legacies		-	40,488	40,488	54,281
Charitable activities		-	499,774	499,774	370,992
Investments	2	-	2,951	2,951	103
Total		<u>-</u>	<u>543,213</u>	<u>543,213</u>	<u>425,376</u>
Expenditure on:					
Charitable activities		-	(573,798)	(573,798)	(420,981)
Total expenditure		<u>-</u>	<u>(573,798)</u>	<u>(573,798)</u>	<u>(420,981)</u>
Net income / (expenditure)		<u>-</u>	<u>(30,585)</u>	<u>(30,585)</u>	<u>4,395</u>
Transfers between funds		3,523	(3,523)	-	-
Net movement in funds	9	3,523	(34,108)	(30,585)	4,395
RECONCILIATION OF FUNDS					
Total funds brought forward		285,547	150,905	436,452	432,057
TOTAL FUNDS CARRIED FORWARD		<u>289,070</u>	<u>116,797</u>	<u>405,867</u>	<u>436,452</u>

Runnymede and Spelthorne CAB

Notes to the Financial Statements - continued for the Year Ended 31 March 2023

11. COMPARATIVE MOVEMENT IN FUNDS

	Balance at 31-Mar-22 £	Net movement in funds £	Transfers £	Balance at 31-Mar-23 £
General reserve	260,547	-	4,289	264,836
Premises reserve	25,000	-	-	25,000
Restricted funds				
Runnymede General Advice	72,921	(13,533)	(5,501)	53,887
Spelthorne General Advice	11,876	(16,123)	16,606	12,359
Surrey PCT Mental Health Grant (ACU)	46,277	(11,941)	-	34,336
Court Desk	1,886	(1,449)	-	437
Healthwatch	8,486	(10,693)	2,207	-
Universal Credit – Help to Claim	6,677	(3,704)	(2,973)	-
Runnymede Social Prescribing	1,712	9,256	-	10,968
Primary Mental Health	1,070	2,974	-	4,044
Runnymede Foodbank	-	(1,731)	1,731	-
Runnymede Strategic	-	(3,770)	3,770	-
Spelthorne Strategic	-	16,606	(16,606)	-
Other	-	3,523	(3,523)	-
TOTAL FUNDS	436,452	(30,585)	-	405,867
		Incoming resources	Resources expended	Movement in funds
Restricted funds				
Runnymede General Advice		103,700	(117,233)	(13,533)
Spelthorne General Advice		100,000	(116,123)	(16,123)
Surrey PCT Mental Health Grant (ACU)		47,416	(59,357)	(11,941)
Court Desk		11,400	(12,849)	(1,449)
Healthwatch		(10,693)	-	(10,693)
Universal Credit – Help to Claim		(3,704)	-	(3,704)
Runnymede Social Prescribing		40,000	(30,744)	9,256
Primary Mental Health		46,757	(43,783)	2,974
Runnymede Foodbank		26,565	(28,296)	(1,731)
Runnymede Strategic		50,000	(53,770)	(3,770)
Spelthorne Strategic		88,333	(71,727)	16,606
Other		43,439	(39,916)	3,523
		543,213	(573,798)	(30,585)

Runnymede and Spelthorne CAB**Detailed Statement of Financial Activities
for the Year Ended 31 March 2024**

	2024	2023
Income from:	£	£
Grants	573,669	499,774
Donation (rent)	34,250	34,250
Donations (other)	16,967	6,238
	624,886	540,262
 Investment and other income		
Bank account interest	10,945	2,951
Total income and endowment	635,830	543,213
 Expenditure on:		
 Charitable activities		
Staff costs	477,204	463,656
Other costs	100,357	108,119
	577,561	571,776
 Governance costs		
Independent examination	1,650	1,650
Other costs	550	372
	2,200	2,022
 Total resources expended		
	579,761	573,798
 Net income / (expenditure) for the year		
	56,069	(30,585)
