

BEXLEY BOROUGH CITIZENS ADVICE BUREAU LIMITED

England & Wales · Charity number 275955

Details

Other names	BEXLEYHEATH CITIZENS ADVICE BUREAU, ERITH CITIZENS ADVICE BUREAU
Status	Registered
Legal form	Charitable company
Company number	01368988
Registered	1978-06-16
Register	View on the Charity Commission register

Contact

Address Citizens Advice Bureau
42 Pier Road
Erith
DA8 1TA

Phone 0808 2505 709

Email advice@bexleycab.org.uk

Website www.bexleycab.org.uk

Activities

Objects: PROMOTION OF ANY CHARITABLE PURPOSE FOR THE BENEFIT OF THE COMMUNITY IN BEXLEY AND THE ADJACENT AREA BY THE ADVANCEMENT OF EDUCATION. THE FURTHERANCE OF HEALTH, AND THE RELIEF OF POVERTY, SICKNESS AND DISTRESS.

Activities: GIVING FREE CONFIDENTIAL INDEPENDENT AND IMPARTIAL ADVICE

Classification

- **How:** Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** BEXLEY LB
- Bexley

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£346,295	£365,571	-	-
2024-03-31	£384,280	£341,459	-	-
2023-03-31	£423,866	£450,710	-	-
2022-03-31	£410,355	£403,355	-	-
2021-03-31	£419,523	£344,079	-	-

Trustees

Name	Role	Appointed
Steve Armstrong	Chair	2021-01-12
Alison Campbell Ms		2025-03-06
Christopher David Foster		2024-10-14
Emmanuelle Deborah Adebayo		2026-05-13
Jana Nathan		2025-06-09
Neil Walford		2020-12-08
Stephen Buckley		2026-03-16

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

England & Wales - Charity number 275955

Accounts



BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2025**

Charity registration number 275955

Company Registration number: 01368988

Independent Examiner:

Sadler Davies (Trading as: Finsbury Robinson Ltd)
Top Floor, West Hill House, Dartford, Kent DA1 2EU

Registered Address:

42 Pier Road, Erith Kent DA8 1TA

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

Year Ended 31st March 2025

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BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

Reference and Administration Details for the Year Ended 31st March 2025

Company Registration Number	01368988
Charity Number	275955
Registered Office	42 Pier Road, Erith Kent DA8 1TA
Trustees / Directors	Mr Steve Armstrong (Chair) Mr Neil Walford (Deputy Chair) Mr Nigel Springhall (Treasurer) Resigned 06/03/25 Mr Keith Coleman (Treasurer) Ms Bucky Omopariola Resigned 06/03/25 Ms Sarah Albury Resigned 30/07/24 Mr Paul Nevulis Resigned 14/10/24 Mr Nythan Smith Mr David Murdoch Ms Alison Campbell Co-opted 06/03/25
Acting Chief Executive Officer	Ms Karen Townsend
Company Secretary	Ms Nicola Smith
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling, Kent ME19 4JQ CCLA PO Box 12892, Dunmow, Essex CM6 9DL
Independent Examiner	Sadler Davies (Trading as: Finsbury Robinson Ltd) Top Floor, West Hill House, Dartford Kent DA1 2EU

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

Trustees' Annual Report for the period 1st April 2024 to 31st March 2025

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 17th May 1978 and registered as a charity on 16th June 1978. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its articles of association and was last amended on 22nd November 2015.

The charity's structure is as follows:

General day to day management of the centre of Erith and the hubs at Bexleyheath and Blackfen, is the responsibility of the CEO. All major decisions and expenditure must be presented to and agreed by the board of trustees.

Directors and Trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law. No trustees have received any financial remuneration during the financial year. The directors and trustees serve a 3-year term on the board. All trustees have served throughout the year except where indicated.

The meeting of the trustees may be attended by observers from the London Borough of Bexley and the Royal British Legion.

Inherent Risk

The charity is dependant on funding from Bexley Council (guaranteed until 2025) to sustain its activities, other than those funded through specific grants. The trustees recognise the risk that, should the grant not be awarded, the charity would be significantly affected which may lead to closure. The Bureaux would require alternative funding to maintain a service to the Bexley residents.

Objectives, Activities and Public benefit

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

The aim of the service is to provide the advice people need for the problems they face and improve the policies and practices that affect people's lives.

Achievements and Performance

In the past year we dealt with 9,498 new issues and we saw 2935 new clients, which does not represent returning clients or case work.

For money advice we dealt with 422 new clients and assisted in achieving a financial outcome of £2,410,738.

CAB overall have financially assisted our clients to achieve over £3,0000.00 in benefits/debts and other financial outcomes.

Major grants have been awarded from The Trussell Trust and Trust for London.

In April, Citizens Advice Bexley joined the Pan London consortium. It was felt that closer collaboration and networking with other Local CitA's across London, would be, and has been, invaluable in Citizens Advice Bexley's commitment to continuous improvement to all its working practices.

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

Nationally, Citizens Advice continues to go through a restructuring programme which will have operational and financial implications to CAB which cannot be quantified at this point in time.

Sadly, our CEO, Mr Roland Haigh died in July, after many years of service, which has left a large void. Consequently, we are indeed grateful to Ms Karen Townsend for agreeing to perform the duties of Acting CEO, and to Ms Nicola Smith for agreeing to fill the role of Company Secretary. Their assistance has been a key factor in the successful completion of our major CitA LSA Audit, which we are obliged to complete every three years and to a lesser extent every year.

The revised Business Plan agreed by the Trustee Board included new initiatives, namely:

- Improved Social Media presence
- A successful team building event for all Staff, Volunteers and Trustees of CAB
- An IT policy review that will deliver:
 - improved hardware for Staff and Volunteers in a sustainable manner
 - An upgraded website
 - Improved telephone access for potential clients of CAB.

Financial review

There are £243,094.52 in unrestricted and designated reserves. The charity's policy on reserves is to keep 4 months expenditure in the unrestricted reserve fund. The levels of reserves are monitored by the administrator with any significant changes discussed with the trustees.

The trustees receive a quarterly financial report from the administrator to review and act upon as necessary.

The restricted reserves of £30,493.64 is the unspent balance of grants awarded to the bureaux for specific ongoing projects.

During this period the trustees carried out a salary review which included a banding re-evaluation to ensure responsibility for each position was rewarded fairly, whilst being mindful of the funds available.

Negotiations continue with Bexley Council on the current and proposed funding agreement for 2026 and beyond.

Staffing

The staffing levels for the year were 7.25 FTE paid staff and 2.2 FTE volunteers, with further volunteers undergoing advisory training.

Investment Policy

Aside from maintaining a prudent level of reserves most of the charity's funds are spent in the short term, consequently there are no long-term investments. The trustees invest any funds not immediately required in the Charities Official Investment Fund (COIF) which is a deposit fund managed by CCLA Investment Management Ltd, a specialist investor for "not for profit" organisations. COIF deposit fund provides a secure environment with an interest rate of 4.47%.

Trustees' Responsibilities

The trustees are required under the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and its financial position at the end of the year. In preparing financial statements giving true and fair view, the trustees should follow best practice and:

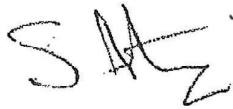
- a) Select suitable accounting policies and apply them consistently

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

- b) Make suitable judgements and estimates that are reasonable and prudent.
- c) State whether applicable accounting standards of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- d) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records, which enable them to disclose with reasonable accuracy the financial position of the charity, and for ensuring that they comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees:

A handwritten signature in black ink, appearing to read 'S A Z', is written over the printed name of Steve Armstrong.

Steve Armstrong (Chair)
Trustee/Director

Date:

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED
STATEMENT OF ASSETS & LIABILITIES
Year Ended 31st March 2025

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	Notes	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
Tangible Fixed Assets	2	<u>£8,161.07</u>	<u>£632.17</u>	<u>£8,793.24</u>	<u>£12,464.70</u>
Current Assets					
Debtors	3	252.00	-	252.00	35,500.00
Cash at bank and in hand	4	<u>267,870.93</u>	<u>29,469.99</u>	<u>297,340.92</u>	<u>247,891.26</u>
Total current assets		<u>£268,122.93</u>	<u>£29,469.99</u>	<u>£297,592.92</u>	<u>£283,391.26</u>
Liabilities: amounts falling due within 1 year	5	32,798.00	-	32,798.00	3,011.46
Current Assets less Current Liabilities		<u>£235,325.05</u>	<u>£29,469.99</u>	<u>£264,794.92</u>	<u>£280,379.92</u>
Total Assets less Current Liabilities		<u>£243,486.11</u>	<u>£30,102.16</u>	<u>£273,588.16</u>	<u>£292,864.61</u>
FUNDS					
Restricted	8	-	30,493.64	30,493.64	46,331.56
Unrestricted - Designated	8	16,000.00	-	16,000.00	16,000.00
Unrestricted - General	8	<u>227,094.52</u>	-	<u>227,094.52</u>	<u>230,533.05</u>
		<u>£243,094.52</u>	<u>£30,493.64</u>	<u>£273,588.16</u>	<u>£292,864.61</u>

The company was entitled to exemption from audit under section 477 of the Companies Act 2006.


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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Mr Steve Armstrong (Chair)



Mr Keith Coleman (Treasurer)

Trustee/Director

Trustee/Director

Date:

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
Year Ended 31st March 2025

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	<u>Notes</u>	<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>TOTAL FUNDS</u>	
		<u>General</u>	<u>Designated</u>	<u>Funds</u>	<u>2025</u>	<u>2024</u>
		£	£	£	£	£
INCOMING RESOURCES						
Donations and legacies	6a	700.00	-	-	700.00	22,600.00
Charitable Activities	6b	219,302.00	-	111,886.92	331,188.92	349,354.00
Investments	6c	14,406.24	-	-	14,406.24	12,325.98
TOTAL		<u>£234,408.24</u>	<u>-</u>	<u>£111,886.92</u>	<u>£346,295.16</u>	<u>£384,279.98</u>
RESOURCES EXPENDED						
Charitable Activities	7a	226,558.36	-	130,874.12	357,432.48	338,550.81
Other expenditure	7b	7,200.54	-	938.59	8,139.13	2,908.00
TOTAL		<u>£233,758.90</u>	<u>-</u>	<u>£131,812.71</u>	<u>£365,571.61</u>	<u>£341,458.81</u>
NET INCOMING / (OUTGOING) RESOURCES BEFORE TRANSFERS						
		649.34	-	(19,925.79)	(19,276.45)	42,821.17
ADDITIONS TO & RELEASES FROM FUNDS						
	8	(4,087.87)	-	4,087.87	-	-
NET MOVEMENT IN FUNDS						
		<u>(£3,438.53)</u>	<u>-</u>	<u>(£15,837.92)</u>	<u>(£19,276.45)</u>	<u>£42,821.17</u>
BALANCES BROUGHT FWD AT 1 APRIL 2024 (2023)						
		<u>£230,533.05</u>	<u>£16,000.00</u>	<u>£46,331.56</u>	<u>£292,864.61</u>	<u>£250,043.44</u>
BALANCES CARRIED FWD AT 31 MARCH 2025 (2024)						
		<u>£227,094.52</u>	<u>£16,000.00</u>	<u>£ 30,493.64</u>	<u>£273,588.16</u>	<u>£292,864.61</u>

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
Year Ended 31st March 2025

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1 Accounting Policies

1a Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with Charities SORP (FRS102) 2015 and with regard to the Charities Act 2011. An independent examination is required under the Charities Act 2011.

Abridged financial statements have been filed with Companies House in accordance with the special provisions of the Companies Act 2006 relating to smaller companies. No audit is required under exemption S 477 of the Companies Act 2006.

1b Tangible Fixed Assets

Depreciation is calculated on fixed assets in order to write off each asset over its estimated useful life.

Effective 1st April 2024, the trustees have decided to change the depreciation rule for all fixed assets to a 20% straight-line method. This replaces the previous 20% reducing balance method used for computers, office equipment, and office furniture. This change means that depreciation will now be calculated as a fixed percentage of the asset's original cost each year, rather than a percentage of its declining book value.

1c Pension costs

The charity pays into The Peoples Pension scheme for all qualifying employees.

1d Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor of each fund.

2 TANGIBLE FIXED ASSETS	<u>Office</u>	<u>Office</u>	<u>Furniture</u>	<u>TOTAL</u>
	<u>Equipment</u>	<u>Equipment</u>	<u>Equipment</u>	<u>Equipment</u>
	£	£	£	£
	(Restricted)			
Cost at the beginning of the year	3,751.55	30,467.74	5,171.18	39,390.47
Additions	629.00	3,818.56	-	4,447.56
Disposals	-	-	-	-
Cost at the end of the year	<u>4,380.55</u>	<u>34,286.30</u>	<u>5,171.18</u>	<u>43,838.03</u>
Accumulated Depreciation 1st April 2024	2,809.79	19,482.87	4,613.00	26,905.66
Charge for year	938.59	6,642.36	558.18	8,139.13
Depreciation eliminated on disposals	-	-	-	-
	<u>3,748.38</u>	<u>26,125.23</u>	<u>5,171.18</u>	<u>35,044.79</u>
NET BOOK VALUE 31st March 2025	<u>£632.17</u>	<u>£8,161.07</u>	<u>£0.00</u>	<u>£8,793.24</u>

3 DEBTORS AND ACCRUED INCOME

	2025	2024
Other Debtors	-	34,000.00
Prepayments	252.00	-
Travel Expenses Refund	-	1,500.00
	<u>£252.00</u>	<u>£35,500.00</u>

4 MONETARY ASSETS

	2025	2024
Bank current Account: CAF	24,420.69	16,489.27
Bank deposit Account: COIF	<u>272,920.23</u>	<u>231,401.99</u>
	<u>£297,340.92</u>	<u>£247,891.26</u>

5 LIABILITIES FALLING DUE WITHIN 1 YEAR

	2025	2024
Deferred Income	23,698.00	-
Accrued expenses	9,100.00	2,200.00
Pension liability	-	811.46
	<u>£32,798.00</u>	<u>£3,011.46</u>

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
Year Ended 31st March 2025

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6	INCOMING RESOURCES	<u>Unrestricted</u>	<u>Restricted</u>	<u>TOTAL FUNDS</u>	
		<u>General</u>	<u>Funds</u>	<u>2025</u>	<u>2024</u>
		£	£	£	£
6a	Voluntary Income				
	Donations and legacies	700.00	-	700.00	600.00
	Other grants and income	-	-	-	22,000.00
		<u>700.00</u>	<u>-</u>	<u>700.00</u>	<u>22,600.00</u>
6b	Charitable Activities-Grants				
	Bexley Council	216,300.00	-	216,300.00	216,300.00
	Bexley Council Debt Advice Fund	-	37,000.00	37,000.00	34,000.00
	CitA Cost of Living Grant	-	-	-	15,000.00
	CitA Energy Advice Programme	-	-	-	11,812.50
	Trust for London Fund	-	29,103.50	29,103.50	34,854.50
	Trussell Trust	-	36,259.22	36,259.22	36,427.08
	London Borough of Bexley Fuel Voucher Scheme	-	9,524.20	9,524.20	-
	Charitable Activities-fundraising	3,002.00	-	3,002.00	959.92
		<u>219,302.00</u>	<u>111,886.92</u>	<u>331,188.92</u>	<u>349,354.00</u>
6c	Income from investment				
	Bank interest	14,406.24	-	14,406.24	12,325.98
		<u>14,406.24</u>	<u>-</u>	<u>14,406.24</u>	<u>12,325.98</u>
	TOTAL INCOMING RESOURCES	<u>£234,408.24</u>	<u>£111,886.92</u>	<u>£346,295.16</u>	<u>£384,279.98</u>
7	RESOURCES EXPENDED	<u>Unrestricted</u>	<u>Restricted</u>	<u>TOTAL FUNDS</u>	
		<u>General</u>	<u>Funds</u>	<u>2025</u>	<u>2024</u>
		£	£	£	£
7a	Expenditure on charitable activities				
	Rent of offices	20,207.04	-	20,207.04	17,708.50
	Training	-	-	-	775.00
	Travel	223.03	596.51	819.54	245.29
	IT supplies & support	3,660.63	40.00	3,700.63	4,369.66
	Salaries & Wages	168,622.64	96,694.78	265,317.42	270,359.93
	Employers NI	9,737.17	6,693.45	16,430.62	18,108.35
	Pensions	2,229.80	1,626.50	3,856.30	3,414.50
	Recruitment	-	-	-	704.40
	Volunteer Costs	806.76	-	806.76	770.41
	Telephone	1,946.55	-	1,946.55	3,455.93
	Printing postage stationery	2,877.33	46.88	2,924.21	1,298.50
	Office Supplies	112.11	-	112.11	525.08
	Membership Fees & Subscriptions	8,557.29	141.00	8,698.29	8,356.15
	Insurance	1,936.59	-	1,936.59	2,191.80
	Company accounts filing fees	34.00	-	34.00	13.00
	Bank charges	60.00	-	60.00	60.00
	Accountancy and book keeping	1,570.00	-	1,570.00	1,290.00
	Bexley Fuel Voucher Scheme	-	25,035.00	25,035.00	-
	Sundry	3,977.42	-	3,977.42	4,904.31
		<u>226,558.36</u>	<u>130,874.12</u>	<u>357,432.48</u>	<u>338,550.81</u>
7b	Other expenditure				
	Depreciation Computer & Equipment	6,642.36	938.59	7,580.95	2,770.00
	Depreciation Furniture & Fittings	558.18	-	558.18	138.00
		<u>7,200.54</u>	<u>938.59</u>	<u>8,139.13</u>	<u>2,908.00</u>
	TOTAL RESOURCES EXPENDED	<u>£233,758.90</u>	<u>£131,812.71</u>	<u>£365,571.61</u>	<u>£341,458.81</u>

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED
NOTES TO THE FINANCIAL STATEMENTS
Year Ended 31st March 2025

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8. Summary of Fund Movements

	Balance 31 March 2024	Income	Expenditure	Net Movement	Transfers	Balance 31 March 2025
Designated Funds						
Repairs Contingency Fund	6,000.00	-	-	-	-	6,000.00
IT Contingency	10,000.00	-	-	-	-	10,000.00
TOTAL DESIGNATED FUNDS	£16,000.00	-	-	-	-	£16,000.00
	Balance 31 March 2024	Income	Expenditure	Net Movement	Transfers	Balance 31 March 2025
Restricted Funds						
Fixed Assets	-	-	711.32	(711.32)	711.32	-
Debt Adviser	-	37,000.00	40,865.75	(3,865.75)	3,865.75	-
CitA Energy Advice Programme	11,077.50	0.00	0.00	11,077.50	-	11,077.50
Trust for London Fund	15,954.50	29,103.50	30,000.00	15,058.00	-	15,058.00
Trussell Trust	3,299.56	36,259.22	35,200.64	4,358.14	-	4,358.14
London Borough of Bexley Fuel Voucher Scheme	16,000.00	9,524.20	25,035.00	489.20	(489.20)	-
TOTAL RESTRICTED FUNDS	£46,331.56	£111,886.92	£131,812.71	£26,405.77	£4,087.87	£30,493.64
General	£230,533.05	£234,408.24	£233,758.90	£649.34	(£4,087.87)	£227,094.52
TOTAL	£292,864.61	£346,295.16	£365,571.61	£27,055.11	-	£273,588.16

9. Staff Costs

	<u>2025</u>
	£
Gross wages, salaries and benefits in kind	265,317.42
Employer's National Insurance costs	16,430.62
Pension costs	3,856.30
Total staff costs	<u>285,604.34</u>

Average number of full-time equivalent employees in the year: 7.25

10. Trustee Remuneration

During the year, none of the trustees received any remuneration or any other benefits from employment with the charity.

11. Trustee Expenses

None of the trustees have claimed expenses or had their expenses met by the charity.

	<u>2025</u>
Number of Trustees	0
Reimbursement of expenses	£0.00

12. Related Party Disclosures

There were no related party transactions for the year ended 31 March 2025.

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2025

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BEXLEY BOROUGH CITIZENS
ADVICE BUREAUX LIMITED**

This report on the financial statements of the **BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED** for the year ended 31 March 2025, which are set on pages 1 to 9 is in respect of an examination carried out in accordance with s145 of the Charities Act 2011 (the Act).

Respective responsibilities of the trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(d) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act)
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare financial statements which accord with the accounting records and comply with the requirements of the Act;
- have not been met; or
- to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached; or
- which gives us reasonable cause to believe that in any material respect the accounting rules of the charity's constitution have not been met.



Gemma L Fogarty FCA
Sadler Davies
Trading as: Finsbury Robinson Ltd
Top Floor, West Hill House,
Dartford,
Kent DA1 2EU

Date: 31st October 2025

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

England & Wales - Charity number 275955

Accounts



BEXLEY CITIZENS ADVICE BUREAUX

**FINANCIAL STATEMENTS
of the
TRUSTEES**

for the year ended 31 March 2024

Charity registration number 275955

Company Registration number: 01368988

Bank:
CAF Bank Ltd

Independent Examiner:
Sadler Davies, Trading as: Finsbury Robinson Ltd
Top Floor,
West Hill House,
Dartford,
Kent
DA1 2EU

Bexley Citizens Advice Bureaux

Trustees' Annual Report for the period 1st April 2023 to 31st March 2024

Company Limited by Guarantee No: 01368988

Charity No: 275955

Registered Office: 42 Pier Road, Erith Kent DA8 1TA

Bankers: CAF Bank Ltd

Accountants: Sadler Davies, Trading as: Finsbury Robinson Ltd, Top Floor, West Hill House, Dartford, Kent DA1 2EU

Directors and Trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law. No trustees have received any financial remuneration during the financial year. The directors and trustees serve a 3-year term on the board. All trustees have served throughout the year except where indicated.

Mr Steve Armstrong	Director and Chair
Mr Neil Walford	Director and Deputy Chair
Mr Nigel Springhall	Director and Treasurer
Ms Bucky Omopariola	Director Elected 09.10.23
Ms Sarah Albury	Director Elected 09.10.23
Ms Clarissa Fennell	Director Elected 09.10.23 & Resigned 14.03.24
Mr Keith Coleman	Director and Deputy Treasurer Elected 09.10.23
Mr Paul Nevulis	Director Elected 09.10.23
Mr Nythan Smith	Co-opted 22.02.24

The meeting of the trustees may be attended by observers from the London Borough of Bexley and the Royal British Legion.

Key management personnel

Chief Executive Officer (CEO) and Company Secretary - Mr Roland Haigh

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 17th May 1978 and registered as a charity on 16th June 1978. The company established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association and was last amended on 12th October 2016.

The charity's structure is as follows:

General day to day management of the centre at Erith and hubs at Bexleyheath, Blackfen and Thamesmead, is the responsibility of the Chief Executive Officer. All major decisions and expenditure must be presented to and agreed by the Trustees.

Inherent Risk

The charity is dependent on funding from Bexley Council (guaranteed until 2025) to sustain its activities, other than those funded directly through specific grants. The trustees recognise the risk that, should the grant not be awarded, the charity would significantly be affected, and it may lead to closure. The Bureaux would have to find different sources of funding to maintain the service.

Objectives, Activities and Public benefit

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

Bexley Citizens Advice Bureaux

Trustees' Annual Report for the period 1st April 2023 to 31st March 2024

The aim of the service is to provide the advice people need for the problems they face and to improve the policies and practices that affect people's lives.

Achievements and Performance

In the past year we saw 10071 unique new clients, this is a constantly decreasing number as clients can only be new once. We have helped 3633 clients, new and existing in the period. This figure is unchanged from the last few years as we work to full capacity.

Major grants have been awarded by Trust for London and Trussell Trust in this year.

Financial review

There are £230,553 in unrestricted reserves. The charity has a policy on reserves, to keep at least 3 months expenditure in the unrestricted reserve. This amount more than fulfils the obligation. The core funding from Bexley is in the last year into a five-year funding agreement.

The levels of reserves are monitored by the administrator any significant changes in staff numbers or hours are reported to the trustees annually.

The restricted reserves of £46,331 is the unspent balance of grants awarded to the Bureaux for specific ongoing projects.

Staffing

The staffing levels for the year were 6.53 FTE paid staff and 3.3 FTE volunteers.

Investment Policy

Aside from retaining prudent amount in reserves most of the charity's funds are spent in the short term, consequently there are no long-term investments. The trustees invest funds not immediately required in the Charities Official Investment Fund (COIF) Deposit Fund managed by CCLA Investment Management Ltd, a specialist investor for "not for profit" organisations. COIF deposit funds provides a secure environment with an interest rate of 5.0391.

Trustees' Responsibilities

The trustees are required under the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and its financial position at the end of the year. In preparing financial statements giving true and fair view, the trustees should follow best practice and:

- a) Select suitable accounting policies and apply them consistently
- b) Make suitable judgements and estimates that are reasonable and prudent.
- c) State whether applicable accounting standards of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- d) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records, which enable them to disclose with reasonable accuracy the financial position of the charity, and for ensuring that they comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Bexley Citizens Advice Bureaux

Trustees' Annual Report for the period 1st April 2023 to 31st March 2024

Signed on behalf of the charity's trustees:

Steve Armstrong
Chair of Trustees

A handwritten signature in black ink, appearing to be 'S.A.' followed by a stylized flourish.

Date:


22/4/24

**BEXLEY CITIZENS ADVICE BUREAUX
STATEMENT OF ASSETS & LIABILITIES
AS AT 31ST MARCH 2024**

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	Note	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Tangible Fixed Assets	2	£11,543.05	£941.65	£12,484.70	£14,618.71
Current Assets					
Debtors	3	35,500.00	-	35,500.00	(13,260.00)
Cash at bank and in hand	4	202,501.35	45,389.91	247,891.26	284,595.87
Total current assets		£238,001.35	£45,389.91	£283,391.26	£271,335.87
Liabilities: amounts falling due within 1 year	5	3,011.46	-	3,011.46	35,911.25
Current Assets less Current Liabilities		£234,990.01	£45,389.91	£280,379.92	£235,424.74
Total Assets less Current Liabilities		£246,533.05	£46,331.56	£292,864.61	£250,043.44
FUNDS					
Restricted	8	-	46,331.56	46,331.56	24,601.57
Unrestricted - Designated	8	16,000.00	-	16,000.00	16,000.00
Unrestricted - General	8	230,533.05	-	230,533.05	209,441.87
		£246,533.05	£46,331.56	£292,864.61	£250,043.44

Signed by :



Chair of Trustees: Steve Armstrong

Date:

**BEXLEY CITIZENS ADVICE BUREAUX
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

5

	Note	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
		General	Designated		2024	2023
		£	£	£	£	£
INCOMING RESOURCES						
Donations and legacies	6a	22,600.00	-	-	22,600.00	-
Charitable Activities	6b	217,259.92	-	132,094.08	349,354.00	419,384.08
Investments	6c	12,325.98	-	-	12,325.98	4,481.72
TOTAL		<u>£252,185.90</u>	<u>-</u>	<u>£132,094.08</u>	<u>£384,279.98</u>	<u>£423,865.80</u>
RESOURCES EXPENDED						
Charitable Activities	7a	221,122.03	-	117,428.78	338,550.81	447,265.21
Other expenditure	7b	2,679.00	-	229.00	2,908.00	3,445.00
TOTAL		<u>£223,801.03</u>	<u>-</u>	<u>£117,657.78</u>	<u>£341,458.81</u>	<u>£450,710.21</u>
NET INCOMING / (OUTGOING) RESOURCES BEFORE TRANSFERS						
		28,384.87	-	14,436.30	42,821.17	(26,844.41)
ADDITIONS TO & RELEASES FROM FUNDS						
	8	(7,293.69)	-	7,293.69	-	-
NET MOVEMENT IN FUNDS						
		<u>£21,091.18</u>	<u>-</u>	<u>£21,729.99</u>	<u>£42,821.17</u>	<u>(£26,844.41)</u>
BALANCES BROUGHT FWD AT 1 APRIL 2023 (2022)						
		<u>£209,441.87</u>	<u>£16,000.00</u>	<u>£24,601.57</u>	<u>£250,043.44</u>	<u>£276,887.85</u>
BALANCES CARRIED FWD AT 31 MARCH 2024 (2023)						
		<u>£230,533.05</u>	<u>£16,000.00</u>	<u>£ 46,331.56</u>	<u>£292,864.61</u>	<u>£250,043.44</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

6

1 Accounting Policies
1a Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with Charities SORP (FRS102) 2015 and with regard to the Charities Act 2011. An independent examination is required under the Charities Act 2011.

Abridged financial statements have been filed with Companies House in accordance with the special provisions of the Companies Act 2006 relating to smaller companies. No audit is required under exemption S 477 of the Companies Act 2006.

1b Tangible Fixed Assets

Depreciation is calculated on fixed assets in order to write off each asset over its estimated useful life.
Computers and office equipment 20% reducing balance
Office Furniture 20% reducing balance

1c Pension costs

The charity pays into The Peoples Pension scheme for all qualifying employees.

1d Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
Restricted funds are subject to restrictions on their expenditure imposed by the donor of each fund.

2 TANGIBLE FIXED ASSETS	<u>Office</u>	<u>Office</u>	<u>Furniture</u>	<u>TOTAL</u>
	<u>Equipment</u>	<u>Equipment</u>		
	£	£	£	£
	(Restricted)			
Cost at the beginning of the year	3,751.44	29,693.75	5,171.18	38,616.37
Additions	-	773.99	-	773.99
Disposals	-	-	-	-
Cost at the end of the year	<u>3,751.44</u>	<u>30,467.74</u>	<u>5,171.18</u>	<u>39,390.36</u>
Accumulated Depreciation 1st April 2023	2,580.79	16,941.87	4,475.00	23,997.66
Charge for year	229.00	2,541.00	138.00	2,908.00
Depreciation eliminated on disposals	-	-	-	-
	<u>2,809.79</u>	<u>19,482.87</u>	<u>4,613.00</u>	<u>26,905.66</u>
NET BOOK VALUE 31st March 2024	<u>£941.65</u>	<u>£10,984.87</u>	<u>£558.18</u>	<u>£12,484.70</u>

3 DEBTORS AND ACCRUED INCOME	2024		2023	
	Other Debtors	34,000.00	-	-
Prepayments	0.00	-	(15,000.00)	-
Travel Expenses Refund	1,500.00	-	1,740.00	-
	<u>£35,500.00</u>	<u>£1,500.00</u>	<u>£1,740.00</u>	<u>£13,260.00</u>

4 MONETARY ASSETS	2024		2023	
	Bank current Account: CAF	16,489.27	-	35,410.37
Bank deposit Account: COIF	231,401.99	-	249,185.50	-
Cash in hand	-	-	-	-
	<u>£247,891.26</u>	<u>£231,401.99</u>	<u>£284,595.87</u>	<u>£249,185.50</u>

5 LIABILITIES FALLING DUE WITHIN 1 YEAR	2024		2023	
	Accrued expenses	2,200.00	-	34,965.69
Pension liability	811.46	-	945.56	-
	<u>£3,011.46</u>	<u>£2,200.00</u>	<u>£35,911.25</u>	<u>£34,965.69</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

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6	INCOMING RESOURCES	Unrestricted	Restricted	TOTAL FUNDS	
		General	Funds	2024	2023
		£	£	£	£
6a	Voluntary Income				
	Donations and legacies	600.00	-	600.00	-
	Other grants and income	22,000.00	-	22,000.00	-
		<u>22,600.00</u>	<u>-</u>	<u>22,600.00</u>	<u>0.00</u>
6b	Charitable Activities-Grants				
	Bexley Council	216,300.00	-	216,300.00	210,000.00
	Bexley Council Debt Advice Fund	-	34,000.00	34,000.00	38,214.00
	CitA Cost of Living Grant	-	15,000.00	15,000.00	-
	CitA Energy Advice Programme	-	11,812.50	11,812.50	-
	Trust for London Fund	-	34,854.50	34,854.50	33,600.00
	Trussell Trust	-	36,427.08	36,427.08	18,507.98
	London Borough of Bexley Fuel Voucher Scheme	-	-	-	115,000.00
	Charitable Activities-fundraising	959.92	-	959.92	4,062.10
		<u>217,259.92</u>	<u>132,094.08</u>	<u>349,354.00</u>	<u>419,384.08</u>
6c	Income from investment				
	Bank interest	12,325.98	-	12,325.98	4,481.72
		<u>12,325.98</u>	<u>-</u>	<u>12,325.98</u>	<u>4,481.72</u>
	TOTAL INCOMING RESOURCES	<u>£252,185.90</u>	<u>£132,094.08</u>	<u>£384,279.98</u>	<u>£423,865.80</u>
7	RESOURCES EXPENDED	Unrestricted	Restricted	TOTAL FUNDS	
		General	Funds	2024	2023
		£	£	£	£
7a	Expenditure on charitable activities				
	Rent of offices	17,708.50	-	17,708.50	34,560.05
	Training	570.00	205.00	775.00	-
	Travel	72.00	173.29	245.29	35.90
	IT supplies & support	4,224.66	145.00	4,369.66	5,640.24
	Salaries & Wages	165,684.08	104,675.85	270,359.93	239,651.73
	Employers NI	10,756.75	7,351.60	18,108.35	15,483.96
	Pensions	1,578.37	1,836.13	3,414.50	2,628.84
	Recruitment	704.40	-	704.40	266.00
	Volunteer Costs	770.41	-	770.41	558.63
	Telephone	3,455.93	-	3,455.93	3,063.16
	Printing postage stationery	1,265.56	32.94	1,298.50	374.26
	Office Supplies	516.11	8.97	525.08	910.74
	Membership Fees & Subscriptions	8,356.15	-	8,356.15	6,162.55
	Insurance	2,191.80	-	2,191.80	1,883.02
	Company accounts filing fees	13.00	-	13.00	13.00
	Bank charges	60.00	-	60.00	72.00
	Accountancy and book keeping	1,290.00	-	1,290.00	2,760.00
	Bexley Fuel Voucher Scheme	-	-	-	98,257.74
	Sundry	1,904.31	3,000.00	4,904.31	34,943.39
		<u>221,122.03</u>	<u>117,428.78</u>	<u>338,550.81</u>	<u>447,265.21</u>
7b	Other expenditure				
	Depreciation Computer & Equipment	2,541.00	229.00	2,770.00	3,274.00
	Depreciation Furniture & Fittings	138.00	-	138.00	171.00
		<u>2,679.00</u>	<u>229.00</u>	<u>2,908.00</u>	<u>3,445.00</u>
	TOTAL RESOURCES EXPENDED	<u>£223,801.03</u>	<u>£117,657.78</u>	<u>£341,458.81</u>	<u>£450,710.21</u>

**BEXLEY CITIZENS ADVICE BUREAU
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

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8. Summary of Fund Movements

<u>Designated Funds</u>	Balance 31 March 2023	Income	Expenditure	Net Movement	Transfers	Balance 31 March 2024
Repairs Contingency Fund	6,000.00	-	-	-	-	6,000.00
IT Contingency	10,000.00	-	-	-	-	10,000.00
TOTAL DESIGNATED FUNDS	£16,000.00	-	-	-	-	£16,000.00
<u>Restricted Funds</u>	Balance 31 March 2023	Income	Expenditure	Net Movement	Transfers	Balance 31 March 2024
Fixed Assets	-	-	212.00	(212.00)	212.00	-
Debt Adviser	-	34,000.00	40,560.95	(6,560.95)	6,560.95	-
CitA Cost of Living Grant	-	15,000.00	15,309.26	(309.26)	309.26	-
CitA Energy Advice Programme	-	11,812.50	1,688.74	10,123.76	953.74	11,077.50
Trust for London Fund	3,600.00	34,854.50	22,500.00	15,954.50	-	15,954.50
Trussell Trust	4,259.31	36,427.08	37,386.83	3,299.56	-	3,299.56
London Borough of Bexley Fuel Voucher Scheme	16,742.26	-	-	16,742.26	(742.26)	16,000.00
TOTAL RESTRICTED FUNDS	£24,601.57	£132,094.08	£117,657.78	£39,037.87	£7,293.69	£46,331.56
<u>General</u>	£209,441.87	£252,185.90	£223,801.03	£28,384.87	(£7,293.69)	£230,533.05
TOTAL	£250,043.44	£384,279.98	£341,458.81	£67,422.74	-	£292,864.61

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

England & Wales - Charity number 275955

Accounts



BEXLEY CITIZENS ADVICE BUREAUX

**FINANCIAL STATEMENTS
of the
TRUSTEES**

for the year ended 31 March 2023

Charity registration number 275955

Company Registration number: 01368988

Bank:

CAF Bank Ltd

Independent Examiner:

SADLER FOGARTY SERVICES LTD

T/AS Sadler Davies & Co

Chartered Accountants

3 Enterprise House

8 Essex Road

KENT DA1 2AU

Bexley Citizens Advice Bureaux

Trustees' Annual Report for the period from 1st April 2022 to 31st March 2023

Company Limited by Guarantee number: 01368988

Charity number: 275955

Registered Office: 42 Pier Road, Erith, Kent DA8 1TA

Bankers: CAF Bank Ltd

Accountants: Sadler Fogarty Services Ltd, T/AS Sadler Davies & Co, Chartered Accountants,
3 Enterprise House, 8 Essex Road, Dartford, Kent DA1 2AU

Directors and trustees:

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. No trustees have received any financial remuneration during the financial year. The directors and trustees serve a 3 year term on the board. All trustees have served throughout the year except where indicated.

Mr Steve Armstrong	Director and elected Chair 16 November 2022
Mr Neil Walford	Director and elected Deputy Chair 16 November 2022
Mr Nigel Springhall	Director and Treasurer
Mr Michael Zuke	Director
Mr Oliver Main	Director
Mr Abdul Ajayi	Director, resigned 16 November 2022
Ms Deborah Beyioku	Director, resigned 16 November 2022
Ms Carole Pellicci	Director, resigned 01 January 2023

The meetings of the trustees may be attended by observers from the London Borough of Bexley and the Royal British Legion.

Key management personnel:

Chief Executive Officer and Company Secretary – Mr Roland Haigh.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 17th May 1978 and registered as a charity on 16th June 1978. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association and was last amended 22nd November 2015.

The Charity's structure is as follows:

General day to day management of the centre at Erith and the hubs at Bexleyheath and Sidcup, is the responsibility of the Chief Executive Officer. All major decisions and expenditure must be presented to and agreed by the Trustees.

Inherent Risk: The charity is dependent on funding from Bexley Council (guaranteed until 2025) to sustain its activities, other than those funded directly through specific grants. The trustees recognise the risk that, should the grant not be awarded, the charity would be significantly affected, and it may lead to closure. The Bureaux would have to find different sources of funding to maintain the service.

Objectives and activities and public benefit

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

The aim of the service are to provide the advice people need for the problems they face and to improve the policies and practices that affect people's lives.

Achievements and performance

In the past year we saw 10955 unique new clients, this is a constantly decreasing number as clients can only be new once. We have helped 2945 clients, new and existing in the period. This figure is unchanged from the last

few years as we work to full capacity. Major grants have been awarded by Trust for London and Help to Claim in this year.

Financial Review

There are £225,441.87 in unrestricted reserves. The charity has a policy on reserves, to keep at least 3 months expenditure in the unrestricted reserve. This amount more than fulfils the obligation. The core funding from Bexley is four years into a five-year funding agreement. The levels of reserves are monitored by the administrator any significant changes in staff numbers or hours are reported to the trustees annually.

The restricted reserves of £24,601.57 is the unspent balance of grants awarded to the Bureaux for specific ongoing projects.

Staffing: The staffing levels for the bureaux for the year were 7.38 FTE paid staff and 2.3 FTE volunteers.

Investment Policy. Aside from retaining a prudent amount in reserves most of the charity's funds are spent in the short term, consequently there are no long-term investments. The trustees invest any funds not immediately required in the Charities Official Investment Fund (COIF) Deposit Fund managed by CCLA Investment Management Ltd, a specialist investor for "not for profit" organisations. COIF deposit Fund provides a secure environment with an interest rate of 0.60%.

Trustees' responsibilities

The trustees are required under the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving true and fair view, the trustees should follow best practice and:

- (a) Select suitable accounting policies and apply them consistently.
- (b) Make suitable judgements and estimates that are reasonable and prudent.
- (c) State whether applicable accounting standards of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- (d) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records, which enable them to disclose with reasonable accuracy the financial position of the charity, and for ensuring that they comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees:

Steve Armstrong
Chair of Trustees

Date: 09/10/2023



**BEXLEY CITIZENS ADVICE BUREAUX
STATEMENT OF ASSETS & LIABILITIES
AS AT 31ST MARCH 2023**

3

	Note	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Tangible Fixed Assets	2	£13,448.06	£1,170.65	£14,618.71	£18,063.82
Current Assets					
Debtors	3	(13,260.00)	-	(13,260.00)	(50,520.00)
Cash at bank and in hand	4	261,164.95	23,430.92	284,595.87	327,109.72
Total current assets		£247,904.95	£23,430.92	£271,335.87	£276,589.72
Liabilities: amounts falling due within 1 year	5	35,911.25	-	35,911.25	17,765.69
Current Assets less Current Liabilities		£211,993.82	£23,430.92	£235,424.74	£258,824.03
Total Assets less Current Liabilities		£225,441.87	£24,601.57	£250,043.44	£276,887.85
FUNDS					
Restricted	8	-	24,601.57	24,601.57	33,895.76
Unrestricted - Designated	8	16,000.00	-	16,000.00	16,000.00
Unrestricted - General	8	209,441.87	-	209,441.87	226,992.09
		£225,441.87	£24,601.57	£250,043.44	£276,887.85

Signed by :



Chair of Trustees: Steve Armstrong

Date:

**BEXLEY CITIZENS ADVICE BUREAUX
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2023**

4

	Note	Unrestricted Funds		Restricted	TOTAL FUNDS	
		General	Designated	Funds	2023	2022
		£	£	£	£	£
INCOMING RESOURCES						
Donations and legacies	6a	-	-	-	-	2,300.83
Charitable Activities	6b	214,062.10	-	205,321.98	419,384.08	407,950.99
Investments	6c	4,481.72	-	-	4,481.72	103.41
TOTAL		<u>£218,543.82</u>	<u>-</u>	<u>£205,321.98</u>	<u>£423,865.80</u>	<u>£410,355.23</u>
RESOURCES EXPENDED						
Charitable Activities	7a	232,671.21	-	214,594.00	447,265.21	399,048.67
Other expenditure	7b	3,158.00	-	287.00	3,445.00	4,307.00
TOTAL		<u>£235,829.21</u>	<u>-</u>	<u>£214,881.00</u>	<u>£450,710.21</u>	<u>£403,355.67</u>
NET INCOMING / (OUTGOING)						
RESOURCES BEFORE TRANSFERS		(17,285.39)	-	(9,559.02)	(26,844.41)	6,999.56
ADDITIONS TO & RELEASES FROM FUNDS	8	(264.83)	-	264.83	-	-
NET MOVEMENT IN FUNDS		<u>(£17,550.22)</u>	<u>-</u>	<u>(£9,294.19)</u>	<u>(£26,844.41)</u>	<u>£6,999.56</u>
BALANCES BROUGHT FWD AT 1 APRIL 2022 (2021)						
		<u>£226,992.09</u>	<u>£16,000.00</u>	<u>£33,895.76</u>	<u>£276,887.85</u>	<u>£269,888.29</u>
BALANCES CARRIED FWD AT 31 MARCH 2023 (2022)						
		<u>£209,441.87</u>	<u>£16,000.00</u>	<u>£ 24,601.57</u>	<u>£250,043.44</u>	<u>£276,887.85</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

5

1 Accounting Policies

1a Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with Charities SORP (FRS102) 2015 and with regard to the Charities Act 2011. An independent examination is required under the Charities Act 2011.

Abridged financial statements have been filed with Companies House in accordance with the special provisions of the Companies Act 2006 relating to smaller companies. No audit is required under exemption S 477 of the Companies Act 2006.

1b Tangible Fixed Assets

Depreciation is calculated on fixed assets in order to write off each asset over its estimated useful life.

Computers and office equipment 20% reducing balance

Office Furniture 20% reducing balance

1c Pension costs

The charity pays into The Peoples Pension scheme for all qualifying employees.

1d Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor of each fund.

2 TANGIBLE FIXED ASSETS	<u>Office Equipment</u> £	<u>Office Equipment</u> £	<u>Furniture</u> £	<u>TOTAL</u> £
Cost at the beginning of the year	3,751.44	29,693.75	5,171.18	38,616.37
Additions	-	-	-	-
Disposals	-	-	-	-
Cost at the end of the year	<u>3,751.44</u>	<u>29,693.75</u>	<u>5,171.18</u>	<u>38,616.37</u>
Accumulated Depreciation 1st April 2022	2,293.79	13,954.87	4,304.00	20,552.66
Charge for year	287.00	2,987.00	171.00	3,445.00
Depreciation eliminated on disposals	-	-	-	-
	<u>2,580.79</u>	<u>16,941.87</u>	<u>4,475.00</u>	<u>23,997.66</u>
NET BOOK VALUE 31st March 2023	<u>£1,170.65</u>	<u>£12,751.88</u>	<u>£696.18</u>	<u>£14,618.71</u>

3 DEBTORS AND ACCRUED INCOME	2023	2022
Other Debtors	-	-
Prepayments	(15,000.00)	(52,500.00)
Travel Expenses Refund	1,740.00	1,980.00
	<u>(£13,260.00)</u>	<u>(£50,520.00)</u>

4 MONETARY ASSETS	2023	2022
Bank current Account: CAF	35,410.37	78,083.51
Bank deposit Account: COIF	249,185.50	248,801.21
Cash in hand	-	225.00
	<u>£284,595.87</u>	<u>£327,109.72</u>

5 LIABILITIES FALLING DUE WITHIN 1 YEAR	2023	2022
Accrued expenses	34,965.69	17,765.69
Pension liability	945.56	-
	<u>£35,911.25</u>	<u>£17,765.69</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

6

6	INCOMING RESOURCES	Unrestricted	Restricted	TOTAL FUNDS	
		General	Funds	2023	2022
		£	£	£	£
6a	Voluntary Income				
	Donations and legacies	-	-	-	138.46
	Other grants and income	-	-	-	2,162.37
		<u>-</u>	<u>-</u>	<u>-</u>	<u>2,300.83</u>
6b	Charitable Activities-Grants				
	Bexley Council	210,000.00	-	210,000.00	210,000.00
	Bexley Council Debt Advice Fund	-	38,214.00	38,214.00	50,000.00
	Universal Credit Fund	-	-	-	113,826.20
	Trust for London Fund	-	33,600.00	33,600.00	32,000.00
	Trussell Trust	-	18,507.98	18,507.98	-
	London Borough of Bexley Fuel Voucher Scheme	-	115,000.00	115,000.00	-
	Charitable Activities-fundraising	4,062.10	-	4,062.10	2,124.79
		<u>214,062.10</u>	<u>205,321.98</u>	<u>419,384.08</u>	<u>407,950.99</u>
6c	Income from investment				
	Bank interest	4,481.72	-	4,481.72	103.41
		<u>4,481.72</u>	<u>-</u>	<u>4,481.72</u>	<u>103.41</u>
	TOTAL INCOMING RESOURCES	<u>£218,543.82</u>	<u>£205,321.98</u>	<u>£423,865.80</u>	<u>£410,355.23</u>
7	RESOURCES EXPENDED	Unrestricted	Restricted	TOTAL FUNDS	
		General	Funds	2023	2022
		£	£	£	£
7a	Expenditure on charitable activities				
	Rent of offices	34,560.05	-	34,560.05	18,044.00
	Training	-	-	-	331.00
	Travel	35.90	-	35.90	260.10
	IT supplies & support	5,496.96	143.28	5,640.24	6,270.55
	Salaries & Wages	163,675.94	75,975.79	239,651.73	334,832.45
	Employers NI	10,746.15	4,737.81	15,483.96	20,310.46
	Pensions	1,514.78	1,114.06	2,628.84	3,794.86
	Recruitment	-	266.00	266.00	-
	Volunteer Costs	558.63	-	558.63	241.87
	Telephone	3,063.16	-	3,063.16	2,444.35
	Printing postage stationery	300.70	73.56	374.26	1,919.54
	Office Supplies	910.74	-	910.74	1,150.25
	Membership Fees & Subscriptions	6,032.55	130.00	6,162.55	5,229.38
	Insurance	1,883.02	-	1,883.02	1,204.94
	Company accounts filing fees	13.00	-	13.00	13.00
	Bank charges	72.00	-	72.00	96.00
	Accountancy and book keeping	2,760.00	-	2,760.00	800.00
	Bexley Fuel Voucher Scheme	-	98,257.74	98,257.74	-
	Sundry	1,047.63	33,895.76	34,943.39	2,105.92
		<u>232,671.21</u>	<u>214,594.00</u>	<u>447,265.21</u>	<u>399,048.67</u>
7b	Other expenditure				
	Depreciation Computer & Equipment	2,987.00	287.00	3,274.00	4,092.00
	Depreciation Furniture & Fittings	171.00	-	171.00	215.00
		<u>3,158.00</u>	<u>287.00</u>	<u>3,445.00</u>	<u>4,307.00</u>
	TOTAL RESOURCES EXPENDED	<u>£235,829.21</u>	<u>£214,881.00</u>	<u>£450,710.21</u>	<u>£403,355.67</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

7

8. Summary of Fund Movements

	Balance 31 March 2022	Income	Expenditure	Net Movement	Transfers	Balance 31 March 2023
Designated Funds						
Repairs Contingency Fund	6,000.00	-	-	-	-	6,000.00
IT Contingency	10,000.00	-	-	-	-	10,000.00
TOTAL DESIGNATED FUNDS	£16,000.00	-	-	-	-	£16,000.00
	Balance 31 March 2022	Income	Expenditure	Net Movement	Transfers	Balance 31 March 2023
Restricted Funds						
Fixed Assets	-	-	266.00	(266.00)	266.00	-
Debt Adviser	-	38,214.00	38,212.83	1.17	(1.17)	-
Universal Credit	33,895.76	-	33,895.76	(33,895.76)	-	-
Trust for London Fund	-	33,600.00	30,000.00	3,600.00	-	3,600.00
Trussell Trust	-	18,507.98	14,248.67	4,259.31	-	4,259.31
London Borough of Bexley Fuel Voucher Scheme	-	115,000.00	98,257.74	16,742.26	-	16,742.26
TOTAL RESTRICTED FUNDS	£33,895.76	£205,321.98	£214,881.00	(£9,559.02)	£264.83	£24,601.57
General	£226,992.09	£218,543.82	£235,829.21	(£17,285.39)	(£264.83)	£209,441.87
TOTAL	£276,887.85	£423,865.80	£450,710.21	(£26,844.41)	-	£250,043.44

BEXLEY CITIZENS ADVICE BUREAUX

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BEXLEY CITIZENS ADVICE BUREAUX

This report on the financial statements of the **BEXLEY CITIZENS ADVICE BUREAUX** for the year ended 31 March 2023, which are set on pages 3 to 7 is in respect of an examination carried out in accordance with s145 of the Charities Act 2011 (the Act).

Respective responsibilities of the trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(d) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act)
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

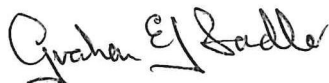
Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare financial statements which accord with the accounting records and comply with the requirements of the Act;
- have not been met; or
- to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached; or
- which gives us reasonable cause to believe that in any material respect the accounting rules of the charity's constitution have not been met.



Graham E.J. Sadler FCA
SADLER DAVIES & CO
Chartered Accountants
3 Enterprise House
8 Essex Road
Dartford,
Kent, DA1 2AU

Date: 29/09/2023

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

England & Wales - Charity number 275955

Accounts



BEXLEY CITIZENS ADVICE BUREAUX

**FINANCIAL STATEMENTS
of the
TRUSTEES**

for the year ended 31 March 2022

Charity registration number 275955

Company Registration number: 01368988

Bank:

CAF Bank Ltd

Independent Examiner:

SADLER FOGARTY SERVICES LTD

T/AS Sadler Davies & Co

Chartered Accountants

3 Enterprise House

8 Essex Road

KENT DA1 2AU

Bexley Citizens Advice Bureaux

Trustees' Annual Report for the period from 1st April 2021 to 31st March 2022

Company Limited by Guarantee number: 01368988

Charity number: 275955

Registered Office: 42 Pier Road, Erith, Kent DA8 1TA

Bankers: CAF Bank Ltd

Accountants: Sadler Fogarty Services Ltd, T/AS Sadler Davies & Co, Chartered Accountants,
3 Enterprise House, 8 Essex Road, Dartford, Kent DA1 2AU

Directors and trustees:

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. No trustees have received any financial remuneration during the financial year. The directors and trustees serve a 3 year term on the board. All trustees have served throughout the year except where indicated.

Mr Michael Zuke	Director and Chair re-elected 01 December 2021
Mr Nigel Springhall	Director and Treasurer re-elected 01 December 2021
Mr Abdul Ajayi	Director
Ms Deborah Beyioku	Director
Mr Jacob Fabowale-Makinde	Director, resigned 01 December 2021
Mr Neil Walford	Director from 8 December 2020
Mr Steve Armstrong	Co-opted to the Board 12 January 2021
Mr Oliver Main	Co-opted to the Board 23 February 2021
Ms Carole Pellicci	Co-opted to the Board 11 May 2021
Alison Ross Green	Co-opted to the Board 01 December 2021 and resigned 16 March 2022

The meetings of the trustees may be attended by observers from the London Borough of Bexley and the Royal British Legion.

Key management personnel:

Chief Executive Officer and Company Secretary – Mr Roland Haigh.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 17th May 1978 and registered as a charity on 16th June 1978. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association and was last amended 22nd November 2015.

The Charity's structure is as follows:

General day to day management of the centre at Erith and the hubs at Bexleyheath and Sidcup, is the responsibility of the Chief Executive Officer. All major decisions and expenditure must be presented to and agreed by the Trustees.

Inherent Risk: The charity is dependent on funding from Bexley Council (guaranteed until 2025) to sustain its activities, other than those funded directly through specific grants. The trustees recognise the risk that, should the grant not be awarded, the charity would be significantly affected, and it may lead to closure. The Bureaux would have to find different sources of funding to maintain the service.

Objectives and activities and public benefit

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

The aim of the service are to provide the advice people need for the problems they face and to improve the policies and practices that affect people's lives.

Achievements and performance

In the past year we saw 9726 unique new clients, this is a constantly decreasing number as clients can only be new once. We have helped 1008 clients, new and existing in the period. This figure is unchanged from the last few years as we work to full capacity. Major grants have been awarded by Trust for London and Help to Claim in this year.

Financial Review

There are £226,992.09 in unrestricted reserves. The charity has a policy on reserves, to keep at least 3 months expenditure in the unrestricted reserve. This amount more than fulfils the obligation. The core funding from Bexley is three years into a five-year funding agreement. The levels of reserves are monitored by the administrator any significant changes in staff numbers or hours are reported to the trustees annually.

The restricted reserves of £33,895.76 is the unspent balance of grants awarded to the Bureaux for specific ongoing projects.

Staffing: The staffing levels for the bureaux for the year were 7.77 FTE paid staff and 2.3 FTE volunteers.

Investment Policy. Aside from retaining a prudent amount in reserves most of the charity's funds are spent in the short term, consequently there are no long-term investments. The trustees invest any funds not immediately required in the Charities Official Investment Fund (COIF) Deposit Fund managed by CCLA Investment Management Ltd, a specialist investor for "not for profit" organisations. COIF deposit Fund provides a secure environment with an interest rate of 0.60%.

Trustees' responsibilities

The trustees are required under the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving true and fair view, the trustees should follow best practice and:

- (a) Select suitable accounting policies and apply them consistently.
- (b) Make suitable judgements and estimates that are reasonable and prudent.
- (c) State whether applicable accounting standards of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- (d) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records, which enable them to disclose with reasonable accuracy the financial position of the charity, and for ensuring that they comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees:

Michael Zuke
Chair of Trustees

Date:

BEXLEY CITIZENS ADVICE BUREAUX
STATEMENT OF ASSETS & LIABILITIES
AS AT 31ST MARCH 2022

3

	Note	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Tangible Fixed Assets	2	£16,606.06	£1,457.76	£18,063.82	£17,183.97
Current Assets					
Debtors	3	(50,520.00)	-	(50,520.00)	(16,000.00)
Cash at bank and in hand	4	294,671.72	32,438.00	327,109.72	285,104.32
Total current assets		<u>£244,151.72</u>	<u>32,438.00</u>	<u>£276,589.72</u>	<u>£269,104.32</u>
Liabilities: amounts falling due within 1 year	5	17,765.69	-	17,765.69	16,400.00
Current Assets less Current Liabilities		<u>£226,386.03</u>	<u>32,438.00</u>	<u>£258,824.03</u>	<u>£252,704.32</u>
Total Assets less Current Liabilities		<u>£242,992.09</u>	<u>£33,895.76</u>	<u>£276,887.85</u>	<u>£269,888.29</u>
FUNDS					
Restricted	8	-	33,895.76	33,895.76	11,076.17
Unrestricted - Designated	8	16,000.00	-	16,000.00	6,000.00
Unrestricted - General	8	226,992.09	-	226,992.09	252,812.12
		<u>£242,992.09</u>	<u>£33,895.76</u>	<u>£276,887.85</u>	<u>£269,888.29</u>

Signed by :

Chair of Trustees: Michael Zuke
Date:

**BEXLEY CITIZENS ADVICE BUREAUX
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2022**

4

	<u>Note</u>	<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>TOTAL FUNDS</u>	
		<u>General</u>	<u>Designated</u>	<u>Funds</u>	<u>2022</u>	<u>2021</u>
		£	£	£	£	£
INCOMING RESOURCES						
Donations and legacies	6a	2,300.83	-	-	2,300.83	553.27
Charitable Activities	6b	212,124.79	-	195,826.20	407,950.99	418,768.07
Investments	6c	103.41	-	-	103.41	202.13
TOTAL		<u>£214,529.03</u>	<u>-</u>	<u>£195,826.20</u>	<u>£410,355.23</u>	<u>£419,523.47</u>
RESOURCES EXPENDED						
Charitable Activities	7a	207,270.70	-	191,777.97	399,048.67	339,991.08
Other expenditure	7b	4,161.00	-	146.00	4,307.00	4,088.00
TOTAL		<u>£211,431.70</u>	<u>-</u>	<u>£191,923.97</u>	<u>£403,355.67</u>	<u>£344,079.08</u>
NET INCOMING / (OUTGOING)						
RESOURCES BEFORE TRANSFERS		3,097.33	-	3,902.23	6,999.56	75,444.39
ADDITIONS TO & RELEASES FROM FUNDS	8	(28,917.36)	10,000.00	18,917.36	-	-
NET MOVEMENT IN FUNDS		<u>(25,820.03)</u>	<u>10,000.00</u>	<u>£22,819.59</u>	<u>£6,999.56</u>	<u>£75,444.39</u>
BALANCES BROUGHT FWD AT 1 APRIL 2021 (2020)						
		<u>£252,812.12</u>	<u>£6,000.00</u>	<u>£11,076.17</u>	<u>£269,888.29</u>	<u>£194,443.90</u>
BALANCES CARRIED FWD AT 31 MARCH 2022 (2021)						
		<u>£226,992.09</u>	<u>£16,000.00</u>	<u>33,895.76</u>	<u>£276,887.85</u>	<u>£269,888.29</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

5

1 Accounting Policies

1a Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with Charities SORP (FRS102) 2015 and with regard to the Charities Act 2011. An independent examination is required under the Charities Act 2011.

Abridged financial statements have been filed with Companies House in accordance with the special provisions of the Companies Act 2006 relating to smaller companies. No audit is required under exemption S 477 of the Companies Act 2006.

1b Tangible Fixed Assets

Depreciation is calculated on fixed assets in order to write off each asset over its estimated useful life.
Computers and office equipment 20% reducing balance
Office Furniture 20% reducing balance

1c Pension costs

The charity pays into The Peoples Pension scheme for all qualifying employees.

1d Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
Restricted funds are subject to restrictions on their expenditure imposed by the donor of each fund.

2 TANGIBLE FIXED ASSETS	<u>Office Equipment</u> £ (Restricted)	<u>Office Equipment</u> £	<u>Furniture</u> £	<u>TOTAL</u> £
Cost at the beginning of the year	3,751.55	24,506.90	5,171.18	33,429.63
Additions	-	5,186.85	-	5,186.85
Disposals	-	-	-	-
Cost at the end of the year	<u>3,751.55</u>	<u>29,693.75</u>	<u>5,171.18</u>	<u>38,616.48</u>
Accumulated Depreciation 1st April 2021	1,934.79	10,221.87	4,089.00	16,245.66
Charge for year	359.00	3,733.00	215.00	4,307.00
Depreciation eliminated on disposals	-	-	-	-
	<u>2,293.79</u>	<u>13,954.87</u>	<u>4,304.00</u>	<u>20,552.66</u>
NET BOOK VALUE 31st March 2022	<u>£1,457.76</u>	<u>£15,738.88</u>	<u>£867.18</u>	<u>£18,063.82</u>

3 DEBTORS AND ACCRUED INCOME

	2022	2021
Prepayments	(52,500.00)	(16,000.00)
Travel Expenses Refund	1,980.00	-
	<u>(£50,520.00)</u>	<u>(£16,000.00)</u>

4 MONETARY ASSETS

	2022	2021
Bank current Account: CAF	78,083.51	55,447.62
Bank current Account: Barclays	-	733.90
Bank deposit Account: COIF	248,801.21	228,697.80
Cash in hand	225.00	225.00
	<u>£327,109.72</u>	<u>£285,104.32</u>

5 LIABILITIES FALLING DUE WITHIN 1 YEAR

	2022	2021
Accrued expenses	17,765.69	16,400.00
	<u>£17,765.69</u>	<u>£16,400.00</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

6

6	INCOMING RESOURCES	Unrestricted General	Restricted Funds	TOTAL FUNDS	
		£	£	2022	2021
6a	Voluntary Income				
	Donations and legacies	138.46	-	138.46	-
	Other grants and income	2,162.37	-	2,162.37	553.27
		<u>2,300.83</u>	<u>-</u>	<u>2,300.83</u>	<u>553.27</u>
6b	Charitable Activities-Grants				
	Bexley Council	210,000.00	-	210,000.00	195,000.00
	Bexley Council Debt Advice Fund	-	50,000.00	50,000.00	54,000.00
	Universal Credit Fund	-	113,826.20	113,826.20	123,426.72
	Trust for London Fund	-	32,000.00	32,000.00	16,000.00
	The National Lottery Community Fund	-	-	-	18,750.00
	Charitable Activities-fundraising	2,124.79	-	2,124.79	11,591.35
		<u>212,124.79</u>	<u>195,826.20</u>	<u>407,950.99</u>	<u>418,768.07</u>
6c	Income from investment				
	Bank interest	103.41	-	103.41	202.13
		<u>103.41</u>	<u>-</u>	<u>103.41</u>	<u>202.13</u>
	TOTAL INCOMING RESOURCES	<u>£214,529.03</u>	<u>£195,826.20</u>	<u>£410,355.23</u>	<u>£419,523.47</u>
7	RESOURCES EXPENDED	Unrestricted General	Restricted Funds	TOTAL FUNDS	
		£	£	2022	2021
				£	£
7a	Expenditure on charitable activities				
	Rent of offices	13,400.00	4,644.00	18,044.00	16,978.91
	Training	331.00	-	331.00	187.85
	Travel	260.10	-	260.10	1,247.92
	IT supplies & support	3,306.41	2,964.14	6,270.55	10,660.59
	Salaries & Wages	162,574.10	172,258.35	334,832.45	267,299.81
	Employers NI	12,003.94	8,306.52	20,310.46	17,325.67
	Pensions	2,023.98	1,770.88	3,794.86	2,959.97
	Volunteer Costs	241.87	-	241.87	480.27
	Telephone	2,444.35	-	2,444.35	3,675.04
	Printing postage stationery	1,431.38	488.16	1,919.54	1,948.45
	Office Supplies	1,150.25	-	1,150.25	1,262.41
	Membership Fees & Subscriptions	5,099.38	130.00	5,229.38	7,141.94
	Insurance	1,204.94	-	1,204.94	1,114.61
	Company accounts filing fees	13.00	-	13.00	13.00
	Bank charges	96.00	-	96.00	69.00
	Accountancy and book keeping	800.00	-	800.00	1,210.35
	Sundry	890.00	1,215.92	2,105.92	6,415.29
		<u>207,270.70</u>	<u>191,777.97</u>	<u>399,048.67</u>	<u>339,991.08</u>
7b	Other expenditure				
	Depreciation Computer & Equipment	3,946.00	146.00	4,092.00	3,819.00
	Depreciation Furniture & Fittings	215.00	-	215.00	269.00
		<u>4,161.00</u>	<u>146.00</u>	<u>4,307.00</u>	<u>4,088.00</u>
	TOTAL RESOURCES EXPENDED	<u>£211,431.70</u>	<u>£191,923.97</u>	<u>£403,355.67</u>	<u>£344,079.08</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

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8. Summary of Fund Movements

	Balance 31 March 2021	Income	Expenditure	Net Movement	Transfers	Balance 31 March 2022
<u>Designated Funds</u>						
Repairs Contingency Fund	6,000.00	-	-	-	-	6,000.00
IT Contingency	-	-	-	-	10,000.00	10,000.00
TOTAL DESIGNATED FUNDS	£6,000.00	-	-	-	10,000.00	£16,000.00
	Balance 31 March 2021	Income	Expenditure	Net Movement	Transfers	Balance 31 March 2022
<u>Restricted Funds</u>						
Debt Adviser	-	50,000.00	55,468.49	(5,468.49)	5,468.49	-
Universal Credit	11,076.17	113,826.20	98,955.48	14,870.72	7948.87	33,895.76
Trust for London Fund	-	32,000.00	37,500.00	(5,500.00)	5,500.00	-
TOTAL RESTRICTED FUNDS	£11,076.17	£195,826.20	£191,923.97	£3,902.23	£18,917.36	£33,895.76
<u>General</u>	£252,812.12	£214,529.03	£211,431.70	£3,097.33	(£28,917.36)	£226,992.09
TOTAL	£269,888.29	£410,355.23	£403,355.67	£6,999.56	-	£276,887.85

BEXLEY BOROUGH CITIZENS ADVICE BUREAUX LIMITED

England & Wales - Charity number 275955

Accounts



BEXLEY CITIZENS ADVICE BUREAUX

**FINANCIAL STATEMENTS
of the
TRUSTEES**

for the year ended 31 March 2021

Charity registration number 275955

Company Registration number: 01368988

Bank:

CAF Bank Ltd

Independent Examiner:

SADLER FOGARTY SERVICES LTD

T/AS Sadler Davies & Co

Chartered Accountants

3 Enterprise House

8 Essex Road

KENT DA1 2AU

Bexley Citizens Advice Bureaux

Trustees' Annual Report for the period from 1st April 2020 to 31st March 2021

Company Limited by Guarantee number: 01368988

Charity number: 275955

Registered Office: 42 Pier Road, Erith, Kent DA8 1TA

Bankers: CAF Bank Ltd

Accountants: Sadler Fogarty Services Ltd, T/AS Sadler Davies & Co, Chartered Accountants,
3 Enterprise House, 8 Essex Road, Dartford, Kent DA1 2AU

Directors and trustees:

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. No trustees have received any financial remuneration during the financial year. The directors and trustees serve a 3 year term on the board. All trustees have served throughout the year except where indicated.

Mr Michael Zuke	Director and Chair from 30 October 2019	Mr Baron Ogbolu	Director, resigned 8 December 2020
Mr Paul O'Neill	Director and Chair to 30 October 2019, resigned 8 December 2020	Mr Nigel Springhall	Director
Mr Abdul Ajayi	Director	Mr Jacob Fabowale-Makinde	Director
Ms Deborah Beyioku	Director	Mr Neil Walford	Director from 8 December 2020

In addition, Mr Steve Armstrong was co-opted to the Board 12 January 2021 and Mr Oliver Main from the 23 February 2021. The meetings of the trustees may be attended by observers from the London Borough of Bexley and the Royal British Legion.

Key management personnel:

Chief Executive Officer and Company Secretary – Mr Roland Haigh.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 17th May 1978 and registered as a charity on 16th June 1978. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association and was last amended 22nd November 2015.

The Charity's structure is as follows:

General day to day management of the centre at Erith and the hubs at Bexleyheath and Sidcup, is the responsibility of the Chief Executive Officer. All major decisions and expenditure must be presented to and agreed by the Trustees.

Inherent Risk: The charity is dependent on funding from Bexley Council (guaranteed until 2025) to sustain its activities, other than those funded directly through specific grants. The trustees recognise the risk that, should the grant not be awarded, the charity would be significantly affected, and it may lead to closure. The Bureaux would have to find different sources of funding to maintain the service.

Objectives and activities and public benefit

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

The aim of the service are to provide the advice people need for the problems they face and to improve the policies and practices that affect people's lives.

Achievements and performance

In the past year we saw 8430 unique new clients, this is a constantly decreasing number as clients can only be new once. We have helped 11725 clients, new and existing in the period. This figure is unchanged from the last few years as we work to full capacity. Major grants have been awarded by Trust for London and The National Community Fund in this year.

Financial Review

There are £258,812 in unrestricted reserves. The charity has a policy on reserves, to keep at least 3 months expenditure in the unrestricted reserve. This amount more than fulfils the obligation. The core funding from Bexley has been agreed for the next five years. The level of reserves are monitored by the administrator especially when there are significant changes in staff numbers or hours and reported to the trustees annually. The restricted reserves of £ 11,076 is the unspent balance of grants awarded to the Bureaux for specific ongoing projects.

Staffing: The staffing levels for the bureaux for the year were 9.26 FTE paid staff and 1.9 FTE volunteers.

Investment Policy. Aside from retaining a prudent amount in reserves most of the charity's funds are spent in the short term, consequently there are no long-term investments. The trustees invest any funds not immediately required in the Charities Official Investment Fund (COIF) Deposit Fund managed by CCLA Investment Management Ltd, a specialist investor for "not for profit" organisations. COIF deposit Fund provides a secure environment with an interest rate of 0.60%.

Trustees' responsibilities

The trustees are required under the Charities Act 2011 to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving true and fair view, the trustees should follow best practice and:

- (a) Select suitable accounting policies and apply them consistently.
- (b) Make suitable judgements and estimates that are reasonable and prudent.
- (c) State whether applicable accounting standards of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- (d) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records, which enable them to disclose with reasonable accuracy the financial position of the charity, and for ensuring that they comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees:

Michael Zuke
Chair of Trustees

Date:

**BEXLEY CITIZENS ADVICE BUREAUX
STATEMENT OF ASSETS & LIABILITIES
AS AT 31ST MARCH 2021**

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	Note	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Tangible Fixed Assets	2	£15,367.21	£1,816.76	£17,183.97	£12,315.13
Current Assets					
Debtors	3	(16,000.00)	0.00	(16,000.00)	5,534.96
Cash at bank and in hand	4	275,844.91	9,259.41	285,104.32	199,495.89
Total current assets		£259,844.91	£9,259.41	£269,104.32	£205,030.85
Liabilities: amounts falling due within 1 year	5	16,400.00	0.00	16,400.00	22,902.08
Current Assets less Current Liabilities		£243,444.91	£9,259.41	£252,704.32	£182,128.77
Total Assets less Current Liabilities		£258,812.12	£11,076.17	£269,888.29	£194,443.90
FUNDS					
Restricted	8	-	11,076.17	11,076.17	21,288.78
Unrestricted - Designated	8	6,000.00	-	6,000.00	6,000.00
Unrestricted - General	8	252,812.12	-	252,812.12	167,155.12
		£258,812.12	£11,076.17	£269,888.29	£194,443.90

Signed by :

Chair of Trustees: Michael Zuke
Date:

**BEXLEY CITIZENS ADVICE BUREAUX
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

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	<u>Note</u>	<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>TOTAL FUNDS</u>	
		<u>General</u>	<u>Designated</u>	<u>Funds</u>	<u>2021</u>	<u>2020</u>
		£	£	£	£	£
INCOMING RESOURCES						
Donations and legacies	6a	553.27	-	-	553.27	279.18
Charitable Activities	6b	206,591.35	-	212,176.72	418,768.07	410,483.54
Investments	6c	202.13	-	-	202.13	1,008.11
TOTAL		<u>£207,346.75</u>	<u>-</u>	<u>£212,176.72</u>	<u>£419,523.47</u>	<u>£411,770.83</u>
RESOURCES EXPENDED						
Charitable Activities	7a	137,757.57	-	202,233.51	339,991.08	364,103.21
Other expenditure	7b	3,759.00	-	329.00	4,088.00	2,789.94
TOTAL		<u>£141,516.57</u>	<u>-</u>	<u>£202,562.51</u>	<u>£344,079.08</u>	<u>£366,893.15</u>
NET INCOMING / (OUTGOING) RESOURCES BEFORE TRANSFERS		65,830.18	-	9,614.21	75,444.39	44,877.68
ADDITIONS TO & RELEASES FROM FUNDS	8	19,826.82	-	(19,826.82)	-	-
NET MOVEMENT IN FUNDS		<u>£85,657.00</u>	<u>0.00</u>	<u>(£10,212.61)</u>	<u>£75,444.39</u>	<u>£44,877.68</u>
BALANCES BROUGHT FWD AT 1 APRIL 2020 (2019)		<u>£167,155.12</u>	<u>£6,000.00</u>	<u>£21,288.78</u>	<u>£194,443.90</u>	<u>£149,566.22</u>
BALANCES CARRIED FWD AT 31 MARCH 2021 (2020)		<u>£252,812.12</u>	<u>£6,000.00</u>	<u>£11,076.17</u>	<u>£269,888.29</u>	<u>£194,443.90</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

5

1 Accounting Policies

1a Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with Charities SORP (FRS102) 2015 and with regard to the Charities Act 2011. An independent examination is required under the Charities Act 2011.

Abridged financial statements have been filed with Companies House in accordance with the special provisions of the Companies Act 2006 relating to smaller companies. No audit is required under exemption S 477 of the Companies Act 2006.

1b Tangible Fixed Assets

Depreciation is calculated on fixed assets in order to write off each asset over its estimated useful life.

Computers and office equipment 20% reducing balance

Office Furniture 20% reducing balance

1c Pension costs

The charity pays into The Peoples Pension scheme for all qualifying employees.

1d Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor of each fund.

2 TANGIBLE FIXED ASSETS	<u>Office Equipment</u> £ (Restricted)	<u>Office Equipment</u> £	<u>Furniture</u> £	<u>TOTAL</u> £
Cost at the beginning of the year	3,109.85	19,820.80	5,171.18	28,101.83
Addition	641.70	10,182.40		10,824.10
Disposals		(5,496.30)		(5,496.30)
Cost at the end of the year	<u>3,751.55</u>	<u>24,506.90</u>	<u>5,171.18</u>	<u>33,429.63</u>
Accumulated Depreciation 1st April 2020	1,485.79	10,480.91	3,820.00	15,786.70
Charge for year	449.00	3,370.00	269.00	4,088.00
Depreciation eliminated on disposals		(3,629.04)		(3,629.04)
	<u>1,934.79</u>	<u>10,221.87</u>	<u>4,089.00</u>	<u>16,245.66</u>
NET BOOK VALUE 31st March 2021	<u>£1,816.76</u>	<u>£14,285.03</u>	<u>£1,082.18</u>	<u>£17,183.97</u>

3 DEBTORS AND ACCRUED INCOME

	2021	2020
Accrued income L&Q	-	3,396.50
Other Debtors	-	1,567.72
Prepayments	(16,000.00)	
Loans to staff	-	570.74
	<u>(£16,000.00)</u>	<u>£5,534.96</u>

4 MONETARY ASSETS

	2021	2020
Bank current Account: CAF	55,447.62	17,041.32
Bank current Account: Barclays	733.90	733.90
Bank deposit Account: COIF	228,697.80	181,495.67
Cash in hand	225.00	225.00
	<u>£285,104.32</u>	<u>£199,495.89</u>

5 LIABILITIES FALLING DUE WITHIN 1 YEAR

	2021	2020
Creditors	-	0.30
Accrued expenses	16,400.00	22,901.78
	<u>£16,400.00</u>	<u>£22,902.08</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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6	INCOMING RESOURCES	<u>Unrestricted</u> <u>General</u>	<u>Restricted</u> <u>Funds</u>	<u>TOTAL FUNDS</u>	
		£	£	2021 £	2020 £
6a	Voluntary Income				
	Donations and legacies			-	279.18
	Other grants and rebates	553.27		553.27	-
		<u>553.27</u>	<u>-</u>	<u>553.27</u>	<u>279.18</u>
6b	Charitable Activities-Grants				
	Bexley Council	195,000.00		195,000.00	197,574.80
	Capitalise Fund			0.00	0.00
	Bexley Council Debt Advice Fund		54,000.00	54,000.00	34,000.00
	London & Quadrant Pound Advice Fund			0.00	18,841.25
	Positive Steps			0.00	10,014.60
	Thames Water			-	26,606.00
	Universal Credit Fund		123,426.72	123,426.72	113,207.66
	Trust for London Fund		16,000.00	16,000.00	-
	The National Lottery Community Fund		18,750.00	18,750.00	-
	Charitable Activities-fundraising	11,591.35		11,591.35	10,239.23
		<u>206,591.35</u>	<u>212,176.72</u>	<u>418,768.07</u>	<u>410,483.54</u>
6c	Income from investment				
	Bank interest	202.13		202.13	1,008.11
		<u>202.13</u>	<u>-</u>	<u>202.13</u>	<u>1,008.11</u>
	TOTAL INCOMING RESOURCES	<u>£207,346.75</u>	<u>£212,176.72</u>	<u>£419,523.47</u>	<u>£411,770.83</u>
7	RESOURCES EXPENDED	<u>General</u>	<u>Restricted</u>	<u>TOTAL FUNDS</u>	
		£	£	2021 £	2020 £
7a	Expenditure on charitable activities				
	Rent of offices	12,400.00	4,578.91	16,978.91	29,054.14
	Training	127.85	60.00	187.85	360.00
	Travel	1,197.42	50.50	1,247.92	1,678.36
	IT supplies & support	6,062.08	4,598.51	10,660.59	4,757.67
	Salaries & Wages	88,503.76	178,796.05	267,299.81	287,034.59
	Employers NI	6,482.04	10,843.63	17,325.67	20,624.94
	Pensions	467.96	2,492.01	2,959.97	2,966.84
	Volunteer Costs	480.27	-	480.27	2,589.58
	Telephone	3,675.04	-	3,675.04	2,546.61
	Printing postage stationery	1,721.70	226.75	1,948.45	4,153.66
	Office Supplies	938.91	323.50	1,262.41	650.34
	Membership Fees & Subscriptions	7,013.94	128.00	7,141.94	1,254.77
	Insurance	1,114.61	-	1,114.61	890.26
	Company accounts filing fees	13.00	-	13.00	13.00
	Bank charges	69.00	-	69.00	60.00
	Accountancy and book keeping	1,210.35	-	1,210.35	1,100.00
	Sundry	6,279.64	135.65	6,415.29	4,368.45
		<u>137,757.57</u>	<u>202,233.51</u>	<u>339,991.08</u>	<u>364,103.21</u>
7b	Other expenditure				
	Depreciation Computer & Equipment	3,490.00	329.00	3,819.00	2,452.94
	Depreciation Furniture & Fittings	269.00	-	269.00	337.00
		<u>3,759.00</u>	<u>329.00</u>	<u>4,088.00</u>	<u>2,789.94</u>
	TOTAL RESOURCES EXPENDED	<u>£141,516.57</u>	<u>£202,562.51</u>	<u>£344,079.08</u>	<u>£366,893.15</u>

**BEXLEY CITIZENS ADVICE BUREAUX
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

7

8. Summary of Fund Movements

	Balance 31 March 2020	Income	Expenditure	Net Movement	Transfers	Balance 31 March 2021
Designated Funds						
Repairs Contingency Fund	6,000.00			0.00		6,000.00
TOTAL DESIGNATED FUNDS	£6,000.00	£0.00	£0.00	£0.00	£0.00	£6,000.00
	Balance 31 March 2020	Income	Expenditure	Net Movement	Transfers	Balance 31 March 2021
Restricted Funds						
Debt Adviser	9,685.15	54,000.00	56,030.01	(2,030.01)	-7,655.14	0.00
Universal Credit	11,603.63	123,426.72	117,400.55	6,026.17	-6,553.63	11,076.17
National Lottery Community Fund	0.00	18,750.00	18,878.00	(128.00)	128.00	0.00
Trust for London Fund	0.00	16,000.00	7,500.00	8,500.00	-8,500.00	0.00
L&Q Pound Advice	0.00	0.00	2,753.95	(2,753.95)	2,753.95	0.00
TOTAL RESTRICTED FUNDS	£21,288.78	£212,176.72	£202,562.51	£9,614.21	(£19,826.82)	£11,076.17
General	£167,155.12	£207,346.75	£141,516.57	£65,830.18	£19,826.82	£252,812.12
TOTAL	£194,443.90	£419,523.47	£344,079.08	£75,444.39	£0.00	£269,888.29

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BEXLEY CITIZENS ADVICE BUREAUX

CHARITY REGISTRATION NUMBER 275955

I report on the accounts of the Charity for the year ended 31st March 2021RD, which are set out on pages 1 to 7.

Respective responsibilities of trustees and examiner (the Committee Members and examiner)

The charity's trustees/committee members are responsible for the preparation of the accounts. The charity's trustees members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission and in accordance with Regulation 11 of the Charities Accounts Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees/the committee members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and section 44 (1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and section 44(1)(b) of the 2005 Act and Regulation 9 of the 2006 Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: G E J SADLER FCA
Sadler Fogarty Services Ltd
T/as Sadler Davies & Co
Chartered Accountants
3 Enterprise House
8 Essex Road
Dartford Kent DA1 2AU

Date: 3rd September 2021