

Company Registration Number: 07570403 (England and Wales)

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 March 2020

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



CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

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CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

COMPANY INFORMATION AS AT 31 MARCH 2020

CONSTITUTION

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

DIRECTORS

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

TRUSTEES

D. Savage (chairperson)
S. Robinson
R. Foyster (also company secretary)
D. Wardle
D. Leney (resigned 17 September 2020)
V. Falconer (resigned 12 August 2020)
J. Sennington
M. Doughty
R. Guthrie (treasurer, appointed 17th October 2019)

REPRESENTATIVE TRUSTEES

G. Newman (Suffolk County Council)
M Jepson (East Suffolk Council)

REGISTERED CHARITY NUMBER 1141766

REGISTERED COMPANY NUMBER 07570403

REGISTERED OFFICE Waterfront House
Wherry Quay
Ipswich
Suffolk
IP4 1AS

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

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

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

CITIZENS ADVICE – FELIXSTOWE & DISTRICT LTD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

The Trustees present their annual report with the financial statements of the company for the year ended 31 March 2020. 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

When asked to write this foreword I realised that I had to cast my mind back to last year principally, and a time when life had some normality to it! It has been hard to do that as life is now subsumed by Coronavirus and the knock-on effects this is having to all our lives. However, I will try and recollect as much of last year as I can and make some sense of this foreword.

The main thing that comes to mind regarding last year is the threat that was posed to our service when the County Council decided to withdraw funding to all Suffolk CA's. We had been warned to expect a reduction in funding, but not the draconian measures that subsequently followed. Losing a large chunk of income as you can imagine was a serious threat to all services.

There followed a large outcry from press, TV and the public as to the actions taken by the County Council with the result that 50% of funding was reinstated for 2019/20 but this reinstatement carried with it no commitment to future funding, and the requirement to agree to a consultation looking at the future of Suffolk CA's with a view to making substantial savings!

Whilst all the negotiations over funding were taking place the CCG intervened and agreed to pay the remaining 50% of annual funding putting us in the position of receiving the annual grant that we had originally expected. Added to that came the very generous offer of additional funding from the Rope Trust – what an amazing organisation that is – thus with the funding from the County council and CCG put us in a financial position akin to our predicted budget for the year.

On paper written in this way does not indicate the concern and additional work to which our Manager, Graham Page, was put. However, with the help of our new treasurer Roger Guthrie and guidance from the financial officer at National CitA the final accounts as presented have been achieved.

The surplus achieved as shown in these accounts – whilst being partly attributable to grants received to help manage & support our clients affected by the Coronavirus situation, is most welcome particularly considering that further ongoing funding reductions are being considered. Our reserves we are expected to hold will naturally have to increase to reflect increases in expenditure and the need to update potential redundancy figures following a further qualifying year of employment.

CITIZENS ADVICE – FELIXSTOWE & DISTRICT LTD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

As always there are many people to thank for the continuing success of our Felixstowe Citizens Advice not least Graham Page, but the volunteer advisers, paid staff, my fellow Trustees and our Accountants Beatons whose generosity in waiving their fee for preparing these accounts enables the services we provide to continue in the way that they do for the benefit of all the people who seek the help of Citizens Advice - Felixstowe.

FINANCIAL REVIEW

As explained elsewhere in the Annual Report the core activities of Felixstowe Citizens Advice have been as much in demand as ever but we have in addition completed the first full year of delivery of the Universal Credit – Help to Claim programme and in July 2019 we commenced the delivery of the Social Prescribing programme. As I explain further below, these two programmes have helped us achieve a financial surplus for the year of £43,203 compared to a deficit of £4,313 in the prior year and as a result our year end reserves are increased from £69,445 to £112,648.

Our total income in the year was £221,040 (2018/19 £138,819) made up of unrestricted 'core' funding of £131,954 (2018/19 £109,038) and restricted programme related income of £89,086 (2018/19 £29,781). This increasing trend towards programme specific funding means that our future financial position is increasingly dependent on the continuing availability of and success in securing such income sources.

By contrast our costs are largely fixed and totalled £177,837 (2018/19 £143,132). The increase in expenditure is explained by the extra costs of delivering the two new programmes referred to above.

While the financial surplus in 2019/20 is to be welcomed it is important to appreciate that although the additional income arising from Help to Claim and Social Prescribing is expected to continue into 2020/21 there is no guarantee of their renewal thereafter. The funding of these two programmes covers not only the direct costs of delivering those programmes but also a contribution to our fixed overheads of approximately £28,000 so our overall surplus for 2019/20 is largely attributable to these two programmes.

Looking at our unrestricted core funding in more detail we received grants of £57,700 from East Suffolk District Council (2018/19 £57,700) and £15,237 from Suffolk County Council (2018/19 £30,473). The shortfall in the County Council grant was made up by a contribution of £15,237 from East and West Suffolk CCG. Taken together with specific Covid funding grants and donations from Town and Parish Councils and others our total core funding amounted to £131,954.

Our future ability to meet our fixed costs consequently remains heavily dependent upon the District and County Council Grants both of which are currently under review. While we are very appreciative of these grants it is worth noting that our volunteers delivered approximately 13,000 hours of free time in 2019/20 which equates to £250,000 worth of salary costs. This means that each £1 of Core Council and CCG funding helps deliver approximately £2.85 of free support and advice which would to a significant extent otherwise fall back on those Councils. These grants therefore provide a very significant net cost benefit to our local Councils and Communities.

We must also once again thank The Mrs L D Rope Charitable Trust for their invaluable support without which our service to the Community would be much diminished. In addition to their

CITIZENS ADVICE – FELIXSTOWE & DISTRICT LTD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

annual contribution of £27,000 towards our debt and other advisory support programmes the charity also contributed an additional £5,000 towards our core funding.

The surplus for the year has enabled us to increase our reserves which is much to be welcomed at a time of increasing financial uncertainty.

We would like to place on record our thanks to Beatons Group, our Independent Examiners who have again assisted with the production of the annual accounts and for kindly donating to us their annual fee of £1,000.

Looking ahead to 2020/21, we are confident that we will continue to receive a similar level of programme funding income as in 2019/20 and we have in addition secured some additional grants to help us respond to specific needs arising from the Covid 19 pandemic. Our short-term financial health is therefore secure but the medium term is dependent upon the continuing support of our core funding bodies.

RECRUITMENT PROCESS FOR NEW TRUSTEES

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

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

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

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

CITIZENS ADVICE – FELIXSTOWE & DISTRICT LTD

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

RESERVES POLICY

The Trustees have reviewed our existing Reserves Policy and in the light of increased uncertainty about future funding have resolved to increase our target free reserves to six months expenditure after setting aside specific designated funds as set out in note 5 to the accounts.

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:



Doreen Savage MBE
Chairman – Trustee Board

Approved by the trustees:
Date: 14th January 2021

Independent Examiner's Report to the Trustees of Citizens Advice - Felixstowe & District Ltd

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2020 which are set out on pages 7 to 16.

Responsibilities and basis of report

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

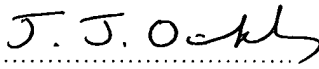
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

Independent examiner's statement

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

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

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


Jonathan Oakley F.C.A.

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

14th January 2021

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2020**

	General Fund Unrestricted £	Designated Contingency Fund Unrestricted £	Friends of Felixtowe CA Fund Unrestricted £	Other Restricted Funds Restricted £	Total Year Ended 31.03.20 £	Total Year Ended 31.03.19 £
INCOME AND EXPENDITURE						
Incoming Resources						
ESDC Grant	57,700			3,405	61,105	58,239
SCC Grant	15,237			1,409	16,646	30,473
East and West Suffolk CCG	15,237				15,237	-
Suffolk Community Association	5,000				5,000	-
Leiston/Saxmundham CA	1,584				1,584	1,584
Felixstowe Town Council	2,500			900	3,400	3,500
Parish Council Grants	1,860				1,860	200
Citizens Advice-Energy Advice	7,253				7,253	3,750
Citizens Advice-Universal Credit				25,843	25,843	4,830
Citizens Advice-Social prescribing				27,849	27,849	-
HMP Hollesley Bay	-				-	2,250
Other Grants and Donations	4,912			2,680	7,592	5,427
Friends Fund Raising	-		200		200	200
The Rope Trust - Grants	5,000			27,000	32,000	26,000
Small Business Covid 19 Grant	10,000				10,000	-
Sundry Income	5,471				5,471	2,366
Total Incoming Resources	131,754	-	200	89,086	221,040	138,819
Resources Expended						
Administration Expenses	86,205			88,099	174,304	139,459
Depreciation	3,533				3,533	3,673
Total Resources Expended	89,738	-	-	88,099	177,837	143,132
Net Incoming Resources for the year	42,016	-	200	987	43,203	(4,313)
Fund balances brought forward at 1 April 2019	17,323	41,734	9,738	650	69,445	73,758
Transfer between funds	(22,557)	22,557	-	-	-	-
Fund Balances carried forward at 31 March 2020	36,782	64,291	9,938	1,637	112,648	69,445

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

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

ADMINISTRATION EXPENSES FOR THE YEAR ENDED 31 MARCH 2020

	Year Ended 31.03.20 Total £	Year Ended 31.03.19 Total £
EXPENDITURE		
Salaries	117,821	95,877
Travelling Expenses	6,227	4,917
Training Costs	881	913
Repair, Maintenance & Cleaning	8,354	2,919
I.T Support	4,847	4,741
Rates	1,237	1,551
Rents	11,086	11,015
Insurance	1,716	1,631
Heat & Light	2,229	1,982
Telephones	2,214	1,874
Printing & Stationery	1,902	1,443
Subscriptions	3,553	3,743
Postages	1,919	1,974
Equipment leases	3,555	1,848
Sundry Expenses	2,215	2,031
Grant funded client disbursements	1,635	0
Office Equipment	1,913	0
Independent Examiners fee (donated)	1,000	1,000
TOTAL EXPENSES	<u>174,304</u>	<u>139,459</u>

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

BALANCE SHEET
AS AT 31 MARCH 2020

	Notes	31.03.20		31.03.19	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	2		8,291		11,824
CURRENT ASSETS					
Prepayments		1,848		1,848	
Accrued income		23,956		-	
Cash at Bank and in hand		84,055		57,064	
		<u>109,859</u>		<u>58,912</u>	
CURRENT LIABILITIES					
Accruals and deferred income		<u>(5,502)</u>		<u>(1,291)</u>	
NET CURRENT ASSETS			104,357		57,621
NET ASSETS			<u>112,648</u>		<u>69,445</u>
REPRESENTED BY FUNDS 5					
Unrestricted Funds					
Friends of Felixstowe Citizens Advice Bureau			9,938		9,738
Designated Contingency Funds			64,291		41,734
General Fund			36,782		17,323
Restricted Funds					
Other			1,637		650
			<u>112,648</u>		<u>69,445</u>

For the financial period ended 31 March 2020 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.


Roger Guthrie - Trustee
Citizens Advice - Felixstowe & District Ltd
Date: 14th January 2021

Company Registration No. 07570403

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

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1. STATEMENT OF ACCOUNTING POLICIES

Basis of preparation

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

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

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

The charity does not include a cash flow statement on the grounds that it is a small charity.

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.

Going concern

Since the balance sheet date there has been widespread disruption to the UK economy due to the emergence of the Covid19 pandemic. The continuing effect of the pandemic on the UK economy remains uncertain. However to date we have continued to receive support from Councils, our donors, and the UK government, through their Covid support measures. At the time of signing these accounts the Trustees have assessed the current financial position of the company, its action plans, and its access to cash resources in the next 12 months. Based on this, the Trustees are confident that the charity will have adequate resources to continue operational existence for the foreseeable future and consider it appropriate to prepare the financial statements on a going concern basis.

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

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1. STATEMENT OF ACCOUNTING POLICIES (CONTINUED)

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.

Income Recognition

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

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

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

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

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

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

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

Judgements and key sources of estimation uncertainty

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

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

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

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.

Leasing and hire purchase commitments

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

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

Fund accounting

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

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

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

Debtors and creditors receivable/payable within one year

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

Cash and cash equivalents

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

Provisions

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

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1. STATEMENT OF ACCOUNTING POLICIES (CONTINUED)

Financial Instruments

Basic financial assets

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

Other financial assets

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

Classification of financial liabilities

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

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

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

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

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

2. TANGIBLE FIXED ASSETS

	Fixtures, fittings & equipment £	Total £
Cost		
At 1 April 2019	53,956	53,956
Additions	-	-
Disposals	-	-
At 31 March 2020	<u>53,956</u>	<u>53,956</u>
Depreciation		
At 1 April 2019	42,132	42,132
Charge for year	3,533	3,533
Disposals	-	-
At 31 March 2020	<u>45,665</u>	<u>45,665</u>
Net book value at 31 March 2020	<u>8,291</u>	<u>8,291</u>
At 1 April 2019	<u>11,824</u>	<u>11,824</u>

3. REVENUE COMMITMENTS

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

	Land and buildings		Other	
	YEAR ENDED 31.03.20 £	YEAR ENDED 31.03.19 £	YEAR ENDED 31.03.20 £	YEAR ENDED 31.03.19 £
Within 1 year	2,772	11,086	1,416	-
Within 2 - 5 years	-	2,772	4,954	-
More than five years	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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

£11,086 of rental payments for the property have been recognised as an expense during the year.

4. NET INCOMING RESOURCES FOR THE PERIOD

	YEAR ENDED 31.03.20 £	YEAR ENDED 31.03.19 £
Net incoming resources for the year are stated after charging:		
Independent Examiner's Fees	1,000	1,000
Payroll Services	1,563	1,446
	<u>2,563</u>	<u>2,446</u>

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

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

5. FUNDS

General Fund

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

Designated Funds

Designated funds represents amounts set aside by Trustees for specific purposes, as follows:

	Balance 01.04.19	Income	Expenditure/ Transfers	Balance 31.03.20
	£	£	£	£
Fixed asset reserve	11,824	-	(3,533)	8,291
Contractual commitments reserve	28,910	-	7,090	36,000
Development reserve	1,000	-	4,000	5,000
Covid reserve	-	-	15,000	15,000
	<u>41,734</u>	<u>-</u>	<u>22,557</u>	<u>64,291</u>

The fixed asset reserve represents the book value of fixed assets.

The contractual commitments reserve represents the costs which would potentially arise on cessation of activities.

The development reserve represents amounts set aside for specific development activities.

The covid reserve represents amounts received to help support the charity during the Covid pandemic.

Friends of Felixstowe CAB Fund

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

Restricted Funds

Restricted funds comprise the following:

	Balance 01.04.19	Income	Expenditure/ Transfers	Balance 31.03.20
	£	£	£	£
Rope Trust	650	27,000	27,000	650
National Citizens Advice- Universal Credit	-	25,843	25,843	0
National Citizens Advice - Social Prescribing	-	27,849	27,849	0
Other grants and donations	-	8,394	7,407	987
	<u>650</u>	<u>89,086</u>	<u>88,099</u>	<u>1,637</u>

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.

6. EMPLOYEE COSTS

Employee costs for the period were as follows:-

	YEAR ENDED 31.03.20	YEAR ENDED 31.03.19
	£	£
Wages and salaries	111,164	91,546
Employer's NIC	4,737	3,285
Defined contribution pension costs	1,920	1,046
	<u>117,821</u>	<u>95,877</u>

The average number of employees in the period was 7 (2019: 6).

There were no high paid employees earning more than £60,000.

7. TRUSTEES EXPENSES

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

CITIZENS ADVICE - FELIXSTOWE & DISTRICT LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Fund Unrestricted £	Designated Funds Unrestricted £	Friends of Felixtowe CAB Fund Unrestricted £	Other Funds Restricted £	Total 31.03.20 £	Total 31.03.19 £
Fund balances at 31 March 2020 are represented by:						
Fixed Assets		8,291			8,291	11,824
Current Assets	42,284	56,000	9,938	1,637	109,859	58,912
Current Liabilities	(5,502)				(5,502)	(1,291)
	<u>36,782</u>	<u>64,291</u>	<u>9,938</u>	<u>1,637</u>	<u>112,648</u>	<u>69,445</u>

9. FINANCIAL INSTRUMENTS

	2020 £	2019 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	<u>23,956</u>	<u>0</u>
Carrying amount of financial liabilities		
Measured at amortised cost	<u>5,502</u>	<u>1,291</u>