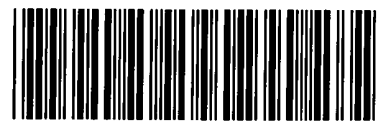


REGISTERED COMPANY NUMBER: 2845028 (England and Wales)

REGISTERED CHARITY NUMBER: 1025392

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2017
for
Bath & District Citizens Advice Bureau

TUESDAY



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COMPANIES HOUSE

Bath & District Citizens Advice Bureau

Contents of the Financial Statements
for the Year Ended 31 March 2017

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 8
Report of the Independent Auditors	9 to 10
Statement of Financial Activities	11
Statement of Financial Position	12
Statement of Cash Flows	13
Notes to the Statement of Cash Flows	14
Notes to the Financial Statements	15 to 25

Bath & District Citizens Advice Bureau

Reference and Administrative Details
for the Year Ended 31 March 2017

TRUSTEES

Ms K J Thomas (Chair) (appointed 1.12.16)
R Samuel (Chairman to 1.12.16)
A Jacklin (Vice Chairman)
Ms S Callar
R Wilkins (resigned 3.11.16)
Ms S Lindsay
R Appleyard
Ms B Abercrombie (resigned 3.8.17)
Mrs S Jones
T P Saunt (Treasurer) (appointed 3.11.16)

COMPANY SECRETARY

Mrs G Whitehead

REGISTERED OFFICE

2 Edgar Buildings
Bath
BA1 2EE

REGISTERED COMPANY NUMBER

2845028 (England and Wales)

REGISTERED CHARITY NUMBER

1025392

AUDITORS

Moore Stephens
Chartered Accountants and Statutory Auditor
30 Gay Street
Bath
BA1 2PA

BANKERS

Lloyds Bank plc
47 Milsom Street
Bath
BA1 1DN

Bath & District Citizens Advice Bureau

Report of the Trustees for the Year Ended 31 March 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity has two principal objectives. The first of which is to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities, or of the services available to them, or through an inability to express their needs effectively. Secondly the Charity aims to exercise a responsible influence on the development of social policies and services, both locally and nationally.

The Charity delivers advice and information services from four main locations across the Bath and NE Somerset area; opening Monday-Friday in at least one of these locations. It uses the name "Citizen Advice BANES" in line with the national brand identity and to reflect the geographic reach of its support and advice services throughout Bath and North East Somerset.

Public benefit

The Trustees have paid due regard to the Charity Commission guidance on public benefit in deciding activities the charity should undertake. The focus of activities of the charity is to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities, or of the services available to them, or through an inability to express their needs effectively; and equally to exercise a responsible influence on the development of social policies and services, both locally in the BANES area and nationally.

Every local Citizens Advice office is an independent, registered charity. Without funding from the Local Authority BANES, Citizens Advice BANES could not continue to provide its services to the local community.

STRATEGIC REPORT

Achievement and performance

Overview

The Charity gives advice on a wide range of issues to anybody who asks for it (although referrals will be made to neighbouring offices or advice agencies if they are in a better position to help a client with their problems). During 2016/17 Citizens Advice BANES dealt with 8,153 new enquiries from clients who needed advice about 22,977 different problems. 47% of these clients stated that they were either disabled or were suffering from a long-term health condition.

In common with other local Citizens Advice, benefits and tax credits generate the highest number of enquiries, with recent benefit changes adding to the complexity of this area of work. The success rate for benefit appeals where we have provided evidence to Tribunals is 95%.

Debt issues are the second most regular enquiry that the team receive, with an increasing number of clients presenting with debts on essential household bills including rent, council tax and utilities. Many of these enquiries involve specialist casework including bankruptcy management, debt relief orders and other debt arrangements.

Whilst the majority of clients come to ask for help with benefit or debt problems, significant minorities also present with housing, employment and family issues. These are often complex and multiple issues.

The main areas of the Charity's activities are set out below.

Generalist services

Citizens Advice BANES provides advice in consumer, money advice, welfare benefits, employment, housing, family & personal matters, taxes, immigration & nationality, health, education and discrimination.

It operates an initial advice, information, assessment and referral service from the BANES One Stop Shops in Bath, Midsomer Norton and Keynsham, offering a drop-in service alongside Council staff and other partner agencies. Clients who require specialist advice and casework are dealt with from the charity's offices in Bath or Midsomer Norton or from specialist outreach. The Adviceline telephone service is open five days a week from 10am to 4pm.

The work is primarily funded by a grant from BANES, which owns all the premises.

Wessex Water provides a fund to enable us to enhance our debt advice provision within our general service. We are able to introduce clients to the schemes run by Wessex to help clients to pay their water bills and reduce their arrears. We work with the clients to produce financial statements and realistic, affordable management plans.

Further monies come from parish councils and donations from members of the public.

The service is delivered by a workforce of 108 volunteers who provide advice and information, support for the IT network, offer support to clients in putting advice into practice (e.g. completing forms or attending hearings), undertake office administration and receptionist duties or support the social policy and research teams. These volunteers are trained and supported by a small team of paid staff. The volunteer workforce has provided many hours of work as well as social value which is of benefit to clients, the wider community and the volunteers themselves. Many volunteers have gone on to paid work in the advice sector and beyond.

Changes to the funding climate and the social, technical and economic landscape mean that the Charity is constantly reviewing and expanding the range of work done by volunteers and adapting recruitment and training accordingly.

STRATEGIC REPORT

Achievement and performance

Other Projects

In addition we have three further projects delivering specialist advice and two to improve our service delivery:

Curo Debt Management Project – Citizens Advice BANES receives funding from Curo for a debt-referral scheme for tenants at serious risk of eviction for rent arrears. This is a home visiting project working with clients who are particularly hard to reach.

Macmillan and Dorothy House (Funded by Macmillan Cancer Support and Dorothy House Hospice Care) - This project provides welfare benefits advice to people with cancer, and through the Dorothy House additional funding, people with a non-cancer diagnosis who are patients at Dorothy House. This is a much needed and successful service helping people and their families to navigate a complex system of benefits at a very difficult time in their lives.

Multiple Sclerosis (Funded by the MS Society) - funding enables caseworkers to help clients with Multiple Sclerosis in BANES and South-West Wilts with welfare benefits issues.

We also received a small amount of temporary funding from the **Money Advice Service Debt Advice Project** to deliver debt and budgeting advice between January and March 2017.

Financial review

Principal funding sources

The amounts received for each project are given in notes 2 and 4.

The Trustees would like to thank all funders for their support and recognition that the work of the Charity is more important than ever in this uncertain economic environment.

Reserves policy

As part of Risk Assessment the Board reviews its financial arrangements and reserves policy. When it has been possible to do so the Charity has set aside funds or reserves to help it deal with exceptional or unplanned expenditure, thereby minimising the financial implications of such expenditure on our current services. These designated funds are summarised below:

- (1) a Building Fund for unbudgeted building and maintenance needs
- (2) an Employer's Liability Fund to meet the legal obligations as an employer
- (3) a Staff Development Fund to support continuation of staff and volunteer development via training courses where it is not funded by other grants
- (4) an IT Development Fund to enable the Charity to fund replace IT and telephone equipment that is outside the scope of the rolling replacement programme.
- (5) a Service Delivery Fund to support the continuation of the Charity's services to clients

It is the Trustees' view that the Charity should endeavour to maintain a minimum net current asset balance on Unrestricted Funds equivalent to at least three months' normal operating expenditure. This is to ensure that, in the event of a significant drop in funding, the Board would be able to continue most of the Charity's current activities while additional funding is sought.

Report of the Trustees
for the Year Ended 31 March 2017

STRATEGIC REPORT

Financial review

The Trustee Board sets the Charity's budget before the beginning of each financial year. The budgets for each project are based on full cost recovery. Conservative budgets are set at the start of the financial year to take account of the strategic objectives of the organisation.

Delivery of all the projects resulted in an overall deficit for the year of £40,833 (2016: £83,021 deficit). At the balance sheet date the Charity was carrying a balance of cash at bank and in hand of £296,708 (2016: £376,122)

After adjusting for creditor balances and transfers as described below the funding carried forward at 31 March 2016 was £302,076 (2016: £342,959). Of this amount £30,659 (2016: £30,265) is for Restricted Projects use only (see note 14 of the Accounts).

Significant transfers between funds during the year comprised of:

- Increase of £36,885 in the Employer's Liability Fund to recognise the full extent of the potential liability in this respect.
- Release of £40,637 from the Service Delivery Fund to reduce it to the amount required to cover three months of ongoing expenditure.

STRATEGIC REPORT

FUTURE PLANS

The Generalist Service is very dependent on funding from BANES. In the current year funding of £300,000 has been awarded to support the service but the amount and source of future funding is uncertain as many similar services are now sub-contracted via Virgin Care under the Your Care Your Way project. It is not yet clear whether BANES will procure the services we currently provide directly or through the Your Care Your Way project in future years.

Although the Charity is fortunate to have healthy reserves it is clear that these will not be capable of sustaining the service in its current format. The Trustees have decided to invest some reserves in appointing a Fundraising and Business Development Manager for a fixed term of one year, as well as in training for advisers to deliver a more efficient and flexible service delivery model.

There is no doubt that there is a continuing need for the service in the current economic climate, with the effects of austerity still affecting the poorest in our society most of all and destitution becoming a reality for an increasing number of people who need food banks and other emergency help to meet their most basic needs.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The structure and process of new Trustee induction and training continued to be developed throughout the year as part of the recruitment of new Trustees. Information packs of Annual Accounts, Short Form Accounts, a copy of each of the last two Board Meeting Minutes and Memoranda and Articles of Association are provided. An invitation is made to visit staff and volunteers together with the opportunity to meet existing Trustees.

Report of the Trustees
for the Year Ended 31 March 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The charity is governed by a Trustee Board, which makes decisions on the annual budget, formulates policy and considers strategic issues likely to affect the organisation. The Trustee Board employs a Director and staff to manage and deliver services.

The Director attends all Trustee Board meetings in an advisory capacity. Representatives of the volunteer workforce and salaried staff also attend Trustee Board meetings on a rotation basis.

Occasionally, the Trustee Board has used its powers to require these representatives and Director to withdraw from meetings whenever confidential matters relating to staff are being discussed.

At the first meeting of the Trustee Board after the Annual General meeting the Trustees elect the Chair, Vice Chair and Treasurer.

Related parties

S Lindsay is an employee of Wessex Water Services Ltd's group of companies, which provide funding to this Charity.

Cllr R Appleyard is a councillor with BANES and also sits on the Board of Curo Housing Group, both of which provide funding to the Charity.

Cllr R E Samuel is a councillor with BANES which provides funding to the Charity.

Risk management

The Trustees conduct reviews of the major risks to which the Charity is exposed. Processes are underway to ensure that the appropriate systems are in place to mitigate those risks that can be mitigated.

The Trustee Board met six times during the twelve-month period to 31 March 2017.

Report of the Trustees
for the Year Ended 31 March 2017

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Bath & District Citizens Advice Bureau for the purposes of company law) are responsible for preparing the Report of the Trustees 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

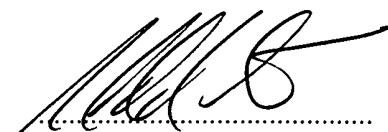
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are 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 auditors are aware of that information.

AUDITORS

The auditors, Moore Stephens, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 22ND SEPTEMBER 2017 and signed on the board's behalf by:


.....
Mr T P Saunt - Trustee

Report of the Independent Auditors to the Members of
Bath & District Citizens Advice Bureau

We have audited the financial statements of Bath & District Citizens Advice Bureau for the year ended 31 March 2017 on pages eleven to twenty five. 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).

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

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 2017 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.

Emphasis of Matter – Going Concern

In forming our opinion on the financial statements we have considered the adequacy of the disclosures made in note 1 of these accounts, concerning the charity's ability to continue as a going concern.

The Charity has been reliant on funding from Bath and North East Somerset Council with funding confirmed until April 2018; a period of less than 12 months from the approval of these financial statements. At the moment it is unclear whether Bath & District Citizens Advice Bureau will continue to be funded and what form any new arrangement might take.

Report of the Independent Auditors to the Members of
Bath & District Citizens Advice Bureau

Emphasis of Matter – Going Concern

These conditions, along with other matters explained in note 1 to the financial statements, indicate the existence of a material uncertainty which may cast significant doubt about the entity's ability to continue as a going concern. The financial statements do not include the adjustments that would result if the charity were unable to continue as a going concern.

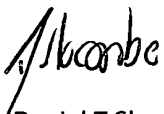
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where 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.



Daniel T Slocombe (Senior Statutory Auditor)
for and on behalf of Moore Stephens
Chartered Accountants and Statutory Auditor
30 Gay Street
Bath
BA1 2PA

Date: 25th September 2017

Bath & District Citizens Advice Bureau

Statement of Financial Activities
for the Year Ended 31 March 2017

		Unrestricted funds	Restricted funds	31.3.17 Total funds	31.3.16 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	424,768	5,125	429,893	487,547
Charitable activities	4				
Operating Advice Centre		5,126	85,888	91,014	114,370
Investment income	3	1,762	-	1,762	1,041
Other income		-	-	-	912
Total		431,656	91,013	522,669	603,870
EXPENDITURE ON					
Charitable activities	5				
Operating Advice Centre		461,795	92,341	554,136	679,314
Other		9,416	-	9,416	7,577
Total		471,211	92,341	563,552	686,891
NET INCOME/(EXPENDITURE)		(39,555)	(1,328)	(40,883)	(83,021)
Transfers between funds	14	(1,722)	1,722	-	-
Net movement in funds		(41,277)	394	(40,883)	(83,021)
RECONCILIATION OF FUNDS					
Total funds brought forward		312,694	30,265	342,959	425,980
TOTAL FUNDS CARRIED FORWARD		271,417	30,659	302,076	342,959

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Bath & District Citizens Advice Bureau

Statement of Financial Position
At 31 March 2017

				31.3.17	31.3.16
		Unrestricted	Restricted	Total	Total
	Notes	funds	funds	funds	funds
		£	£	£	£
FIXED ASSETS					
Tangible assets	11	1,278	-	1,287	10,021
CURRENT ASSETS					
Debtors	12	19,855	-	19,855	10,387
Cash at bank		<u>266,049</u>	<u>30,659</u>	<u>296,708</u>	<u>376,122</u>
		285,904	30,659	316,593	386,509
CREDITORS					
Amounts falling due within one year	13	(15,765)	-	(15,765)	(53,571)
NET CURRENT ASSETS		<u>270,139</u>	<u>30,659</u>	<u>300,798</u>	<u>332,938</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>271,417</u>	<u>30,659</u>	<u>302,076</u>	<u>342,959</u>
NET ASSETS		<u>271,417</u>	<u>30,659</u>	<u>302,076</u>	<u>342,959</u>
FUNDS	14				
Unrestricted funds				271,417	312,694
Restricted funds				<u>30,659</u>	<u>30,265</u>
TOTAL FUNDS				<u>302,076</u>	<u>342,959</u>

The financial statements were approved by the Board of Trustees on 22nd SEPTEMBER 2017 and were signed on its behalf by:


Mr T P Saunt - Trustee

Bath & District Citizens Advice Bureau

Statement of Cash Flows
for the Year Ended 31 March 2017

	Notes	31.3.17 £	31.3.16 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>(81,126)</u>	<u>(55,102)</u>
Net cash provided by (used in) operating activities		<u>(81,126)</u>	<u>(55,102)</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		-	(3,832)
Interest received		<u>1,762</u>	<u>1,041</u>
Net cash provided by (used in) investing activities		<u>1,762</u>	<u>(2,791)</u>
Change in cash and cash equivalents in the reporting period		(79,364)	(57,893)
Cash and cash equivalents at the beginning of the reporting period		<u>376,122</u>	<u>434,015</u>
Cash and cash equivalents at the end of the reporting period		<u>296,708</u>	<u>376,122</u>

Notes to the Statement of Cash Flows
for the Year Ended 31 March 2017

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.17	31.3.16
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(40,833)	(83,021)
Adjustments for:		
Depreciation charges	8,743	8,743
Interest Received	(1,762)	(1,041)
(Increase)/decrease in debtors	(9,468)	1,507
(Decrease)/increase in creditors	<u>(37,806)</u>	<u>18,710</u>
Net cash provided by (used in) operating activities	<u>(81,126)</u>	<u>(55,102)</u>

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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

- a) The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Bath CAB 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) Reconciliation with previous Generally Accepted Accounting Practice In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102.

The trustees have not noted any significant deviations between FRSSE and FRS102 that require restatement of the accounts.

Going concern

Citizens Advice BANES funding from BANES council represents 72% (2016: 69%) of the total income in the year. The funding has been agreed until April 2018 and the Directors have a reasonable expectation that it will be continued beyond that date. If the funding level is not maintained the Directors will have to review the staffing profile and services offered. However, although the Directors consider that a material uncertainty exists that casts doubt upon the charity's ability to continue to operate at the same level for the 12 months subsequent to the signing of these accounts, the Directors have adopted the going concern basis of accounting, given the continuing efforts to secure funding post April 2018.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment	- 33% on cost
--------------------	---------------

Notes to the Financial Statements
for the Year Ended 31 March 2017

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Funds held by the charity are either:

Unrestricted funds are donations and other income generated for the objects of the charity without further specified purposes. These can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds are certain unrestricted funds have been ear-marked by the trustees for specific future purposes or projects.

Restricted funds are amounts received that can only be used for particular restricted purposes by the charity as specified by the donor. Expenditure which meets such criteria is charged against the fund.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

2. DONATIONS AND LEGACIES

	31.3.17	31.3.16
	£	£
Donations	38,159	23,432
Grants	362,734	437,115
Donated services and facilities	<u>29,000</u>	<u>27,000</u>
	<u>429,893</u>	<u>487,547</u>

Grants received, included in the above, are as follows:

	31.3.17	31.3.16
	£	£
B&NES Core Funding	340,534	408,115
Wessex Water	<u>22,200</u>	<u>29,000</u>
	<u>362,734</u>	<u>437,115</u>

Deferred Income Disclosure

The following income was deferred, to account for grants that cover more than one financial year:

	Amount (£)
Macmillan and Dorothy House	17,385

The following deferred income was released during the year:

	Amount (£)
BANES	11,151
Macmillan and Dorothy House	4,000

3. INVESTMENT INCOME

	31.3.17	31.3.16
	£	£
Bank interest receivable	<u>1,762</u>	<u>1,041</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.17 £	31.3.16 £
Grants	Operating Advice Centre	<u>91,014</u>	<u>114,370</u>

Grants received, included in the above, are as follows:

	31.3.17 £	31.3.16 £
Passport to Housing	-	15,177
Somer/EDF/Curo	-	13,770
Macmillan and Dorothy House	67,838	60,864
Multiple Sclerosis	3,050	2,500
APEX	-	22,059
Curo	15,000	-
Money advice service DAP	<u>5,126</u>	<u>-</u>
	<u>91,014</u>	<u>114,370</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Totals £
Operating Advice Centre	<u>554,136</u>	<u>552,996</u>

6. SUPPORT COSTS

	Governance costs £
Other resources expended	<u>9,416</u>

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.17 £	31.3.16 £
Auditors' remuneration	6,210	6,030
Depreciation - owned assets	<u>8,743</u>	<u>8,743</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

8. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

Expenses of £nil (2016: £200) were reimbursed for the year ended 31 March 2017.

9. STAFF COSTS

	31.3.17	31.3.16
	£	£
Wages and salaries	336,055	418,131
Social security costs	26,065	29,405
Other pension costs	<u>18,398</u>	<u>20,531</u>
	<u>380,518</u>	<u>468,067</u>

The average monthly number of employees during the year was as follows:

	31.3.17	31.3.16
	<u>13</u>	<u>17</u>
Administrative staff		

No employees received emoluments in excess of £60,000.

The key management personnel of the Charity comprise the trustees and the director. The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the charity was £43,686 (2016: £37,916)

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	31.3.16 Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	487,547	-	487,547
Charitable activities			
Operating Advice Centre	-	114,370	114,370
Investment income	1,041	-	1,041
Other income	<u>912</u>	<u>-</u>	<u>912</u>
Total	489,500	114,370	603,870

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Charitable activities			
Operating Advice Centre	484,386	194,928	679,314
Other	<u>6,995</u>	<u>582</u>	<u>7,577</u>
Total	<u>491,381</u>	<u>195,510</u>	<u>686,891</u>
NET INCOME/(EXPENDITURE)	(1,881)	(81,140)	(83,021)
Transfers between funds	<u>(30,137)</u>	<u>30,137</u>	<u>-</u>
Net movement in funds	(32,018)	(51,003)	(83,021)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>344,712</u>	<u>81,268</u>	<u>425,980</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>312,694</u></u>	<u><u>30,265</u></u>	<u><u>342,959</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

11. TANGIBLE FIXED ASSETS

	Freehold property £	Computer equipment £	Totals £
COST			
At 1 April 2016 & 31 March 2017	<u>3,819</u>	<u>82,689</u>	<u>86,508</u>
DEPRECIATION			
At 1 April 2016	3,819	72,668	76,487
Charge for year	<u>-</u>	<u>8,743</u>	<u>8,743</u>
At 31 March 2017	<u>3,819</u>	<u>81,411</u>	<u>85,230</u>
NET BOOK VALUE			
At 31 March 2017	<u>-</u>	<u>1,278</u>	<u>1,278</u>
At 31 March 2016	<u>-</u>	<u>10,021</u>	<u>10,021</u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Prepayments and accrued income	<u>19,855</u>	<u>10,387</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Trade creditors		-
Other creditors	4,581	38,978
Accruals and deferred income	<u>11,184</u>	<u>14,593</u>
	<u>15,765</u>	<u>53,571</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

14. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
Unrestricted funds				
General fund	22,708	(20,025)	2,030	4,713
Building Fund	20,500	-	-	20,500
Employers Liability	48,414	(19,530)	36,885	65,769
Staff development	39,672	-	-	39,672
IT development	5,000	-	-	5,000
Service delivery	<u>176,400</u>	<u>-</u>	<u>(40,637)</u>	<u>135,763</u>
	312,694	(39,555)	(1,722)	271,417
Restricted funds				
B&NES childrens centres	5,530	(5,530)	-	-
Macmillan and Dorothy House	-	(1,722)	1,722	-
Additional Hours	2,149	-	-	2,149
Practice base comm	10,941	-	-	10,941
Quartet Funding	5,480	-	-	5,480
Multiple Sclerosis	818	(252)	-	566
APEX	5	(5)	-	-
Knightstone Housing	5,342	-	-	5,342
Curo	-	1,466	-	1,466
Money advice service DAP	<u>-</u>	<u>4,715</u>	<u>-</u>	<u>4,715</u>
	30,265	(1,328)	1,722	30,659
TOTAL FUNDS	<u>342,959</u>	<u>(40,883)</u>	<u>-</u>	<u>302,076</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2017

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	431,656	(471,211)	(39,555)
Restricted funds			
Macmillan and Dorothy House	67,838	(69,560)	(1,722)
Multiple Sclerosis	3,050	(3,302)	(252)
APEX	-	(5)	(5)
Curo	15,000	(13,534)	1,466
Money advice service DAP	5,125	(410)	4,715
B&NES childrens centres	-	(5,530)	(5,530)
	91,013	(92,341)	(1,328)
TOTAL FUNDS	<u>522,669</u>	<u>(563,552)</u>	<u>(40,883)</u>

14. MOVEMENT IN FUNDS - continued

The above unrestricted funds have been set aside as designated funds for specific purposes as set out below:

The Building fund sets aside funds to cover future redecoration costs and repairs.

The Employers Liability fund sets aside funds to cover the Charity's legal liabilities to staff should the Charity be faced with a cut in funding or termination of a project.

The Staff Development fund is to support the continuation of staff development via training courses.

The IT Development fund was set aside to fund the replacement of the IT equipment used by the Charity.

The Service Delivery fund to support the continuation of the delivery of the Charity's services to its clients. In view of the uncertainty about future levels of funding from our principal funder, the Service Delivery Fund has been increased to represent three months' running costs.

The restricted funds relate to contracts for specific services. These 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.

Somer/EDF/Curo - this is a long-established debt-referral scheme that is currently funded by Curo, formerly Somer Community Housing Trust.

B&NES Children's' Centres - The service was commissioned by BANES until 31 March 2014 and the very reduced service that remains will be serviced from this fund and the Generalist fund for as long as possible

Macmillan - Support advice to patients and their families in partnership with the Royal United Hospital, Bath.

Additional Hours - Extension of 'walk in' hours for greater direct access to the Charity.

Quartet funding - This is funding received from the B&NES Recession Fund to alter, equip and refurbish additional interview rooms.

Practice Based Commission - Grants to offer debt services via doctors' surgeries. This was a one off grant.

Multiple Sclerosis - We have been retained by the Charity to provide advice and support to anyone affected by Multiple Sclerosis.

APEX - The Big Lottery Advice Services Transition Fund have funded a consortium of ten advice agencies in BANES, led by the Charity.

14. MOVEMENT IN FUNDS - continued

Knightstone Housing - Housing, debt and social services advice provided following contact via Knightstone Housing or their tenants.

15. RELATED PARTY DISCLOSURES

S Lindsay is an employee of Wessex Water Services Ltd's group of companies, which have provided funding of £22,200 to this Charity (2016: £29,000).

Cllr R Appleyard is a councillor with BANES who have provided funding to the Charity of £369,534 (2016: £418,635). Cllr R Appleyard also sits on the Board of Curo Housing Group, who have provided funding of £15,000 (2016: £30,172).