

Company Registration Number: 07570403 (England and Wales)

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

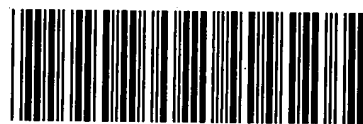
REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2016

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 2016

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FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

BUREAU INFORMATION AS AT 31 MARCH 2016

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:

ELECTED TRUSTEES

S. Robinson	
R. Foyster	(also company secretary)
D. Wardle	
D. Leney	
D. Savage (and SCDC Representative)	Appointed 16 June 2015
V. Falconer	Appointed 18 June 2015
J. Sennington	Appointed 18 June 2015

REPRESENTATIVE TRUSTEES

G. Newman (Suffolk County Council)	
S. Mecrow (Advisers' Representative)	Resigned 18 February 2016
S. Harvey (SCDC Representative)	Appointed 1 July 2015

REGISTERED CHARITY NUMBER 291519

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

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

The Trustees present their annual report with the financial statements of the bureau for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRSSE) 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

2015/16 has been another busy and successful year for our Bureau serving Felixstowe and the surrounding communities. The number of clients seen by our Advisers, most of whom are volunteers, remains similar but with ever increasingly complex and interrelated issues. The service provided by our Advisers is highly valued as they help and guide our clients through the complexities of modern life.

This year the Bureau had its triennial MOT with its audit by the central Citizens Advice organisation. The audit looked at all aspects of the Bureau's activities including quality of advice, management, finance and governance. The Bureau's accreditation to Citizens Advice depends on the outcome of the audit. There are only two possible outcomes, pass or fail, and we passed. On behalf of the Trustees I would like to congratulate our outstanding manager, Graham Page, his deputy Jane London and all his team on this outcome. This is likely to be the last audit of this type as Citizens Advice is moving towards a real time overview of quality of advice, a system which Felixstowe is helping to pilot. The relationship between Citizens Advice and individual bureaux is being modified and fine tuned through a new membership agreement about which we are currently being consulted.

We aim to provide an attractive, welcoming and comfortable venue for our clients and a working environment which is fit for purpose for our Advisers. We have been sprucing up our premises both internally and externally during the year. The external painting has begun to incorporate the rebranding which all Bureaux have been required to carry out. Internally we are providing better seating and additional furniture. We are converting a former kitchen area to provide a new home for our Money Advisers – thus creating new space in the general office for our telephone advisers and we are also installing new telephony equipment which will enable us to take an active part in the Citizens Advice telephone AdviceLine Service. I would like to thank our Trustees Graham Newman, Susan Harvey and Doreen Savage who have been generous in their support for these projects. We also provide a venue for Pensionwise advisers to deliver information on the new pension rules and regulations and we have noticed that clients of this service, from a wide area, like to visit our premises.

We continue to receive vital financial core funding from Suffolk Coastal District Council and Suffolk County Council and we are immensely grateful that, during this period of stringent local authority cutbacks, they have been able to continue to support our vital community work. We are also extremely grateful to the Rope Trust without whose help we would struggle to provide the

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

debt and financial advice which is so necessary for our clients. We have received generous contributions from Felixstowe Town Council and the Parishes and from many friends and supporters. We have benefitted from being a chosen charity of Doreen Savage during her year as Mayor which has given us not only a welcome financial boost but also a lot of fun! Our Auditors, Beatons, generously provide their services free of charge.

On behalf of Citizens Advice - Felixstowe and District, thank you to all of you who attend our AGM, who represent our community and who support our work throughout the year.

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:

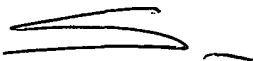
- Inform the new trustee about the roles and responsibilities a trustee board member is expected to carry out;
- Inform the new trustee about the current work of the bureau, the business and development plans, financial and staffing resources, quality and service requirements;
- Identify the knowledge,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

RESERVES POLICY

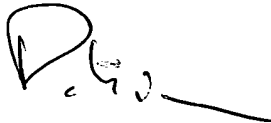
It is the policy of the charity to maintain unrestricted funds at the minimum level possible after setting aside specific contingency funds as detailed in note 5.

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: 21st June 2016

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

TREASURER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2016

The year of Account ending 31st March 2016 has been, as ever, extremely challenging but there have been some positive developments which bode well for our future financial security.

Spending has once again been very close to our annual expenditure budget which is a testament to the diligence of our manager Graham Page and all his staff. This alone is a commendable position and controlling our outgoings has become the hallmark of Felixstowe Citizens Advice's financial prudence.

However, perhaps even more significantly, this year brought forth a number of new income sources which though mostly of a 'once only' nature nevertheless have given us opportunity to supplement our reserves.

Reserves are vital to the wellbeing of any body that relies to a very large extent on public finance and other grants in order to thrive, and since the economic crash in 2009 our reserves have reduced alarmingly. This year we received some unforeseen, and indeed unforeseeable, additions to our income, explained more fully later in this report. This has allowed us to increase our balances to a more sustainable level enabling us to both finance unforeseen contingencies and remain solvent prior to the receipt of core funding at the beginning of each financial year.

It is pleasing to report that in 2015/16 Suffolk Coastal District Council and Suffolk County Council, our core funders, gave grants which were virtually unchanged from the previous year totaling £91,154 despite the further cuts they are themselves facing. An additional sum of £3,250 was also given towards funds for future expenditure. In total, this sum of £94,404 equates to approximately 70% of all our outgoings and we would cease to function without this level of support. I believe that both Council's are aware that by making these grants the savings achieved in the provision of their own statutory services will far exceed the value of the grants paid to us.

As a consequence of the global banking crash in 2009 a completely new dedicated Money Advice Service was created to support and advise the many in our local area who were and are still experiencing severe and worsening financial problems. These difficulties relate mostly to loans taken out which could not be repaid. From the outset this Service has received a substantial annual grant from the Mrs L.D. Rope 3rd Charitable Settlement Trust. At present the Trust is generously donating £14,000 per annum and this is due to rise to £16,000 in 2016/17. This grant represents some 35% of the £40,000 annual cost of the money advice service. It is self evident that without The Rope Trust's invaluable financial support, the free advice service provided for those with overwhelming debt problems would have to be severely restricted. Indeed it would not be possible to sustain the high quality of help provided by our staff and volunteers at present. We are very fortunate that the Rope Trust feels able to support this work.

In 2015 a new post was created for a Financial Capability Worker expressly to provide pro-active advice for people who may be experiencing difficulty with managing their money though not yet getting into debt. To finance this role the Rope Trust generously pledged Grants amounting to £20,000 over a two year period, in addition to the grants already provided to support the Money Advice Service. There is an obvious connection between the two activities and we are most grateful to The Trust for this new grant.

Another opportunity presented itself this year to tap into a new one-off source of finance by providing independent advice to anyone who came to us for help in choosing a better or cheaper utilities supplier. A sum of £16,350 was received from National Citizens Advice for reaching our agreed target

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

TREASURER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2016

number of people helped by 31st March 2016. This pool of funding originated from fines imposed on some large Power companies. A proportion of these fines were ordered to be divided between various charities.

Several of our volunteers have elected to forego the travelling expenses, to which they are entitled, by donating the amount paid to them back to our funds. Such donations have the added benefit of qualifying for gift aid tax relief. I would like to thank them for this generous gesture which has increased our balances for some years now by an average of £750 per year.

Each year Beatons Group provides a lot of assistance to me in preparation of these final accounts. I would like to express my gratitude for the help of their staff and in addition thank them for their generosity in waiving their annual fee once again which, as a charity, Felixstowe and District Citizens Advice greatly appreciate.

We were fortunate to be selected as one of the Felixstowe Mayor's Charities during Councillor Graham Newman's year of office, and a cheque for £4,500 was presented to us at the 2015 Civic Awards Ceremony. This is an amazing windfall and thanks go to Mr Newman for his efforts during a busy year. I know he received some help from Graham our Manager, during the year but I am assured that this assistance didn't extend to accompanying the Mayor on his fundraising walk from Lowestoft to Felixstowe!

Other income arising during the year includes a much appreciated donation from Ashtons Legal (Solicitors) from their Charitable Fund which has been used specifically to bolster our Contingency Fund.

The Friends of Felixstowe Citizens Advice raised £1,367 during the year principally from two concerts. One given by Board member David Leney's Folk Group and a second by the Ipswich Community Gospel Choir. Both events were well attended and very entertaining which rounded off an excellent year for fund raising.

Your Treasurer has survived another challenging yet fulfilling year which simply flew by. As ever I am extremely indebted to Graham, Jane, all the staff and volunteers who are so supportive of my efforts to marshal and safeguard the finances of the Felixstowe and District Citizens Advice office.



David Wardle - Hon. Treasurer.

21st June 2016

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 2016 which are set out on pages 7 to 14.

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.

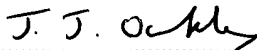
Basis of independent examiner's report

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.



J. J. Oakley F.C.A.

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

Date: 21st June 2016

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2016

	General Fund	Designated Contingency Fund	Friends of Fel CAB Fund	Other Restricted Funds	Total Year Ended 31.03.16	Total Year Ended 31.03.15
	Unrestricted £	Unrestricted £	Unrestricted £	Restricted £	£	£
INCOME AND EXPENDITURE						
Incoming Resources						
SCDC Grant	57,700	-	-	1,250	58,950	57,700
SCC Grant	33,454	-	-	2,000	35,454	33,656
Leiston/Saxmundham CAB	1,749	-	-	-	1,749	1,749
Felixstowe Town Council	1,500	-	-	-	1,500	1,500
Parish Council Grants	300	-	-	-	300	450
Suffolk Foundation Grant	-	-	-	-	-	1,671
HMP Hollesley Bay	-	-	-	-	-	1,500
Citizens Advice-Energy Advice	16,350	-	-	-	16,350	-
Citizens Advice-Pensions Advice	3,500	-	-	-	3,500	-
Citizens Advice-Rebranding	-	-	-	700	700	-
Other Grants	-	-	-	-	-	2,400
Other Donations	9,973	-	-	-	9,973	1,185
Friends Fund Raising	-	-	1,417	-	1,417	1,210
The Rope Trust - Grants	-	-	-	24,150	24,150	14,000
Sundry Income	510	-	-	-	510	403
Bank Interest Received	-	-	-	-	-	3
Total Incoming Resources	125,036	-	1,417	28,100	154,553	117,427
Resources Expended						
Administration Expenses	109,861	-	50	24,150	134,061	116,849
Depreciation	545	-	-	-	545	641
Total Resources Expended	110,406	-	50	24,150	134,606	117,490
Net Incoming Resources for the year	14,630	-	1,367	3,950	19,947	(63)
Fund balances brought forward at 1 April 2015	3,571	23,508	7,771	650	35,500	35,563
Transfer between funds	(5,226)	5,226	-	-	-	-
Fund Balances carried forward at 31 March 2016	12,975	28,734	9,138	4,600	55,447	35,500

The notes on pages 10 to 14 form part of these financial statements

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

ADMINISTRATION EXPENSES FOR THE YEAR ENDED 31 MARCH 2016

	Year Ended 31.03.16 Total £	Year Ended 31.03.15 Total £
EXPENDITURE		
Salaries	92,019	78,219
Travelling Expenses	5,451	6,532
Training Costs	1,195	1,118
Repair, Maintenance & Cleaning	2,888	2,637
External Redecoration	1,750	0
Rates	1,355	1,372
Rents	10,592	10,250
Insurance	1,663	1,637
Heat & Light	1,938	1,493
Telephones	2,501	2,295
Printing & Stationery	1,906	1,665
Subscriptions	3,856	4,202
Postages	2,297	1,746
Photocopier Lease	2,144	2,243
Sundry Expenses	1,543	1,195
Office Equipment	813	245
Rope Trust emergency fund expenses	150	0
TOTAL EXPENSES	<u>134,061</u>	<u>116,849</u>

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

BALANCE SHEET AS AT 31 MARCH 2016

	Notes	31.03.16		31.03.15	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	2		3,088		3,633
CURRENT ASSETS					
Prepayments		1,777		1,708	
Debtor		8,175		2,000	
Cash at Bank and in hand		<u>44,007</u>		<u>39,871</u>	
		53,959		43,579	
CURRENT LIABILITIES					
Accruals and deferred income		<u>(1,600)</u>		<u>(11,712)</u>	
			52,359		31,867
NET CURRENT ASSETS			<u>55,447</u>		<u>35,500</u>
REPRESENTED BY FUNDS	5				
Unrestricted Funds					
Friends of Felixstowe Citizens Advice Bureau			9,138		7,771
Designated Contingency Fund			28,734		23,508
General Fund			12,975		3,571
Restricted Funds					
Other			4,600		650
			<u>55,447</u>		<u>35,500</u>

For the financial period ended 31 March 2016 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 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).



Trustee
Felixstowe Citizens Advice Bureau
Date: 21st June 2016

Company Registration No. 07570403

The notes on pages 10 to 14 form part of these financial statements

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

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 the United Kingdom. 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 FRSSE 2015. 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 FRSSE 2015, the Charities Act 2011, the Companies Act 2006 and the 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 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.

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

Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Grants received

Income from grants and donations are included in the accounts in the appropriate year of receipt.

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.

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

1. STATEMENT OF ACCOUNTING POLICIES (CONTINUED)

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.

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

2. TANGIBLE FIXED ASSETS

	Fixtures, fittings & equipment £	Total £
Cost		
At 1 April 2015	37,494	37,494
Additions	-	-
Disposals	-	-
At 31 March 2016	<u>37,494</u>	<u>37,494</u>
Depreciation		
At 1 April 2015	33,861	33,861
Charge for year	545	545
Disposals	-	-
At 31 March 2016	<u>34,406</u>	<u>34,406</u>
Net book value at 31 March 2016	<u>3,088</u>	<u>3,088</u>
At 1 April 2015	<u>3,633</u>	<u>3,633</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 31.03.16 £	YEAR ENDED 31.03.15 £	YEAR ENDED 31.03.16 £	YEAR ENDED 31.03.15 £
Within 2 - 5 years	10,660	-	-	-
More than five years	<u>-</u>	<u>10,250</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.

4. NET INCOMING RESOURCES FOR THE PERIOD

	YEAR ENDED 31.03.16 £	YEAR ENDED 31.03.15 £
Net incoming resources for the year are stated after charging:		
Independent Examiner's Fees	<u>850</u>	<u>820</u>

The Independent Examiner's fee for the year ended 31 March 2016 is the valuation of a donated service.

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

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 01.04.15 £	Income £	Expenditure £	Balance 31.03.15 £
Rope Trust	650	24,150	24,150	650
Funds for future expenditure:-				
SCDC-telephony service	-	1,250	-	1,250
SCC-telephony equipment	-	2,000	-	2,000
National Citizens Advice-rebranding	-	700	-	700
	<u>650</u>	<u>28,100</u>	<u>24,150</u>	<u>4,600</u>

6. EMPLOYEE COSTS

Employee costs for the period were as follows:-

	YEAR ENDED 31.03.16 £	YEAR ENDED 31.03.15 £
Wages and salaries	87,938	74,879
Employer's NIC	4,081	3,340
	<u>92,019</u>	<u>78,219</u>

The average number of employees in the period was 7 (2015: 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.

FELIXSTOWE AND DISTRICT CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

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 £	31.03.16 £	31.03.15 £
Fund balances at 31 March 2016 are represented by:						
Fixed Assets	3,088	-	-	-	3,088	3,633
Current Assets	11,487	28,734	9,138	4,600	53,959	43,579
Current Liabilities	(1,600)	-	-	-	(1,600)	(11,712)
	<u>12,975</u>	<u>28,734</u>	<u>9,138</u>	<u>4,600</u>	<u>55,447</u>	<u>35,500</u>