

REGISTRAR OF COMPANIES

Company registration number: 03024636

Charity registration number: 1046472

Christchurch Citizens Advice Bureau

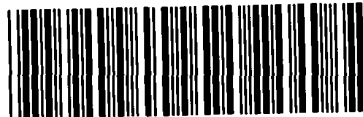
(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2017

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

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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 (Deceased 26 April 2017) R Ashdown S Faulkner (appointed 9 May 2016)
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 statement 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 meeting 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 audited on an ongoing basis 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 problems. 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, 1,309 Christchurch residents received help with enquiries covering a range of issues. The four highest enquiry areas were Welfare benefits 37%, Debt 20%, housing 7% and employment 7%. Of the 37% of clients asking for help about welfare benefits, 20% of those were assisted with claiming Personal Independence Payments or challenging decisions. More than 14% of clients who asked for help with Debt, were struggling with council tax arrears. It is the continued commitment of the staff and volunteers which has allowed us to deal with increasingly complex cases with multiple interlinked issues.

The trainee advisors recruited at the end of last year have finished their formal training and are about to begin supervised interviews.

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. A new audit programme implemented in March 2017 now provides for ongoing auditing of quality of advice and management of the organisation.

FUNDING AND PROJECTS

Christchurch Borough Council

Christchurch Borough Council increased our funding for this year to 65,000 which allowed us to implement a long awaited staffing structure giving rise to an additional post to manage the increasing workload. We are grateful to them for their continued support and acknowledgement of the value they place on the help we provide to local residents.

Hospital of St Mary Magdalen.

Home Visiting Service

The home visiting service funded by the Hospital of St Mary Magdalen, is in its 17th 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 76 people.

Christchurch Citizens Advice Bureau

Trustees' Report

Training and Supervision

Continued funding by the Hospital of St Mary Magdalen has enabled us to employ a training Supervisor who has trained and supported the new advisors, and also additional supervision hours.

Wessex Water

The Wessex Water grant was reduced this year to £1,800 due to a change in their funding policy. The funding is to provide debt advice aimed particularly at people who have debts to Wessex Water. 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 7th 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 and ensured they are in alignment with the policies outlined by Citizens Advice.

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 £60,688. 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 total of all designated reserves (i.e. excluding the book value of premises) is £127,000.

Financial Performance

The year ended 31st March 2017 saw overall funds reduce by £29,587, however this reflected a spend of over £40,000 on essential building maintenance. The charity has a responsibility to maintain the value of its freehold property assets. Through financial prudence we had built up a £40,000 premises reserve fund. That reserve was transferred and fully expended on the said works and, taking that transfer into account, the result was a "surplus" of £10,413 at the year end.

£10,000 of this has been used to replenish the Premises Fund. Following a review of the Continuity Fund which found it to be unnecessarily high, a further £16,312 has been transferred to the Premises Fund. This will be used for further works in due course.

Income remained consistent with the previous year with an increase in funding from Christchurch Borough Council offsetting reductions elsewhere.

Outside of the building works, expenditure was also in line with previous years, other than staffing costs which increased due to the success in recruiting unfilled posts. This was planned and we remained in surplus on normal activities. However it is worth noting that we have a £30,000 staffing reserve. This was created from past years' staffing cost underspends, resulting from unfilled posts. It is a provision against anticipated future years' budget deficits and can be used, at the Trustees discretion, to cover otherwise unfunded future staffing costs.

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

Christchurch Citizens Advice Bureau

Trustees' Report

Free undesignated reserves at the year end were £64,285 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

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 ^{27/11/17}..... 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 2017 which are set out on pages 7 to 17.

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.

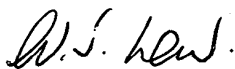
Independent examiner's statement

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

27 November 2017

Christchurch Citizens Advice Bureau

**Statement of Financial Activities for the Year Ended 31 March 2017
(Including Income and Expenditure Account)**

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Income and Endowments from:					
Donations and legacies	2	1,039	-	1,039	3,467
Charitable activities	3	119,401	13,834	133,235	131,043
Investment income	4	271	-	271	329
Total Income		<u>120,711</u>	<u>13,834</u>	<u>134,545</u>	<u>134,839</u>
Expenditure on:					
Charitable activities	5	<u>(150,298)</u>	<u>(13,834)</u>	<u>(164,132)</u>	<u>(93,041)</u>
Total Expenditure		<u>(150,298)</u>	<u>(13,834)</u>	<u>(164,132)</u>	<u>(93,041)</u>
Net income for the financial year		(29,587)	-	(29,587)	41,798
Reconciliation of funds					
Total funds brought forward		<u>397,190</u>	-	<u>397,190</u>	<u>355,392</u>
Total funds carried forward	16	<u><u>367,603</u></u>	<u><u>-</u></u>	<u><u>367,603</u></u>	<u><u>397,190</u></u>

All of the Charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2016 is shown in note 16.

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Christchurch Citizens Advice Bureau

(Registration number: 03024636)
Balance Sheet as at 31 March 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	11	176,318	180,236
Investments	12	<u>56,166</u>	<u>55,949</u>
		<u>232,484</u>	<u>236,185</u>
Current assets			
Debtors	13	2,301	2,130
Cash at bank and in hand		<u>135,820</u>	<u>161,857</u>
		138,121	163,987
Creditors: Amounts falling due within one year	14	<u>(3,002)</u>	<u>(2,982)</u>
Net current assets		<u>135,119</u>	<u>161,005</u>
Net assets		<u>367,603</u>	<u>397,190</u>
Funds of the Charity:			
Unrestricted income funds			
Unrestricted income funds		<u>367,603</u>	<u>397,190</u>
Total funds		<u>367,603</u>	<u>397,190</u>

For the financial year ending 31 March 2017 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 17 were approved by the trustees, and authorised for issue on 27/03/17 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 2017

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.

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 2017

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.

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.

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.

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.

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2017

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 2017	Total 2016
	General £	£	£
Donations and legacies;			
Donations from individuals	1,039	1,039	3,467
	1,039	1,039	3,467
	1,039	1,039	3,467

£0 of the income in the prior year was attributable to restricted funds and £3,467 was attributable to unrestricted funds.

3 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	General £	£	£	£
Grants	113,099	13,834	126,933	127,062
Fees and supplies	210	-	210	550
Other income	6,092	-	6,092	3,431
	119,401	13,834	133,235	131,043
	119,401	13,834	133,235	131,043

£14,391 of the income in the prior year was attributable to restricted funds and £116,652 was attributable to unrestricted funds.

4 Investment income

	Unrestricted funds	Total 2017	Total 2016
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	271	271	329
	271	271	329
	271	271	329

£0 of the income in the prior year was attributable to restricted funds and £329 was attributable to unrestricted funds.

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2017

5 Expenditure on charitable activities

	Total 2017 £	Total 2016 £
Repairs and maintenance	42,756	5,687
Employment costs	90,545	62,754
Establishment costs	5,044	5,920
Office Expenses	4,872	4,223
Printing, posting and stationary	3,173	1,583
Subscription and donations	368	363
Sundry and other costs	1,766	85
Travel and subsistence	3,787	1,982
Accountancy fees	540	420
Bank charges	96	143
Depreciation of fixed assets	3,918	3,918
Governance costs (see note 6)	7,267	5,963
	<u>164,132</u>	<u>93,041</u>

£18,686 of the expenditure in the prior year was attributable to restricted funds and £74,355 was attributable to unrestricted funds.

6 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2017 £	Total 2016 £
Independent Examiners remuneration relating to prior years			
2016 Understated	1,320	1,320	-
Independent Examiner's remuneration	1,170	1,170	1,610
Legal fees	4,777	4,777	4,353
	<u>7,267</u>	<u>7,267</u>	<u>5,963</u>

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2017

7 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2017 £	2016 £
Depreciation of fixed assets	3,918	3,918
Independent examiners remuneration	1,170	1,610
Independent examiners remuneration understated in prior year	1,320	-

8 Trustees remuneration and expenses

During the year the Charity made the following transactions with trustees:

S Faulkner

£36 (2016: £Nil) of expenses were reimbursed to S Faulkner during the year.

No trustees, nor any persons connected with them, have received any remuneration or any other benefits from the charity during the year.

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

9 Staff costs

The aggregate payroll costs were as follows:

	2017 £	2016 £
Staff costs during the year were:		
Wages and salaries	89,490	62,754
Pension costs	1,055	-
	<u>90,545</u>	<u>62,754</u>

The monthly average number of persons (including senior management team) employed by the Charity during the year was as follows:

	2017 No	2016 No
Average staff numbers	<u>6</u>	<u>5</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 £55,960 (2016 - £47,573).

10 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 2017

11 Tangible fixed assets

	Land and buildings £	Total £
Cost		
At 1 April 2016	195,908	195,908
At 31 March 2017	195,908	195,908
Depreciation		
At 1 April 2016	15,672	15,672
Charge for the year	3,918	3,918
At 31 March 2017	19,590	19,590
Net book value		
At 31 March 2017	176,318	176,318
At 31 March 2016	180,236	180,236

12 Fixed asset investments

	2017 £	2016 £
Cash deposits	56,166	55,949

13 Debtors

	2017 £	2016 £
Prepayments	1,722	2,130
Accrued income	579	-
	2,301	2,130

14 Creditors: amounts falling due within one year

	2017 £	2016 £
Other taxation and social security	1,629	1,071
Other creditors	175	1,298
Accruals	1,198	590
Deferred income	-	23
	3,002	2,982

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2017

15 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.

16 Funds

	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2017 £
Unrestricted funds					
<i>Unrestricted general funds</i>					
Unrestricted income fund	59,954	120,711	(146,380)	30,000	64,285
<i>Unrestricted designated funds</i>					
Continuity Reserve	77,000	-	-	(16,312)	60,688
Depreciation and net book value of premises	180,236	-	(3,918)	-	176,318
Premises fund	40,000	-	-	(13,688)	26,312
IT replacement reserve	10,000	-	-	-	10,000
Staffing costs	30,000	-	-	-	30,000
	<u>337,236</u>	<u>-</u>	<u>(3,918)</u>	<u>(30,000)</u>	<u>303,318</u>
Total unrestricted funds	<u>397,190</u>	<u>120,711</u>	<u>(150,298)</u>	<u>-</u>	<u>367,603</u>
Restricted funds					
Surestart	-	6,650	(6,650)	-	-
Home service	-	5,384	(5,384)	-	-
Wessex water	-	1,800	(1,800)	-	-
	<u>-</u>	<u>13,834</u>	<u>(13,834)</u>	<u>-</u>	<u>-</u>
Total restricted funds	<u>-</u>	<u>13,834</u>	<u>(13,834)</u>	<u>-</u>	<u>-</u>
Total funds	<u>397,190</u>	<u>134,545</u>	<u>(164,132)</u>	<u>-</u>	<u>367,603</u>

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2017

	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>

The specific purposes for which the funds are to be applied are as follows:

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.

Home Visiting Service - This service provides specialist benefits advice for those unable to access the local office because of illness, disability or caring responsibilities.

Wessex Water - This funding is to provide help to customers of Wessex Water to access schemes if they are struggling to pay ongoing charges and repay debt and assisting them to explore ways to reduce their water bill charges.

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.

Christchurch Citizens Advice Bureau

Notes to the Financial Statements for the Year Ended 31 March 2017

Premises Fund

This has been designated by the Trustees to carry out essential major repairs and refurbishment in future 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

To cover future years staffing costs overspends.

Details of transfers between funds

Transfer 1. This year we drew £40k from the Premises Fund to pay for planned major building works

Transfer 2. We have transferred £10k of the surplus made in 2016/17 to top up the Premises Fund to support future decoration work

Transfer 3. Our continuity fund was > 6 months of all expenses rather than just closure costs. This has been reduced to 60,688 and the balance has been transferred to the Premises Fund

17 Analysis of net assets between funds

	Unrestricted funds		Total funds £
	General funds £	Designated funds £	
Tangible fixed assets	-	176,318	176,318
Fixed asset investments	56,166	-	56,166
Current assets	11,121	127,000	138,121
Current liabilities	(3,002)	-	(3,002)
Total net assets	<u>64,285</u>	<u>303,318</u>	<u>367,603</u>

18 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 £1,055 (2016: £2,096). At the year end, outstanding contributions due to the scheme were £175 (2016: £1,298).