Polegate Town Council

Cashbook 1

Current/Business Premium

Payments made between 01/05/2023 and 05/06/2023

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Details
01/05/2023	Hampshire Flag	23/05/037	21.54		3.59	4220	302	17.95	Delivery DPD parcel
02/05/2023	Countrymans Contractors Ltd	23/05/001	3,911.96		651.99	1051	303	1,629.98	Urban Grass Cut 2 April 2023
						1051	303	1,629.99	Urban Grass Cut 3 April 2023
02/05/2023	Countrymans Contractors Ltd	23/05/001	-3,911.96		-652.00	1051	303	-1,629.98	Urban Grass Cut 1
						1051	303	-1,629.98	Urban Grass Cut 2
02/05/2023	Countrymans Contractors Ltd	23/05/001	3,911.96		652.00	4256	303	1,629.98	Urban Grass Cut 1
						4256	303	1,629.98	Urban Grass Cut 2
02/05/2023	Countrymans Contractors Ltd	23/05/002	515.12		85.85	4223	302	429.27	Open Spaces April 2023
02/05/2023	Mulberry & Co	23/05/003	1,848.00		308.00	8060	101	1,540.00	Professional Services
02/05/2023	Countrymans Contractors ltd	23/05/004	1,260.00	1,260.00		500			Remove plants & refill compost
02/05/2023	Countrymans Contractors ltd	23/05/005	510.00	510.00		500			To dig out at Cophall
02/05/2023	SME IT Solutions Ltd	23/05/006	54.00	54.00		500			DSO Laptop
02/05/2023	SME IT Solutions Ltd	23/05/007	570.27		95.04	4071	102	180.00	Remote Technical Support
						4072	102	108.00	M365 Business Basic
						4072	102	18.80	M365 Business Standard
						4072	102	20.20	Office 365
						4072	102	22.60	MS Project
						4072	102	11.30	MS Visio
						4037	102	9.99	Word Press
						4037	102	2.00	Domain Name
						4037	102	9.99	Back Up
						4071	102	62.40	Cloud Back Up
						4071	102	29.95	SASS Cloud Up
02/05/2023	SME IT Solutions Ltd	23/05/008	122.08		20.35	4069	102	18.33	Line Rental Business
						4070	102	32.49	Superfasr Fibre Unlimited
						4069	102	47.94	SME Hosted Voice
						4069	102	2.97	Telephone Number Monthly Cost
02/05/2023	Echo Cleaning	23/05/009	120.00		20.00	4004	201	100.00	Office Cleaning
02/05/2023	VIKING Office Depot Internatio	23/05/009	143.98	143.98		500			Stationery items
02/05/2023	VIKING Office Depot Internatio	23/05/010	56.74	56.74		500			Stationery Items
03/05/2023	Echo Cleaning	23/05/009	-120.00		-20.00	4004	201	-100.00	Office Cleaning
03/05/2023	Echo Cleaning	23/05/011	120.00		20.00	4004	201	100.00	Office Cleaning
03/05/2023	Rialtas Business Solutions	23/05/012	811.81		135.30	4105	104	676.51	Annual Support
	Subtotal Carried Forward:		9,945.50	2,024.72	1,320.12			6,600.66	

Current/Business Premium

Payments made between 01/05/2023 and 05/06/2023

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						Nominal Ledger Analysis			
03/05/2023	Rialtas Business Solutions	23/05/013	906.00		151.00	4105	104	755.00	Year End Process
03/05/2023	Europlants Ltd	23/05/014	201.31	201.31		500			Winter Maintenance
16/05/2023	Denma Cleaning Services Ltd	23/05/015	1,056.32	1,056.32		500			Cleaning Services
16/05/2023	Eastbourne Electrical LLP	23/05/016	96.00	96.00		500			Emergency Switch Install
16/05/2023	Eastbourne Electrical LLP	23/05/017	447.30		74.55	4220	302	372.75	Pat Testing Office & Pavilion
16/05/2023	Hailsham FM	23/05/018	140.00	140.00		500			29 July Roadshow
16/05/2023	Lewes District Council	23/05/019	54.00	54.00		500			Play Area Inspection
16/05/2023	Countrymans Contractors ltd	23/05/020	352.50	352.50		500			April Bin Collections
16/05/2023	[redacted]	23/05/021	30.00			4093	103	30.00	Various Cakes for Mayors part
16/05/2023	[redacted]	23/05/022	30.00			4015	101	30.00	May travel
16/05/2023	Castle Water Ltd	DIRECT DEB	867.19			4132	201	867.19	Water Bill 1 Mar - 31 Aug 2023
23/05/2023	Sportsequip	23/05/023	28,752.00	28,752.00		500			Provide equipment
23/05/2023	SmartWater Testing Ltd	23/05/024	52.50	52.50		500			1000015980-1 Legionella Testin
23/05/2023	SmartWater Testing Ltd	23/05/025	52.50	52.50		500			1000015981 Legionella Testing
23/05/2023	SmartWater Testing Ltd	23/05/026	52.50	52.50		500			1000015983 - Legionella Testing
23/05/2023	SmartWater Testing Ltd	23/05/027	52.50	52.50		500			1000015984 - Legionella Testing
23/05/2023	SmartWater Testing Ltd	23/05/028	52.50	52.50		500			1000015982
23/05/2023	SmartWater Testing Ltd	23/05/029	52.50	52.50		500			1000015978- Legionella Testing
23/05/2023	SmartWater Testing Ltd	23/05/030	52.50	52.50		500			1000015979
23/05/2023	Council HR & Givernance Suppor	23/05/031	1,250.00	1,250.00		500			Annual Subscription
23/05/2023	VIKING Office Depot Internatio	23/05/032	59.88	59.88		500			Stationery
23/05/2023	GDPR-INFO	23/05/033	500.00	500.00		500			GDPR Services
23/05/2023	Mr D Dunbar	23/05/034	12.60			4091	103	12.60	Councillors expenses
23/05/2023	Mr D Dunbar	23/05/035	5.40			4091	103	5.40	Cuckmere Buses AGM
23/05/2023	Ultralite	23/05/036	2,587.20	2,587.20		500			Install & remove banners & fla
30/05/2023	Rialtas Business Solutions	23/05/038	150.30		25.05	4105	104	125.25	Annual Support
		Total Payments:	47,811.00	37,441.43	1,570.72			8,798.85	

Polegate Town Council

GRANTSTO ORGANISATIONS POLICY

Policy Number 9		
Issue No.	Date completed	Details of amendments
1	17/02/2016	Final draft to Town Clerk
2	29/02/20 16	Minor emendations made by Town Clerk
3	11/3/2016	Amendments suggested by Finance Committee
4	23.05.16	Adopted at Annual Stat Meeting

Grants to Organisations

Conditions for Grant Aid Applications

1. General Principles and conditions

Polegate Town Council is funded by the residents of Polegate who pay Council Tax, and has, therefore, only limited funds available for the assistance of organisations that work to the benefit of Polegate residents.

Subject to Grant Aid being available, Council will consider assisting or supporting local voluntary or community groups and charities which are there to enhance or benefit the lives of Polegate residents. A decision to grant funding to any such organisation is dependent both on need and on the fulfilment of the following general conditions:

- The Organisation must be a ‘not for profit‘ organisation and have clearly stated aims and objectives.
- The Organisation must be based in Polegate, and/or benefit, a significant proportion of Polegate residents, or a particular group of Polegate residents.
- Grant Aid will only be awarded for specific projects, and not merely to increase an organisation‘s reserves.
- The activities of the organisation, and in particular the project being considered for Grant Aid, must be readily available to the community of Polegate in general.
- The need for Grant Aid must be shown by reference to the published accounts and/or business projections certified by an Accountant or Banker. All applications must be accompanied by a copy of the last available certified accounts and a projection of income and expenditure for the current period.
- Applications should state why the support is sought and how the Grant Aid will be used. They must also identify the group of residents who will benefit from the Grant Aid, and how many benefit.
- The organisation is required to send a report to the council (after the money has been spent) on how the money has been spent and a copy of the final accounts for year of expenditure. If the funding

has not been spent the organisation will be required to repay the grant to the Council on demand.

- The organisation must acknowledge Polegate Town Council's contribution in all marketing material, the phrasing of the acknowledgement to be notified by the Council on award of the Grant Aid.

2. Eligibilit'y

The following projects will be considered for Grant Aid from Polegate Town Council:

- Youth clubs and other facilities or projects for young people
- Cultural and artistic schemes
- Heritage projects
- Leisure, sports and play facilities
- Community buildings
- Community transport
- Elderly and disabled
- Sustainable community environmental projects

(This list is a guide but is not exhaustive)

The following are not eligible for Grant Aid:

- National or international charities
- Individuals
- Political parties or organisations with political affiliations
- Companies aiming to make a profit
- Statutory bodies
- Religious groups

Polegate Town Council can only provide Grant Aid to organisations within its own financial constraints. Grant Aid will, therefore, not be able to be given to every applicant, however worthy the need, and no appeal will be allowed against refusal. The decision of the Council is final.

3. How to apply for Grant Aid

Application should be made by printing off and completing the application form at the end of this policy document.

The applicant must also attach the following to the completed application form:

- The organisation's aims and objectives

- The organisation‘s constitution or set of rules and annual report if applicable.
- The most recent copy of the organisation‘s approved accounts.
- A copy of the organisation‘s current public liability cover.
- An explanation of any reserves held by the organisation and whether these are earmarked for specific expenditure.
- Accurate costings for the project for which funding is being sought.

The completed application should be submitted to:

Polegate Town Council
Council Offices
49 High Street
Polegate BN26 6AL

4. <u>Council‘s action on receipt of a completed application</u>

The Town Clerk will check the application form and the attached documents to ensure that it has been properly completed. If it is not complete the Town Clerk will approach the applicant in order to obtain the additional information.

Once the Town Clerk is satisfied that the applicant has supplied all necessary information in support of the Grant Aid request, they will pass the application to Council to assess using the following:

- The correct completion of the application form
- Whether the organisation has previously received a grant
- How the organisation is set up and managed
- Whether the organisation has a financial need for funding
- What need or demand there is for the project for which funding is sought
- How the funding will support the Polegate community
- Whether the project represents value for money for the Polegate community
- Whether the organisation has made applications for funding elsewhere

All applications that meet the criteria will be considered.

If the Council is satisfied that Grant Aid is appropriate, it will resolve that a grant be given to the organisation, and how much. An accompanying letter will specify the terms and conditions under which the grant is offered and the organisation will be required to sign and return the letter accepting the Council‘s terms and conditions. These will include:

- A reminder that the grant must only be used for the purpose applied for
- The requirement for the organisation to keep the Council updated on the progress of the project
- A reminder that the organisation should in its literature acknowledge the Council's grant.
- A warning that failure to comply with any condition attached to a grant might result in the organisation being required to repay the grant, and/or affect future Grant Aid.

Acceptance of the grant funds (by cashing the payment) will be taken as acceptance of the conditions.

The money must be spent within the time period specified by the Council at the time of awarding the Grant Aid.

After the Grant Aid has been spent the recipient is required to send a report to the Council, detailing the expenditure and the subsequent annual report and accounts.

Polegate Town Council
Application for Grant Aid

About the Applicant

Name and address of
Organization – Wealden Citizens Advice

Daytime telephone number: [redacted]

Email address: [redacted]

Total membership: 9 Trustees, 12 Staff & 70 Volunteers

Purpose of organisation: ....

Are you a registered charity YES Reg. number: 1090666

Individual authorised to make this application

Name of individual: [redacted]

Address: Wealden Citizens Advice, Uckfield Library, Library Way, High Street, Uckfield, East Sussex, TN22 1AR

Telephone number: [redacted]

Email: [redacted]

Position held in organisation: CEO

Details of Application

Amount applied for: £ 300

Description of project for which Grant Aid is sought:

To contribute to the running costs of the service for Polegate residents, which can be accessed via phone, email, text or appointments at one of our 3 sites - Crowborough, Hailsham or Uckfield. Although our service is mainly staffed by volunteers we still require staff to supervise, train and manage the service. We need to maintain our IT system for effective record keeping and to enable us to communicate effectively with and on behalf of our clients. We also need to cover day to day costs such as postage, photocopying, cleaning, publicity and insurance.

Estimated cost breakdown £
(eg labour, materials) £ ....
. .. .

Please see attached

Describe the anticipated benefits to the organisation and to the Polegate community if this project is to go ahead:

All Polegate residents have full access to our service by phone, email or face to face.
Please see attached stats of Polegate residents supported by WCA.

Have applications been made to any other funding bodies in respect of this project? YES

If yes, please detail:

As in previous years we fund our work with applications to the District, Town and Parish Councils in Wealden. We also apply for funding from East Sussex County Council, charitable foundations and other grant giving organisations, including the Lottery and Sussex Community Foundation. We have a an SLA with Wealden DC, a rolling SLA with Uckfield, Crowborough and Hailsham TC. Please see attached annual accounts for a full breakdown.

Details of any previous assistance received in the last 5 years from funding bodies, including Polegate Town Council:

Polegate – 22/23 £275
Polegate – 21/22 £250

If you are successful in your Grant Aid application, the Council will make payment by cheque.

Name of payee for cheque: Wealden Citizens Advice

Checklist for applicants (please tick those that apply)

Organisation's budget for the current year	( )
Annual accounts for last complete year	( )
Constitution/set of rules	( )
Project estimates	( )
Other supporting information	( )

Declaration

I have read and accept the terms and conditions under which any grant award will be made.

Signed: [redacted]

Position CEO

Date 24th May 2023

Please return your completed application form to:

Polegate Town Council
Council offices
49 High Street
Polegate
East Sussex
BN26 6AL

Uckfield Citizens Advice
Uckfield Library, Library Way
High Street, Uckfield
East Sussex, TN22 1AR

Advice: 0808 278 7811 / 0800 144 8848
Tel: 01825 705723

Email: [redacted]

www.wealdencitizensadvice.org.uk

24th May 2023

Dear [redacted]

I wanted to start by introducing myself, I am very excited to have joined Wealden Citizens Advice in October and have been so incredibly impressed by the hard work and dedication of the staff and volunteers. I would also like to say a big thank you to all at Polegate for your continued support of the work we do. Your grant is invaluable to us to allow us to continue to support your residents to access free, independent and confidential advice in what has been a massively challenging year.

As you can imagine, the cost-of-living crisis has dominated much of our work, creating incredible demand on our service with clients experiencing very complex issues. Despite this, we have achieved some great results.

We have helped over 3,700 clients….

..with more than 18,000 issues.

We have seen a +211% increase in energy cases

and foodbank referrals are up by +41%

We have generated £1m in improved financial outcomes

In addition to these stark increases, we continue to support our clients primarily with their benefits and debts. We can all face problems that seem complicated or intimidating and we believe no one should have to face these problems without good quality, independent advice. As well as supporting thousands of people directly, we've also worked to advocate on their behalf, telling their stories and arguing for change to address issues which negatively impact on their lives.

I am, therefore, writing to Polegate in support of a grant application towards the running cost of Wealden Citizens to ensure we continue to provide a service to your residents at a time that we appreciate is also very difficult for yourselves as well. We are an independent charity - we do not receive regular funding from national Citizens Advice or the Government and we are incredibly grateful to Polegate Council for all your support - we simply could not provide the help we do without you.

[redacted]

CEO

Parish Dashboard

In this/these parish/es we helped

Client	21
Issues	1,0

Top Issues

Benefits & tax credits	30
Benefits Universal Cred	18
Debt	11
Consumer goods & servic	57
Financial services & ca	56

Top 5 benefit issues

21 Personal independence	11
01 Initial claim	72
28 General Benefit Entit	30
08 Calculation of income	28
19 Employment Support Al	26
23 Council tax reduction	26

Top 5 debt issues

49 Debt Relief Order	14
04 Fuel debts	13
09 Council tax arrears	12
99 Other Debt	9
13 Credit, store & charg	8
60 Debt Assessment	8

Homelessness

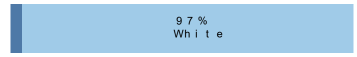
03 Threatened homelessn	6

Clients seen (parishes)

219

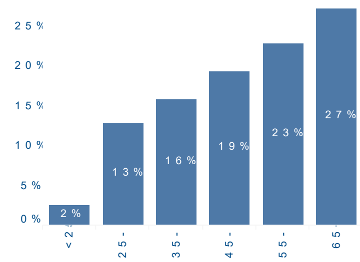
Gender

Ethnicity



Disabled or Long term healt

Age group



Financial statements

for the year ended 31 March 2022

Registered Charity Number 1090666

Company Number 04287877

Wealden Citizens Advice

Financial statements
for the year ended 31 March 2022

CONTENTS

Report of the Directors and Trustees

The Trustees of the Charity (who are also the Directors of the Company for the purpose of Company Law) have pleasure in presenting their annual report and the financial statements for the year ended 31 March 2022. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name:	Wealden Citizens Advice
Charity Registration:	1090666
Company Registration:	04287877
Registered Office:	Uckfield Library Library Way High Street Uckfield TN22 1AR
Chief Executive:	Kate Davidson
Bank:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent Examiner:	Andy Fowler
Solicitors:	Dawson Hart The Old Grammar School Church Street Uckfield East Sussex TN22 1BH

Report of the Directors and Trustees continued …

The following people were directors/trustees of the Charity during this financial year were:

DIRECTORS/ TRUSTEES	ROLE	CHANGE 2021-22
Mr Michael David	Chair	
Mr Tom Bell		
Ms Barbara Cifer		
Mr Andrew Corroll		
Mr Nick Foskett		
Mr John Perry		
Mr Michael Salter	Treasurer	
Ms Kristina Watson		
Mr David Whensley		

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Wealden Citizens Advice is a registered charity and company limited by guarantee. The Company was incorporated, under the name of Uckfield Citizens Advice Bureau, as a company limited by guarantee on 14 September 2001. In April 2005, the Company changed its name to Wealden Citizens Advice. At the same time, Crowborough and Hailsham Citizens Advice Bureaux transferred their assets and liabilities to the Company and ceased to exist as independent legal identities. Prior to 31 March 2005, these operated as independent bureaux.

Wealden Citizens Advice is governed by its Memorandum and Articles of Association as amended in January 2011 and January 2018. The maximum liability of each member is limited to £1. A register of members' interests is maintained at the registered office and is available to the public for inspection.

Recruitment, Appointment and Induction of Trustees

Trustees, who are also Directors of the Company, are elected from the local community. They are appointed by the Board and approved at the AGM or EGM as appropriate. A separate process agreed by the Trustee Board is followed for the election of the Chair and

Report of the Directors and Trustees continued …

Deputy Chair. No other persons or bodies external to the Charity were entitled to appoint persons to the Trustee Board.

Newly appointed Trustees are provided with a comprehensive induction to Wealden Citizens Advice through the provision of training courses and mentoring by established trustees.

Organisational Structure
Wealden Citizens Advice is governed by its Trustee Board, which is responsible for setting the strategic direction and the policies of the Charity. The Trustees carry the ultimate responsibility for the conduct of the Charity and for ensuring that it satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and have delegated the day-to-day operation of its offices to the Chief Executive, who is supported by a manager at each site. The Trustee Board is independent from management.

Related Parties
The Charity is a member of Citizens Advice, the operating name for the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management, as well as monitoring progress against those standards. Operating policies are independently determined by the Trustee Board of the Charity 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 local government departments on behalf of clients. Where any of the trustees holds the position of a trustee/director of another charity, they may be involved in discussions regarding that charity but not in the ultimate decision-making process.

Major risks
The Trustees recognise that any major risks to which the Charity is exposed need to be reviewed and systems established to eliminate, or at least mitigate, the effects of those risks. A risk management strategy and risk register have been agreed by the Trustee Board – the Board's appetite for risk is low. The strategy and register are reviewed continuously, ensuring that action plans are in place to manage the Charity's key risks.

The Charity recognises its responsibility for the personal data of clients. The Charity has adopted the recommended Citizens Advice Information Assurance Policy. The Trustee Board agree an annual information assurance plan, with clear allocation of responsibilities for information assurance along with GDPR compliant policies and procedures. Any information assurance incidents and required actions or lessons learned are reported to the Board at their regular meetings.

The major external risk to the Charity is the loss of funding provided by any of its major funders. The effects of this have been mitigated by the implementation of a fundraising strategy, including actions to investigate and identify additional sources, and to make timely submissions for funds.

Report of the Directors and Trustees continued …

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects, and by ensuring consistent quality of delivery of service for all aspects of the Charity. The procedures are periodically reviewed to ensure that they continue to meet the needs of the Charity.

3. OBJECTIVES AND ACTIVITIES

Objects

The Charity’s objectives are to promote any charitable purpose for the benefit of the community in Wealden, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Objectives, Strategies and Activities for the Year

Wealden Citizens Advice aims to: provide free, confidential, impartial and independent advice and information for the benefit of the local community; exercise a responsible influence on the development of social policies and services; and ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively.

In addition to the continuing provision of high quality advisory services to the local community, the primary objectives for the year were to: Maintain service provision during and following transition to remote working practices, as a result of the Covid pandemic; Manage a phased transition back to some office-working, following the relaxation of pandemic ‘lockdowns’; Maximise access to advice and information; Maintain a specialist debt advisory service staffed by appropriately qualified personnel, and act as a single point of contact for vulnerable people at risk of living in a cold home.

To obtain the necessary funding to provide the additional services, applications were made to various local and national providers of community finance. Advertisements were placed in the local press for volunteers, induction and training being provided to the extent that necessary knowledge and skills were not pre-existing.

Public Benefit Required

The Trustees have paid due regard to the Charity Commission’s guidance on public benefit in deciding the activities undertaken by the local Citizens Advice during the year. The Trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

The principal activity of Wealden Citizens Advice remained the provision of free, confidential, independent and impartial advice and information for members of the public. This is provided through local Citizens Advice offices in Crowborough, Hailsham and Uckfield (implemented by remote working during part of 2021-22),. In addition to generalist advice the following specialist advisory services were provided: expert money advice casework and fuel poverty advice. Advisory services were provided through a telephone adviceline and by email, webchat and letter. Face-to-face consultations were suspended as a result of the Coronavirus outbreak, and most information and advice events at community locations were deferred or cancelled, before ‘lockdown’ restrictions were eased.

Report of the Directors and Trustees continued …

Contribution of Volunteers
The Charity receives help and support in the form of voluntary assistance in advising the public and administering the Charity. An average of 85 volunteers contributed over 29000 hours of time to the Charity during 2021/22, at an estimated social value of £386K.

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

We offer confidential advice over the phone, via email and in person, for free. When we say we're here for everyone, we mean it. People rely on us because we're independent and totally impartial. No one else sees so many Wealden residents with so many different kinds of problems, and that gives us a unique insight into the challenges we are facing today. With this evidence, we can then influence and campaign – from individual companies right up to the government – and work with them to make things better for Wealden. That's why we're here: to give people the knowledge and the confidence they need to find their way forward – whoever they are, and whatever their problem.

Wealden Citizens Advice (WCA) staff and volunteers continued to deliver telephone and email advice and casework from home.Throughout the year we supported 3800 clients with 16480 issues. Over 6280 calls were answered by volunteers, an increase of 15% on the pevious year and over 600 clients were provided with tailored debt advice.

Benefits, tax credits and universal credit issues continue to be one of the main challenges that face our clients representing nearly 44% of all advice given. Particular subject areas of advice include support for Personal Independence Payments, Employment Support and Housing benefits. As expected, as a result of the effect of the aftermath of the Covid pandemic, issues with debt continued to be a major challenge that our clients are dealing with, and we supported almost 900 Wealden residents to improve their financial resilience.

Research and Campaigns (R&C) - We have been actively involved in addressing issues that our community are facing and have made representations to the appropriate organisations. Campaigns include – digital exclusion; Post Office account closures; access to GP surgeries and cost of living.

Volunteers, Trustees and Staff – WCA currently have 85 dedicated and highly professional volunteers who are the backbone of our service. They are supported by a small but highly experienced team of hard working staff. The service continued to be led by Chief Executive Kate Davidson and the Chair of the board Michael David – both of whom were appointed in 2019-20.

Fundraising Activities

Total income for 2021/22 was £355,300, an increase of £36,170 on 2020/21. The main reason was an increase in grants - including budgeted grants of £38,620 from the Money and Pensions Service and £42,000 from East Sussex County Council for money advice.

Unbudgeted funds of £45,792 were also received from the Household Support Fund for disbursement to clients. Despite the restrictions imposed by Covid, the Charity has a

proactive fundraising strategy in place. No separate expenditure was incurred in fundraising activities outside of staff/volunteer time incidental to main duties.

Investment Activities

The Charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

In addition to the funding pressures outlined above, the Charity is finding it increasingly difficult to secure sufficient volunteers able to offer the time commitment required.

5. FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £355,300 (2020-21: £319.130). Of this £124,639 (2020-21: £80,461) related to project restricted activities.

A surplus of £3,384 was made in the year (2020-21: surplus £7,018). At 31 March 2022 total reserves were £107,154 which represented unrestricted funds (2021: £103,771).

Reserves Policy

The Charity is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The Charity will maintain a projection of income, and will ensure that this continues to be derived from as wide a variety of resources as possible.

In reviewing the potential costs that could arise should a significant reduction in income be incurred, the Trustees aim to maintain reserves equivalent to three months normal operating expenditure.

The reserves included Unrestricted Funds of £107,154 of which £20,000 (2020-21, £17,500) are Designated Funds for potential dilapidations claims, and £50,000 (2020-21, £40,000) for costs arising in the event of funding being withdrawn at any time in the future. The reasons for holding particular reserves are outlined in note 14.

Principal Funding Sources

The Trustees express their gratitude to: Wealden District Council; the Town and Parish Councils in Wealden; East Sussex County Council; the Sussex Community Foundation; Citizens Advice; the British Energy Savings Network; The Money & Pensions Service; the Friends of Crowborough CAB and local partners, businesses and individual donors, without whom the Charity could not have operated.

The Charity did not have any borrowings from any source at the balance sheet date.

Investment Policy

As required in its Memorandum, in furtherance of its objects, and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for

Report of the Directors and Trustees continued …

its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law.

Going Concern
After making further appropriate enquiries, the Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

6. FUTURE PLANS

Wealden Citizens Advice aims to continually improve access to its services. Its strategic plan to 2023 focuses on: maintaining access to its services (including its expert money advice caseworker services), supporting claimants transitioning to Universal Credit and extending advice out into the local community.

7. DIRECTORS' RESPONSIBILITES

The directors are responsible for preparing the Report of the Directors and Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant independent examination information of which the company's examiners are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant independent examination information and to establish that the Charity's independent examiners are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the provisions applicable to companies subject to the small companies regime.

Signed: …………………………………………….

Chair of Trustees: Michael David
Date:

Independent examiner's report to the trustees of Wealden Citizens Advice

I report to the charity trustees on my examination of the accounts of Wealden Citizens Advice for the year ended 31 March 2022.

Responsibilities and basis of report

As the Charity's trustees, and also the directors of the Company 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 the Company's gross income exceeded £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of CIMA, 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 these 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 (FRS102)].

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.

Andy Fowler
Associate Chartered Management Accountant
33, Station Road
Newhaven
East Sussex

[redacted] itizens Advice

BN9 0NL

Date: 4 November 2022

~~I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022 set out on pages 11 to 20.~~

[redacted]

~~Responsibilities and basis of report~~

~~As the Charity's trustees, and also the directors of the Company 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.~~

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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 (FRS102)].~~

~~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.~~

~~Andy Fowler~~
~~Associate Chartered Management Accountant~~
~~33, Station Road~~
~~Newhaven~~
~~East Sussex~~

~~Date~~ [redacted] ~~.........~~

Statement of financial activities for the year ending 31 March 2022
Incorporating the income and Expenditure Account

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
Income from:	1b				
Donations and legacies	2	616		616	912
Charitable activities	3	229,803	124,639	354,442	316,561
Other (*including fundraising*)	4	242	-	242	1,657
Total Income		230,661	124,639	355,300	319,130
Expenditure on:					
Charitable activities	5	227,277	124,639	351,916	312,112
Other	5	-	-	-	-
Total Expenditure		227,277	124,639	351,916	312,112
Net income/(expenditure) before transfers	6	3,384	-	3,384	7,018
Transfers between funds		-	-		
Transfers between funds		-	-	-	-
Net movement in funds for the year		3,384	-	3,384	7,018
Reconciliation of funds:					
Balances brought forward	12	103,770	-	103,770	96,752
Balances carried forward	12	107,154	-	107,154	103,770

There are no recognised gains or losses in the year other than those included in the statement of financial activities.

All activities derive from continuing operations.

Balance Sheet as at 31 March 2022

	Note	Unrestricted Funds	Restricted Funds	Total 2022	2021
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets	8	-	-	-	-
Current Assets					
Debtors	9	7,098	-	7,098	14,319
Short term deposits		-	-	-	-
Cash at bank and in hand		155,709		155,709	132,142
		162,807	-	162,807	146,461
Creditors - amounts falling due within one year	10	53,355	-	53,355	41,150
Net Current Assets		109,452	-	109,452	105,311
Creditors - amounts falling due after one year	10	2,298		2,298	1,541
Net assets	11	107,154	-	107,154	1,541
Represented by:					
Funds of the Charity					
Unrestricted funds					
General funds	12	37,154		37,154	50,821
Designated funds	12	70,000	-	70,000	57,500
Restricted Funds	12	-	-	-	(4,550)
		107,154	-	107,154	103,771

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31 March 2018. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 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 provisions applicable to companies subject to the small companies regime.
The financial statements were approved by the Board on …………. and are signed on their behalf by

Chair ……………………………………..   Treasurer………………………………….

Company Registration No: 04287877
Charity Registration No: 1090666

Notes to the financial statements for the year ended 31 March 2022

1. Accounting policies

a) Accounting basis

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

b) Incoming resources

i) Grants receivable
Grants made to finance the activities of the local Citizens Advice are credited to the income and expenditure account in the period to which they relate.

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

iii) Other income
Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income
In addition to the above, 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 Directors and Trustees.

v) Deferred income
Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income on the balance sheet.

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been allocated on an estimate of time or floor space basis, as appropriate.

Notes to the financial statements for the year ended 31 March 2022

1. Accounting policies (continued)

d) Fixed assets and depreciation

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Computer equipment	- Straight line over 4 years
Fixtures, fittings and equipment	- Straight line over 5 years

No depreciation is charged in the year of aquisition, but a full year's depreciation is charged in the year of disposal.

e) Restricted funds

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

f) Designated funds

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

g) Leases

Rental costs under an operating lease are charged to the Statement of Financial Activities in equal amounts over the period of the lease.

h) Warranties

Extended product warranties are charged to the statement of financial activities in equal amounts over the period of the warranty. Warranties costing less than £500 are charged to the statement of financial activities in the year of purchase.

i) Irrecoverable VAT

Wealden Citizens Advice is not able to recover VAT.

Notes to the financial statements for the year ended 31 March 2022

2 Donations and legacies

	Unrestricted	Restricted	2022 Total	2021 Total
	£	£	£	£
Voluntary income				
Donations	616	-	616	911
	616	-	616	911

3 Income from Charitable Activities

	Unrestricted	Restricted	2022 Total	2021 Total
	£	£	£	£
Fees	-	-	-	
Government and public authority grants	229,803	124,639	354,442	243,603
Other Grants		-	-	72,958
	229,803	124,639	354,442	316,561

4 Other Income

	Unrestricted	Restricted	2022 Total	2021 Total
	£	£	£	£
Activities for generating funds				
Fundraising events	40	-	40	-
	40	-	40	-
Investment income				
Bank Interest received	202	-	202	538
Other income		-	-	1,119
Total Other Income	242	-	242	1,657

Notes to the financial statements for the year ended 31 March 2022

5 Analysis of expenditure on charitable activities

	Unrestricted	Restricted	2022 Total	2021 Total
	£	£	£	£
Charitable Activities				
Staff costs	154,551	58,403	212,954	208,962
Other direct costs	260	5,182	5,442	6,688
	154,811	63,585	218,396	215,650
Support costs				
Office, IT, Communications	36,429	9,426	45,855	50,130
Premises	29,160	10,289	39,449	34,584
Other	192	41,338	41,530	5,248
			-	-
Governance	6,685	-	6,685	6,500
	72,466	61,053	133,519	96,462
Total Resources Expended	227,277	124,638	351,915	312,112

6 Net income/ (expenditure) for the year

	2022	2021
	£	£
Net income / (expenditure) is stated after charging:		
Independent examiners' remuneration	500	500

7 Information regarding Trustees, Directors and Employees

	2022	2021
	£	£
Salaries and Employer Pension contributions inc redundancy	204,118	200,805
Social security costs including rebate 2022 £4,000	8,836	8,157
	212,954	208,962

The average number of employees, analysed by function was:

	2022	2021
Charitable purposes	13	13
Management and administration of charity	2	2
	15	15

No Trustee was remunerated for any services.

Travel costs amounting to £Nil were reimbursed to members of the Trustee Board. Trustee indemnity insurance was purchased as part of Wealden Citizens Advice's general office liability policy. The total cost for the full policy including Trustee indemnity insurance was £1666.

8 Fixed assets

	Leasehold land and buildings £	Computer Equipment £	Fixtures, fittings and equipment £	Total £
Cost				
At 1 April 2021	-	-	-	-
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2022	-	-	-	-
Depreciation				
At 1 April 2021	-	-	-	-
Charge for the year	-	-	-	-
Disposals	-	-	-	-
At 31 March 2022	-	-	-	-
Net book value 2022	-	-	-	-
Net book value 2021	-	-	-	-

9 Debtors

	2022 £	2021 £
Prepayments	3,464	6,552
Accrued Income	3,633	7,767
	7,097	14,319

10 Creditors - amounts falling due within one year

	2022 £	2021 £
Accruals	13,547	32,940
PAYE	2,808	3,199
Deferred income (e.g. grants in advance)	37,000	5,011
	53,355	41,150

Creditors - amounts falling due after one year

	2022 £	2021 £
Long term liabilities	2298	1541
	2298	1541

Notes to the financial statements for the year ended 31 March 2022

11 Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible Fixed Assets	-	-	-	-
Current Assets	92,807	70,000		162,807
Current + Long Term Liabilities	55,653	-	-	55,653
Net Assets	37,154	70,000	-	107,154

12 Movement in funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Restricted Funds	-	-	-	-	-
BESN, BESW, EAP *	-	1,031	1,031	-	-
ESCC Household Support Fund	-	45,792	45,792	-	-
ESCC Money Advice	-	42,000	42,000	-	-
MaPS DAP	-	35,816	35,816	-	-
IT replacement	-	-	-	-	-
Total Restricted Funds	-	124,639	124,639	-	-
Unrestricted Funds					
Designated redundancy fund	40,000	-	-	10,000	50,000
Designated property fund	17,500	-	-	2,500	20,000
General funds	46,270	230,661	227,277	(12,500)	37,154
Total Unrestricted funds	103,770	230,661	227,277	-	107,154
Total funds	103,770	355,300	351,916	-	107,154

* Big Energy Savings Network, Big Energy Savings Week, Energy Advice Programme

Notes to the financial statements for the year ended 31 March 2022

13. Purposes of funds

Restricted Funds

Citizens Advice

-Energy Advice Programme	To provide information and advice to reduce fuel poverty.
- Big Energy Savings Network	To provide information and advice to reduce fuel poverty.
- Big Energy Savings Week	To undertake energy savings awareness events during Big Energy Savings Week.
- MaPS DAP	To provide MaPS casework money advice
ESCC Household Support Fund	To provide emergency funding for utility debts
ESCC Money Advice	To provide generalist money advice

14. Designated funds

Redundancy reserve - the reserve has been designated by the Trustees for the purpose of covering potential redundancy costs totalling £50,000.

Premises fund – the fund has been designated by the Trustees for the purpose of refurbishment at the end of the leases totalling £20,000.

15. Financial commitments

Capital
The Company has no capital expenditure commitments.

Property Leases
The Company entered into a lease for the Uckfield premises, which expires in March 2030. The annual rent is £16,072.00. There is an 3 year break clause which can be operated by either party. The property must be returned in the same condition as at the start of the lease.

Notes to the financial statements for the year ended 31 March 2022

At the Crowborough bureau, the lease was renewed on 31 October 2016 for a term of five years at an annual rent of £8,500. There is an annual break clause which can be operated by either party. The property must be returned in the same condition as at the start of the lease.

At Hailsham, a peppercorn lease has been agreed, this is up for review March 2023.

Operating lease commitments
The company has no annual commitments under non-cancellable operating leases.

16. Related party transactions

During the year, Citizens Advice, of which the Charity is a member, provided insurance, information services and reference materials at a total cost £7,410. Individual costs were as follows: Membership fee £4,094; Insurance £1,572; AdviserNet fee £107; Reference materials £1,637.

17. Taxation

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

18. Pension costs

The Charity operates a pension plan for its employees with the National Employment Savings Trust (NEST). The Charity's responsibilities under auto-enrolment commenced in August 2016.

		Draft Budget 2022/23			**2022/23 budget**
Income					
	General Advice				
	Bank Interest				220
	Donations				1,000
	Fundraising				500
	Local Authorities				
		WDC	April & quarterly		165,000
		Parishes/Towns			59,225
	Other Grants				
		ESCC	Money Advice		37,000
		Crosslink Trust	Food Bank		5,000
		Household Support			27500
	Other	Sx Comm Foundation			5,000
		CitA	DRO's		200
Total Income					300,645
Expenses					
	Salaries				189,902
	Pension				2,664
	NI'er				12,892
	NI'er				-4,000
					201,458
	Staff & Volunteer				
		Recruitment			0
		Subsistence			500
		Staff Training			750
		Staff Travel & Expenses			1,500
		Vol. Training			0
		Vol. Travel & Expenses			7,000
		Other			350
					10,100
	Office				
		Depreciation			0
		Payroll etc			180
		IT Equipment and support			6,000
		Office Equip.			350
		Insurance	Est inc contents & computers		2,298
		Postage			1,000
		Print & Stat			2,662
		Ref Material & Subs			1,345
		Telephones			4,800
		Other			500
					19,135
	Premises				
		Rent			24,572
		Rates (Water)			120
		Heat & Light			6,500
		Insurance Property			530
		Repairs & Maint			1,200
		Other			1,800
					34,722
	Governance				
		Other	CitA Sub		6,000
		Audit			750
		Legal & Prof			50
		Trustee Expenses			250
					7,050
	Other				
		Disbursements			24,200
		Bank charges			200
		Misc			120
					24,520
Total Expenses					296,985
Surplus					**3,660**