

Company Registration Number 02258106

**Chesterfield Citizens Advice Bureau**  
**A Company Limited by Guarantee**  
**Financial Statements**  
**31 March 2018**

**Charity Number 700481**



**MCABA LIMITED T/A MITCHELLS**  
Chartered Accountants & Statutory Auditor  
91-97 Saltergate  
Chesterfield  
Derbyshire  
S40 1LA

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Financial Statements**

**Year ended 31 March 2018**

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# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Trustees' Annual Report

Year ended 31 March 2018

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2018. 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.

### Reference and Administrative Details

<b>Registered Charity Name</b>	Chesterfield Citizens Advice Bureau
<b>Charity Registration Number</b>	700481
<b>Company Registration Number</b>	02258106
<b>Principal Office</b>	6-8 Broad Pavement Chesterfield Derbyshire S40 1RP
<b>Registered Office</b>	6-8 Broad Pavement Chesterfield Derbyshire S40 1RP

### The Trustees

The trustees who served the company during the period were as follows:

Mr A Bevan (Chair)  
Mrs L Moore (Vice Chair)  
Mrs E Davis (Treasurer)  
Mr S Brittain  
Mr M Fairs  
Mr M Higginbottom  
Mrs S Hollingworth  
Mr N Redihough  
Mr D Shaw  
Mr R Siddall  
Ms T Waldron

### Chief Officer

Mr N Storer

### Auditor

MCABA Limited t/a Mitchells  
Chartered Accountants  
& Statutory Auditor  
91-97 Saltergate  
Chesterfield  
Derbyshire  
S40 1LA

### Bankers

Triodos Bank NV  
Brunel House  
11 The Promenade  
Bristol  
BS8 3NN

Unity Trust Bank Plc  
Nine Brindleyplace  
Birmingham  
B1 2HB

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees' Annual Report** *(continued)*

**Year ended 31 March 2018**

## **Structure, governance and management**

### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 13th May 1988 and registered as a charity on 27th September 1988. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. This was revised and adopted at the Board Meeting on 18th November 2010. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Chesterfield Citizens Advice Bureau is a company limited by guarantee not having a share capital and has obtained exemption with the Companies Act to dispense with the word Limited as part of the company name.

### **Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve a period of three years after which they must be re-elected at the next Annual General Meeting.

The maximum number of trustees shall be fifteen and the minimum number three.

The trustees who served during the year under review and up to the date of this report are shown in the Company Information set out on page 1. Elected Members are appointed on an annual basis.

The company holds Annual General and Public Meetings every year. The meetings for this year are to be held on 6<sup>th</sup> November 2018.

### **Trustee Induction and Training**

Training and induction for newly appointed trustees in the year is provided by the central region of Citizens Advice and the Chief Officer.

### **Public Benefit**

The Citizens Advice Bureau service is independent and provides free, confidential, impartial advice to everyone regardless of race, gender, sexuality or disability.

As a member of Citizens Advice, the aims of Chesterfield Citizens Advice Bureau are:

- (i) to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities, or of the service available to them, or through an inability to express their needs effectively and, equally
- (ii) to exercise a responsible influence on the development of social policies and services, both locally and nationally.

The trustees confirm that they have complied with their duties under Section 17(s) of the 2011 Charities Act with regard to Public Benefit.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees' Annual Report** *(continued)*

**Year ended 31 March 2018**

## ***Risk Management***

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and the finances of the Charity, and are satisfied that systems are in place to mitigate exposure to the major risks. Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources during the year. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

Chesterfield Citizens Advice Bureau's business plan includes service development, funding, risk analysis, training and diversity action plans. Progress towards the action plans is reviewed by the Committee four times a year. The full business plan is reviewed in April each year. Since launching the business plan, the trustees have refined the process into a three-year rolling programme.

## ***Organisational Structure***

The Chesterfield Citizens Advice Bureau board of trustees meets on a quarterly basis and are responsible for the strategic direction and policy of the charity. At present the board of trustees consists of eleven members from a variety of professional backgrounds relevant to the work of the charity. Sub committees meet to review finance, human resources and funding.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Chief Officer. The Chief Officer has responsibility for the day to day operational management of the Bureau, individual supervision of the staff team and ensuring that the team continue to develop their skills and working practices in line with good practice.

## ***National Association of Citizens Advice Bureaux***

Chesterfield Citizens Advice Bureau is a member of the National Association of Citizens Advice Bureaux (Company Number 02258106 and Registered Charity 700481) who provide guidance, encouragement, training and support.

## ***Objectives and activities***

The company's objectives are to promote any charitable purpose for the benefit of the community in the Borough of Chesterfield by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress. In particular the company operates as a Citizens Advice Bureau under the Membership Scheme of the National Association of Citizens Advice Bureaux.

The Bureau provides free, confidential, impartial and independent advice on a range of topics, including debt and benefits.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Trustees' Annual Report *(continued)***

**Year ended 31 March 2018**

The Bureau has been based at 6-8 Broad Pavement in Chesterfield since 1987. The Company also operates outreach services in GP Surgeries in Chesterfield Children's Centres in Chesterfield.

The Bureau relies heavily on the work of its volunteers to maintain the service which it provides, the costs of the volunteers other than expenses paid are not included within the accounts. The board of trustees offer their thanks to the volunteers for the work they do, without which the Bureau could not operate effectively.

### ***Mission Statement***

(i) to provide an effective, high quality generalist advice service within the aims and principles of the Citizens Advice Bureau Service accessible to the whole community.

(ii) to provide high quality specialist and casework services for Chesterfield in our priority areas of poverty, financial hardship, health and disability.

(iii) to promote and direct our service to those people who are most in need throughout Chesterfield.

(iv) to provide a level of service appropriate to the needs of the individual and, wherever possible, to empower people through the provision of information and advice.

(v) to develop our service in response to the needs of the individuals within the local community.

(vi) to ensure our service is non-judgemental, and our policies of confidentiality and impartiality are strictly adhered to.

(vii) to develop our equal opportunities policies, including positive action where appropriate.

(viii) to produce social policy evidence and reports to maximise influence on legislators and policy makers.

(ix) to work with other agencies to ensure people receive the best available help for their needs.

(x) to offer training, learning and personal development opportunities to those wishing to work within the advice sector in a voluntary or paid capacity.

### **Achievements and performance**

In 2017/18, Chesterfield Citizens Advice Bureau have reported:

- advice and information given to 6,306 people new to the bureau
- dealing with 19,915 enquiries
- financial gains for clients of £5,614,845 in the year
- debts managed for clients of £4,609,153 in the year.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees' Annual Report** *(continued)*

**Year ended 31 March 2018**

## **Financial review**

### ***Reserves Policy***

Chesterfield Citizens Advice Bureau is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The Bureau will maintain a projection of income for at least twelve months ahead and will ensure that this continues to be derived from as wide a variety of sources as possible. They will take all necessary steps to ensure that at no time within this period would it be possible for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed so as to continue to provide a best value advice service.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the trustees have determined that 'free' reserves should ideally be maintained equal to between three and six months normal operating expenditure. This is currently estimated at between £120,000 and £240,000. The level of unrestricted free reserves at the balance sheet date is £251,348.

### ***Main sources of financial support***

(i) Chesterfield Citizens Advice Bureau's core funder, Chesterfield Borough Council, has provided funding since the Bureau's inception in 1987. This funding covers the front-line generalist advice service, training of voluntary advice workers, management of the Bureau, monitoring and maintenance of standards of work and debt and disability casework.

(ii) The Big Lottery Reaching Communities Fund, three year grant awarded in April 2017 enables the Bureau to support and manage a specialist worker conducting targeted work for those who are financially excluded.

(iii) The Bureau continues to receive funds from the East Midlands Money Advice Project (EMMA), a large-scale project funded by the government department of Business Innovation and Skills (BIS). Responsibility for this service has transferred to the Money Advice Service (MAS).

(iv) Derbyshire County Council (DCC) has provided funding for the provision of advice in GP practices together with specific funding for debt advice.

(v) Derbyshire County Council has provided funding for a project working with families in vulnerable situations through Children's centres and other community venues

(vi) The Bureau received funding from North East Derbyshire CAB (financially supported by Big Lottery Fund) for collaborative working for advice and support to patients and their families regarding accessing welfare benefits and other forms of financial support.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

**Trustees' Annual Report** *(continued)*

**Year ended 31 March 2018**

## **Plans for future periods**

Chesterfield Citizens Advice Bureau strives to deliver quality accessible advice services which are relevant and responsive to our local community. We are aware this will be against a backdrop of difficult national economic pressures on external funding. We will seek to establish strong relationships with key funding agencies and promote the brand and activities of Citizens Advice Bureau throughout Chesterfield and North Derbyshire.

We will source new project funding as opportunities become available locally and nationally. We will seek to work collaboratively with appropriate organisations that share our values in order to work efficiently, maximise income generation and ensure our clients get the help they need.

## **Responsibilities of the Trustees**

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

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.



# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

Trustees' Annual Report *(continued)*

Year ended 31 March 2018

## Auditor

MCABA Limited t/a Mitchells are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

## Small Company Provisions

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

Registered office:  
6-8 Broad Pavement  
Chesterfield  
Derbyshire  
S40 1RP

Signed on behalf of the trustees



Mr A Bevan  
Chair

24 July 2018

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Independent Auditor's Report to the Members of Chesterfield Citizens Advice Bureau**

**Year ended 31 March 2018**

### **Opinion**

We have audited the financial statements of Chesterfield Citizens Advice Bureau for the year ended 31 March 2018 which comprise the statement of financial activities, the balance sheet, the cash flow statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland*.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Independent Auditor's Report to the Members of Chesterfield Citizens Advice Bureau (continued)**

**Year ended 31 March 2018**

### **Other information (continued)**

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

# **Chesterfield Citizens Advice Bureau A Company Limited by Guarantee**

## **Independent Auditor's Report to the Members of Chesterfield Citizens Advice Bureau (continued)**

**Year ended 31 March 2018**

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



ANDREW MCDAID ACA FCCA (Senior Statutory Auditor)  
For and on behalf of  
MCABA LIMITED T/A MITCHELLS  
Chartered Accountants & Statutory Auditor

91-97 Saltergate  
Chesterfield  
Derbyshire  
S40 1LA

20/08/18

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Statement of Financial Activities (Incorporating the Income and Expenditure Account)

Year ended 31 March 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>Income:</b>					
<i>Income from charitable activities:</i>					
Operation of Citizens Advice Bureau	3	435,279	65,546	500,825	546,034
Income from investments	2	42	-	42	219
<b>Total income</b>		<u>435,321</u>	<u>65,546</u>	<u>500,867</u>	<u>546,253</u>
<b>Expenditure:</b>					
<i>Expenditure on charitable activities:</i>					
Operation of Citizens Advice Bureau	4	(415,938)	(65,546)	(481,484)	(532,276)
<b>Total expenditure</b>		<u>(415,938)</u>	<u>(65,546)</u>	<u>(481,484)</u>	<u>(532,276)</u>
<b>Net income/(expenditure) and net movement in funds for the year</b>		19,383	-	19,383	13,977
<b>Reconciliation of Funds</b>					
Total funds brought forward		231,965	-	231,965	217,988
<b>Total Funds Carried Forward</b>		<u>251,348</u>	<u>-</u>	<u>251,348</u>	<u>231,965</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 14 to 22 form part of these financial statements.

**Chesterfield Citizens Advice Bureau  
A Company Limited by Guarantee**

**Balance Sheet**

**31 March 2018**

	Note	2018 £	2017 £
<b>Fixed Assets</b>			
Tangible assets	9	-	374
		<u>-</u>	<u>374</u>
<b>Current Assets</b>			
Debtors	10	5,173	4,941
Cash at bank and in hand		287,610	276,153
		<u>292,783</u>	<u>281,094</u>
<b>Creditors: Amounts falling due within one year</b>	11	<b>(28,085)</b>	<b>(34,475)</b>
		<u>264,698</u>	<u>246,619</u>
<b>Net Current Assets</b>		<b>264,698</b>	<b>246,619</b>
<b>Total Assets Less Current Liabilities</b>		<u><b>264,698</b></u>	<u><b>246,993</b></u>
<b>Provisions for liabilities</b>	12	<b>(13,350)</b>	<b>(15,028)</b>
<b>Total Assets Less Liabilities</b>		<u><b>251,348</b></u>	<u><b>231,965</b></u>
<b>Funds</b>			
Unrestricted income funds	15	251,348	231,965
Restricted income funds	14	-	-
<b>Total Funds</b>		<u><b>251,348</b></u>	<u><b>231,965</b></u>

The trustees have prepared accounts in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

These financial statements were approved by the members of the committee on 24 July 2018 and are signed on their behalf by:



Mr A Bevan  
Chair

Company Registration Number: 02258106

The notes on pages 14 to 22 form part of these financial statements.

**Chesterfield Citizens Advice Bureau  
A Company Limited by Guarantee**

**Statement of Cash Flows**

**Year ended 31 March 2018**

		<b>Total Funds 2018 £</b>	<b>Total Funds 2017 £</b>
<b>Cash used in operating activities</b>	<b>19</b>	<b><u>11,415</u></b>	<b><u>10,071</u></b>
<b>Cash flows from investing activities</b>			
Interest income		<b>42</b>	219
Purchase of tangible fixed assets		-	-
<b>Cash provided by (used in) investing activities</b>		<b><u>42</u></b>	<b><u>219</u></b>
Increase/(decrease) in cash and cash equivalents in the year		<b><u>11,457</u></b>	<b><u>10,290</u></b>
Cash and cash equivalents at the beginning of the year		<b><u>276,153</u></b>	<b><u>265,863</u></b>
<b>Total cash and cash equivalents at the end of the year</b>		<b><u>287,610</u></b>	<b><u>276,153</u></b>

The notes on pages 14 to 22 form part of these financial statements.

# **Chesterfield Citizens Advice Bureau**

## **A Company Limited by Guarantee**

### **Notes to the Financial Statements**

**Year ended 31 March 2018**

#### **1. General information**

Chesterfield Citizens Advice Bureau is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 6-8 Broad Pavement, Chesterfield, Derbyshire S40 1RP.

#### **2. 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.

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

#### **3. Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

##### **a) Basis of preparation**

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

Chesterfield 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 note(s).

##### **b) Preparation of the accounts on a going concern basis**

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.

##### **c) Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to the categories of income described below:

- Contract and grant income is included as incoming resources in the period to which it relates;
- When donors specify that donations or grants are for particular restricted purposes, the income is included as incoming resources of restricted funds when receivable. Grants received are deferred and recognised through the statement of financial activities in full when conditions for receipt are complied with;
- Investment income, including gifts in kind, is included when receivable.



# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2018

### 3. Accounting policies (continued)

#### d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the voluntary workers is not recognised and refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

#### e) 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.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes.

#### f) Resources expended

Expenditure is recognised on an accruals basis as the liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

#### g) Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.

#### h) Fixed assets

All fixed assets are initially recorded at cost and depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer Equipment	-	33% straight line
Fixtures and Fittings	-	15% straight line

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2018

### 2. Income from investments

	Unrestricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£
Bank interest receivable	42	42	219

In 2017, total income of £219 related entirely to unrestricted funds.

### 3. Income from charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Big Lottery Health	21,630	-	21,630	20,605
Chesterfield Borough Council	135,495	-	135,495	124,690
Derbyshire County Council	-	-	-	66,648
Derbyshire Primary Care Trust	140,696	-	140,696	140,696
East Midlands Money Advice Project Fund	75,571	-	75,571	74,535
Income Maximisation Project	53,250	-	53,250	63,814
Big Lottery New Project	-	65,546	65,546	49,533
Comic Relief	-	-	-	2,513
Foodbank	8,637	-	8,637	-
Debt project	-	-	-	3,000
	<b>435,279</b>	<b>65,546</b>	<b>500,825</b>	<b>546,034</b>

In 2017, total income of £546,034 was split as £493,501 unrestricted, and £52,533 restricted.

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2018

### 4. Costs of charitable activities by fund type

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Big Lottery Health	22,571	-	22,571	21,043
East Midlands Money Advice Project Fund	72,093	-	72,093	74,754
Big Lottery New Reaching Communities Fund	-	65,546	65,546	50,777
Mental Health - DCC	-	-	-	61,242
PCT	136,349	-	136,349	142,226
Advice Services Transitional Fund	-	-	-	610
DCC - income Maximisation Project	57,457	-	57,457	62,222
Core Services - Chesterfield Borough Council	118,226	-	118,226	116,402
Foodbank	9,242	-	9,242	-
Debt fund	-	-	-	3,000
	<b>415,938</b>	<b>65,546</b>	<b>481,484</b>	<b>532,276</b>

### 5. Costs of charitable activity by activity type

All costs of charitable activities relate to activities undertaken directly. In 2017, total expenditure of £532,276 was split as £477,889 unrestricted and £54,387 restricted.

### 6. Governance costs

	Unrestricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£
Audit fees	4,500	4,500	4,500
	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>

### 7. Net income resources for the year

This is stated after charging:

	2018	2017
	£	£
Staff pension contributions	13,343	15,688
Depreciation	374	3,209
Auditor's fees	4,500	4,500

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2018

### 8. Staff costs and emoluments

Total staff costs were as follows:

	2018	2017
	£	£
Wages and salaries	345,870	387,474
Social security costs	25,598	29,419
Other pension costs	13,343	15,688
	<b>384,811</b>	<b>432,581</b>

#### Particulars of employees:

The average monthly number of employees and full time equivalent (FTE) during the year was as follows:

	2018	2018	2017	2017
	No	FTE	No	FTE
Chief Officer	1	1	1	1
Counselling, advice and information	6	6	9	7
Outreach work	7	5	6	5
Administration and support	3	3	3	3
	<b>17</b>	<b>15</b>	<b>19</b>	<b>16</b>

No employee received remuneration of more than £60,000 during the year (2017: £60,000).

### 9. Tangible fixed assets

	Computer Equipment £	Fixtures & Fittings £	Total £
<b>Cost</b>			
At 1 April 2017	16,773	2,228	19,001
Additions	-	-	-
Disposals	-	-	-
<b>At 31 March 2018</b>	<b>16,773</b>	<b>2,228</b>	<b>19,001</b>
<b>Depreciation</b>			
At 1 April 2017	16,399	2,228	18,627
Charge for the year	374	-	374
On disposals	-	-	-
<b>At 31 March 2018</b>	<b>16,773</b>	<b>2,228</b>	<b>19,001</b>
<b>Net Book Value</b>			
At 31 March 2018	-	-	-
At 31 March 2017	374	-	374

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2018

### 10. Debtors

	2018	2017
	£	£
Prepayments	5,173	4,941
	<u>5,173</u>	<u>4,941</u>

### 11. Creditors: Amounts falling due within one year

	2018	2017
	£	£
Trade creditors	5,146	285
PAYE and social security	9,051	7,948
Accruals and deferred income	13,669	26,087
Other creditors	219	155
	<u>28,085</u>	<u>34,475</u>

### 12. Provisions for liabilities

	2018	2017
	£	£
Provision at 1 April 2017	15,028	15,872
Released during the year	(1,678)	(844)
Additional provision	-	-
Provision at 31 March 2018	<u>13,350</u>	<u>15,028</u>

The provision relates to the Citizens Advice's pension liability of £13,350 (2017: £15,028).

### 13. Pensions

Chesterfield Citizens Advice Bureau participates in The Pensions Trust's Growth Plan. The Plan is funded and is not contracted-out of the State scheme. The Plan is a multi-employer pension plan.

Contributions paid into the Plan up to and including September 2001 were converted to defined amounts of pension payable from normal retirement date. From October 2001 contributions were invested in personal funds which have a capital guarantee, and which are converted to pension on retirement, either within the Plan or by the purchase of an annuity.

The Bureau paid contributions at the rate of 8% for employees under forty and 10% for employees over forty during the accounting period. Members paid contributions at the rate of 4% during the accounting period.

As at the balance sheet date there were ten active members of the Plan employed by Chesterfield Citizens Advice Bureau. Chesterfield Citizens Advice Bureau continues to offer membership of the Plan to its employees.

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2018

### 14. Commitments under operating leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>Land and buildings</b>	
	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Not later than 1 year	<b>19,525</b>	15,950
Later than 1 year and not later than 5 years	<b>9,581</b>	18,531
	<b><u>29,106</u></b>	<b><u>34,481</u></b>

### 15. Restricted income funds

	<b>Balance at 1 Apr 2017</b>	<b>Incoming resources</b>	<b>Outgoing resources</b>	<b>Balance at 31 Mar 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Big Lottery - New Reaching Communities Project	-	<b>65,546</b>	<b>(65,546)</b>	-
Debt Project	-	-	-	-
	<b>-</b>	<b>65,546</b>	<b>(65,546)</b>	<b>-</b>

The above restricted funds relate to specific services, which represent grants and other funding received for on-going services provided by the charity, which cannot be used for any other purposes. Where the end of the funding period differs from the charity's year end any surplus or deficit is carried forward to future accounting periods.

- (i) The Bureau receives funding from the Big Lottery New Reaching Communities Fund to fund the continuation and development of Financial Exclusion work in Chesterfield. This funding enables the Bureau to support and manage a specialist worker conducting targeted work for those who are financially excluded. Additional training for project beneficiaries was also provided.

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2018

### 16. Unrestricted income funds

	Balance at 1 Apr 2017	Incoming resources	Outgoing resources	Transfers	Balance at 31 Mar 18
	£	£	£	£	
General Funds	231,965	435,231	(415,938)	-	251,348
	231,965	435,231	(415,938)	-	251,348

The General fund are funds which the Management Committee is free to use in accordance with the charitable objectives.

### 17. Contingencies

Chesterfield Citizens Advice Bureau participates in The Pensions Trust's Growth Plan (the Plan). The scheme actuary provides an annual update of the buy-out funding position of the Plan as at 30 September each year. The estimated employer liability on withdrawal from the Plan at 30 September 2017 was calculated at £37,925 (2016: £42,339).

The debt liability will not crystallise as long as the Bureau does not withdraw from the Plan. It will however crystallise within one year of the last active member leaving the Plan.

Should the Bureau withdraw, the actual debt figure would have to be calculated by the scheme actuary at the date of withdrawal and additional actuarial fees would be incurred.

### 18. Deferred Income

	<b>2018</b>
	£
At 1 April 2017	<b>11,559</b>
Additions during the year	-
Amounts released to income	<b>(11,559)</b>
At 31 March 2018	<u>-</u>

Grants are deferred when they contain conditions that require the performance of a specified service where payment is conditional on a specified output being achieved. Income is recognised in the Statement of Financial Activities as income from charitable activities as the service is delivered.

# Chesterfield Citizens Advice Bureau A Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 March 2018

### 19. Reconciliation of net movement in funds to net cash flow from operating activities

	2018	2017
	£	£
Net movement in funds	19,383	13,977
Add back depreciation charge	374	3,209
Deduct interest income shown in investing activities	(42)	(219)
Decrease/(increase) in debtors	(231)	(144)
Increase/(decrease) in creditors	(8,068)	(6,752)
Net cash used in operating activities	<u>11,415</u>	<u>10,071</u>

### 20. Trustee remuneration and related party transactions

No emoluments were received by the Board of Trustees in their capacity as Trustees in the year.

During the year, expenses of £Nil were paid to one Trustee in respect of travel expenses (2017: £92).

There were no related party transactions undertaken in the year.

The key management personnel of the charity consists of the Chief Officer only. The total employee benefits of the key management personnel of the charity were £39,125 (2017: £38,699).

### 21. Company limited by guarantee

Chesterfield Citizens Advice Bureau is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.