

Company Registration Number: 07570403 (England and Wales)

# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

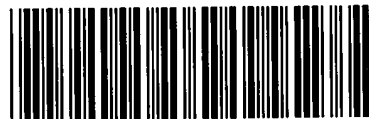
## REPORT AND FINANCIAL STATEMENTS

### FOR THE YEAR ENDED

31 March 2017

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

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# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## BUREAU INFORMATION AS AT 31 MARCH 2017

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### CONSTITUTION

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: 291519. 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

### REPRESENTATIVE TRUSTEES

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

**REGISTERED CHARITY NUMBER** 291519

**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

# **FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2017**

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The Trustees present their annual report with the financial statements of the bureau for the year ended 31 March 2017. 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**

The last year has been very significant for Citizens Advice with the introduction of a new Membership Agreement. As usual Felixstowe has been positively involved with trialling national changes from the earliest stages and has been a testbed for the new monitoring system for quality of advice. The preparations for the new agreement, which came into operation on the 1<sup>st</sup> of April this year, have involved a lot of hard work for everyone, both paid staff and volunteers, but as always the team at the Felixstowe office has risen to the challenge which will have a positive outcome for the service which we give to our clients.

Client numbers of those visiting the office remain similar to previous years but the problems our clients face are becoming increasingly complex. This reflects the continuing need for face to face advice sessions in spite of all the information which is now available on line. As part of the new Membership package Felixstowe will be taking part in the new Citizens Advice national telephony service which will provide clients throughout the country with a better telephone advice service. We are exploring other ways of communicating with clients and the general public and our tweets are followed and retweeted by Citizens Advice with a recent tweet by our Manager being showcased by Citizens Advice as 'Tweet of the Week'. Suffolk Coastal District Council recently generously agreed to supply our Felixstowe office with two computers for the use of clients who do not have access to the internet at home. This is an important service as so many vital documents can now only be submitted on line. We shall be updating our own in house computer system in the forthcoming year which will benefit both our advisers and our clients.

Our outreach work continues to flourish and expand. Our work at Hollesley Bay Prison is particularly appreciated and we have been asked to extend our work within the prison system. We are also expanding our work in the GP practices in Felixstowe. The current emphasis on social prescribing is one for which Citizens Advice is particularly suited as a partner.

I shall be handing over the chairmanship after the AGM having completed six years in the role, although I intend to continue working for Citizens Advice - Felixstowe as a Trustee. It is really pleasing to have seen the organisation constantly advancing in the service we provide. This is thanks to the outstanding work of all those involved locally. Felixstowe is almost unique within Citizens Advice in the extent of the contribution made by its volunteer advisers and it is on this rock that our organisation operates. Although our advisers are volunteers their professionalism is unparalleled. I would like to pay tribute to them all and to thank them for their very special contribution to our community.

## **FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU**

### **TRUSTEES' REPORT**

#### **FOR THE YEAR ENDED-31 MARCH 2017**

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I have had the great privilege to work with two very special people, Barbara Rose and Graham Page, who as successive managers have undertaken the guidance and direction of our local Citizens Advice office during my time as Chairman. I would like to pay tribute to them and to all the exceptional staff of the office including, of course, Jane London, our stalwart deputy manager. It has also been a great pleasure to work with a highly professional group of Trustees and I would like to thank particularly the vice chairman, Richard Foyster, for all his support and expert legal advice.

The finances of the organisation are at their healthiest for some time. They are expertly managed by our Treasurer, David Wardle. My gratitude goes to all those without whose financial support or help in kind we could not operate. This includes our generous core sponsors, Suffolk County Council and Suffolk Coastal District Council. The Rope Trust, Felixstowe Town Council and the Parish Councils and many generous private donors and our Independent Examiners, Beatons.

It has been a pleasure and privilege to be chair of such a wonderful organisation and I wish Citizens Advice – Felixstowe all the success it deserves in the future in the service of our clients and community. In particular I wish every success to my successor as Chairman, Doreen Savage, in whose highly competent and experienced hands I know that the organisation will flourish.

#### **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 Bureau 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.

**FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU**

**TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2017**

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**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.

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:



Susan Robinson  
Chairman – Trustee Board

Approved by the trustees:  
Date: 27th June 2017

## **FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU**

### **TREASURER'S REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2017**

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This financial year, as always, has presented the usual wide variety of challenges many of which originated with the worldwide financial markets crash in 2008/9. That momentous event led to a huge increase in demand for the Bureau's financial advice and debt counselling service which has never diminished in the ensuing eight year period.

Years of austerity in public services spending has meant that our core funding grants from Suffolk Coastal District Council and Suffolk County Council, which this year stood at £92,443, have remained virtually unchanged despite an inflationary increase in prices of approximately 15% since 2009. During the same period Central Government grants to Local Authorities have fallen even more. It is remarkable therefore, that our core funding has not fallen further which is a tribute to the respect that our core funders have for the quality of the services Citizens Advice provide for the community.

A final word on core funding. This year we have again received a donation from the Felixstowe Mayors Charity. We were fortunate to be chosen as one of Mayor Doreen Savage's charities for her year in office and received a substantial cheque for £3,125. Though not strictly core funding it was nevertheless a very welcome donation from our most local of local councils.

Other welcome donations during the year included another cheque from the charitable fund of a local solicitors, this time for £2,663, plus unusually, two large legacies totalling £15,100.

Additionally for the second year in succession the Bureau was in receipt of grants totalling £10,058 for advice given to clients seeking to reduce their cost of power supply contracts. Once again this funding source originated from fines imposed on some of the larger Power companies and passed on to central office of Citizens Advice. In total an amount of approximately £31,000 was raised during 2016/17 from one-off grants, legacies and other contributions. This boost for our finances has brought about a significant replenishment of our Reserves of capital over the past two financial years. It has happened when the gradual erosion of our annual core funding was beginning to have significant repercussions upon our anticipated income for the year. The increase in our total Reserves has provided a welcome financial stimulus but it must be emphasised that these recent receipts are likely to be transient in nature and cannot be relied on to continue in the future.

In the midst of all this uncertainty Citizens Advice are taking a more active interest in monitoring financial risk and will require us in 2017/18 to include in our quarterly financial monitoring reports, not just the effect of spending against budget but also the effect that spending has on our bank balances and Reserves. As a result of the increase in income from various grants and donations during 2016/17 these Reserves can for the first time be rated as adequate. Using guidance from Citizens Advice Head Office we have accumulated balances which approximately equates to three months spending together with the value of other designated costs and liabilities.

Once again our dedicated Money Advice Service plus the post of Financial Capability Worker have received separate grants totalling £26,000 from the Mrs. L. D. Rope 3rd Charitable Settlement Trust. Support from this Charity has been unwavering since 2010 and at present provides nearly 40% of the cost of our debt counselling advice plus the full cost of the employment of Joy, our Financial Capability worker who provides advice to those in danger of falling into debt. We are extremely fortunate to receive such strong support from the Rope Trust in these uncertain times. Without this support our ability to provide money advice would be seriously weakened.

My sincere thanks go to Graham, Jane and all our staff, and to our dedicated volunteers who show such commitment in rising to all challenges so enthusiastically in these difficult days. A special thank

**FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU**

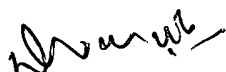
**TREASURER'S REPORT**

**FOR THE YEAR ENDED 31 MARCH 2017**

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you is reserved for those advisers who generously give back their travelling expenses which together with Gift Aid refunds amounts to approximately £750 per year,

Finally I would like to thank Beatons Group, our independent examiners, for the help they give to me in preparing the final accounts each year and for their generosity in once again waiving their annual fee which this year amounts to £900.



David Wardle  
Hon. Treasurer

Date: 27<sup>th</sup> June 2017.



# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

I report on the accounts of the company for the year ended 31 March 2017 which are set out on pages 8 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;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 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 Charitieshave 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.



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

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

Date: 27<sup>th</sup> June 2017

# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2017

	General Fund	Designated Contingency Fund	Friends of Fel CAB Fund	Other Restricted Funds	Total Year Ended 31.03.17	Total Year Ended 31.03.16
	Unrestricted	Unrestricted	Unrestricted	Restricted		
	£	£	£	£	£	£
<b>INCOME AND EXPENDITURE</b>						
<b>Incoming Resources</b>						
SCDC Grant	57,700			738	58,438	58,950
SCC Grant	32,994				32,994	35,454
Leiston/Saxmundham CAB	1,749				1,749	1,749
Felixstowe Town Council	1,500				1,500	1,500
Parish Council Grants	200				200	300
Citizens Advice-Energy Advice	10,058				10,058	16,350
Citizens Advice-Pensions Advice					-	3,500
Citizens Advice-Rebranding	500				500	700
Other Donations	23,397				23,397	9,973
Friends Fund Raising			200		200	1,417
The Rope Trust - Grants				26,000	26,000	24,150
Sundry Income	1,423				1,423	510
Bank Interest Received						
<b>Total Incoming Resources</b>	<b>129,521</b>	<b>-</b>	<b>200</b>	<b>26,738</b>	<b>156,459</b>	<b>154,553</b>
<b>Resources Expended</b>						
Administration Expenses	102,696			27,250	129,946	134,061
Depreciation	1,241				1,241	545
<b>Total Resources Expended</b>	<b>103,937</b>	<b>-</b>	<b>-</b>	<b>27,250</b>	<b>131,187</b>	<b>134,606</b>
<b>Net Incoming Resources for the year</b>	<b>25,584</b>	<b>-</b>	<b>200</b>	<b>( 512)</b>	<b>25,272</b>	<b>19,947</b>
Fund balances brought forward at 1 April 2016	12,975	28,734	9,138	4,600	55,447	35,500
Transfer between funds	( 13,000)	15,000		( 2,000)	-	-
<b>Fund Balances carried forward at 31 March 2017</b>	<b>25,559</b>	<b>43,734</b>	<b>9,338</b>	<b>2,088</b>	<b>80,719</b>	<b>55,447</b>

The notes on pages 11 to 17 form part of these financial statements

# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## ADMINISTRATION EXPENSES FOR THE YEAR ENDED 31 MARCH 2017

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	Year Ended 31.03.17 Total £	Year Ended 31.03.16 Total £
<b>EXPENDITURE</b>		
Salaries	89,752	92,019
Travelling Expenses	4,870	5,451
Training Costs	1,409	1,195
Repair, Maintenance & Cleaning	3,392	2,888
External Redecoration	0	1,750
Rates	1,322	1,355
Rents	10,660	10,592
Insurance	1,620	1,663
Heat & Light	1,661	1,938
Telephones	2,275	2,501
Printing & Stationery	1,400	1,906
Subscriptions	3,794	3,856
Postages	1,568	2,297
Photocopier Lease	1,848	2,144
Sundry Expenses	2,342	1,543
Office Equipment	376	813
Rope Trust emergency fund expenses	0	150
Advertising	757	0
Independent Examiners fee (donated)	900	0
<b>TOTAL EXPENSES</b>	<b>129,946</b>	<b>134,061</b>

# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## BALANCE SHEET AS AT 31 MARCH 2017

	Notes	31.03.17		31.03.16	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	2		8,010		3,088
<b>CURRENT ASSETS</b>					
Prepayments		1,777		1,777	
Debtor		1,500		8,175	
Cash at Bank and in hand		<u>71,244</u>		<u>44,007</u>	
		74,521		53,959	
<b>CURRENT LIABILITIES</b>					
Accruals and deferred income		<u>(1,812)</u>		<u>(1,600)</u>	
<b>NET CURRENT ASSETS</b>			72,709		52,359
<b>NET ASSETS</b>			<u>80,719</u>		<u>55,447</u>
<b>REPRESENTED BY FUNDS</b>					
<b>Unrestricted Funds</b>					
Friends of Felixstowe Citizens Advice Bureau			9,338		9,138
Designated Contingency Fund			43,734		28,734
General Fund			25,559		12,975
<b>Restricted Funds</b>					
Other			2,088		4,600
			<u>80,719</u>		<u>55,447</u>

For the financial period ended 31 March 2017 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  
Felixstowe Citizens Advice Bureau  
Date: 27th June 2017

Company Registration No. 07570403

The notes on pages 11 to 17 form part of these financial statements

# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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### 1. STATEMENT OF ACCOUNTING POLICIES

#### **Basis of preparation**

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 as it applies from 1 January 2015.

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.

The charity adopted SORP (FRS 102) in the current year and there are no transitional adjustments to report regarding the transition to SORP (FRS 102).

#### **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.

# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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### 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.

# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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### 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.

# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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### 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.



# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

### 2. TANGIBLE FIXED ASSETS

	Fixtures, fittings & equipment £	Total £
<b>Cost</b>		
At 1 April 2016	37,494	37,494
Additions	6,163	6,163
Disposals	-	-
<b>At 31 March 2017</b>	<u>43,657</u>	<u>43,657</u>
<b>Depreciation</b>		
At 1 April 2016	34,406	34,406
Charge for year	1,241	1,241
Disposals	-	-
<b>At 31 March 2017</b>	<u>35,647</u>	<u>35,647</u>
<b>Net book value at 31 March 2017</b>	<u>8,010</u>	<u>8,010</u>
At 1 April 2016	<u>3,088</u>	<u>3,088</u>

### 3. REVENUE COMMITMENTS

At the period end the bureau 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 31.03.17 £	YEAR ENDED 31.03.16 £	YEAR ENDED 31.03.17 £	YEAR ENDED 31.03.16 £
Within 1 year	45,305	-	-	-
Within 2 - 5 years	-	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 with not less than six months notice on two break dates which are 30 June 2014 and 30 June 2017 or when the rent is reviewed.

£10,660 of rental payments have been recognised as an expense during the year.

### 4. NET INCOMING RESOURCES FOR THE PERIOD

	YEAR ENDED 31.03.17 £	YEAR ENDED 31.03.16 £
Net incoming resources for the year are stated after charging:		
Independent Examiner's Fees	900	850
Payroll Services	1,284	576
	<u>2,184</u>	<u>1,426</u>

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

# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

### 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.

An annual transfer is made from the general reserve to provide for this.

#### Friends of Felixstowe CAB Fund

This fund represents donations by Friends from fund raising events for Felixstowe Citizens Advice 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 01.04.16 £	Income £	Expenditure/ Transfers £	Balance 31.03.17 £
Rope Trust	650	26,000	26,000	650
Funds for future expenditure:-				
SCDC-telephony service	1,250		1,250	0
SCC-telephony equipment	2,000		2,000	0
National Citizens Advice-rebranding	700			700
SCDC-public computers		738		738
	<u>4,600</u>	<u>26,738</u>	<u>29,250</u>	<u>2,088</u>

### 6. EMPLOYEE COSTS

Employee costs for the period were as follows:-

	YEAR ENDED 31.03.17 £	YEAR ENDED 31.03.16 £
Wages and salaries	86,638	87,938
Employer's NIC	2,990	4,081
Defined contribution pension costs	124	0
Operating costs of pension scheme	564	0
	<u>90,316</u>	<u>92,019</u>

The average number of employees in the period was 7 (2016: 7).

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.

# FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

### 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	31.03.17	31.03.16
	£	£	£	£	£	£
Fund balances at 31 March 2017 are represented by:						
Fixed Assets	8,010				8,010	3,088
Current Assets	19,361	43,734	9,338	2,088	74,521	53,959
Current Liabilities	(1,812)				(1,812)	(1,600)
	<u>25,559</u>	<u>43,734</u>	<u>9,338</u>	<u>2,088</u>	<u>80,719</u>	<u>55,447</u>

### 9. FINANCIAL INSTRUMENTS

	2017	2016
	£	£
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	<u>1,500</u>	<u>8,175</u>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	<u>1,812</u>	<u>1,600</u>