

Company registration number: 03024636

Charity registration number: 1046472

Christchurch Citizens Advice Bureau

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2016

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COMPANIES HOUSE

PKF Francis Clark
Chartered Accountants
Towngate House
2-8 Parkstone Road
Poole
Dorset
BH15 2PW

Christchurch Citizens Advice Bureau

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Christchurch Citizens Advice Bureau

Reference and Administrative Details

Trustees	S Haynes (Treasurer) C Cherry R. Driscoll C. Wilson (Chair) J.A. Jamieson MBE R Ashdown (appointed 13 April 2015)
Key Management Personnel	C Cook, Bureau manager The Trustees S Cooke, Assistant Bureau manager
Registered Office	2 Sopers Lane Christchurch BH23 1JG
Company Registration Number	03024636
Charity Registration Number	1046472
Bankers	National Westminster Bank plc Christchurch 57 High Street Christchurch Dorset BH23 1BB

Christchurch Citizens Advice Bureau

Trustees' Report

The Trustees (who are also directors of Christchurch Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Christchurch Citizens Advice Bureau is a company limited by guarantee, governed by its Articles of Association dated 14th March 2013.

Recruitment and appointment of new Trustees

Trustees are recruited from the local community including member organisations and/or for specific skills that they can bring to the charity. Under the Articles of Association, new trustees are elected by members at the Annual General Meeting. New Trustees are briefed on their legal obligations under charity and company law, the content of the Articles of Association, the recent financial performance and future financial and objective plans of the charity.

Organisational Structure

The Board of Trustees hold at least four ordinary meetings in each year and may hold such other ordinary meetings as are required. In practice the board meets bi-monthly. The quorum for decisions to be made at any Board of Trustees meeting is at least one third of the members of the trustee board, or three members of the trustee board, whichever number is greater.

Wider network

The Bureau is a member of Citizens Advice and is required to comply with the membership requirements of this umbrella organisation. The Bureau is independently examined every year to assess the quality of the advice given, and to ensure it meets the membership requirements with regards to the management of the organisation.

Joint grant applications have been made with other bureaux, and CAiD (Citizens Advice in Dorset), who hold funding and pay Christchurch Bureau.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to manage those risks. This is done by:

- an annual review of the risks the charity may face
- the establishment of systems and procedures to manage those risks – and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The object of the charity is to help people resolve their legal, money and other problems by providing information and advice, and by influencing policy makers.

The charity aims to help people in the community by using its resources to give advice and information. The charity will also use its powers as a member of the National Organisation, to influence regional and national governing bodies to amend, implement or withdraw their policies.

Christchurch Citizens Advice Bureau

Trustees' Report

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the bureau's aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Public Benefit

The Trustees have had due regard to public benefit when planning the charity's activities, in accordance with the Charity Commission's guidance on public benefit.

The paragraphs below set out our activities, achievements and performance during the year, which are directly related to the objects and purposes for which the charity exists. The charity achieves its principal objects and purposes through general and specialist advice delivered free to any member of the public in the local community to provide immediate and lasting assistance with all types of problem. These benefits are directly related to the aims of the charity and are fully compliant with the Charity Commission guidance on Public Benefit.

ACHIEVEMENT AND PERFORMANCE

Volunteers and Service Delivery

The Bureau has a high demand for its services that could not be met without the help of volunteers who give advice and help with all other aspects of the main activities of the charity.

During the year,

1330 Christchurch residents received help with enquiries covering a range of issues, but with the highest enquiry areas being debt and welfare benefits with increasing numbers of people requesting help after being refused benefit on transferring from Disability Living Allowance to Personal Independence Payment. This, and other changes to the benefits system have meant an increase in the level of support that people are needing. Some people needed one-off pieces of advice, but many of the more vulnerable people needed ongoing assistance involving repeat appointments to help them manage their situations. The continued commitment of the staff and volunteers has allowed us to deal with increasingly complex cases with multiple interlinked issues.

During the year we have recruited 6 new trainee advisors who are now undertaking 26 weeks of training.

Volunteers at Christchurch Citizens Advice Bureau gave 251 hours a week of their time to provide the service and the monetary value to the community of that volunteering time was £161,400.

The bureau was audited for quality of advice in February 2015 and achieved a high level pass on the Quality of Advice and Management audit.

Council funding

Christchurch Borough Council continued to provide a grant for core funding for the year of £53,780.

Our main enquiry areas were debt and welfare benefits making up more than half of all enquiries. Debt enquiries continue to be regarding both rent and mortgage arrears, and also non priority debts. Social housing tenants have been struggling with under occupancy charges which reduce the amount of housing benefit they get because they have more bedrooms than they need for the size of their household. Many clients sought help to prevent eviction due to mortgage or rent arrears and to manage their way through the task of claiming benefits for the first time. The benefits system is complex when all goes well, but when things go wrong, or a person's circumstances are not standard, it can require the help of an experienced Welfare Benefits Adviser to sort out the problems. Employment, housing and family enquiries are the next three highest enquiry areas.

Home Visiting Service

Christchurch Citizens Advice Bureau

Trustees' Report

The home visiting service which is funded by the Hospital of St Mary Magdalen, is in its 16th year now. It has continued to help those who find it difficult to access the bureau service because of illness, disability or caring responsibilities. Despite having funding for only 5 hours per week, this year the project has helped people claim more than £103,816 in benefits with the majority being for disability benefits. This service is well used and there is always at least three weeks wait for an appointment.

Additional Funding

We were fortunate this year to receive additional funding from the Hospital of St Mary Magdalen to allow us to employ a trainer so that we are able to train more volunteer advisors.

Wessex Water

Wessex Water gave a grant of £4,000 to provide debt advice aimed particularly at people who have debts to that organisation. We have assisted clients with applications for reduced water tariffs, and also for the Wessex Water Restart Scheme which helps people to pay off their debts and reduces the debt at the same time.

Sure Start Project – Children's Centre

This is a project funded by Dorset County Council for an advice worker to work with parents and carers of children at the Somerford and Christchurch West Children's centres. The project is in its sixth year.

Governance

The board has reviewed its governance within the framework of the membership organisation Cit A.

FINANCIAL REVIEW

Reserves Policy

The trustees have considered the level of free reserves that the charity ought to have. Designated reserves have been set aside to cover planned and expected expenditure and known risks. To allow the bureau to operate for a period of six months to cover any delays in funding, etc the board aims to hold designated "Continuity" reserves of £77,000. In addition reserves have been designated for repairs to premises, replacement of IT equipment, staffing costs and future depreciation charges as shown in note 16.

The year ended 31st March 2016 was an exceptional year in the sense that a significant underspend occurred, mainly as a result of staff posts not being filled pending a review of the staffing structure. These posts are now being filled and as a result the Trustees expected a deficit to occur in each of the next 3 years of the business plan period. To ensure staff salaries could be fully funded during these years, £10,000 of the said underspend was allocated to the staffing costs reserve fund to meet future years staffing cost overspends. Since that decision was made, the funding position has improved somewhat as a result of an increase in grant from Christchurch Borough Council from 1st April 2016.

The results for the year are summarised in the Statement of Financial Activities on page 7.

Free undesignated reserves at the year end were £55,265 which is considered to be adequate, given the more specific reserves mentioned above.

This report has been prepared in accordance with the small companies' regime under the companies Act 2006.

Statement of Trustees' Responsibilities

Christchurch Citizens Advice Bureau

Trustees' Report

The trustees (who are also the directors of Christchurch Citizens Advice Bureau for the purposes of company law) are responsible for preparing the and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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 trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

The annual report was approved by the trustees of the Charity on 02/11/14 and signed on its behalf by:



S Haynes (Treasurer)
Trustee

Christchurch Citizens Advice Bureau

Independent Examiner's Report to the trustees of Christchurch Citizens Advice Bureau

I report on the accounts of the company for the year ended 31 March 2016 which are set out on pages 7 to 18 .

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

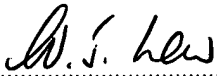
In connection with my examination, no matter has come to my attention:

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

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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



William Law BSe FCA (a partner of) PKF - Francis Clark
Chartered Accountants

Towngate House
2-8 Parkstone Road
Poole
Dorset
BH15 2PW

Date: 9/11/16

Christchurch Citizens Advice Bureau

**Statement of Financial Activities for the Year Ended 31 March 2016
(Including Income and Expenditure Account)**

	Note	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Income and Endowments from:					
Donations and legacies	2	3,467	-	3,467	7,850
Charitable activities	3	116,652	14,391	131,043	120,415
Investment income	4	329	-	329	350
Total Income		<u>120,448</u>	<u>14,391</u>	<u>134,839</u>	<u>128,615</u>
Expenditure on:					
Charitable activities	5	<u>(74,355)</u>	<u>(18,686)</u>	<u>(93,041)</u>	<u>(97,328)</u>
Total Expenditure		<u>(74,355)</u>	<u>(18,686)</u>	<u>(93,041)</u>	<u>(97,328)</u>
Net income for the financial year		46,093	(4,295)	41,798	31,287
Reconciliation of funds					
Total funds brought forward		<u>351,097</u>	<u>4,295</u>	<u>355,392</u>	<u>324,105</u>
Total funds carried forward	15	<u>397,190</u>	<u>-</u>	<u>397,190</u>	<u>355,392</u>

All of the Charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2015 is shown in note 15.

Christchurch Citizens Advice Bureau

**(Registration number: 03024636)
Balance Sheet as at 31 March 2016**

	Note	2016 £	2015 £
Fixed assets			
Tangible assets	10	180,236	184,154
Investments	11	55,949	55,697
		<u>236,185</u>	<u>239,851</u>
Current assets			
Debtors	12	2,130	2,560
Cash at bank and in hand		161,857	117,154
		<u>163,987</u>	<u>119,714</u>
Creditors: Amounts falling due within one year	13	<u>(2,982)</u>	<u>(4,173)</u>
Net current assets		<u>161,005</u>	<u>115,541</u>
Net assets		<u>397,190</u>	<u>355,392</u>
Funds of the Charity:			
Restricted income funds		-	4,295
Unrestricted income funds			
Unrestricted income funds		<u>397,190</u>	<u>351,097</u>
Total funds		<u>397,190</u>	<u>355,392</u>


For the financial year ending 31 March 2016 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 7 to 18 were approved by the trustees, and authorised for issue on 09/11/16 and signed on their behalf by:


.....
S Haynes (Treasurer)
Trustee

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2016

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

The financial statements are prepared on a going concern basis under the historical cost convention modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The charity adopted SORP (FRS 102) in the current year and an explanation of how transition to SORP (FRS 102) has affected the reported financial position and performance is given in note 18.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the Charity has unconditional entitlement.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2016

Charitable activities

Charitable expenditure 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 nature necessary to support them.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the Charity's compliance with constitutional and statutory requirements, including audit, strategic management and Trustee's meetings and reimbursed expenses.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Freehold Buildings	2% Straight Line

Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2016

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund accounting

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the Charity.

Designated funds are unrestricted funds are resources set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

2 Income from donations and legacies

	Unrestricted funds	Total 2016	Total 2015
	General £	£	£
Donations and legacies;			
Donations from individuals	3,467	3,467	7,850
	3,467	3,467	7,850

None of the income in the prior year was attributable to restricted funds and all £7,850 was attributable to unrestricted funds.

3 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2016
	General £	£	£
Grants	112,671	14,391	127,062
Fees and supplies	550	-	550
Other income	3,431	-	3,431
	116,652	14,391	131,043

£14,431 of the income in the prior year was attributable to restricted funds and £105,984 was attributable to unrestricted funds.

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2016

4 Investment income

	Unrestricted funds	Total 2016	Total 2015
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	329	329	350

None of the income in the prior year was attributable to restricted funds and all £350 was attributable to unrestricted funds.

5 Expenditure on charitable activities

	Unrestricted funds	Restricted funds	Total 2016
	General £	£	£
Repairs and maintenance	5,687	-	5,687
Employment costs	49,271	13,483	62,754
Establishment costs	4,049	1,871	5,920
Office Expenses	2,038	2,185	4,223
Printing, posting and stationary	1,583	-	1,583
Subscription and donations	363	-	363
Sundry and other costs	70	15	85
Travel and subsistence	1,982	-	1,982
Accountancy fees	420	-	420
Bank charges	143	-	143
Depreciation of fixed assets	3,918	-	3,918
Governance costs	4,831	1,132	5,963
	74,355	18,686	93,041

£14,542 of the expenditure in the prior year was attributable to restricted funds and £81,568 was attributable to unrestricted funds.

6 Net incoming/outgoing resources

Net incoming resources for the year include:

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2016

	2016 £	2015 £
Depreciation of fixed assets	3,918	3,918
Independent examiners remuneration	<u>1,610</u>	<u>935</u>

7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration or reimbursement of expenses from the charity during the year.

Indemnity insurance cover has been purchased by the charitable company in respect of the Trustees.

8 Staff costs

The aggregate payroll costs were as follows:

	2016 £	2015 £
Staff costs during the year were:		
Wages and salaries	<u>62,754</u>	<u>65,392</u>

No employee received a salary of more than £60,000 during the year.

The total amount of employee benefits received by key management personnel is £47,573 (2015 - £43,834).

9 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2016

10 Tangible fixed assets

	Land and buildings £	Total £
Cost		
At 1 April 2015	<u>195,908</u>	<u>195,908</u>
At 31 March 2016	<u>195,908</u>	<u>195,908</u>
Depreciation		
At 1 April 2015	11,754	11,754
Charge for the year	<u>3,918</u>	<u>3,918</u>
At 31 March 2016	<u>15,672</u>	<u>15,672</u>
Net book value		
At 31 March 2016	<u>180,236</u>	<u>180,236</u>
At 31 March 2015	<u>184,154</u>	<u>184,154</u>

11 Fixed asset investments

	2016 £	2015 £
Cash deposits	<u>55,949</u>	<u>55,697</u>

12 Debtors

	2016 £	2015 £
Prepayments	2,130	2,280
Accrued income	-	280
	<u>2,130</u>	<u>2,560</u>

13 Creditors: amounts falling due within one year

	2016 £	2015 £
Other taxation and social security	1,071	966
Other creditors	1,298	1,057
Accruals	590	2,150
Deferred income	<u>23</u>	<u>-</u>
	<u>2,982</u>	<u>4,173</u>

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2016

14 Charity status

The Charity is a Charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the Charity in the event of liquidation.

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2016

15 Funds

	Balance at 1 April 2015 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2016 £
Unrestricted funds					
<i>Unrestricted general funds</i>					
Unrestricted income fund	19,943	120,448	(70,437)	(10,000)	59,954
<i>Unrestricted designated funds</i>					
Continuity Reserve	77,000	-	-	-	77,000
Depreciation and net book value of premises	184,154	-	(3,918)	-	180,236
Premises fund	40,000	-	-	-	40,000
IT replacement reserve	10,000	-	-	-	10,000
Staffing costs	20,000	-	-	10,000	30,000
	<u>331,154</u>	<u>-</u>	<u>(3,918)</u>	<u>10,000</u>	<u>337,236</u>
Total unrestricted funds	<u>351,097</u>	<u>120,448</u>	<u>(74,355)</u>	<u>-</u>	<u>397,190</u>
Restricted funds					
Surestart	4,295	7,000	(11,295)	-	-
Mary Magdalene	-	5,384	(5,384)	-	-
Advice Services Transition fund	-	2,007	(2,007)	-	-
	<u>4,295</u>	<u>14,391</u>	<u>(18,686)</u>	<u>-</u>	<u>-</u>
Total restricted funds	<u>4,295</u>	<u>14,391</u>	<u>(18,686)</u>	<u>-</u>	<u>-</u>
Total funds	<u>355,392</u>	<u>134,839</u>	<u>(93,041)</u>	<u>-</u>	<u>397,190</u>
	Balance at start of prior year £	Incoming resources £	Resources expended £	Transfers £	Balance at end of prior year £
Unrestricted funds					
<i>Unrestricted general funds</i>					
Unrestricted income fund	19,808	114,184	(78,868)	(35,181)	19,943
<i>Unrestricted designated funds</i>					
Continuity Reserve	77,000	-	-	-	77,000
Depreciation and net book value of premises	188,072	-	(3,918)	-	184,154
Premises fund	30,000	-	-	10,000	40,000
IT replacement reserve	5,000	-	-	5,000	10,000
Staffing costs	-	-	-	20,000	20,000
	<u>300,072</u>	<u>-</u>	<u>(3,918)</u>	<u>35,000</u>	<u>331,154</u>

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2016

	Balance at start of prior year £	Incoming resources £	Resources expended £	Transfers £	Balance at end of prior year £
Total unrestricted funds	319,880	114,184	(82,786)	(181)	351,097
Restricted funds					
Surestart	4,225	7,000	(6,930)	-	4,295
Mary Magdalene	-	5,288	(5,322)	34	-
Advice Services Transition fund	-	2,143	(2,290)	147	-
Total restricted funds	4,225	14,431	(14,542)	181	4,295
Total funds	324,105	128,615	(97,328)	-	355,392

Purpose of restricted funds:

Surestart

This funding from Dorset County Council provides for a part time worker to advise parents and carers at the West Christchurch and Somerford children's centres.

Mary Magdalen

This provides a home visiting service to help those who find it difficult to access the bureau service due to illness, disability or caring responsibilities.

Advice Services Transition Fund

This provides funding to the bureau to work with other local advice giving organisations on the Connecting Advice in Dorset project.

Continuity Reserve

These reserves have been designated by the Trustees to cover six months running costs (including redundancy) in the event of the charity ceasing to operate, or to cover unexpected shortfalls in income or significant and unforeseen expenditure.

Premises Fund

This has been designated by the Trustees to carry out essential major repairs and refurbishment within the next two years.

Depreciation and Net Book Value of Premises

To match the net book value of depreciable fixed assets in future years. The depreciation charges is released to General Reserve each year.

IT Replacement Reserve

To cover the costs of replacing worn out, obsolete or damaged IT equipment and software.

Staffing costs

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2016

To cover future years staffing costs overspends.

16 Analysis of net assets between funds

	Unrestricted funds	
	General funds	Total funds
	£	£
Tangible fixed assets	180,236	180,236
Fixed asset investments	55,949	55,949
Current assets	163,987	163,987
Current liabilities	<u>(2,982)</u>	<u>(2,982)</u>
Total net assets	<u>397,190</u>	<u>397,190</u>

17 Related party transactions

There were no related party transactions in the year.

Pensions

The charity operates a non-contributory pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension costs and charge represents contributions payable to the fund and amounted to £2,096 (2015: £2,175). At the year end, outstanding contributions due to the scheme were £1,298 (2015: £1,057).

18 Transition to FRS 102

The charity has adopted the SORP (FRS 102) for the first time in the year ended 31 December 2015.

The effect of transition from SORP (2005) to SORP (FRS 102) is outlined below.

a) Changes in accounting policies

No consequential changes in accounting policies resulting from adoption of SORP (FRS 102) were required.

b) Reconciliation of total charity funds

No adjustments were required to previously reported total charity funds at the date of transition to SORP (FRS 102) or at the end of the comparative period.

c) Reconciliation of comparative period net income

No adjustments were required to previously reported net income in the comparative period: