

Company Registration No. 06150651 (England and Wales)

Charity No: 1153582

**REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL
STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
FOR
CITIZENS ADVICE ESSEX LIMITED**



CITIZENS ADVICE ESSEX LIMITED
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FOR THE YEAR ENDED 31 MARCH 2022

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**CITIZENS ADVICE ESSEX LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of Citizens Advice Essex Limited (the company) for the year ended 31 March 2022. The trustees confirm that the Annual Report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name

Citizens Advice Essex Limited

Registered company number

06150651 (England and Wales)

Registered charity number

1153582

Registered office & operational address

Council Offices
Princes Road
Maldon
Essex
CM9 5DL

Company Secretary

Riccardo Tazzini

Trustees & Company Directors

Richard Armitage
Andrew Hunter (Resigned 9 July 2022)
David Pickles - Chair (Resigned 20 July 2022)
Susan Wilson
John Barber
Keith Dabbs (Resigned 10 February 2022)
Tonia Parsons (Resigned 10 March 2022)
Jean Wells (Resigned 13 May 2021)
Philip Wakeling
Paula Whittle
Nigel Conway
David Jarvis
Riccardo Tazzini - Independent Treasurer
Chloe Tron (Appointed 10 February 2022, Resigned 20 July 2022)
Georgina Placey (Appointed 10 March 2022)
Stuart Freel (Appointed 9 July 2022)
Michael Barthee (Appointed 20 July 2022)
John Gilbert - Chair (Appointed 20 July 2022)

Independent Examiner

Mark Goldman FCA
M J Goldman (Chartered Accountants)
MJG Accounts Limited
Hollinwood Business Centre
Albert Street
Oldham OL8 3QL

**CITIZENS ADVICE ESSEX LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

Bankers

Unity Trust Bank
Four Brindleyplace
Birmingham
B1 2JB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity was incorporated as a private company limited by guarantee on the 12 March 2007, number 06150651. It is governed by a Memorandum and Articles of Association that were adopted by the Board on 5 December 2018. It registered as a charity, number 1153582, with the Charities Commission on the 29 August 2013.

Organisation and appointment and training of trustees

Citizens Advice Essex Limited is governed by its Trustee Board, whose composition is detailed at the front of this document. The Directors of the company are also the Trustees for the purposes of charity law. The Trustees carry the ultimate responsibility for the conduct of the Charity and for ensuring that the Charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly.

The members of the Charity are made up of the individual Local Citizens Advice (LCAs) within the county of Essex. Under the requirements of the Memorandum and Articles of Association each member is entitled to appoint one Trustee to the Trustees board and each trustee shall have one vote at all meetings of the Trustee Board.

Both the Chair and the Treasurer of the Charity are independent Trustees.

The Trustee Board may co-opt up to three Trustees in addition to those appointed by members. Co-opted Trustees shall serve for terms of three years from the date of their appointment and may then be re-appointed.

Trustees therefore are usually exclusively Trustees of the member organisations. As such they are drawn from the various local communities within Essex and have a broad range of skills and backgrounds. Newly appointed Trustees will usually have acted as a Trustee of their member LCA for a number of years prior to appointment, and therefore will have received comprehensive inductions to the role of a Trustee, within their respective LCA.

Risk management

The Trustees recognise that any major risks to which the Charity is exposed need to be reviewed and systems put in place to mitigate those risks.

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees have implemented processes which evaluate the risks associated with the key areas within the operation of the Charity. The Trustees operate a range of committees including Finance, Strategic Planning and Operations to discharge effective governance on behalf of the Board. These include regular review of key risks through Trustees meetings and the monitoring of the processes utilised to manage those risks.

The key risk to the Charity is currently the main funding source from Essex County Council. Should any of the agreements with the council cease and not be renewed, then it would be necessary for the Charity to restructure or look for alternative funding.

OBJECTIVES AND ACTIVITIES

Aims, objectives, strategies and activities

The Charity's objects are to promote any charitable purpose for the benefit of the community of Essex, the Unitary Authorities, plus surrounding areas ("the areas of benefit") by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

This is achieved by assisting the member LCAs to secure funding from Essex County Council and other county and national level bodies, acting as a conduit to the processing of these funds and to streamline the relationship between the LCAs and funders. Citizens Advice Essex Limited receives funding directly from Essex County Council, currently in regards to three funding sources, and then distributes these between its member LCAs, meaning that Essex County Council only requires one point of contact.

How our activities deliver public benefit

Citizens Advice Essex Limited aims to meet its charitable objectives by assisting its member LCAs to provide free, confidential, impartial and independent advice and information for the benefit of the community of Essex.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During the year, the Charity continued to assist consortium member Local Citizens Advice (LCAs) in securing and administering funding from Essex County Council. Funding consisted of continuing grant funding for general advice valued at £122,000 annually. This funding, which supports the LCAs' core activities, is distributed proportionally based on local needs and in its entirety.

In addition, Essex County Council provided further funding to Citizens Advice Essex under the Contain Outbreak Management Fund (COMF). This significant funding supported the LCA in their response to the pandemic in terms of volunteer recruitment, training and the digital transformation efforts that enabled them to support clients in similar numbers through the pandemic as prior, but through non face-to-face channels. Some of the monies received have been treated as income in advance as at the year end as we sought and obtained approval for funding deployment to continue beyond the financial year. Irrespective, the investment in core infrastructure and the network's capacity to work digitally will provide a legacy into the future. It is noteworthy that of the funding received under this fund, Citizens Advice Essex retained, and on agreement with the funder, less than 1.5% of the fund value to coordinate activities and provide central monitoring and reporting.

The Charity was appointed by Citizens Advice in 2018/19 to take on the role of Best Practice Lead for Essex for Universal Credit best practice development support as part of the national "Help to Claim" service. This resulted in the appointment of the Charity's then first employee. This work continued with the worker hosted by one of the member LCA, although this ceased by year-end in line with a remodelled Help to Claim service.

As part of the Charity's strategic plan, we had previously appointed a Business Development manager to raise the Charity's profile with external stakeholders and influence their funding and commissioning decisions. The appointment is funded by the Thriving Third Sector Fund, administered by the Essex Community Foundation (ECF) and the LCAs in Essex. The role continues and now also encompasses strategic development and the management and supervision of employees directly employed in the delivery of new projects and initiatives. The Charity directly employed four members of staff throughout the year.

A successful application made in 2019 to the Warm Homes Fund via Essex County enabled us to continue to draw down and pass on this funding against a total funding allocation of £774,000 over two years. Services supporting clients who are in fuel poverty are delivered via the member LCAs. The project's duration was extended during the year, meaning it will continue into the financial year 2022/23.

CITIZENS ADVICE ESSEX LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

A successful application, made in 2020, for funding from the Energy Redress Fund "main fund" programme, again supporting the delivery of services throughout the consortium to help alleviate conditions for clients experiencing fuel poverty. The total funding allocation was £348,000, and we have been able to continue to draw down against this allocation and pass on this fund to participating consortium LCA throughout the year. The geographic scope of this project encompasses Southend and Thurrock, in addition to Essex, as befits the remit of component consortium members.

Funding was received to support the delivery of a successful "emergency fuel voucher" scheme – again funded by the Energy Redress Scheme with administration shared between Citizens Advice Essex and a consortium member. This scheme supports the delivery of fuel vouchers by member LCA who are at risk of (or already have) "self-disconnected" from their energy supply as they use a prepayment meter.

Of note and strategic significance, the Charity directly provided funded training activity through funding from Saffron Building Society to provide debt awareness training for their staff and through Citizens Advice nationally, who selected us as the Regional Energy Lead part of which required us to deliver training to over 300 frontline workers throughout Essex and neighbouring counties.

Fundraising activities

Total income for the year was £1,178,851.

Investment activities

Due to the current size of the charity, all funds are presently held on deposit. The charity does not currently hold any other type of investment.

FUTURE PERIODS

The Charity will continue to work to achieve a sustainable future for the provision of Citizens Advice services throughout Essex & the Unitary Authorities.

The Charity plans to refine changes in its business development and operational governance during the year to better manage future challenges.

We will continue to develop our relationship with statutory organisations, including local authorities, health, and police services, and look for imaginative and innovative ways to support their people-focussed objectives.

Other potential funding sources have been identified for services that the LCAs will deliver. Such resources are almost always time project-specific and linked to outcomes.

FINANCIAL REVIEW

Financial position

Incoming resources in the year were £1,178,851 (2021: £666,734). Of this £1,170,870 (2021: £598,534) related to project restricted activities.

The surplus of income over expenditure for the year was £4,953 (2021: £9,036). At 31 March 2022, total reserves were £80,865 (2021: £75,912), of which £70,644 were unrestricted and £10,221 were restricted.

**CITIZENS ADVICE ESSEX LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

Reserves policy

Each year, the Trustees review the reserves policy and consider the appropriate level of reserves for the organisation to hold. They consider the level appropriate for the current size and complexity of the organisation, the economic environment, the risks and known investment plans above and beyond annual budgeted costs. Trustees also consider our current risk profile, balancing the need to reflect that risk, while making sure funds are not held unnecessarily at the expense of committing funds to meet charitable objectives.

In September 2021, the Board of Trustees agreed a revised reserves policy recommended to them by the Finance Committee. The policy is to hold in free reserves (unrestricted funds and designated reserves) the equivalent of 3 to 6 months' core operating costs for the staff pay, fixed running costs plus any redundancy and closedown liabilities. This means the target range for the year 2022/22 of between at least £30,000 to £50,000. As at 31 March 2022, unrestricted funds (general fund plus designated funds) totalled £70,644, which is comfortably ahead of the target range.

Funds in deficit

No funds were in deficit at the balance sheet date.

Principal funding sources

The Trustees extend their gratitude to Essex County Council who continue to support the Charity and its members in their operations.

The Charity's members continue to provide additional funding when required to meet operational costs and during the year this totalled £2,750 (2021: £3,150).

Investment policy and objectives

Due to the size of the charity and its cash flow requirements, all funds are held on deposit or in low-risk investments, in furtherance of its objects, and for no other purpose. The charity has the power to invest the monies of the charity not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of Citizens Advice Essex Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing the financial statements, the Trustees are required to:

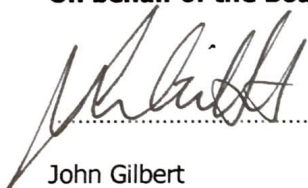
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

**CITIZENS ADVICE ESSEX LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022**

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the Board of Trustees


.....

John Gilbert
Chair of the Trustees

Date 26 October 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CITIZENS ADVICE ESSEX LIMITED FOR THE YEAR ENDED 31 MARCH 2022

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 7 to 18.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors 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').

An independent examination has taken place instead of an audit (Regulation 31(f)) under a dispensation from the Charity Commission dated 18 May 2022.

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 company'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.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; 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 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 accounts to be reached.



M Goldman FCA
M J Goldman (Chartered Accountants)
MJG Accounts Limited
Hollinwood Business Centre
Albert Street
Oldham
OL8 3QL

26 October 2022

CITIZENS ADVICE ESSEX LIMITED
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE
ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022

| | | Year ended 31 March 2022 | | | Year ended 31 March 2021 |
|------------------------------------|-------|--------------------------|------------------|------------------|--------------------------|
| | Notes | Unrestricted funds | Restricted funds | Total funds | Total funds |
| | | £ | £ | £ | £ |
| Income from: | | | | | |
| Charitable activities | 2 | 5,200 | 1,170,870 | 1,176,070 | 663,534 |
| Investment income | 3 | 31 | - | 31 | 50 |
| Other | 4 | 2,750 | - | 2,750 | 3,150 |
| Total income | | <u>7,981</u> | <u>1,170,870</u> | <u>1,178,851</u> | <u>666,734</u> |
| Expenditure on: | | | | | |
| Charitable activities | 5 | 3,028 | 1,170,870 | 1,173,898 | 657,698 |
| Total expenditure | | <u>3,028</u> | <u>1,170,870</u> | <u>1,173,898</u> | <u>657,698</u> |
| Net income / (expenditure) | | <u>4,953</u> | <u>-</u> | <u>4,953</u> | <u>9,036</u> |
| Transfers between funds | | - | - | - | - |
| Net movement in funds | | <u>4,953</u> | <u>-</u> | <u>4,953</u> | <u>9,036</u> |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 65,691 | 10,221 | 75,912 | 66,876 |
| Total funds carried forward | | <u>70,644</u> | <u>10,221</u> | <u>80,865</u> | <u>75,912</u> |

The accompanying notes form part of these financial statements.

CITIZENS ADVICE ESSEX LIMITED
BALANCE SHEET
AS AT 31 MARCH 2022

| | Notes | Unrestricted funds £ | Restricted funds £ | 2022 Total funds £ | 2021 Total funds £ |
|--|-----------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Fixed assets | | | | | |
| Tangible assets | 9 | 114 | - | 114 | 312 |
| | | <u>114</u> | <u>-</u> | <u>114</u> | <u>312</u> |
| Current assets | | | | | |
| Debtors | 10 | 2,162 | 98,689 | 100,851 | 95,563 |
| Cash at bank and in hand | | 77,844 | 162,768 | 240,612 | 131,987 |
| | | <u>80,006</u> | <u>261,457</u> | <u>341,463</u> | <u>227,550</u> |
| Liabilities | | | | | |
| Amounts falling due within one year | 11 | (9,476) | (251,236) | (260,712) | (151,950) |
| Net current assets | | <u>70,530</u> | <u>10,221</u> | <u>80,751</u> | <u>75,600</u> |
| Total assets less current liabilities | | <u>70,644</u> | <u>10,221</u> | <u>80,865</u> | <u>75,912</u> |
| Net assets | | <u>70,644</u> | <u>10,221</u> | <u>80,865</u> | <u>75,912</u> |
| Funds of the Charity: | 12 | | | | |
| Unrestricted funds: | | | | | |
| General funds | | | | 25,643 | 20,690 |
| Designated funds | | | | 45,001 | 45,001 |
| Restricted funds | | | | 10,221 | 10,221 |
| Total charity funds | | | | <u>80,865</u> | <u>75,912</u> |

CITIZENS ADVICE ESSEX LIMITED
BALANCE SHEET
AS AT 31 MARCH 2022

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

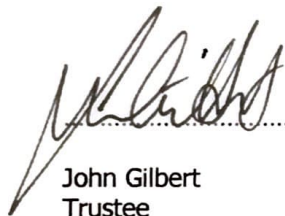
These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The Trustees acknowledge their responsibilities for

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

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees on 26 October 2022 and were signed on its behalf by:



John Gilbert
Trustee

Company Registration Number: 06150651

The accompanying notes form part of these financial statements.

CITIZENS ADVICE ESSEX LIMITED
STATEMENT OF CASH FLOWS
AS AT 31 MARCH 2022

| | Notes | 2022 | 2021 |
|---|--------------|----------------|----------------|
| | | £ | £ |
| Cash flows from operating activities | | | |
| Net movement in funds | | 4,953 | 9,036 |
| Adjustment to cash flows from non-cash items | | | |
| Depreciation | | 198 | 196 |
| Investment Income | 3 | (31) | (50) |
| | | <u>5,120</u> | <u>9,182</u> |
| Working capital adjustments | | | |
| Decrease/(increase) in debtors | 10 | (5,288) | (95,563) |
| (Decrease)/increase in creditors | 11 | 108,762 | 147,005 |
| | | <u>108,594</u> | <u>60,624</u> |
| Net cash flows from operating activities | | | |
| Cash flows from investing activities | | | |
| Interest receivable and similar income | 3 | 31 | 50 |
| Purchase of tangible fixed assets | | - | - |
| | | <u>31</u> | <u>50</u> |
| Net cash flows from investing activities | | | |
| Cash flows from financing activities | | | |
| Repayment of borrowing | | - | - |
| | | <u>-</u> | <u>-</u> |
| Net cash flows from financing activities | | | |
| Net increase in cash and cash equivalents | | <u>108,625</u> | <u>60,674</u> |
| Cash and cash equivalents at 1 April | | 131,987 | 71,313 |
| Cash and cash equivalents at 31 March | | <u>240,612</u> | <u>131,987</u> |
| Cash and cash equivalents consists of: | | | |
| Cash at bank and in hand | | 240,612 | 131,987 |
| Cash and cash equivalents at 31 March | | <u>240,612</u> | <u>131,987</u> |

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

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Companies Act 2006 and UK Generally Accepted Accounting Practice.

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

Citizens Advice Essex Limited meets the definition of a public entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Income

All incoming resources are included on the Statement of Financial Activities when the Charity is legally entitled to the income, it is probable that the income will be received and the amount can be quantified with reasonable accuracy.

Bank interest is included in the income and expenditure account on receipt.

Expenditure

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements for the charity and include accountant's fees and costs linked to the strategic management of the Charity.

Taxation

The charity is exempt from corporation tax on its charitable activities. The Charity is not registered for VAT and accordingly all expenditure includes VAT as appropriate.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated to be 5 years from initial acquisition.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments and accrued income comprise payments made in advance relating to the following year and income relating to the current year, which will not be invoiced until after the balance sheet date.

CITIZENS ADVICE ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

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.

Restricted funds

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated.

Designated funds

Designated funds are allocated out of unrestricted funds by the Trustees for specific purposes. The use of such funds is at the Trustees' discretion.

Retirement benefits

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

2. INCOME FROM CHARITABLE ACTIVITIES

| | 2022 | 2021 |
|--|------------------|----------------|
| | £ | £ |
| Essex County Council – Contain Outbreak Management fund | 536,817 | - |
| Essex County Council – SLA | 122,000 | 122,000 |
| Essex County Council – Warm Homes | 297,112 | 215,053 |
| Essex County Council – Covid-19 assistance | - | 65,000 |
| Essex Community Fund | 14,167 | 13,333 |
| Essex Community Foundation – Covid-19 assistance | - | 60,000 |
| Energy Saving Trust – Energy Redress Covid-19 Crisis Fund | 23,606 | 119,776 |
| Energy Saving Trust – Warm Start Essex | 122,052 | 28,724 |
| Citizens Advice – Big Energy Saving Network | 15,137 | - |
| Universal Credit Best Practice Lead | 39,979 | 39,648 |
| Saffron Building Society – Debt Awareness Training | 5,200 | - |
| | <u>1,176,070</u> | <u>663,534</u> |

The income from charitable activities was £1,176,070 (2021: £663,534) of which £1,170,870 was restricted (2021: £598,534).

CITIZENS ADVICE ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

3. INVESTMENT INCOME

| | 2022 | 2021 |
|------------------------|-------------|-------------|
| | £ | £ |
| Bank interest received | 31 | 50 |
| | <u>31</u> | <u>50</u> |

4. OTHER INCOME

| | 2022 | 2021 |
|---------------------|--------------|--------------|
| | £ | £ |
| Income from members | 2,750 | 3,150 |
| | <u>2,750</u> | <u>3,150</u> |

Income of £2,750 received from members represents subscriptions paid by the Charity's member Local Citizens Advice to support the general running costs of the Charity, which in turn supports the activities of the member Local Citizens Advice themselves.

5. RESOURCES EXPENDED

| | Unrestricted funds | Restricted funds | Total Funds 2022 | Total Funds 2021 |
|---------------------------|---------------------------|-------------------------|-------------------------|-------------------------|
| | £ | £ | £ | £ |
| General Advisory Services | 3,028 | 1,170,870 | 1,173,898 | 654,859 |
| Governance Costs | - | - | - | 2,839 |
| | <u>3,028</u> | <u>1,170,870</u> | <u>1,173,898</u> | <u>657,698</u> |

Natural classification of expenditure

| | 2022 | 2021 |
|---|------------------|----------------|
| | £ | £ |
| Provision of SLA | 122,000 | 122,000 |
| Provision of Warm Homes | 3,528 | 1,689 |
| Provision of Energy Redress Covid-19 Crisis | - | 108,410 |
| Partner costs | 894,711 | 317,895 |
| Staff and training costs | 129,596 | 91,006 |
| Outsourced support | 13,292 | 4,062 |
| Recruitment costs | 488 | 1,930 |
| Support costs | - | 3,000 |
| Office costs | 3,265 | 1,656 |
| Governance costs | 2,394 | 2,839 |
| Other costs | 4,624 | 3,211 |
| | <u>1,173,898</u> | <u>657,698</u> |

Governance costs relate in their entirety to accountancy fees in respect to the preparation and independent examination of the year end accounts.

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 31 March 2022, nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid during the year ended 31 March 2022, nor in the year ended 31 March 2021.

7. STAFF COSTS

| | 2022 | 2021 |
|------------------------------|----------------|---------------|
| | £ | £ |
| Wages and salaries | 114,683 | 80,028 |
| Employers National Insurance | 5,185 | 3,407 |
| Pension costs | 2,985 | 2,401 |
| | <u>122,853</u> | <u>85,836</u> |

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

| | 2022 | 2021 |
|---------------------|-------------|-------------|
| Charitable purposes | 4 | 3 |
| | <u>4</u> | <u>3</u> |

No employee received remuneration of more than £60,000 during the year (2021: Nil).

8. INDEPENDENT EXAMINERS REMUNERATION

The Independent Examiners' Remuneration paid in the year to 31 March 2022 was £2,394.

CITIZENS ADVICE ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

9. FIXED ASSETS

| | Computer Equipment £ | Total £ |
|-----------------------|-------------------------------------|--------------------|
| Cost | | |
| As at 1 April 2021 | 984 | 984 |
| Additions | - | - |
| As at 31 March 2022 | <u>984</u> | <u>984</u> |
| Depreciation | | |
| As at 1 April 2021 | 672 | 672 |
| Charge for the year | 198 | 198 |
| As at 31 March 2022 | <u>870</u> | <u>870</u> |
| Net book value | | |
| As at 31 March 2022 | <u>114</u> | <u>114</u> |
| As at 31 March 2021 | <u>312</u> | <u>312</u> |

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2022 £ | 2021 £ |
|--------------------------------|-------------------|-------------------|
| Prepayments and accrued income | 100,851 | 95,563 |
| | <u>100,851</u> | <u>95,563</u> |

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2022 £ | 2021 £ |
|------------------------------|-------------------|-------------------|
| Trade creditors | 413 | 560 |
| Taxation and social security | 2,531 | 2,378 |
| Accruals and deferred income | 257,768 | 148,459 |
| Other creditors | - | 553 |
| | <u>260,712</u> | <u>151,950</u> |

CITIZENS ADVICE ESSEX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

12. MOVEMENT IN FUNDS

| | At 1 April 2021 £ | Incoming resources £ | Outgoing resources £ | Transfers between funds £ | At 31 March 2022 £ |
|---|--------------------------------------|-------------------------------------|-------------------------------------|--|---------------------------------------|
| UNRESTRICTED FUNDS | | | | | |
| General fund | 20,690 | 7,981 | (3,028) | - | 25,643 |
| Designated fund | 45,001 | - | - | - | 45,001 |
| | <u>65,691</u> | <u>7,981</u> | <u>(3,028)</u> | <u>-</u> | <u>70,644</u> |
| RESTRICTED FUNDS | | | | | |
| Citizens Advice – Big Energy Saving Network | - | 15,137 | (15,137) | - | - |
| Essex County Council – SLA | - | 122,000 | (122,000) | - | - |
| Essex County Council – Warm Homes | - | 297,112 | (297,112) | - | - |
| Essex County Council – Contain Outbreak Management Fund | - | 536,817 | (536,817) | - | - |
| Energy Saving Trust – Energy Redress Covid-19 Crisis Fund | - | 23,606 | (23,606) | - | - |
| Energy Saving Trust – Warm Start Essex | - | 122,052 | (122,052) | - | - |
| Essex Community Foundation | 5,521 | 14,167 | (14,167) | - | 5,521 |
| Universal Credit Best Practice Lead | 4,700 | 39,979 | (39,979) | - | 4,700 |
| | <u>10,221</u> | <u>1,170,870</u> | <u>(1,170,870)</u> | <u>-</u> | <u>10,221</u> |
| TOTAL FUNDS | <u>75,912</u> | <u>1,178,851</u> | <u>(1,173,898)</u> | <u>-</u> | <u>80,865</u> |

13. PURPOSES OF RESTRICTED FUNDS

Essex County Council – SLA (Service Level Agreement)

This is funding to support the member Local Citizens Advice with regards to the continued provision of free, independent, impartial advice and information to residents within the Essex County Council area.

Essex County Council – Warm Homes

The Warm Homes project is derived from Essex County Council acting as lead accountable body and contracting to Citizens Advice Essex under a grant paid through Category 3 of the National Grid "Warm Homes Fund". It is to support fuel poverty alleviation activities across the county.

Energy Saving Trust – Energy Redress Covid-19 Crisis Fund

This is a fund to support us distributing emergency fuel vouchers for prepayment meter users who are at risk of "self-disconnection" from their energy supply. The fund included both an element to cover the direct costs of the vouchers, the voucher supplier's admin costs, and the costs of administering the scheme.

Energy Saving Trust – Warm Start Essex

This is a fund source from the Energy Redress "main fund" for which Citizens Advice Essex is the lead accountable body. Activities are chiefly delivered by consortium member LCA and support fuel poverty alleviation across Essex, Southend and Thurrock.

Essex Community Foundation

This is funding to support with the costs of a business development manager for a four year period.

Essex County Council – Contain Outbreak Management Fund

Funding to support the costs associated with the ongoing public health and outbreak management costs of tackling COVID.

Universal Credit Best Practice Lead

Funding research to guide best practice for Citizens Advice support for Universal Credit applicants.

Citizens Advice – Big Energy Saving Network

Funding to support the costs of training Regional Energy Leads.

14. PURPOSES OF DESIGNATED FUNDS

Member SLAs – Business Development Manager

This is funding to support 50% of the costs of a business development manager for a two year period.

15. LEGAL STATUS OF CHARITY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1. The number of members as at the 31 March 2022 was 12.

16. CONTROL

The charity is controlled by its Trustees/Directors.

17. RELATED PARTY DISCLOSURE

Each of the Trustees who served during the year represented the following member Local Citizens Advice:

| | |
|------------------|------------------------------|
| Richard Armitage | Uttlesford |
| Andrew Hunter | South Essex |
| David Pickles | None – Independent Chair |
| Susan Wilson | Braintree, Halstead & Witham |
| John Barber | Harlow |
| Keith Dabbs | Chelmsford |
| Tonia Parsons | Tendring |
| Jean Wells | Epping |
| Philip Wakeling | Maldon |
| Paula Whittle | Southend |
| Nigel Conway | Epping |
| David Jarvis | Colchester |
| Riccardo Tazzini | None – Independent Treasurer |
| Chloe Tron | Chelmsford |
| Georgina Placey | Tendring |

Details of the monies passed, during the year, by Citizens Advice Essex Limited to each member Local Citizens Advice is disclosed in the individual accounts for each member, which are publicly available.

18. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|------------------------------------|-------------------------------------|-----------------------------------|------------------------------|
| Income from: | | | |
| Charitable activities | 65,000 | 191,478 | 663,534 |
| Investment income | 50 | - | 50 |
| Other | 3,150 | - | 3,150 |
| Total income | <u>68,200</u> | <u>598,534</u> | <u>666,734</u> |
| Expenditure on: | | | |
| Charitable activities | 59,164 | 598,534 | 657,698 |
| Total expenditure | <u>59,164</u> | <u>598,534</u> | <u>657,698</u> |
| Net income / (expenditure) | <u>9,036</u> | <u>-</u> | <u>9,036</u> |
| Transfers between funds | - | - | - |
| Net movement in funds | <u>9,036</u> | <u>-</u> | <u>9,036</u> |
| Reconciliation of funds | | | |
| Total funds brought forward | 56,655 | 10,221 | 66,876 |
| Total funds carried forward | <u>65,691</u> | <u>10,221</u> | <u>75,912</u> |

CITIZENS ADVICE ESSEX LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022

| | 2022 | 2021 |
|--|---------------------|---------------------|
| | £ | £ |
| INCOMING RESOURCES | | |
| Incoming resources from charitable activities | | |
| General Advisory Services | 1,176,070 | 663,534 |
| Income from members | 2,750 | 3,150 |
| Total incoming resources | <u>1,178,820</u> | <u>666,684</u> |
| RESOURCES EXPENDED | | |
| Charitable activities | | |
| Provision of SLA | 122,000 | 122,000 |
| Provision of Warm Homes | 3,528 | 1,689 |
| Provision of Energy Redress Covid-19 Crisis | - | 108,410 |
| Partner costs | 894,711 | 317,895 |
| Computer costs | 2,002 | 1,340 |
| Telephone | 571 | 60 |
| Recruitment advertising | 488 | 1,930 |
| Staff training | 6,743 | 5,170 |
| Insurance | 693 | 256 |
| Travel and subsistence | - | 54 |
| Legal and professional | 35 | 185 |
| Bookkeeping and payroll processing fees | 2,443 | 2,538 |
| Management support | - | 3,000 |
| Publicity and promotion | 667 | - |
| Sundry expenses | 999 | 50 |
| Subscriptions | 176 | 90 |
| Depreciation | 198 | 196 |
| Bank charges | 105 | 98 |
| Outsourced support | 13,292 | 4,062 |
| Wages and salaries | 114,683 | 80,028 |
| Employer's National Insurance | 5,185 | 3,407 |
| Pension costs | 2,985 | 2,401 |
| | <u>1,171,504</u> | <u>654,859</u> |
| Governance costs | | |
| Accountancy fees | 2,394 | 2,839 |
| | <u>2,394</u> | <u>2,839</u> |
| Total resources expended | <u>1,173,898</u> | <u>657,698</u> |
| Bank interest received | 31 | 50 |
| Net (expenditure)/income | <u>4,953</u> | <u>9,036</u> |

This page does not form part of the statutory financial statements