

REGISTERED COMPANY NUMBER: 02210997 (England and Wales)
REGISTERED CHARITY NUMBER: 299762

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2021
for
BROMLEY CITIZENS ADVICE BUREAUX LTD

Haines Watts
Chartered Accountants
Northside House
69 Tweedy Road
Bromley
Kent
BR1 3WA

BROMLEY CITIZENS ADVICE BUREAUX LTD

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for the year ended 31 March 2021**

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BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2021

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 the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The charity is a registered charity and a company limited by guarantee. The company was incorporated on 15 January 1988 and registered as a charity on 21 December 1988. The charity is also known and referred to as Citizens Advice Bromley. At 31 March 2021 the charity had eight members (2020: 10). The limited company was established under a Memorandum of Association dated 15 January 1988, as amended by special resolutions on 21 November 2001, 21 May 2003, 18 November 2014 and 18 April 2018 which established the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

Trustees (who are also members) are elected at the annual general meeting. Applications are welcome from individuals who approach on a personal basis, or who are co-opted by the trustee board. All applicants are given an "Introduction to the Board of Trustees" document, outlining some of the key requirements of the role, and are asked to complete an application form and a skills audit. The latter document helps ensure that best use is made of the skills, knowledge and experience that trustees are willing to offer. Appointments are made following successful selection interviews by both the chairman and CEO, and subject to satisfactory references.

Induction and training of new trustees

Newly appointed trustees are provided with a comprehensive induction to Citizens Advice Bromley through the provision of training courses and mentoring by established trustees. They are also encouraged to spend some time with our staff and volunteers remotely and, as we move back to office working, we will be encouraging them to spend time in our office in Bromley and at an outreach in order to gain a more detailed understanding of the nature of the work undertaken and challenges faced.

Ongoing training is provided in a variety of ways. Operational updates and presentations given at board meetings provide further insight into the charity's operations and the issues being presented by clients. In addition, there are two Citizens Advice national websites which each have sections aimed specifically at Trustees. They provide detailed reference information and self-help guides on all aspects of the charity's governance.

Organisational structure

The charity is governed by its trustee board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The trustees carry the ultimate responsibility for the conduct of the charity and for ensuring that the charity satisfies its legal and contractual obligations. The board meets bi-monthly. The board is supported by a Resources sub-committee. The Resources sub-committee meets on alternate months to the board meeting to discuss the charity's finances and procedures, and makes recommendations to the board.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2021

The trustees who served during the year were as follows:

Terence McGregor (Chairman)
Vincent Wolf (Treasurer)
Peter Ayres
Philip Reynolds
Catherine Owens (Resigned)
Jon Bentley (Resigned)
Caroline Gomm
Dr Alexander Royan (Resigned)
Aparna Sapre
Ian Dawson (Resigned)

Management and administration

Citizens Advice Bromley joined with four partner organisations: Age UK Bromley & Greenwich; Bromley Mencap; Bromley, Lewisham & Greenwich Mind; and Community Links Bromley to become members of Bromley Third Sector Enterprise CIO (BTSE). The Chief Executive of Citizens Advice Bromley is also a trustee of BTSE.

BTSE successfully won the contract for the primary and secondary intervention services, known as Bromley Well. Citizens Advice Bromley is responsible for the Single Point of Access on the Bromley Well project as well as continuing our current services throughout Bromley.

Within Citizens Advice Bromley the Chief Executive is responsible for ensuring that the strategic plans are implemented and for managing the members of the Management Team. The Chief Executive is also responsible for budgeting, financial planning and reporting, developing partnerships and assisting the Board in its strategic decision-making, as well as ensuring there is synergy and consistency across the local office and outreach venues.

The Service Operations Managers are responsible for the day-to-day operation of the local office and outreaches and for the operational management of the charity. It is their job to ensure there is adequate cover, provide technical support to the volunteers and caseworkers and manage the practicalities of advice sessions. In addition, they also lead on specific projects or pieces of work. They are supported by our Contact Centre Supervisor and our Project Casework Supervisor.

Related parties

The charity is a member of Citizens Advice, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the board in order to fulfil its charitable objectives and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Risk management

The trustees recognise that the major strategic, business and operational risks which the charity faces need to be regularly reviewed and systems are in place to manage those risks. To that end they regularly monitor risk and take mitigating action as appropriate.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2021

The charity is largely reliant on a small number of outside, primarily public sector organisations for its funding. The possibility that these sources of income might reduce poses a significant external risk to the charity. Through implementing the action plan referred to above, the trustees have ensured the charity continues to evolve into a revitalised organisation that will continue to attract significant levels of funding for the foreseeable future. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Objectives and activities

Objectives

The object of the charity, as defined by the Memorandum of Association, is to promote any charitable purpose for the benefit of the community in the London Borough of Bromley by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Aims, objectives, strategies and activities for the year

The Charity provides high quality services across the London Borough of Bromley by delivering free, independent, confidential and impartial advice in the borough. It values diversity, and promotes equality. It seeks to exercise a responsible influence on the development of social policies and services to enable and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

The main objective for the year was to continue to provide a service for the residents of Bromley, particularly during the pandemic, to ensure that our staff and volunteers were safe and to carefully move back to offering outreach face to face services to those most vulnerable. The key ways of achieving this were:

- Operating a one stop telephone service, supported by referrals to our other partners (pathways) and ourselves through a joined up referral process.
- Providing information, advice and guidance.
- Continuing the charity's membership of National Association of Citizens Advice Bureaux (Citizens Advice), to which most local Citizens Advice (LCA) offices in England and Wales belong. Citizens Advice sets strict standards for membership that are regularly audited.
- Actively seeking to influence through our research and campaign work at both national and local level. This included participation in Citizens Advice led campaigns, as well as direct liaison with local policy-makers in order to help raise awareness and influence change.

Before the pandemic the charity provided the advice services through its local office in Bromley, and at various outreaches in Beckenham & Penge and Orpington. The charity also sub contracts, to Age UK Bromley & Greenwich, the forms completion service for people which enables people to be seen in their own homes. This year we continued to provide a service working remotely. In November we tentatively opened up our outreach in Anerley and Cotmandene but these had to close due to the third wave of Covid-19 in December.

The charity contributed to both national and local social policy work and campaigns during the year.

Problems with Benefits & Tax Credits once again formed the largest proportion of identifiable codes with a total of 7,370 (2020: 9,702) issues recorded. This was followed by housing issues where again we saw an increase in the total to 2,544 (2020: 1,915) and employment queries with 1,390 issues reported (2020: 683).

By contributing to national and local research and campaign issues we are able to assist in highlighting and influencing change where hardship occurs.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2021

How Citizens Advice Bromley provides Advice

Partnership Working

The charity works as a partnership under the auspice of Bromley Third Sector Enterprise CIO (BTSE) with Age UK Bromley & Greenwich, Bromley Mencap, and Bromley, Lewisham & Greenwich Mind. The aims of the partnership are to:

- Provide a single point of access for people living in the London Borough of Bromley
- Provide co-ordinated provision of services under a single contract
- Enable the BTSE to be a core provider of health and social care services in and around the London Borough of Bromley
- Enable local voluntary sector organisations to bid for contracts and other funding that they would be unlikely to secure on their own
- Deliver integrated, cost-effective services that deliver the best possible outcomes for people in Bromley and surrounding areas
- Ensure that people's needs are seen holistically and addressed by the right person, in the right place and at the right time

Bromley Well Single Point of Access

In order to access our service patients are encouraged, where possible, to contact Bromley Well. As hosts of the telephone helpline callers are either signposted or referred to one of our pathways as follows:

Older people
People with long term health issues
Carers
People with mental health conditions
People with learning difficulties
People with physical disabilities
Autism pathway
Information, legal advice & guidance

Face-to-face Advice & Outreach

Personal callers are seen first by a receptionist and then offered a short "gateway interview" to help decide how they can best be advised. Clients will then be offered:

Assisted Information

An appointment for more in depth advice and/or casework
Written information
Referral to another agency or signposting

Emergency appointments are provided at Bromley Town and at outreaches in Orpington, St Pauls Cray and Beckenham & Penge.

Bromley Well Dedicated form filling

Either in the local offices or by home visit, the Bromley Well service offers a dedicated form filling service to help clients complete application forms for disability living allowance, attendance allowance and similar benefits.

Housing Partnerships

In addition, we also work closely with Shelter as well as with Clarion Housing Group to provide advice & casework to their tenants.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2021

Debt Free London Partnership

Citizens Advice Bromley is a partner in the Debt Free Project delivering quality debt advice for our clients. We provide debt casework to our clients under this project.

Contribution of Volunteers

The charity receives significant help and support in the form of voluntary assistance, both in advising the public and administering the charity. Volunteers are carefully selected and follow a well-defined training programme to enable them to fulfil their role effectively.

Over 60 volunteers contributed to over 56,000 hours of work to the Charity during the year. We estimate the value of this help to be over £600,000 a year.

Achievement and performance Charitable activities

The charity handled 15,954 new advice events during the year (2020: 22,475). The number of client contacts for our service was 14,228 (2020: 18,045). The figures are in line with our pre-pandemic numbers.

Financial Outcomes by Advice Area

Category	Benefits & tax credits	Debt	Other	Total
Income gain	£1,104,237	£7,341	£222,440	£1,334,018
Forms completion service	£0	£35,253	£0	£35,253
Debts written off	£0	£31,237	£0	£31,237
Repayments rescheduled	£0	£1,985	£0	£1,985
Re-imbursements, services, loans	£0	£36,968	£0	£36,968
	£1,104,237	£112,784	£222,440	£1,439,461

We are proud of our strong management team and dedicated group of volunteers and the excellent service that we are able to provide for our clients in what is for a number of them a very difficult time.

We are continuing to work with our funders and with other voluntary organisations to ensure that help and assistance is there for our clients when they need it.

Financial review

Reserves policy

The charity's reserve policy is to keep at least three months' expenditure in unrestricted funds. Furthermore, trustees review the cash balance regularly and consider whether the charity has enough cash to cover committed expenditure in a worst case scenario, for example if income ceased unexpectedly and debtors defaulted. At 31 March 2021 the cash balance was equivalent to approximately four and a half months' expenditure, and the reserves balance was roughly equal to six months' expenditure. The trustees are satisfied that this would comfortably cover any committed expenditure should the charity experience a sudden fall in income and be required to close down.

Financial Position

Incoming resources in the year were £711,015 (2020: £686,319).

A surplus of £57,881 was generated in the year (2020: £93,143). At 31 March 2021 total reserves were £320,798 (31 March 2020 - £262,917), of which £267,376 represented unrestricted funds and £53,422 restricted funds.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2021

Principal funding sources

The charity benefited from funding from a variety of sources during the year. Our core funding was from our Bromley Well project funded by BTSE, further donations were received through Citizens Advice for our Help to Claim project, Clarion Housing Group, Toynbee Hall for our Debt Free Project and Bromley Borough Foodbank for our Foodbank project.

Investment policy and objectives

No long term investments were held at the balance sheet date. Funds not required for use in the short term are kept on deposit with CAF Bank Ltd. The overall return during the year was £nil.

Future developments

The charity has a rolling action plan aimed at achieving the following strategic objectives:

To provide a cost effective high quality advice service that meets the needs of Bromley's communities.

The charity is seeking to maintain quality standards by ensuring that staff are trained and supported, that they have adequate resources, and are guided by a competent trustee board committed to the highest standards of governance.

To improve access to services for all communities in Bromley

Citizens Advice Bromley was successful in its bid to become to Single Point of Access of the Bromley well Health& wellbeing project which runs alongside our usual advice and casework services. The Bromley Well funding has allowed us to increase our casework in the areas of housing, debt, benefit & employment.

To influence policy and practice at local and national levels by involving and using the experiences of our clients

Citizens Advice Bromley continues to contribute to the effectiveness of Citizens Advice's national research & campaign initiatives and will use evidence collected by the Charity to argue for improvements to services used by people in Bromley. In addition, the charity will continue to ensure that the profile of its volunteers is representative of the population of Bromley.

To ensure the continued viability of the Citizens Advice Bromley in Bromley

No local Citizens Advice can operate without adequate resources. Resources are not always money, but can be people, relationships, or access to new sources of support. We need to maximise all of these in order to deliver the best service we can to people in Bromley. We will continue to aim to achieve greater recognition with the public and with Bromley businesses and institutions, become fully integrated into advice and incorporate health and wellbeing into our agenda and develop this among the wider voluntary and community sector in Bromley and last but not least continue to build effective partnerships to promote equality and social inclusion.

Public Benefit

The trustee board regularly reviews the activities of the charity in the context of the charitable objects, as stated in the Articles of Association. This includes the requirements with respect to public benefit, and in doing so follows the guidance issued by the Charity Commission.

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Report of the Trustees
for the year ended 31 March 2021**

Reference and administrative details

Registered Company number
02210997 (England and Wales)

Registered Charity number
299762

Registered office
Community House
South Street
Bromley
Kent
BR1 1RH

Trustees

Terence McGregor (Chairman)
Vincent Wolf (Treasurer)
Peter Ayres
Philip Reynolds
Caroline Gomm
Aparna Sapre

Independent Examiner

Katie McGhee ACA
Institute of Chartered Accountants in England and Wales
Haines Watts
Chartered Accountants
Northside House
69 Tweedy Road
Bromley
Kent
BR1 3WA

Bankers

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

HSBC Bank PLC
141 High Street
Beckenham
Kent
BR3 1BX

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 23 November 2021 and signed on the board's behalf by:

.....
T McGregor
Chairman

**Independent Examiner's Report to the Trustees of
Bromley Citizens Advice Bureaux Ltd**

Independent examiner's report to the trustees of Bromley Citizens Advice Bureaux Ltd ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's 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').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of 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:

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.



Katie McGhee ACA
Institute of Chartered Accountants in England and Wales
Haines Watts
Chartered Accountants
Northside House
69 Tweedy Road
Bromley
Kent
BR1 3WA

Date: 21.12.2021

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Statement of Financial Activities
for the year ended 31 March 2021**

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
Income and endowments from					
Donations and legacies	2	389	-	389	136
Charitable activities	3	442,813	267,813	710,626	686,183
		<hr/>	<hr/>	<hr/>	<hr/>
Total		443,202	267,813	711,015	686,319
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on					
Charitable activities		405,393	244,967	650,360	590,269
Other		1,780	1,044	2,774	2,907
		<hr/>	<hr/>	<hr/>	<hr/>
Total		407,123	246,011	653,134	593,176
		<hr/>	<hr/>	<hr/>	<hr/>
NET INCOME		36,079	21,802	57,881	93,143
		<hr/>	<hr/>	<hr/>	<hr/>
Reconciliation of funds					
Total funds brought forward		231,297	31,620	262,917	169,774
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		<u>267,376</u>	<u>53,422</u>	<u>320,798</u>	<u>262,917</u>

The notes form part of these financial statements

BROMLEY CITIZENS ADVICE BUREAUX LTD

Balance Sheet 31 March 2021

	Notes	Unrestricted funds £	Restricted fund £	2021 Total funds £	2020 Total funds £
Current assets					
Debtors	9	74,183	23,638	97,821	84,543
Cash at bank and in hand		<u>204,394</u>	<u>37,189</u>	<u>241,583</u>	<u>194,380</u>
		278,577	60,827	339,404	278,923
Creditors					
Amounts falling due within one year	10	<u>(11,201)</u>	<u>(7,405)</u>	<u>(18,606)</u>	<u>(16,006)</u>
Net current assets		<u>267,376</u>	<u>53,422</u>	<u>320,798</u>	<u>262,917</u>
Total assets less current liabilities		<u>267,376</u>	<u>53,422</u>	<u>320,798</u>	<u>262,917</u>
NET ASSETS		<u>267,376</u>	<u>53,422</u>	<u>320,798</u>	<u>262,917</u>
Funds	11				
Unrestricted funds				<u>320,798</u>	<u>262,917</u>
Total funds				<u>320,798</u>	<u>262,917</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 23 November 2021 and were signed on its behalf by:

.....
T McGregor
Chairman

The notes form part of these financial statements

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Cash Flow Statement
for the year ended 31 March 2021**

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	<u>47,203</u>	<u>51,440</u>
Net cash provided by operating activities		<u>47,203</u>	<u>51,440</u>
Change in cash and cash equivalents in the reporting period		47,203	51,440
Cash and cash equivalents at the beginning of the reporting period		<u>194,380</u>	<u>142,940</u>
Cash and cash equivalents at the end of the reporting period		<u>241,583</u>	<u>194,380</u>

The notes form part of these financial statements

BROMLEY CITIZENS ADVICE BUREAUX LTD

Notes to the Cash Flow Statement for the year ended 31 March 2021

1. Reconciliation of net income to net cash flow from operating activities

	2021 £	2020 £
Net income for the reporting period (as per the Statement of Financial Activities)	57,881	93,143
Adjustments for:		
(Increase)/decrease in debtors	(13,278)	(38,587)
Increase/(decrease) in creditors	<u>2,600</u>	<u>(3,116)</u>
Net cash provided by operations	<u>47,203</u>	<u>51,440</u>

2. Analysis of changes in net funds

	At 1.4.20 £	Cash flow £	At 31.3.21 £
Net cash			
Cash at bank and in hand	<u>194,380</u>	<u>47,203</u>	<u>241,583</u>
	<u>194,380</u>	<u>47,203</u>	<u>241,583</u>
Total	<u>194,380</u>	<u>47,203</u>	<u>241,583</u>

The notes form part of these financial statements

BROMLEY CITIZENS ADVICE BUREAUX LTD

Notes to the Financial Statements for the year ended 31 March 2021

1. Accounting policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Provision of services is included in the Statement of Financial Activities in the period to which they relate. Other income, including donations, gifts and covenants are included as they are received.

Gifts in kind of fixed assets are included in the Statement of Financial Activities as they are received at the estimated gross value to the charity.

The Charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements however its value to the charity has been estimated and disclosed in the Report of the Trustees.

Grants received in advance of the period in which the funder requires the expenditure to be applied is reflected in deferred income within creditors.

Expenditure

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation.

All expenditure is accounted for on an accruals basis. Expenditure includes any VAT which cannot be fully recovered.

Expenditure on charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirement of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity or support function are allocated directly. Where costs relate to more than one activity or support function, they are apportioned on an appropriate and reasonable basis, predominantly with reference to estimated usage or by full time equivalent staff numbers employed on the charitable activity.

Taxation

As a charity, Bromley Citizens Advice Bureaux Limited is exempt from tax on income and gains falling within Section 505 of the Taxes Act 1988 or Section S256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Notes to the Financial Statements - continued for the year ended 31 March 2021

1. Accounting policies - continued

Fund accounting

Unrestricted funds

Unrestricted funds are grants and other incoming resources receivable without a specific purpose and available as general funds

Restricted funds

Restricted funds are used for specific purposes as laid down by the donors. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

2. Donations and legacies

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Donations	<u>389</u>	<u>-</u>	<u>389</u>	<u>136</u>

3. Income from charitable activities

	Activity	2021 £	2020 £
Other	Grants and contracts	183	6,287
Capitalise - debt advice	Grants and contracts	95,250	104,085
London & Quadrant Housing Trust	Grants and contracts	125,581	122,907
BTSE	Grants and contracts	412,812	422,904
Clarion	Grants and contracts	30,000	30,000
IT Grant	Grants and contracts	19,730	-
Foodbank	Grants and contracts	9,070	-
National Overflow project	Grants and contracts	<u>18,000</u>	<u>-</u>
		<u>710,626</u>	<u>686,183</u>

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements - continued
for the year ended 31 March 2021**

4. Support costs

	Management £	Governance costs £	Totals £
Other resources expended	<u>100,057</u>	<u>2,774</u>	<u>102,831</u>

5. Trustees' remuneration and benefits

No trustee received any remuneration or benefits during the year ended 31 March 2021 or 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

6. Staff costs

	2021 £	2020 £
Wages and salaries	<u>515,439</u>	<u>453,338</u>
	<u>515,439</u>	<u>453,338</u>

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

2021	2020
<u>23</u>	<u>19</u>

No employees received emoluments in excess of £60,000.

7. Ex gratia payments

	2017	2016
Number of employees for whom retirement benefits are accruing	<u>23</u>	<u>17</u>

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements - continued
for the year ended 31 March 2021**

8. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted fund £	Total funds £
Income and endowments from			
Donations and legacies	136	-	136
Charitable activities	452,904	233,279	686,183
	<hr/>	<hr/>	<hr/>
Total	453,040	233,279	686,319
 Expenditure on			
Charitable activities	389,598	200,671	590,269
Other	1,919	988	2,907
	<hr/>	<hr/>	<hr/>
Total	391,517	201,659	593,176
	<hr/>	<hr/>	<hr/>
NET INCOME	61,523	31,620	93,143
 Reconciliation of funds			
Total funds brought forward	169,774	-	169,774
	<hr/>	<hr/>	<hr/>
Total funds carried forward	<u>231,297</u>	<u>31,620</u>	<u>262,917</u>

9. Debtors: amounts falling due within one year

	2021	2020
	£	£
Other debtors	152	250
Prepayments and accrued income	<u>97,669</u>	<u>84,293</u>
	<u>97,821</u>	<u>84,543</u>

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements - continued
for the year ended 31 March 2021**

10. Creditors: amounts falling due within one year

	2021	2020
	£	£
Social security and other taxes	9,365	7,055
Pension liability	2,276	1,737
Accrued expenses	<u>6,965</u>	<u>7,214</u>
	<u>18,606</u>	<u>16,006</u>

11. Movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds	231,297	36,079	267,376
Restricted funds	31,620	21,802	53,422
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>262,917</u>	<u>57,881</u>	<u>320,798</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	443,202	(407,123)	36,079
Restricted funds	267,813	(246,011)	21,802
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>711,015</u>	<u>(653,134)</u>	<u>57,881</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds	169,774	61,253	231,297
Restricted funds	-	31,620	31,620
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>169,774</u>	<u>93,143</u>	<u>262,917</u>

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements - continued
for the year ended 31 March 2021**

11. Movement in funds - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	453,040	(391,517)	61,523
Restricted funds	233,279	(201,659)	31,620
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>686,319</u>	<u>(593,176)</u>	<u>93,143</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds	169,774	119,404	289,178
Restricted funds	-	31,620	31,620
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>169,774</u>	<u>151,024</u>	<u>320,798</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	1,164,055	(1,044,651)	119,404
Restricted funds	233,279	(201,659)	31,620
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>1,397,334</u>	<u>(1,246,310)</u>	<u>151,024</u>

BROMLEY CITIZENS ADVICE BUREAUX LTD

Notes to the Financial Statements - continued for the year ended 31 March 2021

12. Employee benefit obligations

The company operates a defined contributions stakeholder pension scheme and contributes to personal pension plans of certain employees. The assets of the stakeholder scheme are administered by trustees in a fund independent from those of the company. The pension cost charge represents contributions payable by the charitable company and amounted to £12,600 (2020: 11,724). At 31 March 2021 contributions totalling £2,276 were outstanding (2020: £1,737).

13. Related party disclosures

There were no related party transactions for the year ended 31 March 2021.

14. Prior year adjustment

The comparative figures have been amended to correctly allocate some of the income and expenditure to the restricted fund.