

Company Registration Number: 07570403 (England and Wales)

# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 March 2019

Beatons Limited  
Chartered Accountants  
7 Three Rivers Business Park  
Felixstowe Road  
Foxhall  
Ipswich  
IP10 0BF



# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

---

<b>Contents</b>	<b>Pages</b>
Company information	1
Trustees' Report	2 - 4
Treasurer's Report	5
Independent Examiner's Report	6
Statement of Financial Activities	7
Schedule of Administration Expenses	8
Balance Sheet	9
Notes to the Financial Statements	10 - 16

# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## COMPANY INFORMATION AS AT 31 MARCH 2019

---

### CONSTITUTION

Citizens Advice - Felixstowe and District Ltd (formerly Felixstowe and District Citizens Advice Bureau) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity number: 1141766. Company number: 07570403

### DIRECTORS

The directors of the charitable company (the charity) are its trustees for the purpose of charity law throughout this report are collectively referred to as trustees. The trustees serving during the year and since year end were as follows:

### TRUSTEES

S. Robinson  
R. Foyster (also company secretary)  
D. Wardle  
D. Leney  
D. Savage (and SCDC Representative)  
V. Falconer  
J. Sennington  
M. Doughty

### REPRESENTATIVE TRUSTEES

G. Newman (Suffolk County Council)  
S. Harvey (SCDC Representative)

**REGISTERED CHARITY NUMBER** 1141766

**REGISTERED COMPANY NUMBER** 07570403

**REGISTERED OFFICE** Waterfront House  
Wherry Quay  
Ipswich  
Suffolk  
IP4 1AS

**CHARITY ADDRESS** 2-6 Orwell Road  
Felixstowe  
Suffolk  
IP11 7HD

**ACCOUNTANTS** Beatons Limited  
Chartered Accountants  
7 Three Rivers Business Park  
Felixstowe Road  
Foxhall  
Ipswich  
IP10 0BF

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

## **CITIZENS ADVICE – FELIXSTOWE & DISTRICT LTD**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2019**

---

The Trustees present their annual report with the financial statements of the company for the year ended 31 March 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The charity operates in accordance with the constitution document. The names of the trustees and bureau address are shown on page 1.

#### **OBJECTS OF THE CHARITY**

The object of the charity is the promotion of any charitable purpose for the benefit of the community in Felixstowe, by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

#### **REVIEW OF ACTIVITIES**

Thinking about writing this report I could fill it with statistics and figures about the number of clients seen over the past year by Felixstowe CA and the number of problems that those Clients brought with them. However, I know this information will be contained in the Manager's Report – so I will concentrate on the difficult situation that Felixstowe and all Suffolk CA offices found themselves in earlier this year when the news of our funding from the County was announced.

We had all been warned by the County Council that our annual funding could be cut by up to 20% year on year going forward and this information, whilst concerning, enabled us to build some resilience into our budgeting for the future. Can you imagine, therefore, the complete shock and horror we all experienced when the news of a 100% cut in our funding for this year and in the future was announced earlier this year? The ensuing public outcry, the radio and TV coverage and the effect this would have on all our Clients became headline news. The result of all of this was that the County Council restored 50% funding for this year, but with no guarantees for following years. All CA offices received a visit from a County Councillor charged with "investigating" just what CA's did and how we could work better and save money!! All easy words, but much harder to put into practice. A saviour in the guise of two of the Suffolk CCG's appeared on the horizon and offered to fund the missing 50% of Suffolk CA funding – which was a huge relief to everyone. The CCG's have also committed to continuing this funding next year. We are so grateful for this commitment.

The foregoing situation has meant that all the Suffolk Managers have spent hours of their time attending meetings with various organisations and the County Council. Similarly, all the chairmen of the Suffolk CA's have been meeting regularly in Stowmarket discussing our future strategy with an Adviser from National Citizens Advice attending some of our meetings. We are making progress and looking at ways of working collaboratively to reduce costs and seek alternative funding opportunities. I must especially mention the work that is ongoing between the Felixstowe and Leiston Chairmen/Managers looking at working closer together in a cost cutting exercise. This idea is in the early stages of development, but could be beneficial to both offices.

The Suffolk Managers have also been meeting regularly as, let's face it, they are the ones on the ground required to continue delivering the vital service that is Citizen's Advice. At a recent meeting at which an independent facilitator was present the notion of "mergers", which was a direction in which the county council wished to steer us, – was knocked firmly on the head as there was no stomach for such a move at this time. This is the same view expressed by the Chairmen. A local service is vital for our clients and accessibility to that service even more so.

## **CITIZENS ADVICE – FELIXSTOWE & DISTRICT LTD**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2019**

---

In all of this trauma our friends from the Rope Trust have been, as always, generous in the extreme in helping with additional funding and we are so grateful for this support. East Suffolk District Council has maintained its funding for this year, and again, we are so grateful for this continuing support. The local Parish Councils have also been supportive with funding – some for the first time – acknowledging that our Clients come from all areas within the District.

On top of all the funding issues we had our annual Leadership Self –Assessment review from National Citizens Advice and this year it was a personal visit and I can only liken it to an OFSTED inspection for Schools. The work involved in preparing for this visit included a very long Self-assessment exercise and a small team of my fellow Trustees worked diligently to complete this task. The visit was challenging and resulted in an Action Plan of work required. Again this has meant extra work for the Manager and I am so grateful to my co-Trustee Susan Robinson who has shouldered the burden of working through the action plan with Graham to achieve the outcome needed. Thank you Susan. Susan has also accompanied me to some of the chairman's meetings and her support is so valued.

And so I come to the end of my report which I end on a positive note. The main aim of Citizens Advice is to be there to provide help and assistance to anyone who comes through the door of 2-6 Orwell Road. Once through those doors we have a wonderful team of volunteer advisers who go above and beyond for those Clients and without whom the service would not exist. My grateful thanks to each and every one of them. To my fellow Trustees who have worked as a team throughout the challenges of this year and supported me and the staff – thank you all. And finally our Manager – Graham Page – who's loyalty and commitment to Citizens Advice and his team is second to none. Thank you all.

#### **RECRUITMENT PROCESS FOR NEW TRUSTEES**

Prospective trustees will be selected for their ability to make an effective contribution to the bureau through their skills, knowledge and experience. Trustees are recommended to the Board and their nomination is approved at a quarterly Board meeting. Formal elections take place at the AGM.

New trustees will be provided with the 'Welcome to the Citizens Advice service' pack produced by Citizens Advice for new trustees. This gives them a picture of the service as a whole, their role within it and signposts them to further information and support.

The induction process will be carried out by the Chairman of the Trustee Board and the Manager and aims to:

- Inform the new trustee about the roles and responsibilities a trustee board member is expected to carry out;
- Inform the new trustee about the current work of the bureau, the business and development plans, financial and staffing resources, quality and service requirements;
- Identify the knowledge, skills and experience that the trustee brings to the trustee board;
- Identify any further needs for information and possible sources of further support.

#### **RESERVES POLICY**

It is the policy of the charity to maintain unrestricted funds at the minimum level possible after setting aside specific contingency funds as detailed in note 5.

**CITIZENS ADVICE – FELIXSTOWE & DISTRICT LTD**

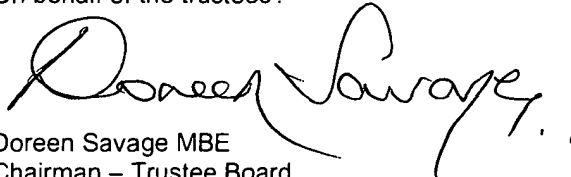
**TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2019**

---

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the trustees':

A handwritten signature in black ink, appearing to read 'Doreen Savage', written over a light blue horizontal line.

Doreen Savage MBE  
Chairman – Trustee Board

Approved by the trustees':  
Date: 16th July 2019

## CITIZENS ADVICE – FELIXSTOWE & DISTRICT LTD

### TREASURER'S REPORT

#### FOR THE YEAR ENDED 31 MARCH 2019

---

I usually start my report on the past financial year with the observation that in the year there have been a number of varied issues and challenges and the year 2018/19 has proved no exception. However, this report does differ in that it is my seventeenth and final commentary on the state of the finances of Felixstowe and District Citizens Advice....(I very nearly added the word 'Bureau'!)

We are quite rightly required to produce an Annual Budget agreed by the Management Board and for the first time we budgeted to show a deficit for the year of £6,000. Results do vary year upon year and in fact this year the deficit was restricted to £5,200 and was met from the sufficient reserves we now have in our General Fund. Our total reserves shown in the Balance Sheet amount to £69,445 and this is deemed to be adequate by Central Citizens Advice.

Our Core Funding Grants from Suffolk County Council & Suffolk Coastal District Council in this financial year totalled £88,173, which shown as a percentage of total expenditure (£139,459) equates to 63.2%. In the year 2007/8 that percentage was 77.4%, a reduction of almost 14% in core funding over a period of eleven years.

Apart from any other consideration this is a remarkable tribute to the tremendous capability of our local Citizens Advice office to cope with the unprecedented pressures which have been brought to bear on its officers and volunteers over the intervening years. Costs have risen significantly yet core funding has plummeted.

Yet as we all know Suffolk County Council look set to withdraw its annual funding (£30,473 in 2018/19) completely over the next two financial years with the message that this will give all Citizens Advice offices in Suffolk time to raise permanent core funding from other sources. I believe that this is an extremely short sighted and potentially damaging decision.

By far the greatest consequence of the global banking crisis of 2009 was, and still is, the vast increase in the number of people from our area who are suffering with severe financial problems and unsustainable increase in debt. We have been most fortunate that at that time the Mrs. L.D. Rope Charitable Trust intervened to assist with the enlargement of our debt counselling service and have continued supporting us ever since. At present the Charity support us with a grant of £26,000 per year which includes £10,000 to fully finance our Financial Capability Worker who provides advice to clients on financial matters before they fall into serious debt. It is very good news that the Rope Trust have agreed to continue its support with an increased grant in 2019/20.

I would like to put on record my special thanks to Beatons Group, our independent examiners, for the ever willing assistance given to me by their staff over a period of seventeen years. Their guidance has been invaluable to me over these years and especially since the introduction of a new accounting system thrust upon us in 2017 by the Central Office of Citizens Advice.

And finally, my heartfelt gratitude goes to Graham, Jane and all the dedicated staff and volunteers who rise to every challenge so enthusiastically in these very difficult days. I thank you all for your unfailing and ever cheerful support to me since 2002. Thank you to previous managers Ann and Barbara, who looked after me so well in my earlier days and to all those volunteers who go beyond the call of duty by spreading the message of Citizens Advice, raising funds in various ways and even some by repaying their travelling expenses. It is much appreciated, will never be forgotten and I wish you, as representatives of Felixstowe and District Citizens Advice, a long and successful future.



David Wardle  
Hon. Treasurer

Date: 16<sup>th</sup> July 2019

# **Independent Examiner's Report to the Trustees of Felixstowe and District Citizens Advice Bureau**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> March 2019 which are set out on pages 7 to 16.

## **Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company'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**

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 that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

  
.....  
**Jonathan Oakley F.C.A.**

**Beatons Limited  
Chartered Accountants  
7 Three Rivers Business Park  
Felixstowe Road  
Foxhall  
Ipswich  
IP10 0BF**

16<sup>th</sup> July 2019



**CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2019**

	General Fund	Designated Contingency Fund	Friends of Fel CAB Fund	Other Restricted Funds	Total Year Ended 31.03.19	Total Year Ended 31.03.18
	Unrestricted	Unrestricted	Unrestricted	Restricted		
	£	£	£	£	£	£
<b>INCOME AND EXPENDITURE</b>						
<b>Incoming Resources</b>						
SCDC Grant	57,700			539	58,239	57,700
SCC Grant	30,473				30,473	32,087
Leiston/Saxmundham CA	1,584				1,584	1,668
Felixstowe Town Council	3,500				3,500	1,500
Parish Council Grants	200				200	200
Citizens Advice-Energy Advice	3,750				3,750	6,250
Citizens Advice-Universal Credit	1,588			3,242	4,830	-
HMP Hollesley Bay	2,250				2,250	1,500
Other Donations	5,427				5,427	4,067
Friends Fund Raising	-		200		200	200
The Rope Trust - Grants	-			26,000	26,000	26,060
Sundry Income	2,366				2,366	1,212
<b>Total Incoming Resources</b>	<b>108,838</b>	<b>-</b>	<b>200</b>	<b>29,781</b>	<b>138,819</b>	<b>132,444</b>
<b>Resources Expended</b>						
Administration Expenses	110,217			29,242	139,459	136,593
Depreciation	3,673				3,673	2,812
<b>Total Resources Expended</b>	<b>113,890</b>	<b>-</b>	<b>-</b>	<b>29,242</b>	<b>143,132</b>	<b>139,405</b>
<b>Net Incoming Resources for the year</b>	<b>( 5,052)</b>	<b>-</b>	<b>200</b>	<b>539</b>	<b>( 4,313)</b>	<b>(6,961)</b>
Fund balances brought forward at 1 April 2018	21,776	41,734	9,538	710	73,758	80,719
Transfer between funds	599	-	-	( 599)	-	-
<b>Fund Balances carried forward at 31 March 2019</b>	<b>17,323</b>	<b>41,734</b>	<b>9,738</b>	<b>650</b>	<b>69,445</b>	<b>73,758</b>

The notes on pages 10 to 16 form part of these financial statements

# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## ADMINISTRATION EXPENSES FOR THE YEAR ENDED 31 MARCH 2019

---

	Year Ended 31.03.19 Total £	Year Ended 31.03.18 Total £
<b>EXPENDITURE</b>		
Salaries	95,877	92,382
Travelling Expenses	4,917	5,472
Training Costs	913	1,866
Repair, Maintenance & Cleaning	2,919	3,962
I.T Support	4,741	4,100
Rates	1,551	1,416
Rents	11,015	10,660
Insurance	1,631	1,688
Heat & Light	1,982	1,576
Telephones	1,874	1,850
Printing & Stationery	1,443	1,305
Subscriptions	3,743	3,442
Postages	1,974	1,580
Photocopier Lease	1,848	1,848
Sundry Expenses	2,031	2,047
Office Equipment	0	399
Independent Examiners fee (donated)	1,000	1,000
<b>TOTAL EXPENSES</b>	<b><u>139,459</u></b>	<b><u>136,593</u></b>

# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

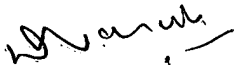
## BALANCE SHEET AS AT 31 MARCH 2019

	Notes	31.03.19		31.03.18	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	2		11,824		14,958
<b>CURRENT ASSETS</b>					
Prepayments		1,848		1,777	
Debtor		-		-	
Cash at Bank and in hand		57,064		58,713	
		58,912		60,490	
<b>CURRENT LIABILITIES</b>					
Accruals and deferred income		(1,291)		(1,690)	
<b>NET CURRENT ASSETS</b>			57,621		58,800
<b>NET ASSETS</b>			<u>69,445</u>		<u>73,758</u>
<b>REPRESENTED BY FUNDS</b>					
<b>Unrestricted Funds</b>					
Friends of Felixstowe Citizens Advice Bureau			9,738		9,538
Designated Contingency Fund			41,734		41,734
General Fund			17,323		21,776
<b>Restricted Funds</b>					
Other			650		710
			<u>69,445</u>		<u>73,758</u>

For the financial period ended 31 March 2019 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the 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 accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006.



Trustee  
Citizens Advice - Felixstowe & District Ltd  
Date: 16th July 2019

Company Registration No. 07570403

The notes on pages 10 to 16 form part of these financial statements

# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

---

### 1. STATEMENT OF ACCOUNTING POLICIES

#### **Basis of preparation**

Citizens Advice - Felixstowe & District Ltd (formerly Felixstowe and District Citizens Advice Bureau) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are the promotion of any charitable purpose for the benefit of the community in Felixstowe, by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued on 16th July 2014 (as updated through Update Bulletin 1 published on 2nd February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

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 presented in sterling which is the functional currency of the charity and rounded to the nearest £.

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.

#### **Fixed assets**

All fixed assets are initially recorded at cost.

#### **Depreciation of tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its useful life:

Leased Assets	Over the term of the lease
Fixtures, Fittings and Equipment	15% on reducing balance
Computer Equipment	25% straight line

#### **Employee benefits**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

---

### 1. STATEMENT OF ACCOUNTING POLICIES (CONTINUED)

#### **Income Recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amount and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

The charity receives government grants. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

#### **Judgements and key sources of estimation uncertainty**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

---

### 1. STATEMENT OF ACCOUNTING POLICIES (CONTINUED)

#### **Taxation**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

#### **Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### **Leasing and hire purchase commitments**

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and are depreciated over their estimated useful lives. The interest element of the rental obligations is charged to the profit and loss account over the period of the lease.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

#### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### **Debtors and creditors receivable/payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

#### **Cash and cash equivalents**

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **Provisions**

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

---

### 1. STATEMENT OF ACCOUNTING POLICIES (CONTINUED)

#### **Financial Instruments**

##### ***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### ***Other financial assets***

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value are recognised in the statement of financial activities, except that investments in equity instruments that are not publicly traded and whose fair values cannot be measured reliably are measured at cost less impairment.

##### ***Classification of financial liabilities***

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities, including creditors and bank loans, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year and not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective rate of interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

### 2. TANGIBLE FIXED ASSETS

	Fixtures, fittings & equipment £	Total £
<b>Cost</b>		
At 1 April 2018	53,417	53,417
Additions	539	539
Disposals	-	-
<b>At 31 March 2019</b>	<u>53,956</u>	<u>53,956</u>
<b>Depreciation</b>		
At 1 April 2018	38,459	38,459
Charge for year	3,673	3,673
Disposals	-	-
<b>At 31 March 2019</b>	<u>42,132</u>	<u>42,132</u>
<b>Net book value at 31 March 2019</b>		
	<u>11,824</u>	<u>11,824</u>
At 1 April 2018	<u>14,958</u>	<u>14,958</u>

### 3. REVENUE COMMITMENTS

At the period end the company was committed to making the following payments during the next year in respect of operating leases with expiry dates as follows:

	Land and buildings		Other	
	YEAR ENDED 31.03.19 £	YEAR ENDED 31.03.18 £	YEAR ENDED 31.03.19 £	YEAR ENDED 31.03.18 £
Within 1 year	11,086	10,660	-	-
Within 2 - 5 years	2,772	13,325	-	-
More than five years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

The term of the lease is for nine years from 1 July 2011. The lease can be terminated when the rent is reviewed.

£11,015 of rental payments have been recognised as an expense during the year.

### 4. NET INCOMING RESOURCES FOR THE PERIOD

	YEAR ENDED 31.03.19 £	YEAR ENDED 31.03.18 £
Net incoming resources for the year are stated after charging:		
Independent Examiner's Fees	1,000	1,000
Payroll Services	1,446	1,368
	<u>2,446</u>	<u>2,368</u>

The Independent Examiner's fee is the valuation of a donated service.



# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

### 5. FUNDS

#### General Fund

The general fund represents the free funds of the charity which are not designated for particular purposes.

#### Designated Contingency Fund

The purpose of this reserve is to set aside a provision for contingent liabilities that may arise as a result of contractual wage obligations. This reserve also covers for any sick pay that may have to be paid, replacement of any computer equipment, and redecoration of the buildings.

#### Friends of Felixstowe CAB Fund

This fund represents donations by Friends from fund raising events for Felixstowe and District Citizens Advice Bureau which may be utilised to purchase unspecified assets or replace a shortfall in budgeted core funded expenses.

#### Restricted Funds

The Rope Trust Fund represents monies received from The Rope Trust to assist funding a comprehensive debt counselling service, and funding a financial capability worker. The balance of £650 represents monies held for emergencies for clients.

	Balance 01.04.18 £	Income £	Expenditure/ Transfers £	Balance 31.03.19 £
Rope Trust	710	26,000	26,060	650
National Citizens Advice-Universal Credit	-	3,242	3,242	0
SCDC-computer	-	539	539	0
	710	29,781	29,841	650

### 6. EMPLOYEE COSTS

Employee costs for the period were as follows:-

	YEAR ENDED 31.03.19 £	YEAR ENDED 31.03.18 £
Wages and salaries	91,546	88,705
Employer's NIC	3,285	3,087
Defined contribution pension costs	1,046	590
Operating costs of pension scheme	0	792
	<u>95,877</u>	<u>93,174</u>

The average number of employees in the period was 6 (2018: 6).  
There were no high paid employees earning more than £60,000.

### 7. TRUSTEES EXPENSES

During the year no expenses or remuneration was paid to the trustees.

# CITIZENS ADVICE - FELIXSTOWE AND DISTRICT LTD

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

### 8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Fund	Designated Contingency Fund	Friends of Fel CAB Fund	Other Funds	Total	Total
	Unrestricted	Unrestricted	Unrestricted	Restricted	31.03.19	31.03.18
	£	£	£	£	£	£
Fund balances at 31 March 2019 are represented by:						
Fixed Assets	11,824				11,824	14,958
Current Assets	6,790	41,734	9,738	650	58,912	60,490
Current Liabilities	(1,291)				(1,291)	(1,690)
	<u>17,323</u>	<u>41,734</u>	<u>9,738</u>	<u>650</u>	<u>69,445</u>	<u>73,758</u>

### 9. FINANCIAL INSTRUMENTS

	2018 £	2017 £
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	<u>0</u>	<u>0</u>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	<u>1,291</u>	<u>1,690</u>