

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

**Financial Statements  
For the year ended 31 March 2015**

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

**Reigate and Banstead District Citizens Advice Bureau**

**Financial Statements  
For the year ended 31 March 2015**

**CONTENTS**

Report of the Directors and Trustees	3-11
Independent Examiners Report	12
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Accounts	15-24

## **Reigate and Banstead District Citizens Advice Bureau**

### **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 financial statements for the year ended 31 March 2015. 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**

<b>Charity Name:</b>	Reigate and Banstead District Citizens Advice Bureau
<b>Charity Registration:</b>	1104970
<b>Company Registration:</b>	5107133
<b>Registered Office:</b>	24 Cromwell Road, Redhill, Surrey RH1 1RT
<b>Chairperson:</b>	Bettina Brueggemann
<b>Vice Chairperson:</b>	Richard Hoffman
<b>Company Secretary:</b>	Mandy Impey
<b>Bank:</b>	HSBC Bank plc 72 Station Road Redhill Surrey RH1 1PN
<b>Independent Examiner:</b>	Mrs C E Braidwood FCA Braidwood and Company Willow Grange The Street Betchworth Surrey RH3 7DJ

## Reigate and Banstead District Citizens Advice Bureau

### 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
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	
A Codey		14.05.14	14.05.14
N Godwin		14.05.14	
A Armstrong		14.05.14	04.03.15
B Brueggemann	Chairperson	14.05.14	
R Hoffman	Vice Chairperson	14.05.14	
P Carbury		14.05.14	

### COUNCIL REPRESENTATIVES

Cllr Graham Knight  
Horley East

Cllr Simon Parnall  
Kingswood with Burgh  
Heath

Cllr Joan Spiers  
Kingswood with Burgh  
Heath

## **Reigate and Banstead District Citizens Advice Bureau**

### **Report of the Directors and Trustees**

## **2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

Reigate and Banstead District Citizens Advice Bureau is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to £1. At 31 March 2015 the company had 16 members (2014 – 11). The Bureau is governed by its Memorandum and Articles of Association as adopted on 20<sup>th</sup> April 2004.

Reigate and Banstead District Citizens Advice Bureau 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 Bureau 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 Bureau 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 Bureau**

### **Report of the Directors and Trustees**

#### **Related Parties**

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

## **Reigate and Banstead District Citizens Advice Bureau**

### **Report of the Directors and Trustees**

The Bureau aims to positively influence 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 Bureau 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 1<sup>st</sup> 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, webchat 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 2014 to 2015 (2013 to 2014 - £392,898).



## **Reigate and Banstead District Citizens Advice Bureau**

### **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 2016. We also saw the establishment of the Martin Lewis "Integrated Money Advice" project regarding Financial Literacy work with our clients. We have also provided assistance through the SCC Local Assistance Scheme, which together with the support from our local foodbanks, grants from other charitable providers, have assisted some of our most vulnerable clients.

The Bureau 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.

The Bureau managed debt of £3,144,980.22 on behalf of clients in the Borough.

##### **Fundraising Activities**

Total income for the year was £343,603 an increase of £13,799 on 2014. This increase is attributable to increased project income.

##### **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 residents in this area are in a financially secure position.



## **Reigate and Banstead District Citizens Advice Bureau**

### **Report of the Directors and Trustees**

#### **5. FINANCIAL REVIEW**

##### **Financial Position**

Incoming resources in the year were £ 343,603(2014 £329,804). Of this £207,506 (2014 £ 196,330) related to restricted project activities.

A surplus of £8,867 was achieved in the year (2014 surplus £1,644). At 31 March 2015 total reserves were £57,607(2014 £48,740) of which £Nil (2014 £2,000) represented restricted funds.

##### **Reserves Policy**

Reigate and Banstead District Citizens Advice Bureau 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 31<sup>st</sup> March unrestricted reserves stood at £57,607 which equate to 5.6 months unrestricted operating expenditure.

##### **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 1) Surrey County Council – Local Assistance Scheme., Healthwatch., 2) Merstham Community Fund., 3) Raven Housing Trust – Specialist Debt caseworker., 4) HMP High Down – Specialist Generalist and Debt caseworker 5) Money Advice Services – Debt caseworkers.

Reigate and Banstead Borough Council also provides the Reigate and Banstead District Citizens Advice Bureau with premises at no financial cost to the charity. Part of this additional funding will end in the next financial year.

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 Bureau**

### **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 Bureau did hold any such investments at the year end.

### **6. FUTURE PLANS**

The Bureau 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 and webchat advice and additional outreach locations.

Through the work of our Research and Campaigns Team we also intend to improve the opportunities for members of our local communities to highlight areas of concern to the appropriate authorities, with particular relevance to equalities.

## **Reigate and Banstead District Citizens Advice Bureau**

Report of the Directors and Trustees

### **7. DIRECTORS' RESPONSIBILITIES**

The Trustees (who are also directors of The Reigate and Banstead Citizens Advice Bureau for the purposes of Company Law) are responsible for preparing the Trustee's Annual Report and the financial statements 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 income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- (a) select appropriate accounting policies and then apply them consistently
- (b) observe the methods and principles in the Charities SORP,
- (c) make judgements and estimates that are reasonable and prudent,
- (d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements and
- (e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Acts 2006.

The Trustees 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.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity website.

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.....  
Chairperson of Trustees

Date <sup>25</sup> November 2015

## **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 2015, 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 examination, 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  November 2015

# Reigate and Banstead District Citizens Advice Bureau

## Statement of financial activities for the year ended 31 March 2015 Incorporating the Income and Expenditure Account

	Note	Unrestricted funds £	Restricted funds £	Total funds 2015 £	Total funds 2014 £
Incoming Resources	1b			-	-
Incoming resources from generated funds	2				
Voluntary income	2a	2,152	-	2,152	2,450
Activities for generating funds	2b			-	-
Investment income	2c	38	-	38	52
Incoming resources from charitable activities	3	133,907	207,506	341,413	327,302
Other incoming resources	4			-	-
<b>Total Incoming Resources</b>		<b>136,097</b>	<b>207,506</b>	<b>343,603</b>	<b>329,804</b>
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	122,065	210,700	332,765	325,372
Governance costs	5	719	1,252	1,971	2,788
<b>Total Resources expended</b>	5	<b>122,784</b>	<b>211,952</b>	<b>334,736</b>	<b>328,160</b>
<b>Net incoming/ (outgoing) resources before transfers</b>	6	<b>13,313</b>	<b>(4,446)</b>	<b>8,867</b>	<b>1,644</b>
Transfers between funds		(2,446)	2,446		
<b>Net movement in funds for the year</b>		<b>10,867</b>	<b>(2,000)</b>	<b>8,867</b>	<b>1,644</b>
Balances brought forward 2014	12	46,740	2,000	48,740	47,096
<b>Balances carried forward 2015</b>	12	<b>57,607</b>	<b>-</b>	<b>57,607</b>	<b>48,740</b>

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 2015**

	Note	Unrestricted Funds	Restricted Funds	Total 2015 £	2014 £
<b>Fixed Assets</b>					
Tangible Fixed Assets	8	4,301	-	4,301	7,473
<b>Current Assets</b>					
Debtors	9	14,548	-	14,548	3,625
Short term deposits				-	-
Cash at bank and in hand		67,003	-	67,003	58,537
		81,551	-	81,551	62,162
Creditors - amounts falling due within one year	10	28,245		28,245	20,895
<b>Net Current Assets</b>		53,306	-	53,306	41,267
<b>Net assets</b>		57,607	-	57,607	48,740
Represented by:					
<b>Funds of the Charity</b>					
Unrestricted funds					
Accumulated fund	12	57,607		57,607	46,740
Designated funds				-	-
Restricted Funds	12		-	-	2,000
		57,607	-	57,607	48,740

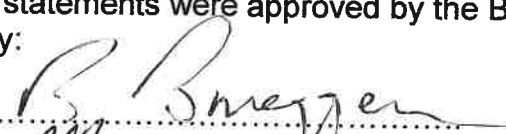

For the year ending 31<sup>st</sup> March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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 25 November 2015 and signed on their behalf by:

Chairperson .....   
Treasurer ..... 

Company Registration No: 1104970  
Charity Registration No: 5107133



## **Reigate and Banstead District Citizens Advice Bureau**

### **Notes to the financial statements for the year ended 31 March 2015**

#### **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 Bureau**

### **Notes to the financial statements for the year ended 31 March 2015**

#### **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 Bureau**

**Notes to the financial statements for the year ended 31 March 2015**

**1. Accounting policies (continued)**

**i) Irrecoverable VAT**

The bureau is not registered for VAT and therefore 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 Bureau

## Notes to the financial statements for the year ended 31 March 2015

### 2 Incoming Resources from Generated Funds

	Unrestricted £	Restricted £	2015 Total £	2014 Total £
<b>a Voluntary income</b>				
Donations	2,152	-	2,152	2,450
	<u>2,152</u>	<u>-</u>	<u>2,152</u>	<u>2,450</u>
<b>b Investment income</b>				
Bank interest received	38	-	38	52
	<u>38</u>	<u>-</u>	<u>38</u>	<u>52</u>

### 3 Incoming Resources from Charitable Activities

	Unrestricted £	Restricted £	2015 Total £	2014 Total £
Government and public authority contracts	133,907	75,177	209,084	235,002
Other paid advisory services	-	132,329	132,329	92,300
	<u>133,907</u>	<u>207,506</u>	<u>341,413</u>	<u>327,302</u>

### 4 Other Income

	Unrestricted £	Restricted £	2015 Total £	2014 Total £
Profit on disposal of fixed assets	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

# Reigate and Banstead District Citizens Advice Bureau

## Notes to the financial statements for the year ended 31 March 2015

### 5 Resources expended

	General Advisory Services	F2F	Raven	Prison	Other projects	2015 Total	2014 Total
	£	£	£	£	£	£	£
<b>Costs of generating funds</b>							
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	-	-	-	-	-	-	-
<b>Costs directly allocated to activities</b>							
Staff costs	83,396	39,955	45,221	20,520	38,310	227,402	215,456
Other direct costs	1,607	78	-	222	1,906	3,813	14,753
	<u>85,003</u>	<u>40,033</u>	<u>45,221</u>	<u>20,742</u>	<u>40,216</u>	<u>231,215</u>	<u>230,209</u>
<b>Support costs allocated to activities</b>							
Management	13,954	5,888	8,067	3,632	6,690	38,231	31,564
Office, IT & communications	12,745	5,379	7,370	3,318	6,116	34,928	33,808
Premises	10,363	4,372	5,991	2,697	4,968	28,391	29,755
Other	-	-	-	-	-	-	36
	<u>37,062</u>	<u>15,639</u>	<u>21,428</u>	<u>9,647</u>	<u>17,774</u>	<u>101,550</u>	<u>95,163</u>
Charitable activities	122,065	55,672	66,649	30,389	57,990	332,765	325,372
Governance costs	719	304	416	187	345	1,971	2,788
Total Resources Expended	<u>122,784</u>	<u>55,976</u>	<u>67,065</u>	<u>30,576</u>	<u>58,335</u>	<u>334,736</u>	<u>328,160</u>

# Reigate and Banstead District Citizens Advice Bureau

## Notes to the financial statements for the year ended 31 March 2015

### 6 Net incoming/ (outgoing) resources for the year

	2015 £	2014 £
This is stated after charging:		
Depreciation	3,172	3,172
Operating lease costs	13,323	13,323
Examiners fees		
Examination services	1,100	1,100
Consultancy work	-	-
	<u>16,495</u>	<u>16,495</u>

### 7 Information regarding Directors and Employees

	2015 £	2014 £
Wages and salaries	219,292	219,285
Social security costs	15,629	15,916
Pension costs	12,039	10,030
Benefits	-	-
Redundancy payments (re F2F project)	7,086	-
Temporary Staff	-	-
	<u>254,046</u>	<u>245,231</u>

The average number of employees, analysed by function was:

	2015	2014
Charitable purposes	7	8
Fundraising & publicity	0	0
Management and administration of charity	1	1
	<u>8</u>	<u>9</u>

Travel cost amounting to £326 (2014-£1,032) were reimbursed to 3 (2014 – 1) members of the Trustee Board. No trustee indemnity insurance was purchased.

The bureau paid £1,921 in the year ended 31 March 2015 for various insurance services, including professional indemnity cover.



# Reigate and Banstead District Citizens Advice Bureau

## Notes to the financial statements for the year ended 31 March 2015

### 8 Fixed assets

	Freehold land and buildings £	Computer Equipment £	Fixtures, fittings and equipment £	Total £
Cost		12,606	17,478	30,084
Additions				-
Disposals				-
At 31 March 2015	<u>-</u>	<u>12,606</u>	<u>17,478</u>	<u>30,084</u>
Depreciation				
At 1 April 2014		12,606	10,005	22,611
Charge for the year			3,172	3,172
Disposals				-
At 31 March 2015	<u>-</u>	<u>12,606</u>	<u>13,177</u>	<u>25,783</u>
Net book value 2015	<u>-</u>	<u>-</u>	<u>4,301</u>	<u>4,301</u>
Net book value 2014	<u>-</u>	<u>-</u>	<u>7,473</u>	<u>7,473</u>

### 9 Debtors

	2015 £	2014 £
Trade debtors:		
Other debtors	-	-
Prepayments	3,502	947
Accrued Income	11,046	2,678
	<u>14,548</u>	<u>3,625</u>

### 10 Creditors - amounts falling due within one year

	2015 £	2014 £
Loans and overdraft	-	-
Trade creditors	-	-
Other creditors including tax and social security	11,079	10,497
Accruals	5,499	8,398
Deferred income (e.g. grants in advance)	11,667	2,000
	<u>28,245</u>	<u>20,895</u>

# Reigate and Banstead District Citizens Advice Bureau

## Notes to the financial statements for the year ended 31 March 2015

### 11 Analysis of net assets between funds

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	
Tangible Fixed Assets	4,301		-	4,301
Current Assets	73,505			73,505
Current Liabilities	(28,245)	-	-	(28,245)
Net Assets	49,561	-	-	49,561

### 12 Movement in funds

	At 1 April 2014 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2015 £
<b>Restricted Funds</b>					
F2F		48,626	(55,976)	7,350	-
Prison project		20,800	(30,576)	9,776	-
Raven Housing		58,150	(67,065)	8,915	-
M Lewis	2,000	12,000	(18,618)	4,618	-
MASDAP		12,814	(11,206)	(1,608)	-
Healthwatch		14,921	(7,278)	(7,643)	-
Merstham		30,333	(19,949)	(10,384)	-
LAS		6,862	(1,284)	(5,578)	-
POC		3,000	-	(3,000)	-
<b>Total Restricted Funds</b>	<b>2,000</b>	<b>207,506</b>	<b>(211,952)</b>	<b>2,446</b>	<b>-</b>
<b>Unrestricted Funds</b>					
General funds	46,740	136,097	(122,784)	(2,446)	57,607
<b>Total unrestricted funds</b>	<b>46,740</b>	<b>136,097</b>	<b>(122,784)</b>	<b>(2,446)</b>	<b>57,607</b>
<b>Total funds</b>	<b>48,740</b>	<b>343,603</b>	<b>(334,736)</b>	<b>-</b>	<b>57,607</b>

## **Reigate and Banstead District Citizens Advice Bureau**

### **Notes to the financial statements for the year ended 31 March 2015**

#### **13. Purposes of restricted funds**

<b><i>F2F Debt Advice/MAS DAP</i></b>	-	A restricted fund provided by the Money Advise Service to enable the Bureau to support and advise people with debt problems.
<b><i>Raven Housing Trust</i></b>	-	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.
<b><i>High Down Prison</i></b>	-	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.
<b><i>M Lewis</i></b>	-	A restricted fund for the provision of Financial Literacy
<b><i>Healthwatch Surrey</i></b>	-	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.
<b><i>Merstham Community Project</i></b>	-	A restricted fund provided by a local private trust to provide for general and specialist advice to the residents of Merstham.
<b><i>LAS</i></b>	-	A restricted Local Assistance fund via Citizens Advice Surrey from Surrey County Council.
<b><i>POC</i></b>	-	A restricted fund from Citizens Advice to review the proof of concept regarding Adviceline.

## **Reigate and Banstead District Citizens Advice Bureau**

### **Notes to the financial statements for the year ended 31 March 2015**

#### **14. Designated funds**

There are no designated funds at the year end.

#### **15. Financial Commitments**

##### **Capital Commitments**

At the balance sheet date there were no capital commitments.

##### **Operating lease commitments**

At 31<sup>st</sup> March 2015 the company has annual commitments under non-cancellable operating leases as follows:

	2015	2014
	£	£
Expiring within two to five years	675	675
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 Bureau 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 £ 12,039 (2014 £10,030). There were contributions of £4,136 payable at the year end.