

**REIGATE AND BANSTEAD DISTRICT
Citizens Advice Bureaux
(A company limited by guarantee)**

**Financial Statements
For the year ended 31 March 2014**

**Registered Charity No. 1104970
Company No. 5107133**

Reigate and Banstead District Citizens Advice Bureau

**Financial Statements
For the year ended 31 March 2014**

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Reigate and Banstead District Citizens Advice Bureaux

Report of the Directors and Trustees

The Trustees (who are also the Directors for the purpose of Company Law) have pleasure in presenting their annual report and the audited financial statements for the year ended 31 March 2014. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in March 2005 have been adopted in preparing the annual report and financial statements of the charity.

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name:	Reigate and Banstead District Citizens Advice Bureaux	
Charity Registration:	1104970	
Company Registration:	5107133	
Registered Office:	24 Cromwell Road, Redhill, Surrey RH1 1RT	
Chairperson:	Brian Jones Bettina Brueggemann	(to 14 May 2014) (from 14 May 2014)
Vice Chairperson:	Richard Hoffman	(from 14 May 2014)
Company Secretary:	Mandy Impey	
Bank:	HSBC Bank plc 72 Station Road Redhill Surrey RH1 1PN	
Independent Examiner:	Braidwood and Company Willow Grange The Street Betchworth Surrey RH3 7DJ	

Reigate and Banstead District Citizens Advice Bureaux

Report of the Directors and Trustees

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Reigate and Banstead District Citizens Advice Bureaux

Report of the Directors and Trustees

The following people were directors/trustees of the charity on the date of approval of the report:

DIRECTORS/ TRUSTEES	ROLE	DATE APPOINTED	DATE RESIGNED
B Jones	Chairman	18.08.09	14.05.14
T A Stevens	Treasurer	15.02.12	
J P Lavington		29.09.04	
D Blayney		16.05.12	
J A Meech		29.09.04	
G Rabbani		29.09.04	14.05.14
A Codey		14.05.14	
N Godwin		14.05.14	
A Armstrong		14.05.14	
B Brueggemann	Chairperson	14.05.14	
R Hoffman	Vice Chairperson	14.05.14	
P Carbury		14.05.14	

COUNCIL REPRESENTATIVES

Councillor	Simon Parnall	Kingswood and Burgh Heath
Councillor	Roger Newstead	Reigate Hill
Councillor	David Pay	Redhill West

Reigate and Banstead District Citizens Advice Bureaux

Report of the Directors and Trustees

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Reigate and Banstead District Citizens Advice is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to £1. At 31 March 2014 the company had 6 members (2013 – 6). The Bureaux is governed by its Memorandum and Articles of Association as adopted on 20th April 2004.

Reigate and Banstead Citizens Advice Bureaux was incorporated as a company limited by guarantee on 20th April 2004. The charity commenced operations in 1939 at which date the assets and liabilities of the predecessor of the unincorporated Reigate and Banstead District Citizens Advice Bureaux were acquired.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are appointed from the local community and must either reside or work in the UK. A Committee, made up of Trustees and chaired by the Chairperson is established to oversee the process for Board appointments. A separate process agreed by the Trustee Board is followed for the election of the Chair. At least two thirds of the Trustees must be elected by the members; the remainder may be co-opted by the Trustees. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Induction of Trustees

Newly appointed Trustees are provided with a comprehensive induction through the provision of training courses.

Organisational Structure

Reigate and Banstead District Citizens Advice is governed by its Trustee Board which is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for its conduct and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to senior management. The Trustee Board is independent from management. A register of members' interests is maintained at the registered office and is available to the public.

Reigate and Banstead District Citizens Advice Bureaux

Report of the Directors and Trustees

Related Parties

Reigate and Banstead District Citizens Advice is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureaux, which provides a framework for standards of advice and casework management as well as monitoring progress against these standards. Operating policies are independently determined by the Trustee Board in order to fulfil its charitable objects and comply with the national membership requirements.

The charity also co-operates and liaises with a number of other advisory services, local charities and social services departments on behalf of clients. Where one of the trustees holds the position of trustee/director of another charity they may be involved in discussions regarding that other charity but not in the ultimate decision-making process.

Major risks

The Trustees recognise that any major risks to which the charity is exposed need to be reviewed and systems put in place to mitigate those risks. To that end Reigate and Banstead District Citizens Advice is continually monitoring and managing its risk, reviewing the corporate risk register and ensuring action plans are in place to mitigate its key risks.

Included in external risks is that of the loss of funding. The effects of this have been minimised by the procedures in place, which have resulted in funding being secured from a variety of sources. The charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

3. OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to promote any charitable purpose for the benefit of the community in Reigate and Banstead, by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

Aims, Objectives, Strategies and Activities for the Year

Reigate and Banstead District Citizens Advice aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community.

Reigate and Banstead District Citizens Advice Bureaux

Report of the Directors and Trustees

The Bureau aims to positively influence on the development of social policies and services and to ensure individuals do not suffer through a lack of knowledge or an inability to express their needs effectively

In addition to the continuing provision of high quality advisory services to the local community the primary objectives for the year were to extend the means of service provision to include telephone advice and to establish a specialist debt advisory service staffed by appropriately qualified personnel.

To obtain the necessary funding to provide the additional services, applications were made to various local and national providers of community finance. Advertisements were placed in the local press for advisory staff both as paid employees and volunteers, induction and training being provided to the extent that necessary knowledge and skills were not pre-existing.

Public Benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by the bureau during the year. The trustees are satisfied that the information provided in the report and accounts meets the public benefit reporting requirements.

The principal activity of Reigate and Banstead District Citizens Advice remained the provision of free, confidential, independent and impartial advice, information and advice for members of the public. This is provided through 3 bureaux locations in the Borough at Redhill, Banstead and Horley with a further location which opened in Merstham on 1st April 2014. In addition to generalist advice the following specialist advisory services were provided:

- i) Specialist Debt Provision
- ii) Welfare benefits advice
- iii) Housing advice
- iv) Employment advice

Advice services were provided through face-to-face consultations and appointments, telephone advice lines and various outreach services throughout the Borough. There is also limited provision currently for email advice and Adviceguide via the internet.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity.

82 volunteers contributed 31,096 hours of volunteering work to the bureau during the year. The economic value of this help is £527,074 in respect of the current year 2013 to 2014 (2012 to 2013 - £392,898).

Reigate and Banstead District Citizens Advice Bureaux

Report of the Directors and Trustees

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

The key achievements in the year were the successful completion of the first year of the SCC funded Healthwatch project to provide independent advice and support in regard to clients who have a health or social care issue with NHS services. This has led to an extension to the contract through to March 2015. We also saw the establishment of the Martin Lewis "Integrated Money Advice" project regarding Financial Literacy work with our clients

The Bureaux saw 5,515 new clients and had 8,686 repeat client contacts, a total of 14,201 in the period. The main areas of enquiry are:-

- Benefits
- Debt
- Employment
- Housing

The key housing issues are Actual Homelessness (71 new clients) and threatened Homelessness (210 new clients). Rental costs continue to be a significant factor in the area of arrears, debt and homelessness.

Fundraising Activities

Total income for the year was £329,804 and increase of £39,170 on 2013. The primary reason for this increase was the funding obtained for specific projects.

Investment Activities

The charity does not currently hold material investments.

Factors Affecting the Achievement of Objectives

The charity is only too well aware of the financial pressures experienced by its major funders and in view of this is taking active measures to seek additional sources of funding for its services. However, funding for projects in Surrey and the South East in general are becoming increasingly difficult to source due to the misconception that all residents are financially included.

Reigate and Banstead District Citizens Advice Bureaux

Report of the Directors and Trustees

5. FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £ 329,804 (2013 £290,634). Of this £196,330 (2013 £ 159,271) related to project restricted activities.

A surplus of £1,644 was made in the year (2014 deficit of £8,208). At 31 March 2014 total reserves were £ 48,740 (2013 £47,096) of which £2,000 (2013 £2,379) represented restricted funds.

Reserves Policy

Reigate and Banstead District Citizens Advice is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. The bureau reviews a projection of income for future periods and will endeavour to see this continues to be derived from as wide a variety of sources possible. They will take all necessary steps to ensure that at no time within this period would it be possible for the cessation of one or more funding streams to present so serious a challenge to the future of the organisation that it could not be managed so as to continue to provide a best value advice service.

In reviewing the potential costs that could arise should a significant reduction in income be incurred the Trustees have determined to aim that 'free' reserves equivalent to 3 months operating expenditure should be maintained. At 31st March unrestricted reserves stood at £46,740 which equate to 4.1 months unrestricted operating expenditure.

The reasons for holding particular reserves are outlined in notes 13 and 14.

Principal Funding Sources

The Directors extend their gratitude to Reigate and Banstead Borough Council who continued to support the core operating capacity of the charity. Additionally project-specific funding was received from the Legal Services Commission in support of the debt advisory work and ICAS for NHS complaints services.

Reigate and Banstead Borough Council also provides the Reigate and Banstead District Bureaux premises at no financial cost to the charity.

The charity did not have any borrowings from either providers of funding or other sources at the balance sheet date.

Reigate and Banstead District Citizens Advice Bureaux

Report of the Directors and Trustees

Funds in Deficit

No funds were in deficit at the balance sheet date.

Investment Policy

Under its Memorandum and Articles of association and in furtherance of its objects and for no other purposes, the Company has the power to invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions and such consents as may for the time being be imposed or required by law. The Bureaux did hold any such investments at the year end.

6. FUTURE PLANS

The Bureaux aims to continually improve access to its service and intends wherever possible to extend its service to an even wider number of the community through increased provision of an improved website, telephone advice, email advice and additional outreach locations.

Reigate and Banstead District Citizens Advice Bureaux

Report of the Directors and Trustees

7. DIRECTORS' RESPONSIBILITIES

Company Law and Charity Law require the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of Citizens Advice Anywhere and of the surplus or deficit for that period. In preparing those financial statements, the directors are required to:

- (a) select appropriate accounting policies and then apply them consistently
- (b) make judgements and estimates that are reasonable and prudent,
- (c) state whether applicable accounting standards have been followed, and explain where they haven't been followed, and
- (d) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Reigate and Banstead Citizens Advice and to enable them to ensure that the financial statements comply with the Companies Acts 1985 to 2006.

The directors are responsible for ensuring that the company maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against material loss or unauthorised use and to prevent and detect fraud and other irregularities.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities and in accordance the provisions applicable to companies subject to the small companies' regime.

Signed Ni Ku
Vice Chairperson of Trustees

Date 27/8/14

Independent examiner's report to the trustees of Reigate and Banstead District Citizens Advice Bureau

I report on the accounts of the company for the year ended 31 March 2014, which are set out on pages 13 to 24

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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 independent examiner's report

My examination was carried out in accordance with 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 the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.


Independent examiner's statement

In connection with my explanation, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect, the requirements:
 - a. to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - b. to prepare accounts 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 accounts to be reached.

Signed  Mrs C Braidwood FCA
Braidwood & Company
Chartered Accountants
Willow Grange
The Street, Betchworth,
Surrey, RH3 7DJ

Date... 28-8-14

Reigate and Banstead District Citizens Advice Bureaux

Statement of financial activities for the year ended 31 March 2014 Incorporating the Income and Expenditure Account

	Note	Unrestricted funds £	Restricted funds £	Total funds 2014 £	Total funds 2013 £
Incoming Resources	1b			-	-
Incoming resources from generated funds	2				
Voluntary income	2a	2,450	-	2,450	772
Activities for generating funds	2b			-	-
Investment income	2c	52	-	52	46
Incoming resources from charitable activities	3	130,972	196,330	327,302	289,816
Other incoming resources	4			-	-
Total Incoming Resources		<u>133,474</u>	<u>196,330</u>	<u>329,804</u>	<u>290,634</u>
Resources expended					
Cost of generating funds	5			-	-
Cost of generating voluntary income					
Fundraising trading: costs of goods sold					
Investment management costs					
Other costs of generating funds					
Charitable activities	5	133,915	191,457	325,372	297,628
Governance costs	5	2,059	729	2,788	1,214
Total Resources expended	5	<u>135,974</u>	<u>192,186</u>	<u>328,160</u>	<u>298,842</u>
Net incoming/ (outgoing) resources before transfers	6	(2,500)	4,144	1,644	(8,208)
Transfers between funds		4,523	(4,523)		
Net movement in funds for the year		<u>2,023</u>	<u>(379)</u>	<u>1,644</u>	<u>(8,208)</u>
Balances brought forward 2013	12	44,717	2,379	47,096	55,304
Balances carried forward 2014	12	<u>46,740</u>	<u>2,000</u>	<u>48,740</u>	<u>47,096</u>

There are no recognised gains or losses in the year, other than those included in the statement of financial activities.

All activities derive from continuing operations.

**Reigate and Banstead District Citizens Advice Bureau
Balance Sheet as at 31 March 2014**

	Note	Unrestricted Funds	Restricted Funds	Total 2014 £	2103 £
Fixed Assets					
Tangible Fixed Assets	8	7,473	-	7,473	6,127
Current Assets					
Debtors	9	3,625	-	3,625	4,441
Short term deposits				-	-
Cash at bank and in hand		56,537	2,000	58,537	51,612
		60,162	2,000	62,162	56,053
Creditors - amounts falling due within one year	10	20,895		20,895	15,084
Net Current Assets		39,267	2,000	41,267	40,969
Net assets		46,740	2,000	48,740	47,096
Represented by:					
Funds of the Charity					
Unrestricted funds					
Accumulated fund	12	46,740		46,740	43,783
Designated funds				-	934
Restricted Funds	12		2,000	2,000	2,379
		46,740	2,000	48,740	47,096

For the year ending 31st March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board on 27th August 2014 and signed on their behalf by:

Vice Chairperson

Treasurer


 T. STEVENSON

Company Registration No: 1104970

Charity Registration No: 5107133

Reigate and Banstead District Citizens Advice Bureaux

Notes to the financial statements for the year ended 31 March 2014

1. Accounting policies

a) Accounting basis

The financial statements have been prepared under the historical cost convention and are in accordance with the Companies Acts 1985 to 2006, applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities published in March 2005.

b) Incoming resources

i) Grants receivable

Grants made to finance the activities of the bureau are credited to the income and expenditure account in the period to which they relate.

ii) Bank interest

Bank interest is included in the income and expenditure account on receipt.

iii) Other income

Sales of services are included in the income and expenditure account in the period to which they relate. Other income, including donations, gifts and covenants are included as they were received.

iv) Gifts and Intangible income

In addition to the above, the charity also receives help and support in the form of voluntary assistance in advising the public. This help and support is not included in the financial statements. However, its value to the Charity has been estimated and disclosed in the directors' report.

v) Deferred income

Grants received in advance of the period in which the funder requires the expenditure to be applied will be reflected in deferred income within the balance sheet.

Reigate and Banstead District Citizens Advice Bureaux

Notes to the financial statements for the year ended 31 March 2014

1. Accounting policies (continued)

c) Resources expended

All expenditure is accounted for on an accruals basis. All expenditure directly related to the provision of advice services is included within charitable expenditure. Other costs incurred have been allocated between fundraising and publicity and management and administration as appropriate. Where such costs relate to more than one functional cost category they have been split on an estimate of time or floor space basis, as appropriate.

d) Fixed assets and depreciation

Fixed assets are included at cost. Items are capitalised if their value is over £1,000. Depreciation is charged on a straight line basis on the costs of the assets over their estimated useful lives as follows:

Fixtures, fittings and equipment	-	4 years
Computers	-	4 years

The depreciation policy has been reviewed in accordance with FRS 15 and no change has been made from the previous year.

e) Restricted funds

Income received for the restricted purposes is included in a separate restricted fund against which appropriate expenditure is allocated.

f) Designated funds

Designated funds are allocated out of unrestricted funds by the trustees for specific purposes. The use of such funds is at the trustees' discretion.

g) Pension

The charity operates a defined contribution group personal pension plan for its employees. Payments are charged to the income and expenditure account in the period in which they are incurred.

h) Leases

Rental costs under operating leases are charged to the statement of financial activities in equal amounts over the period of the leases.

Reigate and Banstead District Citizens Advice Bureaux

Notes to the financial statements for the year ended 31 March 2014

1. Accounting policies (continued)

i) Irrecoverable VAT

The bureau is unable to recover VAT.

j) Cash Flow

The bureau has taken advantage of the exemptions in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

Reigate and Banstead District Citizens Advice Bureaux

Notes to the financial statements for the year ended 31 March 2014

2 Incoming Resources from Generated Funds

	Unrestricted £	Restricted £	2014 Total £	2013 Total £
a Voluntary income				
Donations	2,450	-	2,450	772
	<u>2,450</u>	<u>-</u>	<u>2,450</u>	<u>772</u>
b Activities for generating funds				
Rent from bureau meeting rooms	-	-	-	-
Fundraising events	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
c Investment income				
Bank Interest received	52	-	52	46
	<u>52</u>	<u>-</u>	<u>52</u>	<u>46</u>

3 Incoming Resources from Charitable Activities

	Unrestricted £	Restricted £	2014 Total £	2013 Total £
Government and public authority contracts	130,972	104,030	235,002	149,995
Other paid advisory services	-	92,300	92,300	139,821
	<u>130,972</u>	<u>196,330</u>	<u>327,302</u>	<u>289,816</u>

4 Other Income

	Unrestricted £	Restricted £	2014 Total £	2013 Total £
Profit on disposal of fixed assets	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Reigate and Banstead District Citizens Advice Bureaux

Notes to the financial statements for the year ended 31 March 2014

5 Resources expended

	General Advisory Services	F2F	Raven	Prison	Other projects	2014 Total	2013 Total
	£	£	£	£	£	£	£
Costs of generating funds							
Costs of generating voluntary income	0	0	0	0	0	-	0
Fundraising: cost of goods sold	0	0	0	0	0	-	0
Costs of generating funds	-	-	-	-	-	-	-
Costs directly allocated to activities							
Staff costs	57,860	66,430	45,852	18,055	27,259	215,456	181,038
Other direct costs	11,835	701	89	329	1,799	14,753	13,709
	<u>69,695</u>	<u>67,131</u>	<u>45,941</u>	<u>18,384</u>	<u>29,058</u>	<u>230,209</u>	<u>194,747</u>
Support costs allocated to activities							
Management	21,211	3,914	2,619	1,705	2,115	31,564	32,469
Office, IT & communications	22,719	4,192	2,806	1,826	2,265	33,808	31,322
Premises	20,266	3,587	2,401	1,562	1,939	29,755	36,322
Other	24	4	3	2	3	36	2,768
	<u>64,220</u>	<u>11,697</u>	<u>7,829</u>	<u>5,095</u>	<u>6,322</u>	<u>95,163</u>	<u>102,881</u>
Charitable activities	133,915	78,828	53,770	23,479	35,380	325,372	297,628
Governance costs	2,059	276	184	120	149	2,788	1,214
Total Resources Expended	<u>135,974</u>	<u>79,104</u>	<u>53,954</u>	<u>23,599</u>	<u>35,529</u>	<u>328,160</u>	<u>298,842</u>

Reigate and Banstead District Citizens Advice Bureaux

Notes to the financial statements for the year ended 31 March 2014

6 Net incoming/ (outgoing) resources for the year

	2014 £	2013 £
This is stated after charging:		
Depreciation	3,172	4,829
Operating lease costs	13,353	12,678
Examiners fees		
Examination services	1,100	1,000
Consultancy work	-	-
	<u>14,453</u>	<u>23,507</u>

7 Information regarding Directors and Employees

	2014 £	2013 £
Wages and salaries	219,285	193,828
Social security costs	15,916	13,163
Pension costs	10,030	6,516
Benefits	-	-
Temporary Staff	-	-
	<u>245,231</u>	<u>213,507</u>

The average number of employees, analysed by function was:

	2014	2013
Charitable purposes	8	8
Fundraising & publicity	0	0
Management and administration of charity	1	1
	<u>9</u>	<u>9</u>

No employee received remuneration of more than £60,000

Travel cost amounting to £1032 (2013-£206) were reimbursed to 1 (2013 – 1) members of the Trustee Board.
No trustee indemnity insurance was purchased.

The bureau paid £2,232 in the year ended 31 March 2014 for various insurance services, including professional indemnity cover.

Reigate and Banstead District Citizens Advice Bureaux

Notes to the financial statements for the year ended 31 March 2014

8 Fixed assets

	Freehold land and buildings £	Computer Equipment £	Fixtures, fittings and equipment £	Total £
Cost				
At 1 April 2013		12,606	12,960	25,566
Additions			4,518	4,518
Disposals				-
At 31 March 2014	<u>-</u>	<u>12,606</u>	<u>17,478</u>	<u>30,084</u>
Depreciation				
At 1 April 2013		12,606	6,833	19,439
Charge for the year			3,172	3,172
Disposals				-
At 31 March 2014	<u>-</u>	<u>12,606</u>	<u>10,005</u>	<u>22,611</u>
Net book value 2014	<u>-</u>	<u>-</u>	<u>7,473</u>	<u>7,473</u>
Net book value 2013	<u>-</u>	<u>-</u>	<u>6,127</u>	<u>6,127</u>

9 Debtors

	2014 £	2013 £
Trade debtors		
Other debtors	947	4,441
Prepayments	2,678	-
Accrued income		
	<u>3,625</u>	<u>4,441</u>

10 Creditors - amounts falling due within one year

	2014 £	2013 £
Loans and overdraft		
Trade creditors	10,497	335
Other creditors including tax and social security	8,398	4,749
Accruals	2,000	10,000
Deferred income (e.g. grants in advance)	<u>20,895</u>	<u>15,084</u>

Reigate and Banstead District Citizens Advice Bureaux

Notes to the financial statements for the year ended 31 March 2014

11 Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds
Tangible Fixed Assets	7,473			7,473
Current Assets	62,162			62,162
Current Liabilities	(18,895)	-	(2,000)	(20,895)
Net Assets	50,740	-	(2,000)	48,740

12 Movement in funds

	At 1 April 2013 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2014 £
Restricted Funds					
SSC - ESDAS	1,649		(1,649)		-
Save Xmas	730		(730)		-
F2F		77,810	(79,104)	1,294	-
Prison project		20,800	(23,599)	2,799	-
Raven Housing		53,500	(53,954)	454	-
M Lewis		18,000	(19,235)	3,235	2,000
Redhill Home Visit		10,000	(8,897)	(1,103)	-
Healthwatch		16,220	(5,018)	(11,202)	-
					-
					-
Total Restricted Funds	2,379	196,330	(192,186)	(4,523)	2,000
Unrestricted Funds					
Friends Fund	934		(934)		-
General funds	43,783	133,474	(135,040)	4,523	46,740
Total unrestricted funds	44,717	133,474	(135,974)	4,523	46,740
Total funds	47,096	329,804	(328,160)	-	48,740

Reigate and Banstead District Citizens Advice Bureaux

Notes to the financial statements for the year ended 31 March 2014

13. Purposes of restricted funds

- | | | |
|--------------------------------------|---|--|
| <i>F2F Debt Advice</i> | - | A restricted fund provided by the Money Advise Service to enable the Bureaux to support and advise people with debt problems. |
| <i>Raven Housing Trust</i> | - | A restricted fund financed by this local housing association to provide a specialist Debt caseworker, supervision support and a young trainee to work with tenants who have debt and rent arrears and could be facing homelessness. |
| <i>High Down Prison</i> | - | A restricted fund financed by a local prison to support prisoners and those on remand under the resettlement programme. This service is provided by 1 paid supervisor and 5 volunteers. |
| <i>M Lewis</i> | - | A restricted fund |
| <i>Healthwatch Surrey</i> | - | A restricted fund provided by Surrey County Council in collaboration with Citizens advice Surrey to collect and collate views and concerns on health and social care. Then provide evidence based feedback to commissioners and providers to influence inform and challenge if needed decisions and plans. |
| <i>Redhill West Homevisit</i> | - | A restricted fund provided by Surrey County Council to provide a part time caseworker and contribute to the cost of a trainee to support those who are unable to access normal Bureaux services. |
| <i>Friends Funds</i> | - | A designated fund to provide office/IT equipment for the Bureaux as designated by the Trustees. |
| <i>Esdas</i> | - | A restricted fund provided by Surrey County Council to provide financial capability support. |

Reigate and Banstead District Citizens Advice Bureaux

Notes to the financial statements for the year ended 31 March 2014

14. Designated funds

There are no designated funds at the year end.

15. Financial Commitments

Capital Commitments

At the balance sheet date no capital commitments existed.

Operating lease commitments

At 31st March 2014 the company has annual commitments under non-cancellable operating leases as follows:

	2014	2013
	£	£
Expiring within two to five years	13,323	13,323
Expiring after five years	0	0

16. Related party transactions

There have been related party transactions identified in accordance with FRS8. There were transactions between Reigate & Banstead District Citizens Advice and Citizens Advice in relation to insurance and information services.

17. Taxation

The charity is exempt from corporation tax as all income is applied to charitable purposes.

18. Pension costs

The Bureau contributes to pension schemes for employees and is operated on a defined contributions basis. This is open to all eligible employees at any time. The company contributes 6% of pensionable earnings and the employees 0%. The assets of the individual members' schemes are held separately from those of the company in independently administered funds. The pension cost shown in the accounts for the year represents contributions payable by the company and amounted to £10,030 (2013 £6,516). There were contributions of £4,029 payable at the year end.