

# Christchurch Citizens Advice Bureau

(A company limited by guarantee)

## Annual Report and Financial Statements Year Ended 31 March 2018

Company registration number: 03024636

Charity registration number: 1046472

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# Christchurch Citizens Advice Bureau

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# Christchurch Citizens Advice Bureau

## Reference and Administrative Details

<b>Trustees</b>	S. Haynes (Treasurer) C. Cherry R. Driscoll C. Wilson (Chair) J.A. Jamieson MBE (Deceased 26 April 2017) R. Ashdown S. Faulkner H. Heale (appointed 12 March 2018)
<b>Key Management Personnel</b>	C Cook, Bureau manager S Cooke, Assistant Bureau manager
<b>Registered Office</b>	2 Sopers Lane Christchurch BH23 1JG
<b>Company Registration Number</b>	03024636
<b>Charity Registration Number</b>	1046472
<b>Bankers</b>	National Westminster Bank plc 57 High Street Christchurch Dorset BH23 1BB
<b>Independent Examiner</b>	PKF Francis Clark Chartered Accountants Towngate House 2-8 Parkstone Road Poole Dorset BH15 2PW

# 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 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 other objectives and 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. 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. Christchurch local office 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 the Christchurch local office.

#### **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.

# **Christchurch Citizens Advice Bureau**

## **Trustees' Report**

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The charitable objects of the charity are widely defined in its articles of association but currently the principal object 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.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives of the Christchurch local office, 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 currently pursued by the charity. 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, 1206 Christchurch residents received help with enquiries covering a range of issues. The four highest enquiry areas were welfare benefits, debt, housing and employment. More than 60% of clients asking for help about welfare benefits, were assisted with claiming Personal Independence Payments or challenging decisions. More than 70% 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.

This year we have trained two new advisers who are now undertaking direct client work.

Christchurch local office achieved a pass in the quality of advice and management audit in May.

### **FUNDING AND PROJECTS**

#### **Christchurch Borough Council**

Christchurch Borough Council have continued to support our work and this allowed us to fund a benefits worker and a debt worker. We are grateful to them for their continued support and acknowledgement of the value they place on the help we provide to local residents.

# **Christchurch Citizens Advice Bureau**

## **Trustees' Report**

### **Hospital of St Mary Magdalen.**

#### **Home Visiting Service**

The home visiting service funded by the Hospital of St Mary Magdalen, is in its 18th year now. It has continued to help those who find it difficult to access the bureau service because of illness, disability or caring responsibilities. Whilst funding provides 5 hours per week, this year the project has helped 78 people.

#### **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 advisers, and also provided funding for additional supervision hours.

#### **Wessex Water**

The Wessex Water funding continued at the same rate as last year. 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 8th 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.

The Trustees have also reviewed their reserves policy in the light of the Government's decision to merge Christchurch Borough Council with the neighbouring Boroughs of Bournemouth and Poole, to create a new Unitary Council for their combined areas. As a result, it is understood that in future there will be only one advice contract for the Unitary area. It was originally understood that this would apply from 1st April 2019, the date proposed for the implementation of the local government reorganisation, although latest indications suggest that the single advice contract will not in fact apply until 1st April 2020.

# Christchurch Citizens Advice Bureau

## Trustees' Report

It is unlikely that Christchurch Citizens Advice will realistically be able to compete for the contract against, for example, the much larger and better resourced Bournemouth and Poole Citizens Advice and, therefore, Christchurch Citizens Advice is likely to cease providing an advice service in due course, once an alternative provider is in place. However, the charity which is currently Citizens Advice Christchurch has wide charitable objects, not limited to the provision of Citizens Advice services. The charity has significant assets (for example, it owns its own building) and the Trustees' current view is that the charity will remain in being, under a different name, as a grant giving charity, so that it may utilise those assets for the benefit of Christchurch residents.

For 2017/18, for the first time, the grant received from Christchurch Borough Council was the subject of a legally binding Service Level Agreement specifying the purposes for which the grant money was to be spent (broadly, Citizens Advice services). The Trustees have been advised, therefore, that any unspent grant money received since 1st April 2017 should be treated as restricted funds. However, there is no such unspent Christchurch Borough Council grant money as at 31/3/2018.

Designated reserves have been set aside to cover planned expenditure and known risks. To allow the bureau to operate for a period of six months, and to cover any delays in funding, etc, the board has allocated £60,688 to a designated "Continuity" reserve.

In addition, reserves have previously been designated for repairs to premises, replacement of IT equipment, possible future unfunded staffing costs, and future depreciation charges as shown in note 16.

No decision has yet been made as to the future of the charity's premises although if a decision were taken to let the premises in future, it is likely that the charity would remain responsible for future repairs. Given recent and planned expenditure on maintenance of the building, the Trustees have decided to increase the premises fund to £50,000.

The staffing fund was originally set up to cater for the possibility that, in the future, the charity might have a funding shortfall and not have the income to fully fund its staffing establishment. Trustees do not now consider it likely that this fund will be required in the period leading up to the letting of the new advice contract and have, therefore, transferred the funds in this reserve and an additional £30,000 from its free reserves into a new "Grants fund" of £60,000 (see above).

The IT fund stands at £10,000 at the year end, which is considered adequate.

The Trustees have obtained an up to date valuation of its premises (£300,000). For accounting purposes however, depreciation charges continue to be applied on a straight line basis for this financial year in line with best practice. This may be shown differently next year if the purpose of the Charity changes.

Free undesignated reserves at the year end were £8,098 which is considered adequate, given the more specific reserves mentioned above.

# Christchurch Citizens Advice Bureau

## Trustees' Report

### 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 trustees' report 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 .....17/12/18 and signed on its behalf by:



.....  
S. Haynes (Treasurer)  
Trustee



# Christchurch Citizens Advice Bureau

## Independent Examiner's Report

I report to the trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2018.

### Responsibilities and basis of report

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

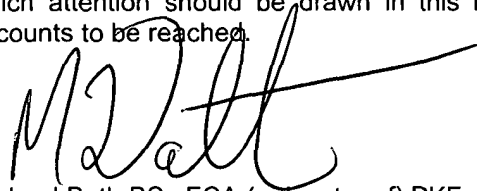
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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

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



Michael Bath BSc FCA (a director of) PKF - Francis Clark  
Chartered Accountants

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

Date: 19 December 2018

## Christchurch Citizens Advice Bureau

### Statement of Financial Activities for the Year Ended 31 March 2018 (Including Income and Expenditure Account)

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	1,531	-	1,531
Charitable activities	3	41,190	78,501	119,691
Investment income	4	184	-	184
<b>Total Income</b>		<b>42,905</b>	<b>78,501</b>	<b>121,406</b>
<b>Expenditure on:</b>				
Charitable activities	5	(49,322)	(78,501)	(127,823)
<b>Total Expenditure</b>		<b>(49,322)</b>	<b>(78,501)</b>	<b>(127,823)</b>
<b>Net income for the financial year</b>		<b>(6,417)</b>	<b>-</b>	<b>(6,417)</b>
<b>Reconciliation of funds</b>				
Total funds brought forward		367,603	-	367,603
Total funds carried forward	16	361,186	-	361,186

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
<b>Income and Endowments from:</b>				
Donations and legacies	2	1,039	-	1,039
Charitable activities	3	119,401	13,834	133,235
Investment income	4	271	-	271
<b>Total Income</b>		<b>120,711</b>	<b>13,834</b>	<b>134,545</b>
<b>Expenditure on:</b>				
Charitable activities	5	(150,298)	(13,834)	(164,132)
<b>Total Expenditure</b>		<b>(150,298)</b>	<b>(13,834)</b>	<b>(164,132)</b>
<b>Net expenditure</b>		<b>(29,587)</b>	<b>-</b>	<b>(29,587)</b>
<b>Net movement in funds</b>		<b>(29,587)</b>	<b>-</b>	<b>(29,587)</b>
<b>Reconciliation of funds</b>				
Total funds brought forward		397,190	-	397,190
Total funds carried forward	16	367,603	-	367,603

All of the charity's activities derive from continuing operations during the above two periods.

# Christchurch Citizens Advice Bureau

## Balance Sheet

31 March 2018

	Note	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	11	172,400	176,318
Investments	12	<u>56,299</u>	<u>56,166</u>
		<u>228,699</u>	<u>232,484</u>
<b>Current assets</b>			
Debtors	13	1,648	2,301
Cash at bank and in hand		<u>134,338</u>	<u>135,820</u>
		135,986	138,121
<b>Creditors: Amounts falling due within one year</b>	14	<u>(3,499)</u>	<u>(3,002)</u>
<b>Net current assets</b>		<u>132,487</u>	<u>135,119</u>
<b>Net assets</b>		<u>361,186</u>	<u>367,603</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>361,186</u>	<u>367,603</u>
<b>Total funds</b>	16	<u>361,186</u>	<u>367,603</u>

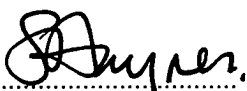
For the financial year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 8 to 20 were approved by the trustees, and authorised for issue on 17/12/18... and signed on their behalf by:

  
.....  
S. Haynes (Treasurer)  
Trustee

Company Registration Number: 03024636

# **Christchurch Citizens Advice Bureau**

## **Notes to the Financial Statements**

**Year Ended 31 March 2018**

### **1 Accounting policies**

#### **Statement of compliance**

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.

#### **Basis of preparation**

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.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and has therefore not included a cash flow statement in these financial statements.

#### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

# Christchurch Citizens Advice Bureau

## Notes to the Financial Statements

Year Ended 31 March 2018

### **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.

### **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:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Freehold Buildings	2% Straight Line

# Christchurch Citizens Advice Bureau

## Notes to the Financial Statements

Year Ended 31 March 2018

### 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 structure

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

Designated funds are unrestricted funds 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 2018	Total 2017
	General £	£	£
Donations and legacies;			
Donations from individuals	1,531	1,531	1,039
	<u>1,531</u>	<u>1,531</u>	<u>1,039</u>

## 3 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	General £	£	£	£
Grants	38,419	78,501	116,920	126,933
Fees and supplies	(30)	-	(30)	210
Other income	2,801	-	2,801	6,092
	<u>41,190</u>	<u>78,501</u>	<u>119,691</u>	<u>133,235</u>

# Christchurch Citizens Advice Bureau

## Notes to the Financial Statements

Year Ended 31 March 2018

### 4 Investment income

	Unrestricted funds	Total 2018	Total 2017
	General £	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	184	184	271

### 5 Expenditure on charitable activities

	Total 2018	Total 2017
	£	£
Repairs and maintenance	5,661	42,756
Employment costs	84,396	90,545
Establishment costs	6,409	5,044
Office Expenses	7,765	4,872
Printing, posting and stationary	2,998	3,173
Subscription and donations	894	368
Sundry and other costs	733	1,766
Travel and subsistence	5,899	3,787
Accountancy fees	660	540
Bank charges	70	96
Depreciation of fixed assets	3,918	3,918
Governance costs (see note 6)	8,420	7,267
	<u>127,823</u>	<u>164,132</u>

# Christchurch Citizens Advice Bureau

## Notes to the Financial Statements

Year Ended 31 March 2018

### 6 Analysis of governance costs

#### Governance costs

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	General £	£	£	£
Independent Examiner's remuneration	3,067	-	3,067	2,490
Legal fees	4,826	527	5,353	4,777
	<u>7,893</u>	<u>527</u>	<u>8,420</u>	<u>7,267</u>

### 7 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2018 £	2017 £
Depreciation of fixed assets	3,918	3,918
Independent examiner's remuneration	<u>3,067</u>	<u>2,490</u>

### 8 Trustees' remuneration and expenses

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

#### S. Faulkner

£123 (2017: £36) 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.



# Christchurch Citizens Advice Bureau

## Notes to the Financial Statements

Year Ended 31 March 2018

### 9 Staff costs

The aggregate payroll costs were as follows:

	2018 £	2017 £
<b>Staff costs during the year were:</b>		
Wages and salaries	77,658	82,548
Social security costs	5,705	6,942
Pension costs	1,033	1,055
	<u>84,396</u>	<u>90,545</u>

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

	2018 No	2017 No
Average staff numbers	<u>7</u>	<u>6</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 £51,635 (2017 - £55,960).

### 10 Taxation

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

# Christchurch Citizens Advice Bureau

## Notes to the Financial Statements

Year Ended 31 March 2018

### 11 Tangible fixed assets

	Land and buildings £	Total £
<b>Cost</b>		
At 1 April 2017	<u>195,908</u>	<u>195,908</u>
At 31 March 2018	<u>195,908</u>	<u>195,908</u>
<b>Depreciation</b>		
At 1 April 2017	19,590	19,590
Charge for the year	<u>3,918</u>	<u>3,918</u>
At 31 March 2018	<u>23,508</u>	<u>23,508</u>
<b>Net book value</b>		
At 31 March 2018	<u>172,400</u>	<u>172,400</u>
At 31 March 2017	<u>176,318</u>	<u>176,318</u>

### 12 Fixed asset investments

	2018 £	2017 £
Cash deposits	<u>56,299</u>	<u>56,166</u>

### 13 Debtors

	2018 £	2017 £
Prepayments	1,648	1,722
Accrued income	<u>-</u>	<u>579</u>
	<u>1,648</u>	<u>2,301</u>

### 14 Creditors: amounts falling due within one year

	2018 £	2017 £
Other taxation and social security	2	1,629
Other creditors	172	175
Accruals	<u>3,325</u>	<u>1,198</u>
	<u>3,499</u>	<u>3,002</u>

# Christchurch Citizens Advice Bureau

## Notes to the Financial Statements

Year Ended 31 March 2018

### 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 2017 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2018 £
<b>Unrestricted funds</b>					
<b>General</b>					
Unrestricted income fund	64,285	42,905	(45,404)	(53,688)	8,098
<b>Designated</b>					
Continuity Reserve	60,688	-	-	-	60,688
Depreciation and net book value of premises	176,318	-	(3,918)	-	172,400
Premises fund	26,312	-	-	23,688	50,000
IT replacement reserve	10,000	-	-	-	10,000
Staffing costs	30,000	-	-	(30,000)	-
Grants fund	-	-	-	60,000	60,000
	<u>303,318</u>	<u>-</u>	<u>(3,918)</u>	<u>53,688</u>	<u>353,088</u>
<b>Total Unrestricted funds</b>	<u>367,603</u>	<u>42,905</u>	<u>(49,322)</u>	<u>-</u>	<u>361,186</u>
<b>Restricted funds</b>					
Surestart	-	6,317	(6,317)	-	-
Home service	-	5,384	(5,384)	-	-
Wessex Water	-	1,800	(1,800)	-	-
Christchurch CAB activities	-	65,000	(65,000)	-	-
	<u>-</u>	<u>78,501</u>	<u>(78,501)</u>	<u>-</u>	<u>-</u>
<b>Total restricted funds</b>	<u>-</u>	<u>78,501</u>	<u>(78,501)</u>	<u>-</u>	<u>-</u>
<b>Total funds</b>	<u>367,603</u>	<u>121,406</u>	<u>(127,823)</u>	<u>-</u>	<u>361,186</u>

# Christchurch Citizens Advice Bureau

## Notes to the Financial Statements

Year Ended 31 March 2018

	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2017 £
<b>Unrestricted funds</b>					
<i>General</i>					
Unrestricted income fund	59,954	120,711	(146,380)	30,000	64,285
<i>Designated</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>
<b>Total unrestricted funds</b>	<u>397,190</u>	<u>120,711</u>	<u>(150,298)</u>	<u>-</u>	<u>367,603</u>
<b>Restricted funds</b>					
Surestart	-	6,650	(6,650)	-	-
Home service	-	5,384	(5,384)	-	-
Wessex Water	-	1,800	(1,800)	-	-
<b>Total restricted funds</b>	<u>-</u>	<u>13,834</u>	<u>(13,834)</u>	<u>-</u>	<u>-</u>
<b>Total funds</b>	<u>397,190</u>	<u>134,545</u>	<u>(164,132)</u>	<u>-</u>	<u>367,603</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.

**Christchurch CAB activities** - To supply Citizen's Advice activities to residents of Christchurch.

# Christchurch Citizens Advice Bureau

## Notes to the Financial Statements

Year Ended 31 March 2018

### 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 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 / Grants Fund

The staffing fund was originally set up to cater for the possibility that, in the future, the charity might have a funding shortfall and not have the income to fully fund its staffing establishment. Trustees do not now consider it likely that this fund will be required in the period leading up to the letting of the new advice contract and have, therefore, transferred the funds in this reserve and an additional amount from its free reserves into a new "Grants fund" of £60,000 which will be provided in future for the benefit on Christchurch residents.

### 17 Analysis of net assets between funds

	Unrestricted funds		Total funds £
	General £	Designated £	
Tangible fixed assets	-	172,400	172,400
Fixed asset investments	56,299	-	56,299
Current assets	(44,702)	180,688	135,986
Current liabilities	(3,499)	-	(3,499)
Total net assets	<u>8,098</u>	<u>353,088</u>	<u>361,186</u>

### 18 Related party transactions

There were no related party transactions in the year.

# **Christchurch Citizens Advice Bureau**

## **Notes to the Financial Statements**

**Year Ended 31 March 2018**

### **19 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 £1,033 (2017: £1,055). At the year end, outstanding contributions due to the scheme were £172 (2017: £175).