

Citizens Advice Reigate and Banstead Limited*

Financial Statements

For the year ended 31 March 2016

Registered Charity No. 1104970

Company No. 5107133

Citizens Advice Reigate and Banstead Limited

Financial Statements For the year ended 31 March 2016

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Citizens Advice Reigate and Banstead Limited

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 2016. The provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) have been adopted in preparing the annual report and financial statements of the charity, which comply with the Charities Act 2011, the Companies Act 2006 and the Memorandum and Articles of Association

1. REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name: Citizens Advice Reigate and Banstead Limited
(formerly known as Reigate and Banstead District Citizens Advice Bureaux)

Charity Registration: 1104970

Company Registration: 5107133

Registered Office: 24 Cromwell Road,
Redhill,
Surrey
RH1 1RT

Chairperson: Bettina Brueggemann

Vice Chairperson: Richard Hoffman

Company Secretary: Mandy Impey

Bank: HSBC Bank plc
72 Station Road
Redhill
Surrey
RH1 1PN

Independent Examiner: Mrs C E Braidwood FCA
Braidwood Wheeler & Co.
Chartered Certified Accountants
Goodman House
13a West Street
Reigate
Surrey
RH2 9BL

Citizens Advice Reigate and Banstead Limited

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	01.02.15
A Coady		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 REPRESENTATIVE

Cllr Simon Parnall Kingswood with Burgh Heath

Citizens Advice Reigate and Banstead Limited

Report of the Directors and Trustees

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Citizens Advice Reigate and Banstead Limited (CAR&BL) is a registered charity and a company limited by guarantee. The maximum liability of each member is limited to £1. At 31 March 2016 the company had 16 members (2015 – 16). The Company is governed by its Memorandum and Articles of Association which were amended on 6th May 2016 when the name was changed.

CAR&BL 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 CAR&BL were acquired.

The organisation changed its name from Reigate and Banstead District Citizens Advice Bureau to Citizens Advice Reigate and Banstead Limited on 6th May 2016.

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

CAR&BL 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.

CAR&BL fully updated its Information Assurance Policy in the year in line with Citizen's Advice new guidance and an end of year review was performed. The Trustee Board is satisfied that CAR&BL is compliant with that policy and an acceptable level of risk has been achieved.

Citizens Advice Reigate and Banstead Limited

Report of the Directors and Trustees

Related Parties

CAR&BL is a member of Citizens Advice, the operating name of the National Association of Citizens Advice Bureau, 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 CAR&BL 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 and costs being adjusted as far as possible to match income. 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

CAR&BL aims to provide free, confidential, impartial and independent advice and information for the benefit of the local community.

Citizens Advice Reigate and Banstead Limited

Report of the Directors and Trustees

CAR&BL aims to positively influence the development of research and campaigns actively 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 webchat and email and to establish and retain our specialist debt quality mark at this years Audit.

To obtain the necessary funding to provide the additional services, applications are made to various local and national funding providers as they arise.

Public Benefit

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding the activities undertaken by CAR&BL 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 CAR&BL remains the provision of free, confidential, independent and impartial advice, information and advice for members of the public. This is provided through 4 bureaux locations in the Borough at Redhill, Banstead, Horley and Merstham. 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, appointments, telephone advice lines, email and webchat at the main offices and various outreach services throughout the Borough.

Contribution of Volunteers

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

79 volunteers contributed 648 hours per week of volunteering work to the bureau during the year. The economic value of this help is worth £645,372 in respect of the current year (2015 - £527,074).

Citizens Advice Reigate and Banstead Limited

Report of the Directors and Trustees

4. ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

The key achievements in the year were the successful completion of the second year of the SCC funded Healthwatch Surrey project to provide independent advice and support 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 2017. 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.

We have also taken part in a Citizens Advice pilot project for Webchat and Email – which was funded to March 2016 – this has provided an excellent experience for future service provision in this area.

CAR&BL saw 6,352 (2015 - 5,515) new clients and had 10,168 (2015 - 8,686) repeat client contacts, a total of 16,520 (2015 - 14,201) in the period. The increase in the number of clients assisted by the bureau is due to the participation in the Webchat and Email Project (WEP).

The main areas of enquiry are:-

- Benefits
- Housing
- Debt
- Employment

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.

Despite the loss of the MAS/Financial Inclusion Fund debt project, the CAR&BL managed debt of £1,803,927 on behalf of 775 new clients in the Borough. We assisted 1,089 repeat clients giving a total of 1,864 clients assisted with debt issues. We undertook 176 Debt relief orders and assisted with 37 Bankruptcy applications on behalf of clients.

Fundraising Activities

Total income for the year was £282,859 a decrease of £60,744 from 2015. This decrease is attributable to reduced project income principally as some major projects from the previous year were not ongoing.

Investment Activities

The charity does not currently hold material investments.

Citizens Advice Reigate and Banstead Limited

Report of the Directors and Trustees

Factors Affecting the Achievement of Objectives

The charity is only too well aware of the financial pressures being 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 in this area are in a financially secure position.

5. FINANCIAL REVIEW

Financial Position

Incoming resources in the year were £ 282,859 (2015 £343,603). Of this £149,470 (2015 £207,506) related to restricted project activities.

A surplus of £7,233 was achieved in the year (2015 surplus £8,867). At 31 March 2016 total reserves were £64,840 (2015 - £57,607) of which £395 (2015 - £Nil) represented restricted funds.

Reserves Policy

CAR&BL is required to ensure that free monies are available in each financial year to meet any reasonable foreseeable contingency. CAR&BL reviews a projection of income for the future year and beyond 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 the future year 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 'minimum free' reserves equivalent to at least 3 months operating expenditure should be maintained. At 31st March unrestricted reserves stood at £64,445 which equates to 5.2 months unrestricted operating expenditure.

Citizens Advice Reigate and Banstead Limited

Report of the Directors and Trustees

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 and Healthwatch Surrey
- 2) Merstham Community Fund
- 3) Raven Housing Trust – Specialist Debt caseworker
- 4) Citizens Advice – Webchat and email pilot project
- 5) Community Foundation of Surrey – Older Persons Advice Project – Horley

Reigate and Banstead Borough Council also provides the CAR&BL 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.

Funds in Deficit

The Employment fund had a deficit of £139 at the year end. Funding has been received for the period starting 1st April 2016 and this small cost relates to an initial registration fee.

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 not hold any such investments at the year end.

6. FUTURE PLANS

CAB&RL aims to continually improve access to its service and intends wherever possible to extend its service to an even wider number in the community through the 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.

CAR&BL is also looking at income generating projects in the advice areas of:-

- a) Employment
- b) Immigration and Asylum

Citizens Advice Reigate and Banstead Limited

Report of the Directors and Trustees

7. DIRECTORS' RESPONSIBILITIES

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

- (a) select suitable 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.

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 – Bettina Brueggemann
24th August 2016

Citizens Advice Reigate and Banstead Limited

Independent Examiner's report to the Trustees of Citizens Advice Reigate and Banstead Limited

I report on the accounts of the company for the year ended 31 March 2016, 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

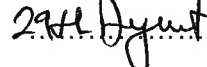
My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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 Charitieshave 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

Date  29th August 2016

Braidwood Wheeler & Co.
Chartered Certified Accountants
Goodman House
13a West Street, Reigate,
Surrey, RH2 9BL

Citizens Advice Reigate and Banstead Limited

Statement of financial activities for the year ended 31 March 2016 Incorporating the Income and Expenditure Account

	Note	Unrestricted funds £	Restricted funds £	Total funds 2016 £	Total funds 2015 £
Income	1b			-	-
Income from generated funds	2				
Voluntary income	2a	1,447	-	1,447	2,152
Investment income	2b	26	-	26	-
Fund raising activities	2c	35	-	35	38
Income from charitable activities	3	131,647	149,470	281,117	341,413
Other income	4	234	-	234	-
Total Income		<u>133,389</u>	<u>149,470</u>	<u>282,859</u>	<u>343,603</u>
Expenditure					
Charitable activities	5	147,284	126,652	273,936	332,765
Governance costs	5	897	793	1,690	1,971
Total Expenditure	5	<u>148,181</u>	<u>127,445</u>	<u>275,626</u>	<u>334,736</u>
Net of income/ (expenditure) before transfers	6	(14,792)	22,025	7,233	8,867
Transfers between funds		21,630	(21,630)		
Net movement in funds for the year		<u>6,838</u>	<u>395</u>	<u>7,233</u>	<u>8,867</u>
Balances brought forward 01.04.15	12	57,607	-	57,607	48,740
Balances carried forward at 31.3.16	12	<u>64,445</u>	<u>395</u>	<u>64,840</u>	<u>57,607</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.

Citizens Advice Reigate and Banstead Limited

Balance Sheet as at 31 March 2016

	Note	Unrestricted Funds	Restricted Funds	Total 2016 £	2015 £
Fixed Assets					
Tangible Assets	8	1,129	-	1,129	4,301
Current Assets					
Debtors	9	8,108	-	8,108	14,548
Cash at bank and in hand		80,423	395	80,818	67,003
		88,531	395	88,926	81,551
Creditors - amounts falling due within one year	10	25,215		25,215	28,245
Net Current Assets		63,316	395	63,711	53,306
Net assets		64,445	395	64,840	57,607
Funds of the Charity					
Unrestricted funds					
Accumulated fund	12	64,445	0	64,445	57,607
Restricted Funds	12	0	395	395	-
		64,445	395	64,840	57,607

Represented by:

The charitable company is entitled to exemption from Audit under section 477 of the Companies Act 2006 for the year ended 31st March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2016 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- 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 profit and loss for each financial year in accordance with the requirements of section 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 company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board on 24th August 2016 and signed on their behalf by:

Chairperson Bettina Brueggemann

Treasurer Trevor Stevens

Citizens Advice Reigate and Banstead Limited

Notes to the financial statements for the year ended 31 March 2016

1. Accounting policies

a) Accounting basis

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with (effective January 2015) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

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.

Citizens Advice Reigate and Banstead Limited

Notes to the financial statements for the year ended 31 March 2016

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

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.

Citizens Advice Reigate and Banstead Limited

Notes to the financial statements for the year ended 31 March 2016

1. Accounting policies (continued)

i) Irrecoverable VAT

The bureau is not registered for VAT and therefore unable to recover VAT.

j) Cash Flow

The charitable company has taken advantage of the exemptions in the Statement of Recommended Practice: Accounting and Reporting by Charities, from the requirement to prepare a cashflow statement, as the charitable company qualifies as a small charity.

Citizens Advice Reigate and Banstead Limited

Notes to the financial statements for the year ended 31 March 2016

2 Incoming Resources from Generated Funds

	Unrestricted £	Restricted £	2016 Total £	2015 Total £
a Voluntary income				
Donations	1,447	-	1,447	2,152
	<u>1,447</u>	<u>-</u>	<u>1,447</u>	<u>2,152</u>
b Investment income				
Bank Interest received	26	-	26	38
	<u>26</u>	<u>-</u>	<u>26</u>	<u>38</u>
c Fund Raising				
Fund raising activities	35	-	35	-
	<u>35</u>	<u>-</u>	<u>35</u>	<u>-</u>

3 Incoming Resources from Charitable Activities

	Unrestricted £	Restricted £	2016 Total £	2015 Total £
Government and public authority contracts	129,000	44,768	173,768	209,084
Other paid advisory services	2,647	104,702	107,349	132,329
	<u>131,647</u>	<u>149,470</u>	<u>281,117</u>	<u>341,413</u>

4 Other Income

	Unrestricted £	Restricted £	2016 Total £	2015 Total £
Shared training contribution	234	-	234	-
	<u>234</u>	<u>-</u>	<u>234</u>	<u>-</u>

Citizens Advice Reigate and Banstead Limited

Notes to the financial statements for the year ended 31 March 2016

5 Resources expended

	General Advisory Services	Raven	Merstham	WEP	Other projects	2016 Total	2015 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	96,375	29,234	13,905	22,951	14,422	176,887	227,402
Other direct costs	507	0	864	505	254	2,130	3,813
	96,882	29,234	14,769	23,456	14,676	179,017	231,215
Support costs allocated to activities							
Management	19,518	6,432	3,051	4,631	3,125	36,757	38,231
Office, IT & communications	17,414	5,739	2,722	4,132	2,787	32,794	34,928
Premises	13,470	4,439	2,106	3,196	2,157	25,368	28,391
Other	-	-	-	-	-	-	-
	50,402	16,610	7,879	11,959	8,069	94,919	101,550
Charitable activities	147,284	45,844	22,648	35,415	22,745	273,936	332,765
Governance costs	897	296	140	213	144	1,690	1,971
	-	-	-	-	-	-	-
Total Resources Expended	148,181	46,140	22,788	35,628	22,889	275,626	334,736

Citizens Advice Reigate and Banstead Limited

Notes to the financial statements for the year ended 31 March 2016

6 Net incoming/ (outgoing) resources for the year

	2016 £	2015 £
This is stated after charging:		
Depreciation	3,172	3,172
Operating lease costs	9,528	13,323
Examiners fees		
Examination fees	1,100	1,100

7 Information regarding Directors and Employees

	2016 £	2015 £
Wages and salaries	179,825	219,292
Social security costs	11,643	15,629
Pension costs	9,558	12,039
Benefits	-	-
Redundancy payments (re F2F project)	-	7,086
Temporary Staff	-	-
	<u>201,026</u>	<u>254,046</u>

The average number of employees, analysed by function was:

	2016	2015
Charitable purposes	7	7
Fundraising & publicity	0	0
Management and administration of charity	1	1
	<u>8</u>	<u>8</u>

No employee received remuneration of more than £60,000

Travel costs amounting to £124 (2015 - £ 326) were reimbursed to 1 (2015 – 3) member of the Trustee Board. No trustee indemnity insurance was purchased.

The charitable company paid £1,970 in the year ended 31 March 2016 for various insurance services, including professional indemnity cover.

Citizens Advice Reigate and Banstead Limited

Notes to the financial statements for the year ended 31 March 2016

8 Fixed assets

	Computer Equipment £	Fixtures, fittings and equipment £	Total £
Cost	12,606	17,478	30,084
Additions	-	-	-
Disposals	0	0	-
At 31 March 2016	<u>12,606</u>	<u>17,478</u>	<u>30,084</u>
Depreciation			
At 1 April 2015	12,606	13,177	25,783
Charge for the year	-	3,172	3,172
Disposals	-	-	-
At 31 March 2016	<u>12,606</u>	<u>16,349</u>	<u>28,955</u>
Net book value 2016	<u>-</u>	<u>1,129</u>	<u>1,129</u>
Net book value 2015	<u>-</u>	<u>4,301</u>	<u>4,301</u>

9 Debtors

	2016 £	2015 £
Trade debtors:		
Prepayments	-	3,502
Accrued Income	8,108	11,046
	<u>8,108</u>	<u>14,548</u>

10 Creditors - amounts falling due within one year

	2016 £	2015 £
Other creditors including tax and social security	6,970	11,079
Accruals	3,245	5,499
Deferred income (grants received in advance)	<u>15,000</u>	<u>11,667</u>
	<u>25,215</u>	<u>28,245</u>

Citizens Advice Reigate and Banstead Limited

Notes to the financial statements for the year ended 31 March 2016

11 Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds
Tangible Fixed Assets	1,129	-	-	1,129
Current Assets	88,531	-	395	88,926
Current Liabilities	(25,215)	-	-	(25,215)
Net Assets	64,445	-	395	64,840

12 Movement in funds

	At 1 April 2015 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2016 £
Restricted Funds					-
OPAH		4,750	4,216	-	534
Prison project		10,400	13,819	3,419	-
Raven Housing		47,425	46,140	(1,285)	-
Pensionwise		9,000	-	(9,000)	-
Employment		-	139	-	(139)
Healthwatch		14,776	4,715	(10,061)	-
Merstham		28,000	22,788	(5,212)	-
LAS		5,842	-	(5,842)	-
WEP		30,000	35,628	5,628	-
POC		(723)	-	723	-
Total Restricted Funds	-	149,470	127,445	(21,630)	395
Unrestricted Funds					
General funds	57,607	133,389	148,181	21,630	64,445
Total unrestricted funds	57,607	133,389	148,181	21,630	64,445
Total funds	57,607	282,859	275,626	-	64,840

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Notes to the financial statements for the year ended 31 March 2016

13. Purposes of restricted funds

<i>Raven Housing Trust</i>	-	A restricted fund financed by this local housing association to provide a specialist Debt caseworker, to work with tenants who have debt and rent arrears and could be facing homelessness.
<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>Merstham Community Project</i>	-	A restricted fund provided by a local private trust to provide for general and specialist advice to the residents of Merstham. This includes outreach provision at both Moat House GP Surgery and Age Concern Merstham.
<i>Local Assistance Scheme(LAS)</i>	-	A restricted Local Assistance fund via Citizens Advice Surrey from Surrey County Council.
<i>Webchat and Email (WEP)</i>		A restricted fund from Citizens Advice for a pilot project providing webchat and email advice to clients.
<i>Older Persons Advice – Horley (OPAH)</i>		A restricted fund from the Community Foundation of Surrey to provide advice services to older residents and their carer's in the Horley area.
<i>HMP Highdown – (Prison)</i>		Provision of advice and information for prisoners at HMP Highdown using one paid Supervisor and 5 volunteers – this service ended in 09/15 due to a lack of funding.
<i>Employment Plus</i>		An income generating project with the objective of providing employment advice and assistance on a paid basis.

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Notes to the financial statements for the year ended 31 March 2016

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 31st March 2016 the company has annual commitments under non-cancellable operating leases as follows:

	2016	2015
	£	£
Expiring within two to five years	675	675
Expiring after five years	0	0

16. Related party transactions

There have been related party transactions in relation to insurance and information services between CAR&BL and Citizens Advice (Central).

17. Taxation

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

18. Pension costs

CAR&BL contributes to pension schemes for employees and is operated on a defined contributions basis. The scheme was changed on 1st February 2016 to comply with auto-enrolment regulations. This is open to all eligible employees at any time. Until 31st January 2016 the company contributed 6% of pensionable earnings and the employees 0%. From 1st February Company contributions remained at 6% and employee contributions of 2% applied. 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 £9,558 (2015 £12,039). There were contributions of £752 payable at the year end, relating to March 2016 deductions which were paid over to the pension fund in April 2016.