

REGISTERED COMPANY NUMBER: 03877564 (England and Wales)  
REGISTERED CHARITY NUMBER: 1078687

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2015  
for  
Citizens Advice Daventry & District

Cottons Accountants LLP  
The Stables  
Church Walk  
Daventry  
Northants  
NN11 4BL

FRIDAY



A08 09/10/2015 #20  
COMPANIES HOUSE

**Citizens Advice Daventry & District**

**Contents of the Financial Statements**  
**for the year ended 31 March 2015**

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 15
Detailed Statement of Financial Activities	16 to 17

**Citizens Advice Daventry & District (Registered number: 03877564)**

**Report of the Trustees**  
**for the year ended 31 March 2015**

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 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
03877564 (England and Wales)

**Registered Charity number**  
1078687

**Registered office**  
The Abbey  
Market Square  
Daventry  
Northamptonshire  
NN11 4XG

**Trustees**

C A Brown  
I J Clarke  
I C Barratt  
B Dearn  
J E Donovan  
Mrs G C Edwards-Davidson  
S J Hupfield  
Mrs P Judd  
Dr C W Morgan  
C J Over  
Mrs J M Penrose  
Mrs A B Punch  
B W Williams

Partnership Director  
Health and Safety Director  
(appointed 28/07/2015)  
Treasurer  
Vice Chair  
  
Chair  
Fundraising Director (appointed 28/10/2014)  
  
Fundraising Director (resigned 28/10/2014)

**Company Secretary**  
B Dearn

**Independent examiner**  
Cottons Accountants LLP  
The Stables  
Church Walk  
Daventry  
Northants  
NN11 4BL

**Solicitors**  
Rollasons Solicitors, 9 New Street, Daventry, Northamptonshire, NN11 4BT

**Bankers**  
CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

CCLA Fund Managers Limited, Senator House, 85 Queen Victoria Street, London, EC4V 4ET

Julian Hodge Bank, 29 Windsor Place, Cardiff, CF10 3BZ

Close Brothers Treasury, 10 Crown Place, London, EC2A 4FT

**Citizens Advice Daventry & District (Registered number: 03877564)**

**Report of the Trustees**  
**for the year ended 31 March 2015**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The Organisation is a Charitable Company limited by guarantee, incorporated on 15th November 1999 and registered as a charity on 21st December 1999. The Company was established under a Memorandum of Association which established the objects and powers of the Charitable Company and is governed under its Articles of Association.

The Company was formerly known as Daventry & District Citizens Advice Bureau, until the name was changed to Advice Daventry on 3rd February 2009, following the merger on 1st October 2008 of the company with Daventry Welfare Rights Group and Daventry DIAL. The name was changed again on 26th July 2011 to Citizens Advice Daventry & District to reflect membership of the Citizens Advice service.

**Recruitment and appointment of new trustees**

At each Annual General Meeting, up to fifteen people are nominated and elected to serve for one year on the Trustee Board as elected members. Additional Trustee Board members are nominated and elected as representatives of local organisations (no more than half of the total membership). The Company's Memorandum and Articles allows for the Manager, one paid staff member and one volunteer to attend the Trustee Board meetings but these staff are not Trustees and as such do not have a vote. The Trustee Board may also from time to time co-opt persons having special knowledge or experience of the work of Citizens Advice Daventry & District to serve on the committee. The number of co-opted persons shall not exceed one quarter of the total membership of the Board.

**Induction and training of new trustees**

Every new Trustee receives a formal induction to the work of Citizens Advice Daventry & District. The induction process is initiated by an introductory meeting with the Chair of the Trustee Board. The new Trustee will be given an induction pack which includes a briefing on their legal obligations under charity and company law, the content of the Memorandum and Articles, decision making processes, the business plan, recent financial performance and general information about Citizens Advice Daventry & District. The induction pack is followed up by a further meeting with the Chair and the opportunity for any relevant training is given.

**Organisational structure**

The Trustee Board meets a minimum of four times per year after the Annual General Meeting. Minutes are taken at each meeting. From time to time, the Board may delegate particular functions to a sub-committee e.g. fundraising, recruitment, premises. The Board delegates day to day management to the Manager who makes a report to the Board at each meeting. The Treasurer has day to day responsibility for managing the charity's financial resources.

The charity was managed on a day-to-day basis by the Manager, Anne Bamfield who retired on 31<sup>st</sup> March 2015 and was replaced by Helen Howson as Manager with effect from 1<sup>st</sup> April 2015.

**Related parties**

In the event of a Trustee having a personal interest in any contract or transaction, this is reported to and considered by the Board.

**Risk management**

The Trustee Board has an annual review of processes which includes a review of risk management including health and safety issues. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. In the event of a funding crisis, the Board aims to maintain financial reserves to ensure Citizens Advice Daventry & District can run for at least a further 3 months to include estimated closure costs.

**Citizens Advice Daventry & District (Registered number: 03877564)**

**Report of the Trustees**  
**for the year ended 31 March 2015**

**OBJECTIVES AND ACTIVITIES**

**Aims and objectives**

Principal Activity: The Company is a registered charity, established for the promotion of any charitable purposes for the benefit of the community in the area of Daventry District Council and adjacent areas by the advancement of education, the protection of health and the relief of poverty, sickness and distress.

Citizens Advice Daventry & District's main aims are:

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

Citizens Advice Daventry & District's main objectives are:

- To seek ways to increase accessibility to the service, meeting the needs of the local community through an all inclusive approach.
- To continue providing the infrastructure required to support a high quality information, advice and disability support service.
- To broaden the funding base to improve financial sustainability, taking into account the advice needs of the local community.
- To enhance the profile of Citizens Advice Daventry & District, incorporating active partnership working.
- To continue to develop the social policy and equality and diversity as integral to our activities.

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

The aims and objectives of Citizens Advice Daventry & District are upheld and considered within the three year Business Plan which is reviewed annually.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The principal charitable activity undertaken by Citizens Advice Daventry & District is to provide information and advice to the residents of Daventry and the surrounding local area. The above is provided by drop-in, appointment, home visit, outreach, telephone, email and letter.

The success and viability of Citizens Advice Daventry & District depends on funding from local and national statutory and public bodies, grants from Trusts and donations.

A performance review is undertaken annually by the Trustee Board with information provided by the Manager.

During 2014/15, Citizens Advice Daventry & District dealt with 4,689 clients with new enquiries who presented 6,735 new enquiry issues. Citizens Advice Daventry & District measures and records client financial outcomes such as levels of welfare benefits advised and amounts of debts which are reduced or written off.

**Citizens Advice Daventry & District (Registered number: 03877564)**

**Report of the Trustees**  
**for the year ended 31 March 2015**

**FINANCIAL REVIEW**

The Financial Statements are prepared annually by the Treasurer and are independently examined by Cottons Accountants LLP. The Financial Statements are presented to the Annual General Meeting for consideration by those present. A report on the current financial position is given and considered at each Trustee Board meeting.

The principal funding sources in 2014/15 were:

Daventry District Council  
Daventry & District Housing  
The Big Lottery  
Community Law Service  
South Northamptonshire Council  
Constance Travis Charitable Trust  
Central and East Northants Citizens Advice  
Daventry Consolidated Charity  
Danetre Rotary Club  
Daventry Town Council  
Friends of Citizens Advice Daventry & District  
Citizens Advice  
CITA  
Ford Motor Company  
HMRC - Gift Aid  
Parish Council Donations  
Individual Donations

**RESERVES POLICY**

The Trustee Board has examined the charity's requirements for reserves in light of the main risks to the organisation. The Board aims to maintain sufficient financial reserves to ensure Citizens Advice Daventry & District can run for at least a further 3 months to include estimated closure costs in the event of a funding crisis. For the year 2015/16 there is also a budgeted funding deficit, which will require an additional use of reserves to maintain the current service level to clients.

**FUTURE DEVELOPMENTS**

The aims and objectives as set out above and as defined in the Citizens Advice Daventry & District's Business Plan relate to the period up to 31/03/2017.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Citizens Advice Daventry & District 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;
- 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.

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

Citizens Advice Daventry & District (Registered number: 03877564)

Report of the Trustees  
for the year ended 31 March 2015

Approved by order of the board of trustees on .....24/9/2015..... and signed on its behalf by:



.....  
S J Hupfield - Chairman/Trustee

**Independent Examiner's Report to the Trustees of  
Citizens Advice Daventry & District (Registered number: 03877564)**

I report on the accounts for the year ended 31 March 2015 set out on pages seven to fifteen.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required.

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
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the 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 statements 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 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 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 accounts to be reached.



Lisa Malone  
FCCA CTA  
Cottons Accountants LLP  
The Stables  
Church Walk  
Daventry  
Northants  
NN11 4BL

Date: 25/9/2015



**Citizens Advice Daventry & District**

**Statement of Financial Activities**  
**for the year ended 31 March 2015**

		Unrestricted fund	Restricted funds	Total 2015 funds	Total 2014 funds
	Notes	£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	76,942	164,108	241,050	239,144
Investment income	3	2,237	-	2,237	2,348
Other incoming resources		<u>120</u>	<u>-</u>	<u>120</u>	<u>35</u>
<b>Total incoming resources</b>		<b>79,299</b>	<b>164,108</b>	<b>243,407</b>	<b>241,527</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Charitable costs		77,922	170,385	248,307	228,890
Governance costs	4	<u>2,317</u>	<u>-</u>	<u>2,317</u>	<u>1,720</u>
<b>Total resources expended</b>		<b>80,239</b>	<b>170,385</b>	<b>250,624</b>	<b>230,610</b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>					
		(940)	(6,277)	(7,217)	10,917
<b>Gross transfers between funds</b>	12	<u>(2,938)</u>	<u>2,938</u>	<u>-</u>	<u>-</u>
<b>Net incoming/(outgoing) resources</b>		<b>(3,878)</b>	<b>(3,339)</b>	<b>(7,217)</b>	<b>10,917</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>87,568</b>	<b>17,791</b>	<b>105,359</b>	<b>94,442</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>83,690</u></b>	<b><u>14,452</u></b>	<b><u>98,142</u></b>	<b><u>105,359</u></b>

The notes form part of these financial statements

**Citizens Advice Daventry & District (Registered number: 03877564)**

**Balance Sheet**  
**At 31 March 2015**

	Notes	Unrestricted fund £	Restricted funds £	Total 2015 funds £	Total 2014 funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	-	2,662	2,662	2,353
<b>CURRENT ASSETS</b>					
Debtors	9	1,778	-	1,778	1,791
Cash at bank and in hand		<u>88,625</u>	<u>14,452</u>	<u>103,077</u>	<u>118,015</u>
		90,403	14,452	104,855	119,806
<b>CREDITORS</b>					
Amounts falling due within one year	10	(6,713)	(2,662)	(9,375)	(16,800)
<b>NET CURRENT ASSETS</b>		<u>83,690</u>	<u>11,790</u>	<u>95,480</u>	<u>103,006</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>83,690</u>	<u>14,452</u>	<u>98,142</u>	<u>105,359</u>
<b>NET ASSETS</b>		<u>83,690</u>	<u>14,452</u>	<u>98,142</u>	<u>105,359</u>
<b>FUNDS</b>	12				
Unrestricted funds				83,690	87,568
Restricted funds				<u>14,452</u>	<u>17,791</u>
<b>TOTAL FUNDS</b>				<u>98,142</u>	<u>105,359</u>

The notes form part of these financial statements

Citizens Advice Daventry & District (Registered number: 03877564)

Balance Sheet - continued  
At 31 March 2015

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 24/9/2015 and were signed on its behalf by:



B Dearns - Treasurer/Trustee

The notes form part of these financial statements

**Citizens Advice Daventry & District**

**Notes to the Financial Statements**  
**for the year ended 31 March 2015**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

Voluntary income is received by way of donations and is included in full in the Statement of Financial Activities when receivable.

Grants and contractual income are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Such income is only deferred when:

- The donor specifies that the income must only be used in future accounting periods.
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.
- Capital grants are received and released to income over the expected useful life of the asset acquired.

**Resources expended**

Expenditure is recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered. Costs are allocated between restricted and unrestricted funds on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on estimated usage.

**Tangible fixed assets**

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

Computers & office equipment                      - 33.3% on cost

It is normally the accounting policy of the charity to capitalise equipment and depreciate over a period of 3 years matching grant funding against the depreciation charge. Certain items of capital expenditure incurred during the year have been charged to revenue under Big Lottery - Advice Service Transition Fund in accordance with the terms of the grant.

**Taxation**

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

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor.

**Pension costs and other post-retirement benefits**

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

**Citizens Advice Daventry & District**

**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2015**

**2. VOLUNTARY INCOME**

	2015	2014
	£	£
Donations	2,270	1,082
Contractual income and grants	<u>238,780</u>	<u>238,062</u>
	<u>241,050</u>	<u>239,144</u>

Contractual income and grants receivable, included in the above, are as follows:

	2015	2014
	£	£
Big Lottery – Advice Service Transition Fund	78,611	73,073
Daventry District Council	60,000	67,500
Daventry & District Housing	56,483	53,782
Community Law Service (NCC)	23,368	23,368
Central and East Northants Citizens Advice - Library Project	5,440	-
Citizens Advice – Energy Saving Grant	3,100	450
Constance Travis – Home Visit Service Grants	3,000	2,000
Community Law Service (Money Advice Service)	1,980	2,295
Friends of Citizens Advice Daventry & District	2,328	2,044
South Northamptonshire Council	1,315	1,150
Daventry Town Council	1,000	1,000
Danetre Rotary	600	350
Ford Motor Company	555	-
Daventry Consolidated Charity	500	1,000
Northants County Council – Home Visits Service Grants	500	-
Danetre Rotary – Home Visit Service Grants	-	250
Training Grants	-	300
The Diana and Gerard Young Trust	-	5,000
Northamptonshire County Council	<u>-</u>	<u>4,500</u>
	<u>238,780</u>	<u>238,062</u>

**3. INVESTMENT INCOME**

	2015	2014
	£	£
Deposit account interest	<u>2,237</u>	<u>2,348</u>

**Citizens Advice Daventry & District**

**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2015**

**4. GOVERNANCE COSTS**

	2015	2014
	£	£
Independent Examiner's fee	1,650	1,575
Trustee insurance	145	145
Pensions advice fees	<u>522</u>	<u>-</u>
	<u>2,317</u>	<u>1,720</u>

Fees payable to Independent Examiner:

	2015	2014
	£	£
Payroll services	612	504
Independent examination	<u>1,650</u>	<u>1,575</u>
	<u>2,262</u>	<u>2,079</u>

**5. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	2015	2014
	£	£
Depreciation - owned assets	<u>2,147</u>	<u>2,597</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2015 nor for the year ended 31 March 2014.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2015 nor 31st March 2014.

**Citizens Advice Daventry & District**

**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2015**

**7. STAFF COSTS**

	2015	2014
	£	£
Wages and salaries	146,009	121,561
Employers national insurance	4,666	5,185
Other pension costs	<u>2,291</u>	<u>2,283</u>
	<u>152,966</u>	<u>129,029</u>

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

	2015	2014
	<u>7</u>	<u>7</u>
Manager, Caseworkers and Administration		

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

The average number of employees disclosed above is based on 'full time equivalent' employees. The actual average number of part-time employees were 13 (2014: 12).

**8. TANGIBLE FIXED ASSETS**

	Computers & office equipment £
<b>COST</b>	
At 1 April 2014	25,079
Additions	<u>2,456</u>
At 31 March 2015	<u>27,535</u>
<b>DEPRECIATION</b>	
At 1 April 2014	22,726
Charge for year	<u>2,147</u>
At 31 March 2015	<u>24,873</u>
<b>NET BOOK VALUE</b>	
At 31 March 2015	<u>2,662</u>
At 31 March 2014	<u>2,353</u>

It is normally the accounting policy of the charity to capitalise equipment and depreciate over a period of 3 years matching grant funding against the depreciation charge. Certain items of capital expenditure incurred during the year totalling £1,436 (2014: £9,209) in value have been charged to revenue under Big Lottery - Advice Service Transition Fund in accordance with the terms of the grant.

**Citizens Advice Daventry & District**

**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2015**

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Debtors and accrued income	1,061	859
Prepayments	<u>717</u>	<u>932</u>
	<u>1,778</u>	<u>1,791</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2015	2014
	£	£
Creditors and accruals	4,882	13,015
Social security and other taxes	1,831	1,432
Deferred income	<u>2,662</u>	<u>2,353</u>
	<u>9,375</u>	<u>16,800</u>

**11. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	2015	2014
	£	£
Expiring:		
Between one and five years	<u>24,392</u>	<u>23,995</u>

**12. MOVEMENT IN FUNDS**

	At 1.4.14	Net movement	Transfers	At 31.3.15
	£	in funds	between funds	£
		£	£	
<b>Unrestricted funds</b>				
General fund	<u>87,568</u>	<u>(940)</u>	<u>(2,938)</u>	<u>83,690</u>
<b>Restricted funds</b>				
Home Visit Service Grants	9,866	2,052	-	11,918
Daventry & District Housing	-	(2,938)	2,938	-
Friends of Citizens Advice Daventry & District	-	-	-	-
Community Law Service (NCC)	1,588	4,390	-	5,978
Big Lottery - Advice Service Transition Fund	<u>6,337</u>	<u>(9,781)</u>	<u>-</u>	<u>(3,444)</u>
	<u>17,791</u>	<u>(6,277)</u>	<u>2,938</u>	<u>14,452</u>
<b>TOTAL FUNDS</b>	<u>105,359</u>	<u>(7,217)</u>	<u>-</u>	<u>98,142</u>



**Citizens Advice Daventry & District**  
**Notes to the Financial Statements - continued**  
**for the year ended 31 March 2015**

**12. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	<u>79,299</u>	<u>(80,239)</u>	<u>(940)</u>
<b>Restricted funds</b>			
Home Visit Service Grants	3,500	(1,448)	2,052
Daventry & District Housing	56,482	(59,420)	(2,938)
Friends of Citizens Advice Daventry & District	2,147	(2,147)	-
Community Law Service (NCC)	23,368	(18,978)	4,390
Big Lottery - Advice Service Transition Fund	<u>78,611</u>	<u>(88,392)</u>	<u>(9,781)</u>
	164,108	(170,385)	(6,277)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>243,407</u>	<u>(250,624)</u>	<u>(7,217)</u>

**Purposes of restricted funds**

Home Visit Service: This is to fund home visits to clients.

Daventry & District Housing: To fund benefits and debt advice to their tenants.

Friends of Citizens Advice Daventry & District: To fund capital items.

Community Law Service: For the provision of advice services in Daventry district.

Big Lottery - Advice Service Transition Fund: To fund advice service development.

**13. PENSION COMMITMENTS**

The company operates defined contribution pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds.

The pension cost charge represents payments made by the charity to the funds and amounted to £2,291 (2014 - £2,283). There were no outstanding or prepaid contributions at the year end.

**14. RELATED PARTY DISCLOSURES**

During the year the Charity purchased computer equipment totalling £2,623 from Mako Systems Ltd, a business controlled by C Brown a Trustee of Citizens Advice Daventry & District. The purchases were undertaken at market value and there were no amounts outstanding at the year end.

Friends of Citizens Advice Daventry & District is a separately constituted fund raising body. Funds are donated to Citizens Advice Daventry & District principally to support the acquisition of capital items. All funds are held and controlled separately to Citizens Advice Daventry & District.

**15. ULTIMATE CONTROLLING PARTY**

The company is controlled by the Board of Trustees.

**Citizens Advice Daventry & District**

**Detailed Statement of Financial Activities**  
**for the year ended 31 March 2015**

	2015 £	2014 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	2,270	1,082
Contractual income and grants	<u>238,780</u>	<u>238,062</u>
	241,050	239,144
<b>Investment income</b>		
Deposit account interest	2,237	2,348
<b>Other incoming resources</b>		
Other income	<u>120</u>	<u>35</u>
<b>Total incoming resources</b>	243,407	241,527
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Salaries and social security	150,675	126,746
Pensions	2,291	2,283
Rent, service charges & room hire	26,738	25,841
Insurance	1,364	1,234
Subscriptions	3,498	3,389
Telephone	1,499	4,207
Postage, stationery & copying	6,202	4,893
Library and technical support	494	478
Sundries	910	500
IT costs	420	130
Canteen expenses	972	1,050
Training costs	1,105	571
Travelling	7,129	8,410
Advertising, marketing and website development	6,257	15,532
Recruitment	-	1,465
Repairs and renewals	-	1,738
Payroll services	612	504
ASTF - Sub contractors	34,552	18,113
ASTF - Equipment	1,436	9,209
Depreciation of tangible fixed assets	<u>2,147</u>	<u>2,597</u>
	248,301	228,890
<b>Governance costs</b>		
Independent Examiner's fee	1,650	1,575
Trustee insurance	145	145
Pensions advice fees	<u>522</u>	<u>-</u>
	2,317	1,720

This page does not form part of the statutory financial statements

**Citizens Advice Daventry & District**  
**Detailed Statement of Financial Activities**  
**for the year ended 31 March 2015**

	2015 £	2014 £
<b>Support Costs</b>		
Finance		
Bank charges	<u>6</u>	<u>-</u>
<b>Total resources expended</b>	250,624	230,610
	<u>          </u>	<u>          </u>
<b>Net (expenditure)/income</b>	<u>(7,217)</u>	<u>10,917</u>

This page does not form part of the statutory financial statements