

**ASHFORD BOROUGH CITIZENS ADVICE**  
**(A company limited by guarantee)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**Registered Charity No 1058302**  
**Company No. 3242709 (England and Wales)**



## **ASHFORD BOROUGH CITIZENS ADVICE**

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## **ASHFORD BOROUGH CITIZENS ADVICE**

### **REFERENCE AND ADMINISTRATIVE DETAILS**

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<b>Trustees</b>	M Huss (Chair) S M Khan J Lawton B Naiken-Payne M Self D A G Thom P L Wooldridge
<b>Secretary</b>	M Self
<b>Key Management Personnel</b>	Trustees as above D Downing
<b>Principal Address</b>	Seabrooke House Church Road Ashford Kent TN23 1RD
<b>Independent Examiner</b>	M A Wilkes FCA Wilkins Kennedy 5th Floor Ashford Commercial Quarter 1 Dover Place Ashford Kent TN23 1FB
<b>Banker</b>	National Westminster Bank Plc 20 High Street Ashford Kent TN24 8SH

## **ASHFORD BOROUGH CITIZENS ADVICE**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

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The Trustees present their report and examined financial statements of the charity for the year ended 31 March 2019. 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 financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014, as amended by Bulletin 1.

#### **Charity objectives and activities**

The Bureau provides a free, independent and confidential information, advice and support service to citizens of all ages and backgrounds on a wide range of issues ranging from debt, benefits, employment, consumer, relationships, legal, housing and many others. The charity help citizens deal with their problems by providing information that enables them to make the right decisions for themselves.

#### **Public benefit statement**

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

#### **Achievements and performance in the year**

Ashford Borough Citizens Advice commenced this financial year as independent advice service with membership of AdviceUK and no longer with the National Citizens Advice Service.

With the change of membership this has not dented our service level and we continue to experience a steady increase in the footfall at both Ashford and Tenterden. Debt and welfare issues continue to dominate our work. The proposed changes in the welfare benefit system will have an impact on our dealing with such problems during the coming financial year.

Ashford Borough Council have agreed to a 3-year service level agreement with us for a which we are extremely grateful. We also thank the Seabrooke Trust for their continued generous financial support together with the financial support from the group of hard working 'Friends of Ashford & Tenterden Borough Citizens Advice.

During the year our District Manager and a team of volunteers have spent a considerable amount of time bidding for contracts for Ashford Borough Citizens Advice. I am pleased to report that through their efforts they have managed to secure a 3-year funding agreement with the Henry Smith charity and a contract with Legal Aid Agency for Housing Matters. We have also been successful in securing the William Harvey Hospital Major Trauma Support Service and SSAFA supporting personnel with financial difficulties. We have received pockets of funding through ABC Ward Councillors', Parish Councils and donations from our clients all gratefully received. There are challenging times ahead as we need to continue to secure funding in a very difficult economic environment.

There have been some staff changes with our Service Manager Kerry Love leaving us last year and our housing specialist Sue Chan leaving us in January. Our in-house solicitor Miriam Ollis has taken on the Legal Aid Housing contract. It is with thanks to Miriam, who has had experience with wills, probate and power of attorney, that we are able to offer this service to our clients. Gary Winham, after having time away from ABCA, has returned to us taking on the role of paid Volunteer Support Manager. We are in the fortunate position of having a steady stream of people asking about volunteering. All staff continue to be well trained under the oversight of our District Manager.

Our Trustee numbers have been steady, and we have successfully recruited 3 new Trustees during the year, but we still need to recruit more members owing to potential retirement. We need to recruit a Treasurer.

#### **Financial review**

During the year income amounted to £210,355 (2018: £279,469). Expenditure amounted to £250,507 (2018: £308,471). At 31 March 2019 total funds amounted to £161,362 (2018: £201,514).

#### **Reserve policy**

The Trustees consider it appropriate to hold unrestricted reserves equivalent to three months operating expenditure which would be in the region of £62,000 (2018: £79,000). At 31 March 2019 general unrestricted funds amounted to £74,859 (2018: £89,486).

## **ASHFORD BOROUGH CITIZENS ADVICE**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

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#### **Reserve policy (continued)**

Restricted funds amount to £4,984 (2018: £Nil) and relate to funds received for specific projects as detailed in note 13.

Designated funds amount to £81,520 (2018: £112,028) and relate to funds set aside by the Trustees for specific projects as detailed in note 12.

The strategic review of reserves policy is on going to include protected forward planning of services, development, costs and funding. The need for employing specialists in areas as yet not covered by bureau services e.g. employment, welfare benefits and housing is considered a priority by the Trustees. The ability of the Bureau to offer these services to the community at a high level will be of benefit to all and will place the Bureau in a strong and robust position to manage the impact of the forthcoming changes to the Government Welfare Reform programme. A sum of money will be kept in reserve for protection against future uncertainties.

#### **Pay policy for key management personnel**

The Trustees consider the Trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All Trustees give of their time freely and no Trustee received remuneration in the year. The pay of the senior staff is reviewed annually and normally increased in accordance with market rates.

#### **Risk management**

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable the charity to lessen or mitigate those risks.

The main risks the charity faces and what actions the Trustees have taken to mitigate these:

1. Projects have a material negative impact on the financial stability of the bureau due to withdrawal of funding and/or ability to meet funder requirements.

Fundraising strategy in place with defined objectives, including a strategy for reaching those in greatest need. Appropriate balance between funding base and core service and funding for projects. Diverse and sustainable funding base and a fundraising culture.

2. Bureau fails to reach organisational or quality of advice or other standards

Quality assurance mechanisms in place and effective. Client satisfaction, professional conduct and customer care are high.

#### **Future plans and projects**

The future plans of the Ashford Borough Citizens Advice Bureau are as follows:

- (a) To maintain the fabric of Seabrooke House to an acceptable level, especially with regard to Health & Safety Regulations.

- (b) To be aware of suitable funding opportunities which will enhance our work of guiding and assisting members of the public in the increasing complex changes that are taking place.

- (c) To continue to be vigilant of Government changes that could impact on Ashford Borough Citizens Advice and its services.

- (d) To ensure that all staff are trained to the level of compliance set by AdviceUK Membership Rules.

- (e) To continue to have dialogue with other organizations with the view to enhance our own services and procedures.

- (f) To continue to review salary levels on an annual basis.

- (g) To recruit a Treasurer for our Trustee Board.

## ASHFORD BOROUGH CITIZENS ADVICE

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

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#### Governance and management

The charity, which is registered with the Charity Commission under number 1058302, is established under its Memorandum and Articles of Association dated 28 August 1996, as amended 12 July 2000, 28 March 2002 and 13 October 2004.

The Trustees are responsible for the governance and management of the charity but the day to day running of the charity is delegated to a management committee. The management committee annually elects its own chair and vice chair. The management committee consist of the officers of the charity (chair, vice chair, honorary treasurer) and not more than five persons. The management committee includes all trustees plus representatives from Ashford Borough Council, Cllr. Paul Clokie OBE and Cllr. Aline Hicks and representatives from Tenterden Town Council, Cllr. Justin Nelson and Cllr. Ken Mulholland. The chair or vice chair can only serve for a maximum of six consecutive years in those respective offices and no person, other than the honorary treasurer can serve on the management committee for more than six consecutive years, but can return to the committee after a break of two years. The management committee must meet at least three times a year.

During the year the following were Trustees of the charity:

M Huss (Chair)	E M Skilbeck (Resigned 16 May 2018)
S M Khan	B Smith (resigned 25 July 2018)
J Lawton (appointed 30 January 2019)	D A G Thom
B Naiken-Payne (Appointed 30 January 2019)	P L Wooldridge (Appointed 16 May 2018)
M Self	

Trustees are appointed by a current member of the Board, and then seconded by another member of the board following the guidelines set out under the Citizens Advice Membership and Standards Committee.

#### Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- 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 the charity will continue.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Approved by the Trustees and signed on their behalf by:

M Huss  
Trustee



Date:

20 Sep '19

**ASHFORD BOROUGH CITIZENS ADVICE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	Unrestricted funds £	Restricted funds £	2019 £	2018 Total £
<b>Income from:</b>					
Donations and legacies		31,391	-	31,391	25,509
Rent receivable		23,739	-	23,739	21,652
Interest receivable		219	-	219	60
Charitable activities	2	115,774	38,368	154,142	229,849
Other income		864	-	864	2,399
<b>Total income</b>		<b>171,987</b>	<b>38,368</b>	<b>210,355</b>	<b>279,469</b>
<b>Expenditure on:</b>					
Charitable activities		217,123	33,384	250,507	308,471
<b>Total expenditure</b>	3	<b>217,123</b>	<b>33,384</b>	<b>250,507</b>	<b>308,471</b>
<b>Net (expenditure)/income before transfers</b>		<b>(45,136)</b>	<b>4,984</b>	<b>(40,152)</b>	<b>(29,002)</b>
<b>Transfers between funds</b>	13	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(45,136)</b>	<b>4,984</b>	<b>(40,152)</b>	<b>(29,002)</b>
<b>Reconciliation of funds:</b>					
Fund balances brought forward 1 April 2018		201,514	-	201,514	230,516
Fund balances carried forward 31 March 2019		<b>156,378</b>	<b>4,984</b>	<b>161,362</b>	<b>201,514</b>

All transactions are derived from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities.

# ASHFORD BOROUGH CITIZENS ADVICE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2019

COMPARATIVE INFORMATION	Notes	Unrestricted funds £	Restricted funds £	2018 Total £
<b>Income from:</b>				
Donations and legacies		25,509	-	25,509
Rent receivable		21,652	-	21,652
Interest receivable		60	-	60
Charitable activities	2	113,213	116,636	229,849
<b>Other income</b>		2,399	-	2,399
<b>Total income</b>		<b>162,833</b>	<b>116,636</b>	<b>279,469</b>
<b>Expenditure on:</b>				
Charitable activities		200,998	107,473	308,471
<b>Total expenditure</b>	3	<b>200,998</b>	<b>107,473</b>	<b>308,471</b>
<b>Net income before transfers</b>		(38,165)	9,163	(29,002)
<b>Transfers between funds</b>	13	55,639	(55,639)	-
<b>Net movement in funds</b>		17,474	(46,476)	(29,002)
<b>Reconciliation of funds:</b>				
Fund balances brought forward 1 April 2017		184,040	46,476	230,516
Fund balances carried forward 31 March 2018		<b>201,514</b>	-	<b>201,514</b>

All transactions are derived from continuing activities.

All recognised gains and losses are included in the Statement of Financial Activities.



# ASHFORD BOROUGH CITIZENS ADVICE

## BALANCE SHEET AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
<b>Fixed assets</b>					
Tangible Assets	9		9,520		11,028
<b>Current assets</b>					
Debtors	10	14,973		17,195	
Cash at bank and in hand		147,454		188,217	
		<u>162,427</u>		<u>205,412</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(10,585)</u>		<u>(14,926)</u>	
<b>Net current assets</b>			151,842		190,486
<b>Total assets less current liabilities</b>		<u><u>161,362</u></u>		<u><u>201,514</u></u>	
<b>Funds</b>					
Restricted funds	13	4,984		-	
Unrestricted funds		74,859		89,486	
Designated funds	12	81,520		112,028	
	14	<u><u>161,362</u></u>		<u><u>201,514</u></u>	

For the financial year ended 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Trustees' responsibilities

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.



M Huss  
Trustee

Date:

20 Sep 19

Company No. 03242709

## **ASHFORD BOROUGH CITIZENS ADVICE**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019**

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#### **1 ACCOUNTING POLICIES**

##### **1.1 Basis of preparation**

Ashford Borough Citizens Advice is a registered charity with the Charity Commission in the United Kingdom. The address of the registered office is given in the charity information on page 1 of these financial statements. The Bureau provides a free, independent and confidential information, advice and support service to citizens of all ages and backgrounds on a wide range of issues ranging from debt, benefits, employment, consumer, relationships, legal, housing and many others. The charity help citizens deal with their problems by providing information that enables them to make the right decisions for themselves.

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 (FRS 102) issued on 16 July 2014 as amended by Bulletin 1, the Charities Act 2011, the Companies Act 2006 and 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 financial statements are prepared 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.

##### **1.2 Funds accounting**

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objectives. Unrestricted funds include designated funds where the Trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity. Restriction arises when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds represent funds designated at the discretion of the Trustees. The designated fund balance has been represented to ensure that fund balance stated accurately reflects the designation policy adopted by the Trustees.

##### **1.3 Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Grant income is included in the Statement of Financial Activities when receivable.
- Voluntary income including donations and gifts is included in full in the Statement of Financial Activities when receivable.
- Rental income is included in the Statement of Financial Activities in the year in which it is receivable.
- Investment income is included when receivable.
- 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.

## ASHFORD BOROUGH CITIZENS ADVICE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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#### 1 ACCOUNTING POLICIES

##### 1.4 Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Expenditure on charitable activities includes comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### 1.5 Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources. Premises overheads have been allocated on a staff time basis and other overheads have been allocated on a staff time basis.

##### 1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended. Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures, fittings and equipment	33.33% reducing balance
Leasehold improvements	15 years straight line
Computer equipment	33.33% straight line

All assets costing more than £200 are capitalised and a full year's depreciation is charged in the year of acquisition.

##### 1.7 Leasing

Rentals payable under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

##### 1.8 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.

##### 1.9 Tax

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.

##### 1.10 Going concern

The financial statements have been prepared on a going concern basis as the Trustees believes that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

## ASHFORD BOROUGH CITIZENS ADVICE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

#### 1.11 Judgements and key sources of estimation uncertainty

Accounting estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### Useful economic lives of tangible assets

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reassessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 9 for the carrying amount of the property plant and equipment, and note 1.6 for the useful economic lives for each class of assets.

2 GRANTS RECEIVABLE	2019 £	2018 £
Ashford Borough Council - core	100,000	110,000
Ashford Borough Council - Housing, Welfare and Benefits	20,000	20,000
Kent County Council	746	760
Macmillan	919	55,430
Money Advice Service	4,984	41,206
Pensionwise	28	2,453
Cardinal Management	12,465	-
Henry Smith Foundation	15,000	-
	<u>154,142</u>	<u>229,849</u>

3 EXPENDITURE	Staff costs £	Direct costs £	Support costs £	Total 2019 £	Total 2018 £
<b>Charitable activities:</b>					
Advice services	140,916	5,784	82,888	229,588	200,998
Macmillan	919	-	-	919	46,267
Ashford Borough Council - Housing, Welfare and Benefits	20,000	-	-	20,000	20,000
Money Advice Service	-	-	-	-	41,206
	<u>161,835</u>	<u>5,784</u>	<u>82,888</u>	<u>250,507</u>	<u>308,471</u>

#### 4 SUMMARY ANALYSIS OF EXPENDITURE AND RELATED INCOME FOR CHARITABLE ACTIVITIES

This table shows the cost of the main charitable activities and the sources of income directly to support those activities.

	Advice Services £	Macmillan £	Housing , Welfare and Benefits £	Money Advice Services £	Total £
Costs	(229,588)	(919)	(20,000)	-	(250,507)
Direct income	100,000	919	20,000	4,984	125,903
Net cost funded from other income	<u>(129,588)</u>	<u>-</u>	<u>-</u>	<u>4,984</u>	<u>(124,604)</u>

# ASHFORD BOROUGH CITIZENS ADVICE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

<b>5 SUPPORT COSTS</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Rent, water and insurance	44,862	43,116
Light, heat and cleaning	4,841	5,241
Telephone	4,989	5,819
Furniture, equipment and repairs	500	-
Relocation and repair costs	-	51
Information services	3,585	2,106
Printing, stationery and postage	3,987	5,967
Payroll costs	732	612
Independent examiner's fee	1,250	990
Book-keeping costs	12,800	12,800
Legal and professional fees	1,222	48
Bank charges	579	581
Depreciation	1,508	2,074
Sundry expenses	2,032	2,656
	<u>82,888</u>	<u>82,061</u>

<b>6 STAFF COSTS</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Wages and salaries	154,272	201,662
Social security costs	6,556	10,186
Pension costs	1,006	701
	<u>161,835</u>	<u>212,549</u>

Average number of staff in the year was full time 11 (2018: 14).

No member of staff earned more than £60,000 during the year (2018: nil).

The Trustees consider the board of trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. As detailed above, no trustees received remuneration during the period. The remuneration to the senior management team totalled £35,787 (2018: £35,822).

## 7 TRUSTEES REMUNERATION AND REIMBURSED EXPENSES

The Trustees have received no remuneration in the year (2018: None).

During the year, no Trustees received any reimbursement of expenditure (2018: £nil).

During the year the charity paid £1,002 for Trustee indemnity insurance (2018: £890).

<b>8 NET MOVEMENT IN FUNDS</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation	<u>1,508</u>	<u>2,074</u>

**ASHFORD BOROUGH CITIZENS ADVICE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2019**

**9 TANGIBLE FIXED ASSETS**

	Leasehold improvements £	Furniture, fittings & equipment £	Total £
<b>Cost</b>			
As at 1 April 2018 and 31 March 2019	19,512	24,615	44,127
<b>Depreciation</b>			
As at 1 April 2018	9,107	23,992	33,099
Charge for the year	1,301	207	1,508
As at 31 March 2019	10,408	24,199	34,607
<b>Net Book Value</b>			
As at 31 March 2019	9,104	416	9,520
As at 31 March 2018	10,405	623	11,028

**10 DEBTORS**

	2019 £	2018 £
Other debtors	74	-
Prepayments and accrued income	14,899	17,195
	<u>14,973</u>	<u>17,195</u>

**11 CREDITORS: Amounts falling due within one year**

	2019 £	2018 £
Other taxes and social security	1,759	-
Accruals and deferred income	8,826	14,926
	<u>10,585</u>	<u>14,926</u>

**12 DESIGNATED FUNDS**

	Balance brought forward £	New designations £	Designation released £	Balance carried forward £
<b>2019</b>				
Fixed asset reserve	11,028	-	(1,508)	9,520
Premises	60,000	-	(25,000)	35,000
Equipment	6,000	-	(2,000)	4,000
Employer's contractual liability	30,000	-	-	30,000
Development	5,000	-	(2,000)	3,000
<b>Total</b>	<u>112,028</u>	<u>-</u>	<u>(30,508)</u>	<u>81,520</u>
<b>2018</b>				
Fixed asset reserve	13,102	-	(2,074)	11,028
Continuation of previously externally funded projects	90,000	-	(90,000)	-
Recruitment of employment specialist	35,000	-	(35,000)	-
Tender development	5,000	-	(5,000)	-
Premises	25,000	35,000	-	60,000
Equipment	-	6,000	-	6,000
Employer's contractual liability	-	30,000	-	30,000
Development	-	5,000	-	5,000
<b>Total</b>	<u>168,102</u>	<u>76,000</u>	<u>(132,074)</u>	<u>112,028</u>

## ASHFORD BOROUGH CITIZENS ADVICE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

#### 12 DESIGNATED FUNDS

The fixed asset reserve represents the net book value of fixed assets which are not considered to be general free reserves as they represent buildings and equipment used to carry out charitable activities.

The continuation of previously externally funded projects fund relates to projects that ceased in previous years but the Bureau would like to fund in the future. Having reassessed the charity's priorities, this fund is no longer required.

The Bureau have identified a gap in the services we offer and wish to recruit an employment specialist to fill this advice gap, initially for a one year post. Having reassessed the charity's priorities, this fund is no longer required.

Tenterden Development is set aside to provide Citizens Advice Bureau services to Tenterden including the upgrading of services at the Tenterden site. Having reassessed the charity's priorities, this fund is no longer required.

Premises is funds set aside for major repairs and maintenance for the next four years and/or making good any defects on vacating the lease and costs associated with terminating the lease.

Equipment allows for the replacement of computers and other IT equipment for the next four years.

Employer's contractual liability cover possible redundancies, grievancies and maternity cover.

Development covers new projects and expected costs of meeting new standards imposed by the National CitA umbrella organisation.

#### 13 RESTRICTED FUNDS

	Balance brought forward	Income	Expenditure	Transfers	Balance carried forward
	£	£	£	£	£
2019					
Macmillan Grant	-	919	(919)	-	-
Ashford Borough Council - Housing, Welfare and Benefits	-	20,000	(20,000)	-	-
Cardinal Management	-	12,465	(12,465)	-	-
Money Advice Service	-	4,984	-	-	4,984
	-	38,368	(33,384)	-	4,984
2018					
Macmillan Grant	44,203	55,430	(46,267)	(53,366)	-
Ashford Borough Council - Housing, Welfare and Benefits	-	20,000	(20,000)	-	-
Ashford & Shepway Advice Transition Fund	2,273	-	-	(2,273)	-
Money Advice Service	-	41,206	(41,206)	-	-
	46,476	116,636	(107,473)	(55,639)	-

## ASHFORD BOROUGH CITIZENS ADVICE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

#### 13 RESTRICTED FUNDS

The Macmillan funding is to provide advice services outside of the Bureau. This service ceased on 31 March 2019.

The Ashford Borough Council, Housing, Welfare and Benefits Fund is to provide specific advice to the general public regarding housing, welfare and benefits.

The Ashford & Shepway Advice Transition Fund is to look at the best use of resources within advisory services in the voluntary sector. This service has now ceased.

Cardinal Management - for the provision of Major Trauma Centre Signposting & Advice Services at the William Harvey Hospital

Money Advice Service Fund is to provide specific advice to the general public regarding money advice.

The transfer between funds represents a contribution towards running costs attributable to the Macmillan service, as the the agreement with the lead funder. This represents a contribution dating back to the commencement of the contract that had not previously been applied. This transfer does not represent full recovery of the costs incurred by the charity.

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS	Unrestricted funds	Designated funds	Restricted funds	Total
<b>2019</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	-	9,520	-	9,520
Current assets	85,443	72,000	4,984	162,427
Current liabilities	(10,585)	-	-	(10,585)
	<u>74,858</u>	<u>81,520</u>	<u>4,984</u>	<u>161,362</u>
<b>2018</b>	<b>Unrestricted funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	-	11,028	-	11,028
Current assets	104,412	101,000	-	205,412
Current liabilities	(14,926)	-	-	(14,926)
	<u>89,486</u>	<u>112,028</u>	<u>-</u>	<u>201,514</u>

#### 15 COMPANY STATUS

The company is a company limited by guarantee and not having a share capital. Every member of the company undertakes to contribute in a winding up a sum not exceeding £1 whilst they are a member, or within one year after ceasing to be a member, towards debts and liabilities contracted before ceasing to be a member.

#### 16 FINANCIAL COMMITMENTS

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 £	2018 £
Due within one year	37,500	37,500
Due 2 - 5 years	144,375	144,375
Over five years	45,000	82,500
	<u>226,875</u>	<u>264,375</u>

#### 17 RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2018: None).