

Charity Registration No. 1146772

Company Registration No. 07881905 (England and Wales)

**SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**



# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	B D Herdman (Chairman of the Board of Trustees) C J Bocock C R Chandler S Molyneux G Purcell F E Howarth (Appointed 10 May 2023) All the above are also directors for the purpose of Company Law.
<b>Charity number</b>	1146772
<b>Chief Executive Officer</b>	Annie Robson (Appointed as a director 28 September 2022)
<b>Company number</b>	07881905
<b>Registered office</b>	Community Centre 52 Prospect Close Malvern Worcestershire WR14 2FD
<b>Auditor</b>	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS
<b>Bankers</b>	CAF Bank 25 Kings Hill West Malling Kent ME19 4JQ  HSBC Malvern 1 Church Street Malvern WR14 2AB  The Charity Bank Limited Fosse House 182 High Street Tonbridge TN9 1BE
<b>Investment provider</b>	United Trust Bank Limited One Ropemaker Street London EC2 9AW

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# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

***FOR THE YEAR ENDED 31 MARCH 2023***

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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 & 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) (effective 1 January 2019)".

### **Objectives and activities**

South Worcestershire Citizens Advice Bureau continued operations as a limited company (No. 07881905), which is registered as a charity (No. 1146772).

South Worcestershire Citizens Advice (SWCA) was incorporated as a limited company in 2011. The charity's objectives are to promote any charitable purpose for public benefit by the advancement of education, the protection of health, the relief of poverty, sickness and distress in particular, but not without limitation, for the benefit of the communities within the South Worcestershire district areas of Malvern Hills and Wychavon.

The charity provides and assists with the provision of services providing free, independent, impartial and confidential advice and information to whoever should need it within our boundary areas.

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

Our aim is to:

- Provide the advice people need for the problems they face
- Improve the policies and practices that adversely affect people's lives

### **Our Mission**

South Worcestershire Citizens Advice aims to reduce inequality, deprivation and the lack of access to justice due to a lack of knowledge of personal rights, by providing information, advice and support within the local communities.

SWCA believes everyone has the right to a fair chance of participating in society and will exercise a responsible influence on the development of social policies and services, both locally and nationally.

### **Our Vision**

The charity aims to achieve its objectives by providing quality assured, free and trusted advice and information through a range of mediums to ensure accessibility for all and by being a well-informed influence and advocate on social policy issues that affect local people. We will continue to deliver advice on a wide range of issues including debt, benefits, housing, employment, welfare support, health and social care, and crime.

By addressing such issues and giving people access to the right kind of support and information we believe that we can create stronger and better connected communities, reduce the strain on public services and help people to live more economically active and healthier lives.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **Achievements and performance in 2022/23**

The last 12 months has been one of global economic uncertainty and challenge. Whilst the Covid pandemic has eased and the restrictions imposed upon us previously all lifted, the economic fallout of several global factors including the ongoing conflict in Ukraine has left a cost of living crisis, the likes of which haven't been seen in the UK for decades. The rate of inflation has impacted upon everybody and left people struggling to cope with household budgets and facing stark choices in the winter periods. Charities are more relevant and prevalent now than ever before to help people navigate their way through this period of social unrest and financial crisis. Meanwhile funding for charities like ours is scarce and as we are also impacted by rising costs of staffing, premises and utility bills, the pressures to find extra funding are significant. These are just some of the key issues that are influencing us now and for the immediate future.

There have been some fundamental changes within the organisation this year also with the appointment of a new Chair of the Board of Trustees and a new Chief Executive Officer. These appointments both demonstrate the organisational commitment to workforce development and future sustainability planning which is vital in the continued protection and growth of SWCA. The new senior management team have spent time together to ensure alignment with future goal setting and planning for the year ahead and beyond.

Despite all of the challenges we have faced this year, we were still able to achieve an outstanding result in our Leadership Self-Assessment membership audit. The organisation is assessed on 9 different areas ranging from governance to business planning, finance to staff development. In all 9 areas we achieved a score of 4 or 5 out of 5 and in several areas the assessor increased our score due to the quality of the service that he witnessed during his on-site visit. It was a fantastic achievement and has given both the Trustee Board and the Senior Management Team the confidence that SWCA is delivering a high quality service to our local communities and that we have strong strategic aspirations in order to further develop our services.

To achieve the accreditations of these advice quality marks in the face of an exceptionally challenging socio-economic climate says a very great deal about the calibre, commitment and drive of our team of staff and volunteers.

Within this report we aim to demonstrate how, as a small local charity, South Worcestershire Citizens Advice continues to develop our services to react to the pressures and challenges faced by our local communities. This year we have developed a number of new services that illustrate our strengths in partnership working and our desire to continually improve the services we provide to those most in need.

The cost of living crisis has had a fundamental impact on the way that advice services are delivered and indeed on the types of clients that are using our services and the types of issues that they present. We have seen a significant increase in the number of employed people who are coming to us for help with foodbank referrals, household support fund and money management appointments. We have seen more people who are unable to afford their household utility bills than ever before and an upturn in the number of people presenting who have long term mental or physical health issues.

All of these factors have necessitated a shift in the services we deliver to include more welfare support and wellbeing services as people struggle with the fallout of Covid, the challenges faced in coping with rising prices and the impact this all has on general levels of good health.

We remain a well-known and well-respected local charity but the financial landscape for organisations like us is just as tough as it is for our clients. We remain reliant on grants from Local Authorities, District Councils and other charitable organisations in order to ensure our future financial sustainability more than ever.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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

***FOR THE YEAR ENDED 31 MARCH 2023***

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However, we are bold and ambitious and we want to achieve more autonomy with our finances so we are forging ahead with plans to open a charity shop that will provide an income stream for us that will hopefully make us less reliant on grants from others in the future.

We are grateful for the continued, significant support from our partners, particularly our Local Authorities through the continuation and expansion of the Household Support Fund which has led to us forging new partnerships with other organisations to deliver jointly funded services within the Malvern Hills District.

We have entered into a number of new contracts this year that sees us expand our reach further into the communities we serve. These include contracts with local foodbanks who are funded by The Trussell Trust, where we have advisers based in foodbanks so that they are accessible for those most in need. This is also a move to help look at the root causes of people needing to use foodbanks which will help to identify the best strategies for offering longer term support. This preventative way of working aligns with the Trussell Trust missions of eradicating the need for foodbanks at all in the longer term.

We have also joined forces with our local Age UK service in the Malvern Hills District to offer a "Being Well" service that focuses on the gaps in service provision for those with low level mental health issues and seeks to find solutions for this using an asset-based approach of utilising services and community groups that are already running in our local areas.

The introduction of our Money Management Adviser role has also been a result of the impact of the cost of living crisis and the rise in demand for energy related advice and in particular, debt advice around energy. This is a county wide strategy, working in conjunction with Act On Energy, an energy specific advice service to better address client issues before they become unmanageable.

Our Social Prescribing team has continued to grow as the investment from Public Health in preventative measures has continued to be an ongoing trend throughout this year, and looking at the work of the VCSE Alliance, and the Joint Forward Plan for Worcestershire, this preventative theme will shape the future of health project funding. It is important for SWCA that we are seen as a key partner in delivering quality health projects that deliver on their objectives and align with the wider strategies proposed by the Health & Well Being Board.

We continue to offer services by telephone, email and face to face appointments and have a mix of staff and advisers working from office hubs, outreach locations and home working, though most are now back in the office which is proving to be a welcome return for all involved following the lifting of all restrictions posed by the Covid pandemic.

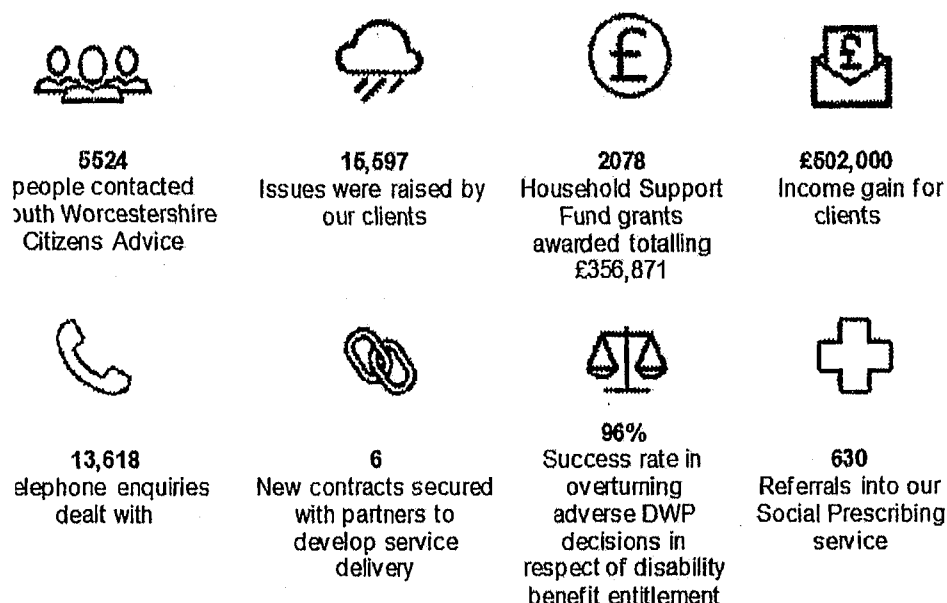
It is important to the organisation that we continue to reflect on the service delivery methods and ensure that these are meeting the needs of our local communities. We continually review the client journey to ensure that processes are as streamlined, accessible and as free from bureaucracy as possible. We use our client feedback and feedback from partners to continually develop this and to introduce new ways of working when and where possible and appropriate. A good example of this is our recent development of a Discretionary Welfare Assistance Scheme for Ukrainians who are now securing their own housing tenancies and who need financial support to aid their resettlement.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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

**FOR THE YEAR ENDED 31 MARCH 2023**

### **Our Impact**



### **Fundraising in 2022/23**

Our fundraising activity in 2022/23 focussed on 2 events that are held annually and align with our strategic priorities of becoming more financially sustainable, promoting our brand and working with key partners. The events take the form of a Winter Charity Ball and Auction and a Summer Family Funday. These events are aimed at very different demographics which is a conscious decision to help promote our brand as a charity across as wide a range of people and communities as possible.

We will seek to develop our fundraising strategy in 2023/24 and are looking at the possibility of co-hosting an event with another local charity to broaden appeal even further.

### **Financial review**

SWCA's results for the year show a surplus of £10,260 (2022 - £59,213) on Unrestricted Funds. Unrestricted funds are used for core advice services at Droitwich, Evesham, Malvern, Pershore, Tenbury and Upton. As a result of this surplus, the balance of Unrestricted Funds at the end of the year was £318,120.

The Charity also managed 18 restricted funds in the year, which showed a combined surplus of £94,590 with a restricted fund balance of £95,204 to be carried forward for expenditure on the charitable activities of the restricted funds in 2023/24. The biggest activity within the restricted funds was grant making under the Household Support Funds which accounted for over £255,000 of income and expenditure in the year.

As can be seen in note 3 (Donations, grants and other charitable income) 90% (2022 - 91%) of the organisation's funding has been derived from government sources.

Of the balance of Unrestricted Funds at the end of the year, £90,045 has been set aside as Designated Funds. This leaves a balance of £228,075 (2022 £217,139) as free reserves which is sufficient to meet the Board's policy of maintaining reserves equivalent to at least 6 months' worth of relevant expenditure.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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

**FOR THE YEAR ENDED 31 MARCH 2023**

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As part of the annual strategic planning process, the Trustees regularly assess the major risks to which the organisation might be exposed. The principal medium-term risk continues to be that of funding shortfall in relationship to planned expenditure. The situation is monitored, and any changes or cutbacks would be planned for and implemented after appropriate consultation with all parties affected.

Other risks are mitigated by a variety of plans and scenario planning so that we keep ahead of negative as well as positive potential impacts.

### **Organisational Priorities 2023-24**

SWCA recognises the importance of setting our goals and vision. We fully align with the National CitA mission and vision but recognise that as a small charity, it is important to identify our own strategic priorities. In order to align the activities in these plans and identify the operational actions required to support them, four strategic priorities have been identified to encompass our ambitions over the next 3 years:

- Maintain organisational financial stability
- Deliver quality services to local communities and campaign on the issues that affect people living within these communities.
- Protect and develop our profile
- Invest in our staff and volunteers

Our ambition of opening a charity shop remains a priority for 2023/24 and plan are in place to investigate the potential of this in Droitwich where we are looking to develop our advice services and further our reach within this geographical area of the Wychavon district.

We plan to look at more diverse funding streams and develop the work we have started in 2022 in undertaking more jointly funded initiatives with key partners in order to contribute to address the county wide strategy of "Living Well in Worcestershire"

There is a real recognition of the importance of the role that the voluntary sector must play in implementing the focus on prevention of ill-health and promotion of good mental health. We know that we are well placed to deliver on many of the Integrated Care Partnership (ICP) strategies and must remain focussed and around the table in relation to funding opportunities within this framework.

We must continue to nurture and make new relationships with key delivery partners, funders and other community groups to remain relevant and ensure we are delivering a service that our local community wants. We are currently in discussions with a number of organisations in the Malvern Hills district in conjunction with Malvern Hills District Council about the possibility of having a bespoke built community hub from which a variety of voluntary agencies can deliver their services.

We are about to embark on a journey with the Poverty Truth Commission who will work with us to embed our client's voices into the work that we do and ensure that future policy decisions are influenced by those with lived experience rather than strategic decisions makers who are far removed from the realities faced by those living in poverty. This is an innovative and exciting piece of work which really embeds the clients voice at the heart of what we do.

We have recently invested in HR support for our staff to ensure they have access to relevant training and support programmes. This is in recognition of the growing complexity of the issues that they are presented with and the need for more support and supervision to be able to work through these issues which can sometimes be triggering for staff who are also impacted by the cost of living crisis and other external challenges.



# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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

**FOR THE YEAR ENDED 31 MARCH 2023**

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We will continue to look at ways of developing our workforce through training and succession planning and strive to ensure that every member of staff and volunteer feels valued, and gives 100% commitment to our organisation.

We look forward to welcoming a visit from the patron of Citizens Advice nationally HRH The Princess Royal later in the year which will be a great opportunity to showcase our organisation and gain some publicity locally. We are also pleased to welcome Dame Clare Moriarty, Chief Executive of National Citizens Advice and see this as an opportunity to strengthen relationships between our local offices and the national network which provides a great deal of support to its members in a number of different ways that positively impact upon our organisation.

Despite challenging external factors, we remain positive in our approach to the year ahead with lots of opportunities to be explored that could open more doors to new funding streams and develop further relationships for development of our service delivery.

### **Structure, governance and management**

The charity is a company limited by guarantee governed by its Memorandum and Articles of Association.

The management of the organisation is the responsibility of the Trustee Board, all of whom are also directors of the company limited by guarantee. The maximum number of directors is fifteen and the minimum is five. The Trustees/directors are:

- elected at the AGM (no more than ten elected Trustees in total);
- co-opted by the Trustee Board provided that the total number of co-opted Trustees does not exceed one third of the total number of Trustees.

The Trustees manage the business and exercise all powers of the organisation. The Trustees may delegate any of their functions and duties to a committee of at least two Trustees. The Trustees may delegate the implementation of their resolutions and the day to day management of the affairs of the organisation to any person or committee in accordance with the Articles.

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:

J T Crowe (Resigned 27 September 2022)

C J Bocock

B D Herdman (Chairman of the Board of Trustees)

Dr C A Rendell (Resigned 16 April 2022)

C R Chandler

S Molyneux

G Purcell

F E Howarth (Appointed 10 May 2023)

In addition Annie Robson was appointed as director only on 28 September 2022.

Trustees are appointed from candidates deemed to have sufficient knowledge and experience of the organisation and its activities, and/or because they bring skills and knowledge that will strengthen the Board in its governance role. However, where necessary, Trustees receive additional induction and training in the workings of the charity at committee meetings.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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

**FOR THE YEAR ENDED 31 MARCH 2023**

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Day to day operational and management decisions are the responsibility of the Chief Executive Officer who is appointed by the Trustee Board and reports to the Chair. The organisation has 19 paid staff (31 March 2022) but is heavily dependent on volunteers who act as client advisors or who provide administrative support. The greatest contribution of our volunteers is their dedication, commitment and reliability. In addition to volunteer advisers and receptionists, we have people who provide all kinds of other support ranging from administrative to accounting to gardening. Thanks to our volunteers, our clients know that however they contact us, be it by phone, email or dropping-in, they will receive a professional and efficient service. They are confident that they will be listened to, that all aspects of their issue will be investigated and that they will be given sound and impartial advice. Without our volunteers South Worcestershire Citizens Advice Bureau could not exist.

It is the Board who determine the levels of remuneration for key management personnel taking into account similar organisations and market conditions.

### **Auditor**

In accordance with the company's articles, a resolution proposing that Kendall Wadley LLP be reappointed as auditor of the company will be put at a General Meeting.

### **Disclosure of information to auditor**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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



**B D Herdman (Chairman of the Board of Trustees)**

Trustee

Dated: 5 October 2023

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2023***

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The trustees, who are also the directors of South Worcestershire Citizens Advice Bureau for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES OF SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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#### **Opinion**

We have audited the financial statements of South Worcestershire Citizens Advice Bureau (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

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

#### **Conclusions relating to going concern**

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

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

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

#### **Other information**

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

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

#### **Extent to which the audit was considered capable of detecting irregularities including fraud**

- an understanding of the risk assessment process (including the risk of fraud) adopted by the Board is obtained and their attitude to risk is ascertained;
- an assessment of the susceptibility to material mis-statement of the financial statements as a result of management over-ride or fraud is made;
- It is ensured that the engagement team have, collectively, the appropriate competence, capabilities and skills to be involved in the assignment, are fully briefed and understand the risks specific to the charitable company.

#### **Audit response to risks identified**

- processes to test the outcomes of our assessment include, a review of Board minutes, analytical review, the relevance and accuracy of significant accounting estimates, substantive testing of significant transactions, work to identify unusual or unexpected accounting entries including the testing of journal entries, information disclosed in the financial statements is traced to supporting documentation. In all instances it is acknowledged that material mis-statements that arise from fraud may involve deliberate concealment or collusion and are, therefore, by their very nature harder to detect than those arising from error.
- an understanding of the legal and regulatory framework as applicable to the charitable company is obtained together with knowledge of the procedures put in place by the Board in order to comply with the same
- It is established if there have been any instances of non-compliance with applicable laws and regulations, where there are such breaches, a full understanding, including gathering of relevant documentation appertaining to the event is obtained and assessed.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

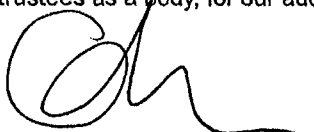
## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**Elizabeth Needham ACA CTA (VAT) (Senior Statutory Auditor)**  
**for and on behalf of Kendall Wadley LLP**

5 October 2023

**Chartered Accountants**  
**Statutory Auditor**

Granta Lodge  
71 Graham Road  
Malvern  
Worcestershire  
WR14 2JS

Kendall Wadley LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

# SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

### Current financial year

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
	Notes				
<b><u>Income from:</u></b>					
Donations, grants and other charitable income	3	157,819	650,069	807,888	571,298
Fundraising	4	7,121	-	7,121	5,938
Investments	5	1,571	-	1,571	1,019
<b>Total income</b>		<b>166,511</b>	<b>650,069</b>	<b>816,580</b>	<b>578,255</b>
<b><u>Expenditure on:</u></b>					
Raising funds	6	4,018	-	4,018	3,245
Charitable activities	7	152,043	555,669	707,712	528,660
<b>Total expenditure</b>		<b>156,061</b>	<b>555,669</b>	<b>711,730</b>	<b>531,905</b>
<b>Net incoming resources before transfers</b>		<b>10,450</b>	<b>94,400</b>	<b>104,850</b>	<b>46,350</b>
Gross transfers between funds	11	(190)	190	-	-
<b>Net income for the year/ Net movement in funds</b>		<b>10,260</b>	<b>94,590</b>	<b>104,850</b>	<b>46,350</b>
Fund balances at 1 April 2022		307,860	614	308,474	262,124
<b>Fund balances at 31 March 2023</b>		<b>318,120</b>	<b>95,204</b>	<b>413,324</b>	<b>308,474</b>

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.

# SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU

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

FOR THE YEAR ENDED 31 MARCH 2023

Prior financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes			
<b><u>Income from:</u></b>				
Donations, grants and other charitable income	3	162,108	409,190	571,298
Fundraising	4	5,938	-	5,938
Investments	5	1,019	-	1,019
<b>Total income</b>		<u>169,065</u>	<u>409,190</u>	<u>578,255</u>
<b><u>Expenditure on:</u></b>				
Raising funds	6	<u>3,245</u>	<u>-</u>	<u>3,245</u>
Charitable activities	7	<u>119,198</u>	<u>409,462</u>	<u>528,660</u>
<b>Total expenditure</b>		<u>122,443</u>	<u>409,462</u>	<u>531,905</u>
<b>Net incoming resources before transfers</b>		46,622	(272)	46,350
Gross transfers between funds	11	<u>12,591</u>	<u>(12,591)</u>	<u>-</u>
<b>Net income for the year/ Net movement in funds</b>		59,213	(12,863)	46,350
Fund balances at 1 April 2021		<u>248,647</u>	<u>13,477</u>	<u>262,124</u>
<b>Fund balances at 31 March 2022</b>		<u><u>307,860</u></u>	<u><u>614</u></u>	<u><u>308,474</u></u>



# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **BALANCE SHEET**

**AS AT 31 MARCH 2023**

	Notes	2023 £	£	2022 £	£
<b>Current assets</b>					
Debtors	12	31,864		24,608	
Investments	13	-		80,049	
Cash at bank and in hand		397,963		281,879	
		<u>429,827</u>		<u>386,536</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(16,503)</u>		<u>(78,062)</u>	
Net current assets			<u>413,324</u>		<u>308,474</u>
<b>Income funds</b>					
Restricted funds	15		95,204		614
<u>Unrestricted funds</u>					
Designated funds	16	90,045		90,721	
General unrestricted funds		<u>228,075</u>		<u>217,139</u>	
			<u>318,120</u>		<u>307,860</u>
			<u>413,324</u>		<u>308,474</u>

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, although an audit has been carried out under section 144 of the Charities Act 2011.

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 under the requirements of the Companies Act 2006, 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 5 October 2023



**B D Herdman (Chairman of the Board of Trustees)  
Trustee**



**S Molyneux  
Trustee**

**Company registration number 07881905**

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	2023 £	£	2022 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	20		33,941		100,736
<b>Investing activities</b>					
Proceeds on disposal of investments		80,049		(1,299)	
Investment income received		2,094		1,642	
<b>Net cash generated from investing activities</b>			82,143		343
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			116,084		101,079
Cash and cash equivalents at beginning of year			281,879		180,800
<b>Cash and cash equivalents at end of year</b>			<u>397,963</u>		<u>281,879</u>

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

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

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### **1 Accounting policies**

#### **Charity information**

South Worcestershire Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is Community Centre, 52 Prospect Close, Malvern, Worcestershire, WR14 2FD.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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**

Accounts are maintained for each fund.

Unrestricted funds comprise a "general" reserve which may be used for any of the bureau's activities.

A number of restricted funds are also maintained (where the activities are restricted by the provider of the fund), details are provided in the notes to the financial statements.

#### **1.4 Income**

Incoming resources are included in the Statement of Financial Activities in the year in which the bureau becomes entitled to the income (not always the same year that it is received) and when its amount can be quantified with reasonable accuracy. Where income has been received to meet specific expenditure in future years, then this is treated as "Income received in advance".

There is one "grant in kind" included in these financial statements relating to the rentfree provision for the bureau's Evesham office by Rooftop Housing Group Limited. An equal amount is included in "cost of charitable activities —property".

No value is attributed to the time given to the Bureau by volunteers. This time cannot be resold and any fair value attributed thereto would result in an overstatement of resources.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2023**

---

### **1 Accounting policies**

**(Continued)**

#### **1.5 Expenditure**

All expenditure is included on an accruals basis (being recognised when the liability has been legally or constructively incurred). No amounts are included for the resources provided by volunteers. "Cost of charitable activities" includes the costs of all employment, operating and property resources directly deployed to achieve the bureau's objectives, it also includes governance costs.

Staff costs are allocated to the relevant project or bureau activity on the basis of estimated time spent.

Other costs are allocated to the relevant project or bureau activity on the basis of estimated use of resources.

All costs are shown inclusive of VAT which is not recoverable.

#### **1.6 Tangible fixed assets**

The bureau does not own any office accommodation, other property or vehicles. Fixtures and fittings are not capitalised due to the shortness of the property leases. Office furniture and equipment is not capitalised due to the negligible resale value.

#### **1.7 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.

#### **1.8 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.

##### ***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.

##### ***Basic financial liabilities***

Basic financial liabilities, including creditors are initially recognised at transaction. Financial liabilities classified as payable within one year are not amortised.

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.

##### ***Derecognition of financial liabilities***

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

#### **1.9 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.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **1 Accounting policies**

**(Continued)**

#### **1.10 Retirement benefits**

The pension cost shown in note 9 represents the employer's contributions to the personal pension funds of paid staff. For auto-enrolment, the CAB's staging date was 1 May 2017 and the NEST provider was selected. Some staff opted out and the CAB agreed to contribute to an existing scheme with Aviva Life Services UK Ltd. The funds are independent of the bureau's finances.

### **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.

# SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 3 Donations, grants and other charitable income

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
<b>Voluntary income</b>						
Public donations	6,607	-	6,607	6,488	-	6,488
Trusts	4,000	27,500	31,500	3,000	16,000	19,000
Pershore Food Bank	-	4,207	4,207	-	5,609	5,609
Ledbury Food Bank	-	7,561	7,561	-	4,445	4,445
Malvern Hills Food Bank	-	5,992	5,992	-	-	-
Droitwich Spa Food Bank	-	4,651	4,651	-	-	-
Sundry income	1,750	1,650	3,400	25	700	725
	<u>12,357</u>	<u>51,561</u>	<u>63,918</u>	<u>9,513</u>	<u>26,754</u>	<u>36,267</u>
<b>Rental Income</b>	<u>280</u>	<u>-</u>	<u>280</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Local Authorities</b>						
Droitwich Town Council	4,000	-	4,000	4,000	-	4,000
Evesham Town Council	3,000	-	3,000	3,000	-	3,000
Ledbury Town Council	-	5,000	5,000	-	5,000	5,000
Malvern Hills District Council	66,670	236,049	302,719	66,670	57,161	123,831
Malvern Town Council	16,000	-	16,000	16,000	-	16,000
Parish Councils	3,450	-	3,450	2,850	-	2,850
Pershore Town Council	-	-	-	2,000	-	2,000
Tenbury Town Council	1,000	-	1,000	1,000	-	1,000
Worcs. County Council Contract	-	56,618	56,618	-	48,432	48,432
Covid focus group	-	-	-	-	4,000	4,000
Wychavon District Council	37,500	95,127	132,627	43,792	61,299	105,091
	<u>131,620</u>	<u>392,794</u>	<u>524,414</u>	<u>139,312</u>	<u>175,892</u>	<u>315,204</u>
<b>Organisations Funded from Government Sources</b>						
Money Advice Service	-	51,394	51,394	-	41,340	41,340
Universal Credit	-	(190)	(190)	-	88,674	88,674
Citizens Advice	262	15,000	15,262	243	-	243
NHS	-	139,510	139,510	-	76,530	76,530
Covid-19 response	-	-	-	-	-	-
	<u>262</u>	<u>205,714</u>	<u>205,976</u>	<u>243</u>	<u>206,544</u>	<u>206,787</u>

# SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 3 Donations, grants and other charitable income

(Continued)

#### Trusts Housing Associations and Corporate Bodies

#### Rooftop Housing Group

Limited	12,500	-	12,500	12,500	-	12,500
Others	800	-	800	540	-	540
	<u>13,300</u>	<u>-</u>	<u>13,300</u>	<u>13,040</u>	<u>-</u>	<u>13,040</u>
	<u>157,819</u>	<u>650,069</u>	<u>807,888</u>	<u>162,108</u>	<u>409,190</u>	<u>571,298</u>

### 4 Fundraising

#### Unrestricted funds

2023  
£

2022  
£

Fundraising events

7,121      5,938

### 5 Investments

#### Unrestricted funds

2023  
£

2022  
£

Interest receivable

1,571      1,019

### 6 Raising funds

#### Unrestricted funds

2023  
£

2022  
£

Fundraising and publicity

Other fundraising costs

4,018      3,245  
4,018      3,245

# SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 7 Charitable activities

	2023 £	2022 £
Staff costs (including non-payroll costs)	398,078	352,434
Volunteer costs	43	1,145
Operating costs	34,526	32,409
Property costs	46,122	45,099
Grants	226,550	95,040
	<u>705,319</u>	<u>526,127</u>
Governance costs	2,393	2,533
	<u>707,712</u>	<u>528,660</u>
<b>Analysis by fund</b>		
Unrestricted funds	152,043	119,198
Restricted funds	555,669	409,462
	<u>707,712</u>	<u>528,660</u>

### 8 Trustees

None of the trustees received any remuneration or benefits from the charity during the year. The wife of S Molyneux was employed by the charity prior to his appointment as trustee and continues to remain in post.

### 9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	<u>24</u>	<u>19</u>
<b>Employment costs</b>		
	2023 £	2022 £
Wages and salaries	357,119	317,886
Social security costs	19,960	18,283
Other pension costs	17,225	15,120
	<u>394,304</u>	<u>351,289</u>



# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2023**

### **9 Employees**

**(Continued)**

In addition to the paid staff, approximately 73 part time volunteers were employed to support bureau activities (2022- 44). The only associated costs included in these financial statements are for training, travel and insurance.

No (2021 - no) member of staff receives emoluments in excess of £60,000.

The remuneration of key management personnel (including employers National Insurance and pension costs) was £52,949 (2022 - £49,779).

The number of full time equivalent staff is 13.16 (2022 - 12.23)

### **10 Taxation**

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### **11 Transfers**

Following the repayment of the universal credit grant a transfer was made from unrestricted funds to restricted funds to cover this deficit.

In the prior year following completion of the improvement to the IT function, monies received for that purpose were released from restricted to unrestricted funds.

Also in the prior year the trustees reviewed the estimate to improving facilities and sustaining operations (including potential re-location) in the event of a loss of income, this resulted in a transfer from unrestricted to designated funds of £59,721.

### **12 Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Other debtors	26,009	22,218
Prepayments and accrued income	5,855	2,390
	<u>31,864</u>	<u>24,608</u>

### **13 Current asset investments**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Term cash deposit	-	80,049
	<u>-</u>	<u>80,049</u>

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2023***

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**14 Creditors: amounts falling due within one year**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade creditors	7,411	2,456
Other creditors	2,936	57,983
Accruals and deferred income	6,156	17,623
	<u>16,503</u>	<u>78,062</u>

# SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 15 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, all other restricted monies received in the period were fully expended:

	Balance at Net movement 1 April 2021		Transfers	Balance at Net movement 1 April 2022		Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£
Malvern Hardship Fund	886	(272)	-	614	-	-	614
Universal Credit	-	-	-	-	(190)	190	-
Covid - 19	12,591	-	(12,591)	-	-	-	-
Household Support MHDC	-	-	-	-	22,700	-	22,700
Household Support Wychavon	-	-	-	-	7,521	-	7,521
Alternative to Healthy Minds	-	-	-	-	7,429	-	7,429
Ledbury Foodbank	-	-	-	-	1,523	-	1,523
Money Management Debt Assessment	-	-	-	-	15,000	-	15,000
Being Well	-	-	-	-	18,750	-	18,750
Cost of Living Sub Grant	-	-	-	-	15,000	-	15,000
Ukrainian Support to Claim	-	-	-	-	6,667	-	6,667
	<u>13,477</u>	<u>(272)</u>	<u>(12,591)</u>	<u>614</u>	<u>94,400</u>	<u>190</u>	<u>95,204</u>

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2023**

### **15 Restricted funds**

**(Continued)**

Restricted Funds are subject to restrictions on the expenditure imposed by the source of the funds.

Malvern Hardship Fund - this fund is provided for the purpose of supporting those in hardship with small expenditures that may be a barrier to self-help, for example the costs of transport to attend a CAB advice session, or a job interview.

Household Support MHDC - to provide grants to households in need in Malvern Hills District.

Household Support Wychavon - to provide grants to households in need in Wychavon District.

Alternative to Healthy Minds - to provide an additional local service to improve mental health and wellbeing for patients within the Malvern Town Primary Care area while reducing pressure on the Healthy Minds service.

Ledbury Foodbank - to provide advice and information to users of the Ledbury Foodbank to address underlying issues that may lead to over reliance on the use of the foodbank and to address underlying poverty.

Money Management Debt Assessment - to deliver money management advice to clients referred by 'Act on Energy' or other partners of Worcestershire County Council.

Being Well - to work with partners to develop a non-medical mental health pathway for Malvern Hills District.

Cost of Living Sub Grant - to support or increase direct service delivery capacity to help clients through the cost of living crisis.

Ukrainian Support to Claim - to provide advice for Ukrainian refugees to claim the benefits that they are entitled to.

### **16 Designated funds**

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021 £	Transfers £	Balance at 1 April 2022 £	Resources expended £	Balance at 31 March 2023 £
Base costs	31,000	59,721	90,721	(676)	90,045
	<u>31,000</u>	<u>59,721</u>	<u>90,721</u>	<u>(676)</u>	<u>90,045</u>

The trustees have identified a level of minimum reserves in order for the charity to be able to operate, relocate and re-furbish premises, such sums have been designated from general reserves.

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2023**

17 Analysis of net assets between funds	Unrestricted funds		Designated funds		Restricted funds		Total		Unrestricted funds		Designated funds		Restricted funds		Total	
	2023	£	2023	£	2023	£	2023	£	2022	£	2022	£	2022	£	2022	£
Fund balances at 31 March 2023 are represented by:																
Current assets/(liabilities)	228,075		90,045		95,204		413,324		217,139		90,721		614		308,474	
	<u>228,075</u>		<u>90,045</u>		<u>95,204</u>		<u>413,324</u>		<u>217,139</u>		<u>90,721</u>		<u>614</u>		<u>308,474</u>	

# **SOUTH WORCESTERSHIRE CITIZENS ADVICE BUREAU**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2023**

### **18 Operating lease commitments**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Within one year	17,500	17,500
Between two and five years	14,808	32,308
	<u>32,308</u>	<u>49,808</u>

### **19 Related party transactions**

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

### **20 Cash generated from operations**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Surplus for the year	104,850	46,350
Adjustments for:		
Investment income recognised in statement of financial activities	(1,571)	(1,019)
Movements in working capital:		
(Increase) in debtors	(7,779)	(1,635)
(Decrease)/increase in creditors	(61,559)	57,040
<b>Cash generated from operations</b>	<u>33,941</u>	<u>100,736</u>

### **21 Analysis of changes in net funds**

The charity had no debt during the year.