

**Wyre Forest Citizens Advice Bureau  
Report of the Board of Directors for the year ending 31 March 2019**

**Wyre Forest Citizens Advice Bureau**

**DIRECTORS REPORT AND ACCOUNTS FOR  
THE YEAR ENDED 31 March 2019**

**AMMENDED ACCOUNTS  
14 Jan 2020 – Filed in place of  
Micro Accounts**



**Wyre Forest Citizens Advice Bureau**  
**Report of the Board of Directors for the year ending 31 March 2019**

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**Wyre Forest Citizens Advice Bureau**  
**Report of the Board of Directors for the year ending 31<sup>st</sup> March 2019**

The Board of Directors presents its report and accounts for the year ended 31 March 2019  
Reference and Administrative Information.

Charity Name:	Wyre Forest Citizens Advice Bureau (CAB)
Charity Registration Number:	1056390
Company Registration Number:	03205031
Registered Office and Operational Address:	CAB House, 21-23 New Road, Kidderminster Worcestershire, DY10 1AF

**Board of Trustees**

Roger Cartwright	- Chair
Kiran Deol	- Vice Chair
Chris Jackson	- Acting Treasurer
Eric Denton	- Secretary
Tony Quinn	
Tracy Barrows	
Rob Pritchard	
Sheila Udeshi	

**Bankers:**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ  
Governance and Management:

Whilst overall management of the organisation is delegated to the manager this is overseen by the trustees in accordance with our articles of incorporation

**Aims and Objectives:**

**Our aims**

- To provide the advice people need for the problem they face.
- To improve the policies and practices that affect people's lives.

**Our principles.**

- The Wyre Forest Citizens Advice Bureau provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities

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We have been working hard to maintain our existing funding streams whilst developing new relationships and delivery contracts. We are pleased to say we have retained all of our funding streams and secured a Universal Credit contract.

Another key success has been the positive feedback we have received both from Citizens Advice audits and from customers. We have taken great strides in improving the quality of our service and continue to do so.

We have also been recruiting volunteers and staff to help us develop our service. We want to keep supporting our workforce to develop into their roles and feel able to speak up about change.

The Board continue to be committed to improving our building for our volunteers, staff and customers. We know that our proposed plans will mean we can see more people and bid for more contracts, but most of all, we want to make sure we get it right. We have been talking to key stakeholders so we can make the most of the space we have without it interrupting our core services.

The Charity's policy on reserves:

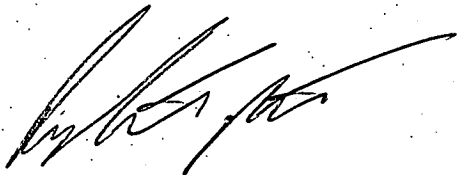
The Charities Commission advise that we keep three months operating costs in reserve and we aim to do this. Our premises are Victorian and there is a significant amount of repair and refurbishment needed

#### **PUBLIC BENEFIT COMPLIANCE**

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Signed on behalf of the charity's Trustees:

Roger Cartwright.



Chair

Date: 10 July 2019

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**Independent Examiner**

Geoff Boswell was appointed as the charitable company's independent examiner for accounts year ending 31st March 2019.

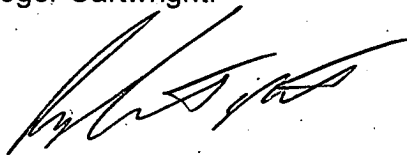
The Trustees have taken advantage of the exemption conferred by section 477 of the Companies Act 2006 not to have these financial statements audited and confirm that no notice has been deposited to request an audit in accordance with the Companies Act 2006. The Trustees acknowledge their responsibilities for ensuring that:

The company keeps accounting records which comply with the Companies Act 2006:  
The financial statements give a true and fair view of the state of the affairs of the company as at 31 March 2019 and of its profit or loss for the year then ended in accordance with the requirements which otherwise comply with the requirements of the small companies regime, so far as applicable to the company.

The financial statements have been prepared in accordance with the Companies Act relating to small companies, and charities commission standards of reporting practice (SORP)

Approved by the Board of Directors on and signed on its behalf by:

Roger Cartwright.



Chair

Dated; 10 July 2019

**Wyre Forest Citizens Advice Bureau**  
**Report of the Board of Directors for the year ending 31st March 2019**

**EXAMINERS' REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS FOR THE  
YEAR ENDED 31 MARCH 2019**

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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below

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 financial statements which accord with the accounting records and 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 Charities have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached



Geoff Boswell  
Independent Examiner  
2 Tuckingmill Cottages  
Canworthy Water  
Launceston PL15 8UW

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**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019**

Report of the Directors for the year ending 31 March 2019

	Notes	Unrestricted Funds	Restricted Funds	2019 Total	2018 Total
<b>INCOME AND EXPENDITURE</b>					
<b><u>INCOMING RESOURCES</u></b>					
Grants Received	2	23,200	49,439	72,639	44,850
Interest Received	3	48	-	48	227
Contract Income	2	16,050	89,584	105,634	160,778
Donations		20,012	-	20,012	6,558
Other Income	2	892	184	1,076	-
Other charitable income	2	8,952	7,504	16,456	1,135
<b>Total Incoming resources</b>		<b>69,155</b>	<b>146,711</b>	<b>215,866</b>	<b>213,548</b>
<b>RESOURCES EXPENDED</b>					
Direct Charitable Expenditure	4			172,534	204,697
Management and administration	5			32,173	17,527
<b>Total resources expended</b>				<b>204,706</b>	<b>222,224</b>
<b>Surplus/defecit for the year</b>				<b>11,159</b>	<b>- 8,676</b>

Balance brought forward at 1 April 2018	140,388
Retained Earnings 2019	11,159
Balance carried forward at 31 March 2019	151,548

**Continuing Operations:**

None of the charity's activities were acquired or discontinued during the above two financial years.

**Wyre Forest Citizens Advice Bureau**  
**Report of the Board of Directors for the year ending 31 March 2019**

*The notes on pages 9 to 13 form part of these financial statements*

**BALANCE SHEET FOR THE YEAR ENDED 31st MARCH 2019**

<b>TOTAL FUNDS AND FIXED ASSETS</b>	<b>Notes</b>	<b>2019</b>	<b>2018</b>
		£	£
Tangible Fixed Assets	8	71,250	71,250
Debtors		7,477	10,983
Cash at Bank	9	110,655	95,311
<b>TOTAL CURRENT ASSETS</b>		<b>189,382</b>	<b>177,544</b>
Creditors		37,833	37,156
<b>CURRENT LIABILITIES</b>	10	<b>37,833</b>	<b>37,156</b>
<b>NET ASSETS</b>		<b>151,548</b>	<b>140,388</b>
<b>CHARITY FUNDS</b>			
Restricted funds	11	48,198	
Other Charitable funds		103,350	140,388
<b>TOTAL FUNDS</b>		<b>151,548</b>	<b>140,388</b>

For the year ended 31<sup>st</sup> March 2019, the Trustees have taken advantage of the exemption conferred by section 477 of the Companies Act 2006 not to have these financial statements audited. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The directors acknowledge their responsibility for:

- i) Ensuring the company keeps accounting records which comply with the Companies Act 2006
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss financial year, and which otherwise comply with the small companies regime requirements of the Companies Act relating to accounts so far as applicable to the company.

Approved by the Board of Directors on **10 July 2019** and signed on its behalf by:



**Roger Cartwright. Chair**

*The notes on pages 9 to 13 form part of these financial statements*



**Wyre Forest Citizens Advice Bureau**  
**Report of the Board of Directors for the year ending 31st March 2019**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019**  
**STATEMENT OF ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006, except as explained in note 11, trustee's remuneration has not been disclosed due to its confidential nature.

**1.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

**1.3 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 company and which have not been designated for other purposes.

**1.4 Incoming resources**

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

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**1.6 Going concern**

The company has cash resources and has no requirement for external funding. The trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the financial statements.

**1.7 Tangible fixed assets and depreciation**

All assets costing more than £1,000 are capitalised. Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures & fittings 20% straight line basis

Office equipment - 50% straight line basis

Land and buildings are not depreciated

**1.8 Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

[illegible]

	2019			2018
Income source	Restricted	Unrestricted	Total	Total
Donations and Fundraising		20,012	20,012	7,693

			2,019	2,018
Income source	Restricted	Unrestricted	Total	Total
Interest received		48	48	227

	2019			2018
Total Income	Restricted	Unrestricted	Total	Total
Total Income	144,581	71,284	215,865	213,548

#### 4. Direct Charitable Expenditure

	2019			2018
	Unrestricted	Restricted	Total	Total
Employment costs	32,260	136,326	168,586	187,482
Redundancy costs	84	-	84	13,800
Training and Travel Costs	1,021	3,011	4,032	3,485
<b>Total</b>	<b>33,197</b>	<b>139,337</b>	<b>172,534</b>	<b>204,767</b>

#### 5. Management and Administration

	2019	2018
	Total	Total
Property Costs	16,887	5,562
Office Costs	13,291	10,682
Professional Fees	385	-
Audit Fees	100	350
Membership and Subscriptions	-	-
Governance Costs	13	13
Bank Charges	60	60
Publicity	573	-
Misc Expenses	864	680
<b>Total</b>	<b>32,173</b>	<b>17,347</b>
<b>Total Costs</b>	<b>204,706</b>	<b>222,114</b>

#### 6. Information on Employees and Trustees

	2019	2018
	Total	Total
Total Salaries and Pensions	168,586	201,282

The average number of fulltime and part time staff in the period was:

	2019	2018
Full time staff	4	5
Part time staff	6	6
Total Staff	10	11

## 7. Taxation

There are no tax ation liabilities arising during 2018 or 2019

## 8. Fixed Assets

Tangible Assets:

	2019	2018
I.T. Equipment	-	-
Depreciation	-	-
Land and Buildings	71,250	71,250
Fixtures and Fittings	-	-
Depreciation	-	-
<b>Total</b>	<b>71,250</b>	<b>71,250</b>

## 9. Debtors

	2019	2018
Accruals and Pre-payments	7,477	10,893
<b>Total</b>	<b>7,477</b>	<b>10,893</b>

## 10. Creditors, ammounts falling due within one year.

	2019	2018
Accruals and defered income	35,329	33,780
Accruals - creditors	1,515	3,376
Other liabilities.	-	-
Pensions	989	-
<b>Total</b>	<b>37,834</b>	<b>37,156</b>

## 11. Balances

	2019
Balance 1 April 2018	140,388
Incoming	215,866
Outgoing	204,706
Balance 31 March 2019	151,548

Fund balances are represented as follows:

	2019	2018
Unrestricted funds	103,350	140,388
Restricted funds	48,198	-
Net current assets	151,548	140,388