

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 2023
for
BROMLEY CITIZENS ADVICE BUREAUX LTD**

BROMLEY CITIZENS ADVICE BUREAUX LTD

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for the year ended 31 March 2023**

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BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2023

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 2023. 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 2023 the charity had thirteen members (2022: 8). 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 2023

The trustees who served during the year were as follows:

Mark Dixson - Chair
Geraldine Powell – Vice Chair
Vincent Wolf (Treasurer)
Terry McGregor (former Chair)
Philip Reynolds
Caroline Gomm
Aparna Sapre
Ian Dennis
Sindhu Maripi
Emma Davies
Sacha Czarnuszewicz
Angela Wilkins (Resigned 26/09/23)
Philip Carr (Resigned 28/03/23)
Robyn Taylor (Resigned 07/09/22)

Management and administration

Citizens Advice Bromley works with partner organisations: Age UK Bromley & Greenwich; Bromley Mencap and Bromley, Lewisham & Greenwich Mind as 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 service 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 Single Point of Access Supervisor, our Casework Supervisor and our Training 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 2023

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 Bromley Citizens Advice Bureaux Ltd (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 is to continue to provide a service for the residents of Bromley particularly during the current cost of living crisis, to ensure that our staff and volunteers are safe and to continue safely offering outreach face to face services to those most vulnerable:
- Operating a one stop telephone service, supported by referrals to our other partners (pathways) and ourselves through a joined up referral process.
- Provide 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.

The Charity provides advice services through our remote telephone service where we offer advice and assistance via telephone and email and at various outreaches in Beckenham & Penge and Orpington. In addition, Citizens Advice Bromley sub contracts, to Age UK Bromley & Greenwich, the forms completion service.

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 4,315 (2021-22 was 6,070) issues recorded. This was followed by a huge jump in charitable support and food bank 2,079 (2021-22 was not in top ten of issues seen by us) Debt rose slightly again this year to 2,279 (2021-21 was 2,184) Housing issues also rose this year 2,428 (2021-22 was 2,260) and employment queries fell to 754 issues reported (2021-22 was 1,050). Noticeably queries regarding Utilities rose dramatically to 537 from (2021-22 was 161)

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 2023

Objectives and activities

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, Bromley, Lewisham & Greenwich Mind & Community Links Bromley. 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

Carers

People with mental health conditions

People with Learning difficulties

People with physical disabilities

Autism pathway

Information, Legal Advice & Guidance

Telephone Support and Advice & Face-to-face at Outreach

Callers are supported by our Bromley Well Assessors. For advice callers are offered a short "gateway interview" to help decide how they can best be advised. Vulnerable clients can call in at our outreaches or can be given appointments for face to face advice.

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 and Beckenham and 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 to provide advice & casework to their tenants.

Debt Free Advice Partnership

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

Bromley Borough Foodbank Project

We work closely with Bromley Borough Foodbank to provide advice and assistance for clients using the foodbank service

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2023

GLA Pan London Project

Citizens Advice Bromley are part of the pan London Citizens Advice Service. Working together with our other local offices we provide specialist support across London on the Cost of Living Crisis

Objectives and activities

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 pounds a year.

Achievement and performance

Charitable activities

The Charity handled 14,350 new advice events in 2022-23 (2021-22 - 14,260). The number of client contacts for our service in 2022-23 was 15,371 (2021-22 - 15,254).

Financial Outcomes by Advice Area

Category	Benefits & tax credits	Debt	Other	Total
Income gain	£718,302	£6,977	£52,565	£777,844
Debts written off	£0	£306,679	£0	£306,679
Repayments rescheduled	£0	£10,900	£0	£10,000
Re-imbursements, services, loans	£0	£101,169	£0	£101,169
	<u>£718,302</u>	<u>£425,725</u>	<u>£52,565</u>	<u>£1,196,592</u>

Citizens Advice Bromley is 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.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Report of the Trustees for the year ended 31 March 2023

Financial review

Reserves policy

The Charity's position 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 2023 the cash balance was equivalent to approximately four 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 £697,861 (2022 - £680,439).

A surplus of £29,774 unrestricted funds was generated in the year (2022 - A deficit of £24,931). At 31 March 2023 total reserves were £335,792 (31 March 2022 - £295,867), of which £325,640 represented unrestricted funds.

Principal funding sources

The Charity benefited from funding from a variety of sources during 2022-23. Our core funding was from our Bromley Well project funded by Bromley Third Sector Enterprise (BTSE CIO), further donations were received through Toynbee Hall for our Debt Free Advice Project and Bromley Borough Foodbank for our Foodbank projects, London Citizens Advice for our GLA project, BTSE CIO for our Crisis Loan Project and Citizens Advice for our Energy Advice 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 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

Obviously 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.

Auditors

The audit business of Haines Watts Kingston LLP was acquired by Cooper Parry Group Limited on 14 November 2023. Haines Watts Kingston LLP has resigned as auditor and Cooper Parry Group Limited has been appointed in its place.

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Report of the Trustees
for the year ended 31 March 2023**

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

Mark Dixon – Chair

Geraldine Powell – Vice Chair

Philip Reynolds

Caroline Gomm

Aparna Sapre

Ian Dennis

Sindhu Maripi

Emma Davies

Sacha Czumuszewicz

Independent examiner

Jane Wills FCA MA

Cooper Parry Group Limited

Statutory Auditor

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
.....~~5~~/12/2023..... and signed on the boards' behalf by

.....
Mark Dixon
Chair

**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 2023.

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.



Jane Wills FCA MA (Senior Statutory Auditor)
for and on behalf of
Cooper Parry Group Limited
Statutory Auditor
Northside House
69 Tweedy Road
Bromley
Kent
BR1 3WA

Date: 7/12/2023

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Statement of Financial Activities
for the year ended 31 March 2023**

	Notes	Unrestricted funds £	Restricted fund £	31.3.23 Total funds £	31.3.22 Total funds £
Incoming resources					
From generated funds					
Voluntary income	2	8,787	-	8,787	100
Investment income		-	-	-	-
From charitable activities					
Grants and contracts	3	525,109	163,965	689,074	680,339
Total incoming resources		533,896	163,965	697,861	680,439
Resources expended					
Charitable activities					
Advice (unrestricted)		141,854	-	141,854	69,603
Governance (unrestricted)		41,143	563	41,706	44,807
Governance costs		3,414	-	3,414	3,222
Other resources expended		317,711	153,250	470,961	587,738
Total resources expended	4	504,122	153,813	657,935	705,370
Net incoming resources		29,774	10,152	39,926	(24,931)
Reconciliation of funds					
Total funds brought forward		295,867	-	295,867	320,798
Total funds carried forward		325,640	10,152	335,792	295,867

Continuing operations

All income and expenditure has arisen from continuing activities.

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Balance Sheet
At 31 March 2023**

		Unrestricted funds	Restricted fund	31.3.23 Total funds	31.3.22 Total funds
	Notes	£	£	£	£
Current assets					
Debtors	9	94,875	-	94,875	123,351
Cash at bank and in hand		<u>292,082</u>	<u>10,152</u>	<u>302,234</u>	<u>220,329</u>
		386,957	10,152	397,109	343,680
Creditors					
Amounts falling due within one year	10	(61,316)	-	(61,316)	(47,813)
		<u>325,641</u>	<u>10,152</u>	<u>335,793</u>	<u>295,867</u>
Net current assets					
		<u>325,641</u>	<u>10,152</u>	<u>335,793</u>	<u>295,867</u>
Total assets less current liabilities					
		<u>325,641</u>	<u>10,152</u>	<u>335,793</u>	<u>295,867</u>
Net assets					
		<u>325,641</u>	<u>10,152</u>	<u>335,793</u>	<u>295,867</u>
Funds	11				
Unrestricted funds				325,641	295,867
Restricted funds				<u>10,152</u>	<u>-</u>
Total funds				<u>335,793</u>	<u>295,867</u>

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Balance Sheet - continued
At 31 March 2023**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

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

The financial statements were approved by the Board of Trustees on5/12/2023..... and were signed on its behalf by:


.....
Mark Dixon - Chair

BROMLEY CITIZENS ADVICE BUREAUX LTD**Cash Flow Statement
for the year ended 31 March 2023**

	2023	2022
	£	£
Cash flows from operating activities:		
Net income for the reporting period (as per the statement of financial activities)	39,926	(24,931)
Adjustments for:		
(Increase) / decrease in debtors	28,476	(25,530)
Increase / (decrease) in creditors	13,503	29,207
Net cash provided by / (used in) operating activities	81,905	(21,254)
Change in cash and cash equivalents in the reporting period	81,905	(21,254)
Cash and cash equivalents at the beginning of the reporting period	220,329	241,583
Cash and cash equivalents at the end of the reporting period	302,234	220,329

BROMLEY CITIZENS ADVICE BUREAUX LTD

Notes to the Financial Statements for the year ended 31 March 2023

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), Financial Reporting Standard 102 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information in making their assessment. The Trustees have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

Incoming resources

Grants receivable - 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.

Investment Income - Investment Income is included in the Statement of Financial Activities when receivable.

Other income - 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 and Intangible income - 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 directors' report.

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

Resources expended

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.

Tangible fixed assets

Fixed assets are included at cost. Items are capitalised if their value is over £500. Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives. All items are estimated to have a useful life of four years, with the exception of reconditioned IT equipment which are estimated to have a useful life of two years.

BROMLEY CITIZENS ADVICE BUREAUX LTD

Notes to the Financial Statements -continued for the year ended 31 March 2023

1. Accounting policies - continued

Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to a maximum £10.

Taxation

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

Fund accounting

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

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. Donations

	Unrestricted funds	Restricted Funds	2023 Total	2022 Total
	£	£	£	£
Donations	8,787	-	8,787	100

3. Income from charitable activities

	Unrestricted Funds	Restricted Funds	2023 £	Unrestricted Funds	Restricted Funds	2022 £
Grants and Contracts						
Capitalise – debt advice	-	88,196	88,196	-	95,266	95,266
London & Quadrant Housing	-	-	-	-	94,985	94,985
BTSE	514,809	-	514,809	423,765	-	423,765
Clarion	-	-	-	30,000	-	30,000
Foodbank	-	41,380	41,380	-	36,323	36,323
National overflow project	-	12,472	12,472	-	-	-
EAP	10,300	-	10,300			
GLA	-	21,917	21,917			
	525,109	163,965	689,074	453,765	226,574	680,339

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements -continued
for the year ended 31 March 2023**

4. Expenditure on charitable activities

	Unrestricted Funds	Restricted Funds	2023 £	Unrestricted Funds	Restricted Funds	2022 £
Governance costs						
Premises	911	-	911	809	-	809
Governance and other	2,503	-	2,503	2,413	-	2,413
Support costs management						
Wages	141,854	-	141,854	70,276	842	71,118
Office	13,803	-	13,803	17,057	-	17,057
Premises	11,671	-	11,671	10,067	-	10,067
Governance and other	15,669	563	16,232	16,168	-	16,168
Other resources expended						
Wages	252,703	126,857	379,560	272,515	209,780	482,295
Staff and volunteer	6,946	1,726	8,672	4,587	3,501	8,088
Office	26,349	13,092	39,441	33,812	26,003	59,815
Premises	31,713	11,575	43,288	21,227	16,313	37,540
	504,122	153,813	657,935	448,931	256,439	705,370

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements - continued
for the year ended 31 March 2023**

5. Staff costs

	31.3.23	31.3.22
	£	£
Wages and salaries	521,415	553,413
	<u><u> </u></u>	<u><u> </u></u>

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

	31.3.23	31.3.22
Charitable purposes	17	21
Management and administration	2	2
	<u><u>19</u></u>	<u><u>23</u></u>

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

6. Pension costs

	31.3.23	31.3.22
Number of employees for whom retirement benefits are accruing:	<u><u>18</u></u>	<u><u>23</u></u>

	31.3.23	31.3.22
	£	£
Pensions due for the year:	<u><u>30,184</u></u>	<u><u>30,902</u></u>

7. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements - continued
for the year ended 31 March 2023**

8. Comparatives for the statement of financial activities

	Unrestricted funds £	Restricted fund £	Total funds 2022 £
Income and endowments from			
Donations and legacies	100	-	100
Charitable activities			
Grants and contracts	453,765	226,574	680,339
Total	<u>453,865</u>	<u>226,574</u>	<u>680,439</u>
 Expenditure on			
Charitable activities			
Charitable activities	445,709	256,439	702,148
Other resources expended	3,222	-	3,222
Total	<u>448,931</u>	<u>256,439</u>	<u>705,370</u>
 Net income/(expenditure)	<u>4,934</u>	<u>(29,865)</u>	<u>(24,931)</u>
 Reconciliation of funds			
Total funds brought forward	<u>290,933</u>	<u>29,865</u>	<u>320,798</u>
 Total funds carried forward	<u><u>295,867</u></u>	<u><u>-</u></u>	<u><u>295,867</u></u>

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Notes to the Financial Statements - continued
for the year ended 31 March 2023**

9. Debtors: amounts falling due within one year

	31.3.23	31.3.22
	£	£
Prepayments and accrued income	<u>94,875</u>	<u>123,351</u>
	<u>94,875</u>	<u>123,351</u>

10. Creditors: amounts falling due within one year

	31.3.23	31.3.22
	£	£
Trade Creditors	24,504	-
Social security and other taxes	9,870	13,448
Other creditors	26,942	34,366
	<u>61,316</u>	<u>47,813</u>

11. Movement in funds

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
Unrestricted funds			
General fund	295,867	29,773	325,640
Restricted fund	-	10,152	10,152
	<u>295,867</u>	<u>39,925</u>	<u>335,792</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	533,895	(504,122)	29,773
Restricted funds			
Advice	163,965	(153,813)	10,152
	<u>697,860</u>	<u>(657,935)</u>	<u>39,925</u>

BROMLEY CITIZENS ADVICE BUREAUX LTD

Notes to the Financial Statements - continued for the year ended 31 March 2023

12. Movement in funds - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted Funds			
General fund	290,933	4,934	295,867
Restricted funds	29,865	(29,865)	-
	<u>320,798</u>	<u>(24,931)</u>	<u>295,867</u>
TOTAL FUNDS	<u>320,798</u>	<u>(24,931)</u>	<u>295,867</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	453,865	(448,931)	4,934
Restricted funds	226,574	(256,439)	(29,865)
	<u>680,439</u>	<u>(705,370)</u>	<u>(24,931)</u>
TOTAL FUNDS	<u>680,439</u>	<u>(705,370)</u>	<u>(24,931)</u>

13. 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 £14,334 (2022: £14,744). At 31 March 2023 contributions totalling £2,455 were outstanding (2022: £2,575).

14. Related party disclosures

There were no related party transactions for the year ended 31 March 2023.

BROMLEY CITIZENS ADVICE BUREAUX LTD

**Detailed Statement of Financial Activities
for the year ended 31 March 2023**

	31.3.23 £	31.3.22 £
Income and endowments		
Donations and legacies		
Donations	8,787	100
Charitable activities		
BTSE	514,809	423,765
Debt Free London	88,196	95,266
Help to Claim	-	94,985
Clarion	-	30,000
Foodbank	41,380	36,323
National Overflow Project	12,472	-
EAP	10,300	-
GLA	21,917	-
	<u>689,074</u>	<u>680,339</u>
Total incoming resources	697,861	680,439
Resources expended		
Governance costs		
Premises	911	809
Governance and other	2,503	2,150
	3,414	2,959
Other resource expended		
Wages	379,560	482,295
Staff & volunteer	8,672	8,088
Office	39,441	59,815
Premises	43,288	37,540
	470,961	587,738
Support costs-Management		
Wages	141,854	71,118
Office	13,803	17,057
Premises	11,671	10,067
Governance & other	16,232	16,431
	<u>183,560</u>	<u>114,673</u>
Total resources expended	657,935	705,370
Net income	<u>39,926</u>	<u>(24,931)</u>

This page does not form part of the statutory financial statements