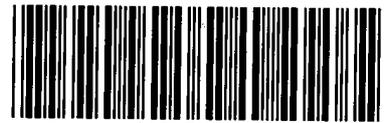


Charity Registration No. 1098171

Company Registration No. 04670256 (England and Wales)

BRENTWOOD CITIZENS ADVICE BUREAU
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

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BRENTWOOD CITIZENS ADVICE BUREAU

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BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2016

The Trustees present their report and accounts for the year ended 31 March 2016. This report is also a directors' report required by s417 of the Companies Act 2006 and all Trustees are directors.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", applying FRS 102.

Objectives and activities

The charity's objectives are to benefit the public by ensuring that individuals do not suffer through a lack of knowledge of their rights and responsibilities or of the services available to them through an inability to express their needs effectively and to exercise a responsible influence on the development of social policies and services both locally and nationally.

There has been no change in these objectives during the year.

This service is independent and provides free, confidential, impartial advice to everybody regardless of race, gender, sexuality or disability.

The main activities to achieve these objectives are grants, donations, legacies, fund raising and contracts to meet the costs and charges and expenses of the charity.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and they have complied with their duty in section 17 of the Charities Act 2011.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The year proved another testing but successful one and it served a high number of clients. It has concentrated on the quality of advice since the last audit. Despite winning a commissioning bid to Brentwood Borough Council for the first time, funding continues to be a major priority.

Brentwood participated in two pilot projects as part of the Citizens Advice introduction of the "One Service Strategy" aimed at meeting the demands of clients in the future and providing consistent high standards.

The Board has adopted the Citizens Advice Information Assurance policy concerning the management of information risks within the centre. A trustee/director has been appointed with responsibility for the oversight of information assurance and all front-line staff and volunteers now undertake annual training.

BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2016

Financial review

Citizens Advice Brentwood, which was budgeted to make a surplus of £844 in 2015/16, actually had a deficit of £215 (in 2014/15 deficit was £8,096).

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should include two elements. First, that the Trustees will not allow the reserves to fall below £15,000 to ensure we can cover our legal obligations in the event of closure. In addition we will maintain sufficient reserves to ensure that, in the event of a significant drop in funding, we are able to continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised. We consider the current level of unrestricted reserves to be appropriate to meet these requirements. This level of reserves has been maintained throughout the year.

The Statement of Financial Activities for the charity is set out on page 6.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for the future

Citizens Advice have started a "One Service Strategy" to be achieved over the next 5 years. It is aimed at meeting the increased demands and requirements of clients. It will be achieved by working together to improve the quality of advice provided, making our services more widely available, becoming more influential locally and nationally, being a stronger champion of equality and becoming more sustainable.

Consequently, our 3 year business plan includes improving the range, depth and quality of services provided and providing greater access, especially to young and older clients. To this end there is a need to attract, train and retain more volunteers and to introduce a fast track high quality training process.

The use of technology is key to our development to handle an increasing number of telephone and email enquiries and instigating the use of other digital communications.

In order to get adequate funding and economies of scale, collaborations with other bureaux and other voluntary organisations will be essential. We are already part of schemes and contracts with other Citizens Advice centres in Essex and share telephone enquiries.

Discussions have taken place with Brentwood Borough Council to move some or all of Citizens Advice Brentwood to the Town Hall. There are many pros and cons, not least the terms and costs involved, and the board awaits a firm proposal to consider.

BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2016

Structure, governance and management

Now titled Citizens Advice Brentwood, the centre first opened at the Hermitage in 1959 and is a long standing member of the National Association of Citizens Advice, Membership Number 65/0015

The charity is a company limited by guarantee and the members' liability is limited to £1 per member.

Citizens Advice Brentwood is managed by its board of trustees who are also directors of the company.

The governing document for the charity is the Memorandum and Articles of Association. All decisions affecting the company are made by the board in accordance with those Articles. The trustees of the charity endeavour to comply with its obligations under the Charities Act 2011 and the requirements of the Statement of Recommended Practice, "Accounting and Reporting of Charities" 2005.

The trustees who served during the year were as follows:

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Geoff Morgan (Chairman)

Ivan Armstrong (Vice Chairman)

Peter Mamelok

Councillor Madeline Henwood

(Resigned 20 April 2016)

Maria Thompson

Tina Davis

(Appointed 17 December 2015)

Stuart Freel

Greg Nottage

Philip Cunliffe-Jones

(Appointed 17 December 2015)

Councillor Graeme Clark

(Resigned 20 April 2016)

The methods of recruitment and appointment of new trustees is defined in accordance with the Articles of Association of the charity. Trustees may be elected by the board of trustees at any general meeting subject to appropriate notice as defined in the charity's Articles.

None of the trustees has any beneficial interest in the company. Trustees are also members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to them.

BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2016

Statement of trustees' responsibilities

The trustees, who are also the directors of Brentwood Citizens Advice Bureau for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

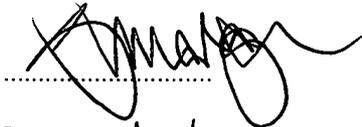
Company Law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

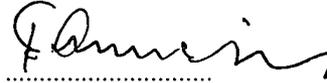
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the Board of Trustees.



Trustee
Dated: 6/10/2016



Trustee

BRENTWOOD CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRENTWOOD CITIZENS ADVICE BUREAU

I report on the accounts of charity for the year ended 31 March 2016, which are set out on pages 6 to 15 .

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's trustees, who are also the directors of Brentwood Citizens Advice Bureau for the purposes of company law, are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011, (the '2011 Act') and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & 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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 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
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Caroline Peters FCA
Rickard Luckin Limited

Aquila House
Waterloo Lane
Chelmsford
Essex
CM1 1BN

Dated: 15 November 2016

BRENTWOOD CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2016

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2016 £ | Total 2015 £ |
|---|-------|----------------------------|--------------------------|----------------------|----------------------|
| Income from: | | | | | |
| Donations and legacies | 3 | 125,069 | 50,513 | 175,582 | 161,770 |
| Other trading activities | 4 | - | - | - | (797) |
| Investments | 5 | 3 | - | 3 | 4 |
| Total income | | <u>125,072</u> | <u>50,513</u> | <u>175,585</u> | <u>160,977</u> |
| Expenditure on: | | | | | |
| <u>Charitable activities</u> | | | | | |
| Advice Services | 6 | 123,601 | - | 123,601 | 128,027 |
| Reaching Communities | 6 | - | 46,289 | 46,289 | 41,046 |
| Essential Living Fund | 6 | - | 1,108 | 1,108 | - |
| Web Chat | 6 | - | 4,802 | 4,802 | - |
| Total charitable expenditure | | <u>123,601</u> | <u>52,199</u> | <u>175,800</u> | <u>169,073</u> |
| Total resources expended | | <u>123,601</u> | <u>52,199</u> | <u>175,800</u> | <u>169,073</u> |
| Net incoming/(outgoing) resources before transfers | | 1,471 | (1,686) | (215) | (8,096) |
| Gross transfers between funds | | (2,866) | 2,866 | - | - |
| Net (expenditure)/income for the year/ Net movement in funds | | <u>(1,395)</u> | <u>1,180</u> | <u>(215)</u> | <u>(8,096)</u> |
| Fund balances at 1 April 2015 | | <u>50,423</u> | <u>1,276</u> | <u>51,699</u> | <u>59,795</u> |
| Fund balances at 31 March 2016 | | <u><u>49,028</u></u> | <u><u>2,456</u></u> | <u><u>51,484</u></u> | <u><u>51,699</u></u> |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BRENTWOOD CITIZENS ADVICE BUREAU

BALANCE SHEET

AS AT 31 MARCH 2016

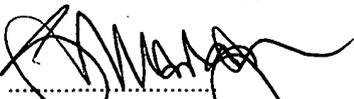
| | Notes | 2016 £ | £ | 2015 £ | £ |
|---|-------|---------------|---------------|---------------|---------------|
| Current assets | | | | | |
| Debtors | 10 | 29,312 | | 18,768 | |
| Cash at bank and in hand | | 43,422 | | 34,531 | |
| | | <u>72,734</u> | | <u>53,299</u> | |
| Creditors: amounts falling due within one year | 11 | (21,250) | | (1,600) | |
| Net current assets | | | <u>51,484</u> | | <u>51,699</u> |
| Income funds | | | | | |
| Restricted funds | 12 | | 2,456 | | 1,276 |
| Unrestricted funds | | | 49,028 | | 50,423 |
| | | | <u>51,484</u> | | <u>51,699</u> |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2016. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Trustees on 6 October 2016


Geoff Morgan (Chairman)
Trustee


Ivan Armstrong (Vice Chairman)
Trustee

Company Registration No. 04670256

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

Company information

Brentwood Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is 8-12 Crown Street, Brentwood, Essex, CM14 4BA.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts have been prepared on the historical cost convention, The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants, donations, chargeable advice sessions and other forms of voluntary income are recognised as incoming resources when the amounts receivable have been ascertained, except insofar as they are incapable of financial measurement.

1.5 Resources expended

Liabilities and all expenses are included in the Statement of Financial Activities on an accruals basis.

Expenditure on the projects is treated as direct charitable expenditure.

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies (Continued)

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

(Continued)

1.10 Fund accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

| | Unrestricted funds | Restricted funds | Total 2016 | Total 2015 |
|--|-----------------------|---------------------|----------------|----------------|
| | £ | £ | £ | £ |
| Donations and gifts | 22,322 | - | 22,322 | 32,141 |
| Grants | 78,997 | 50,513 | 129,510 | 109,499 |
| Chargeable advice sessions | 23,750 | - | 23,750 | 20,130 |
| | <u>125,069</u> | <u>50,513</u> | <u>175,582</u> | <u>161,770</u> |
| For the year ended 31 March 2015 | <u>119,847</u> | <u>41,923</u> | | <u>161,770</u> |
| Grants receivable for core activities | | | | |
| Reaching Communities | - | 42,147 | 42,147 | 41,923 |
| Essential Living Fund | - | 1,616 | 1,616 | - |
| Web Chat | - | 6,750 | 6,750 | - |
| Other | 78,997 | - | 78,997 | 67,576 |
| | <u>78,997</u> | <u>50,513</u> | <u>129,510</u> | <u>109,499</u> |

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

4 Other trading activities

| | 2016 | 2015 |
|--------------------|-------------------|-------------------|
| | £ | £ |
| Fundraising events | - | (797) |
| | <u> </u> | <u> </u> |

5 Investments

| | 2016 | 2015 |
|---------------------|-------------------|-------------------|
| | £ | £ |
| Interest receivable | 3 | 4 |
| | <u> </u> | <u> </u> |

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

6 Charitable activities

| | Advice Services £ | Reaching Communitie £ | Essential Living Fund £ | Web Chat £ | Total £ | Total 2015 £ |
|---|-------------------------|-----------------------------|-------------------------------|---------------|----------------|--------------------|
| Staff costs | 68,483 | 42,867 | 986 | 4,273 | 116,609 | 114,249 |
| Travelling | 6,901 | - | - | - | 6,901 | 6,279 |
| Telephone costs | 5,491 | - | - | - | 5,491 | 4,387 |
| Stationery and Postage | 3,496 | - | - | - | 3,496 | 4,251 |
| Light and Heat | 3,469 | - | - | - | 3,469 | 4,171 |
| Sundry | 1,511 | - | - | - | 1,511 | 925 |
| Rent and Council Tax | 16,233 | - | - | - | 16,233 | 16,300 |
| Insurance | 1,866 | - | - | - | 1,866 | 1,611 |
| Conference and Nacab expenses | 5,525 | - | - | - | 5,525 | 4,326 |
| Repairs and Maintenance | 1,561 | - | - | - | 1,561 | 9,889 |
| Computer costs | 9,728 | - | - | - | 9,728 | - |
| | <u>124,264</u> | <u>42,867</u> | <u>986</u> | <u>4,273</u> | <u>172,390</u> | <u>166,388</u> |
| Share of support costs | (4,073) | 3,422 | 122 | 529 | - | - |
| Share of governance costs | 3,410 | - | - | - | 3,410 | 2,685 |
| | <u>123,601</u> | <u>46,289</u> | <u>1,108</u> | <u>4,802</u> | <u>175,800</u> | <u>169,073</u> |
| Analysis by fund | | | | | | |
| Unrestricted funds | 123,601 | - | - | - | 123,601 | |
| Restricted funds | - | 46,289 | 1,108 | 4,802 | 52,199 | |
| | <u>123,601</u> | <u>46,289</u> | <u>1,108</u> | <u>4,802</u> | <u>175,800</u> | |
| For the year ended 31 March 2015 | | | | | | |
| Unrestricted funds | 126,527 | - | - | - | | 126,527 |
| Restricted funds | 1,500 | 41,046 | - | - | | 42,546 |
| | <u>128,027</u> | <u>41,046</u> | <u>-</u> | <u>-</u> | | <u>169,073</u> |

Governance costs comprise of the cost of services provided by the Independent Examiner of which £1,650 were donated (2015: £1,685).

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

No trustees' expenses occurred during the year.

8 Employees

Number of employees

The average monthly number employees during the year was:

| | 2016 Number | 2015 Number |
|-------------------------------|----------------|----------------|
| Management and administration | 11 | 11 |
| | <u>11</u> | <u>11</u> |
| Employment costs | 2016 | 2015 |
| | £ | £ |
| Wages and salaries | 111,327 | 108,886 |
| Social security costs | 5,282 | 5,363 |
| | <u>116,609</u> | <u>114,249</u> |

There were no employees whose annual remuneration was £60,000 or more.

9 Financial instruments

| | 2016 £ | 2015 £ |
|---|---------------|---------------|
| Carrying amount of financial assets | | |
| Debt instruments measured at amortised cost | 72,734 | 53,299 |
| | <u>72,734</u> | <u>53,299</u> |
| Carrying amount of financial liabilities | | |
| Measured at amortised cost | 21,250 | 1,600 |
| | <u>21,250</u> | <u>1,600</u> |

10 Debtors

| | 2016 £ | 2015 £ |
|---|---------------|---------------|
| Amounts falling due within one year: | | |
| Other debtors | 29,312 | 18,768 |
| | <u>29,312</u> | <u>18,768</u> |

11 Creditors: amounts falling due within one year

| | 2016 £ | 2015 £ |
|------------------------------|---------------|--------------|
| Accruals and deferred income | 21,250 | 1,600 |
| | <u>21,250</u> | <u>1,600</u> |

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Movement in funds | | | | Balance at 31 March 2016 £ |
|-----------------------|---------------------------------|----------------------------|----------------------------|----------------|----------------------------------|
| | Balance at 1 April 2015 £ | Incoming resources £ | Resources expended £ | Transfers £ | |
| Reaching Communities | 1,276 | 42,147 | (46,289) | 2,866 | - |
| Essential Living Fund | - | 1,616 | (1,108) | - | 508 |
| Webchat | - | 6,750 | (4,802) | - | 1,948 |
| | <u>1,276</u> | <u>50,513</u> | <u>(52,199)</u> | <u>2,866</u> | <u>2,456</u> |

In 2014, The Big Lottery Fund awarded Brentwood Citizens Advice Bureau £196,174 over 5 years for the delivery of specialist advice services relating to debt and benefits.

£42,147 of the award was received during the year. The sum received over the first 3 years now totals £103,092.

13 Analysis of net assets between funds

| | Unrestricted funds £ | Restricted funds £ | Total £ |
|--|----------------------------|--------------------------|---------------|
| Fund balances at 31 March 2016 are represented by: | | | |
| Current assets/(liabilities) | 49,028 | 2,456 | 51,484 |
| | <u>49,028</u> | <u>2,456</u> | <u>51,484</u> |

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016

14 Operating lease commitments

Lessee

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

| | 2016 £ | 2015 as restated £ |
|---|-------------------|--------------------------|
| In over five years | 9,667 | 10,667 |
| | <u>9,667</u> | <u>10,667</u> |
| 15 Cash generated from operations | 2016 £ | 2015 £ |
| Deficit for the year | (215) | (8,096) |
| Adjustments for: | | |
| Investment income recognised in profit or loss | (3) | (4) |
| Movements in working capital: | | |
| (Increase)/decrease in debtors | (10,544) | 395 |
| Increase/(decrease) in creditors | 19,650 | (2,650) |
| Cash generated from/(absorbed by) operations | 8,888 | (10,355) |
| | <u>8,888</u> | <u>(10,355)</u> |

Charity Registration No. 1098171

Company Registration No. 04670256 (England and Wales)

BRENTWOOD CITIZENS ADVICE BUREAU
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

BRENTWOOD CITIZENS ADVICE BUREAU

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BRENTWOOD CITIZENS ADVICE BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|-----------------------------|--|------------------------------|
| Trustees | Geoff Morgan (Chairman) Ivan Armstrong (Vice Chairman) Maria Thompson Tina Davis Stuart Freel Philip Cunliffe-Jones Councillor Louise Rowlands | (Appointed 16 December 2016) |
| Charity number | 1098171 | |
| Company number | 04670256 | |
| Registered office | 8-12 Crown Street Brentwood Essex CM14 4BA | |
| Independent examiner | Rickard Luckin Limited Aquila House Waterloo Lane Chelmsford Essex CM1 1BN | |
| Bankers | Lloyds TSB Bank Plc Brentwood Business Centre 47 High Street Brentwood Essex CM14 4RN Unity Trust Bank 9 Brindley Place Birmingham B1 2HB | |
| Solicitors | Wortley Byers LLP Cathedral Place Brentwood Essex CM14 4ES | |

BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

The Trustees present their report and accounts for the year ended 31 March 2017. This report is also a directors' report required by s417 of the Companies Act 2006 and all Trustees are directors.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", applying FRS 102.

Objectives and activities

The charity's objectives are to benefit the public by ensuring that individuals do not suffer through a lack of knowledge of their rights and responsibilities or of the services available to them through an inability to express their needs effectively and to exercise a responsible influence on the development of social policies and services both locally and nationally.

There has been no change in these objectives during the year.

This service is independent and provides free, confidential, impartial advice to everybody regardless of race, gender, sexuality or disability.

The main activities to achieve these objectives are grants, donations, legacies, fund raising and contracts to meet the costs and charges and expenses of the charity.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and they have complied with their duty in section 17 of the Charities Act 2011.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The year proved another testing but successful one and it served a high number of clients. It has concentrated on the quality of advice since the last Independent Examination. Funding continues to be a major priority.

The Board has adopted the Citizens Advice Information Assurance policy concerning the management of information risks within the centre. A trustee/director has been appointed with responsibility for the oversight of information assurance and all front-line staff and volunteers now undertake annual training.

Financial review

Citizens Advice Brentwood had a surplus of £20,426 (in 2015/16 the deficit was £215).

The board has reviewed our reserves policy and updated it to take account of three risks. First to ensure that, in the event of a significant drop in funding, we are able to continue our current service whilst replacement funding is sourced, and secondly to provide for unforeseen cost increases. We consider that these risks require unrestricted reserves of at least three months operating costs of £28,484 based on costs in 2016/17. We also need to ensure that our legal obligations can be met in the event of closure which we estimate at £20,000. The total unrestricted reserves requirement is therefore £48,484. Actual unrestricted reserves at 31st March 2017 were £48,549.

The Statement of Financial Activities for the charity is set out on page 6.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to these risks.

BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017

Citizens Advice has adopted a "One Service Strategy" to be achieved over the next 5 years. It is aimed at meeting the increased demands and requirements of clients. It will be achieved by working together to improve the quality of advice provided, making our services more widely available, becoming more influential locally and nationally, being a stronger champion of equality and becoming more sustainable.

Consequently, our 3 year business plan includes improving the range, depth and quality of services provided and providing greater access, especially to young and older clients. To this end there is a need to attract, train and retain more volunteers and to introduce a fast track high quality training process.

The use of technology is key to our development to handle an increasing number of telephone and email enquiries and instigating the use of other digital communications.

The board has identified that the sustainability of the centre is a priority. In order to get adequate funding and economies of scale, collaborations with other Citizens Advice centres and other voluntary organisations will be essential. We are already part of schemes and contracts with other Citizens Advice centres in Essex and share telephone enquiries. Our objective is to ensure that we have a soundly based, high performing and well financed structure with a secure future to meet the advice needs of Brentwood and the surrounding areas.

Discussions have taken place with Brentwood Borough Council to move some or all of Citizens Advice Brentwood to the Town Hall. There are many pros and cons, not least the terms and costs involved, and the board awaits a firm proposal to consider.

Structure, governance and management

Now titled Citizens Advice Brentwood, the centre first opened at the Hermitage in 1959 and is a long standing member of the National Association of Citizens Advice, Membership Number 65/0015

The charity is a company limited by guarantee and the members' liability is limited to £1 per member.

Citizens Advice Brentwood is managed by its board of trustees who are also directors of the company.

The governing document for the charity is the Memorandum and Articles of Association. All decisions affecting the company are made by the board in accordance with those Articles. The trustees of the charity endeavour to comply with its obligations under the Charities Act 2011 and the requirements of the Statement of Recommended Practice, "Accounting and Reporting of Charities" 2005.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

| | |
|--------------------------------|---|
| Geoff Morgan (Chairman) | |
| Ivan Armstrong (Vice Chairman) | |
| Peter Mamelok | (Resigned 6 October 2016) |
| Maria Thompson | |
| Tina Davis | |
| Stuart Freel | |
| Greg Nottage | (Resigned 12 April 2017) |
| Philip Cunliffe-Jones | |
| Councillor Graeme Clark | (Resigned 22 June 2016) |
| Councillor Madeline Henwood | (Resigned 22 June 2016) |
| Councillor Cliff Poppy | (Appointed 24 August 2016 and resigned 12 April 2017) |
| Councillor Louise Rowlands | (Appointed 16 December 2016) |
| Councillor Paul Barrell | (Appointed 22 June 2016 and resigned 27 October 2016) |

BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) *FOR THE YEAR ENDED 31 MARCH 2017*

The methods of recruitment and appointment of new trustees is defined in accordance with the Articles of Association of the charity. Trustees may be elected by the board of trustees at any general meeting subject to appropriate notice as defined in the charity's Articles.

None of the trustees has any beneficial interest in the company. Trustees are also members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees' report was approved by the Board of Trustees.

.....

Trustee

Dated:

BRENTWOOD CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRENTWOOD CITIZENS ADVICE BUREAU

I report on the accounts of charity for the year ended 31 March 2017, which are set out on pages 6 to 14 .

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's trustees, who are also the directors of Brentwood Citizens Advice Bureau for the purposes of company law, are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011, (the '2011 Act') and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & 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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 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
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Rickard Luckin Limited

Aquila House
Waterloo Lane
Chelmsford
Essex
CM1 1BN

BRENTWOOD CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT (CONTINUED)

TO THE TRUSTEES OF BRENTWOOD CITIZENS ADVICE BUREAU

Dated:

BRENTWOOD CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2017

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2017 £ | Total 2016 £ |
|---|-------|----------------------------|--------------------------|----------------------|----------------------|
| <u>Income from:</u> | | | | | |
| Donations and legacies | 3 | 113,455 | 65,026 | 178,481 | 175,582 |
| Investments | 4 | 1 | - | 1 | 3 |
| Total income | | <u>113,456</u> | <u>65,026</u> | <u>178,482</u> | <u>175,585</u> |
| <u>Expenditure on:</u> | | | | | |
| <u>Charitable activities</u> | | | | | |
| Advice Services | 5 | 113,935 | - | 113,935 | 123,601 |
| Reaching Communities | 5 | - | 35,390 | 35,390 | 46,289 |
| Essential Living Fund | 5 | - | - | - | 1,108 |
| Web Chat | 5 | - | 4,430 | 4,430 | 4,802 |
| Fast track | 5 | - | 4,301 | 4,301 | - |
| Total charitable expenditure | | <u>113,935</u> | <u>44,121</u> | <u>158,056</u> | <u>175,800</u> |
| Net (expenditure)/income for the year/ Net movement in funds | | (479) | 20,905 | 20,426 | (215) |
| Fund balances at 1 April 2016 | | <u>49,028</u> | <u>2,456</u> | <u>51,484</u> | <u>51,699</u> |
| Fund balances at 31 March 2017 | | <u><u>48,549</u></u> | <u><u>23,361</u></u> | <u><u>71,910</u></u> | <u><u>51,484</u></u> |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BRENTWOOD CITIZENS ADVICE BUREAU

BALANCE SHEET

AS AT 31 MARCH 2017

| | Notes | 2017 £ | £ | 2016 £ | £ |
|---|-------|----------------|---------------|-----------------|---------------|
| Current assets | | | | | |
| Debtors | 10 | 11,896 | | 29,312 | |
| Cash at bank and in hand | | 68,636 | | 43,422 | |
| | | <u>80,532</u> | | <u>72,734</u> | |
| Creditors: amounts falling due within one year | 11 | <u>(8,622)</u> | | <u>(21,250)</u> | |
| Net current assets | | | 71,910 | | 51,484 |
| | | | <u>71,910</u> | | <u>51,484</u> |
| Income funds | | | | | |
| Restricted funds | 12 | | 23,361 | | 2,456 |
| Unrestricted funds | | | 48,549 | | 49,028 |
| | | | <u>71,910</u> | | <u>51,484</u> |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Trustees on

.....
Geoff Morgan (Chairman)
Trustee

.....
Ivan Armstrong (Vice Chairman)
Trustee

Company Registration No. 04670256

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

Company information

Brentwood Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is 8-12 Crown Street, Brentwood, Essex, CM14 4BA.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006, update bulletin 1 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have been prepared on the historical cost convention, The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants, donations, chargeable advice sessions and other forms of voluntary income are recognised as incoming resources when the amounts receivable have been ascertained, except insofar as they are incapable of financial measurement.

1.5 Resources expended

Liabilities and all expenses are included in the Statement of Financial Activities on an accruals basis.

Expenditure on the projects is treated as direct charitable expenditure.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

3 Donations and legacies

| | Unrestricted funds | Restricted funds | Total 2017 | Total 2016 |
|--|--------------------|------------------|----------------|----------------|
| | £ | £ | £ | £ |
| Donations and gifts | 31,226 | - | 31,226 | 22,322 |
| Grants | 69,004 | 65,026 | 134,030 | 129,510 |
| Other | 13,225 | - | 13,225 | 23,750 |
| | <u>113,455</u> | <u>65,026</u> | <u>178,481</u> | <u>175,582</u> |
| For the year ended 31 March 2016 | <u>125,069</u> | <u>50,513</u> | | <u>175,582</u> |
| Grants receivable for core activities | | | | |
| Reaching Communities | - | 40,870 | 40,870 | 42,147 |
| Essential Living Fund | - | - | - | 1,616 |
| Web Chat | - | 9,156 | 9,156 | 6,750 |
| Fasttrack Training | - | 10,000 | 10,000 | - |
| Healthy Homes | - | 5,000 | 5,000 | - |
| Other | 69,004 | - | 69,004 | 78,997 |
| | <u>69,004</u> | <u>65,026</u> | <u>134,030</u> | <u>129,510</u> |

4 Investments

| | 2017 | 2016 |
|---------------------|----------|----------|
| | £ | £ |
| Interest receivable | <u>1</u> | <u>3</u> |

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

5 Charitable activities

| | Advice Services £ | Reaching Communities £ | Essential Living Fund £ | Web Chat £ | Fast track £ | Total £ | Total 2016 £ |
|---|-------------------------|------------------------------|-------------------------------|---------------|-----------------|----------------|--------------------|
| Staff costs | 61,170 | 35,140 | - | 4,430 | 1,178 | 101,918 | 116,609 |
| Travelling | 5,451 | 66 | - | - | 43 | 5,560 | 6,901 |
| Telephone costs | 4,144 | - | - | - | - | 4,144 | 5,491 |
| Stationery and Postage | 1,943 | - | - | - | - | 1,943 | 3,496 |
| Light and Heat | 3,121 | - | - | - | - | 3,121 | 3,469 |
| Sundry | 1,502 | - | - | - | - | 1,502 | 1,511 |
| Rent and Council Tax | 16,435 | - | - | - | - | 16,435 | 16,233 |
| Insurance | 1,114 | - | - | - | - | 1,114 | 1,866 |
| Subscriptions | 5,189 | - | - | - | - | 5,189 | - |
| Conference and Nacab expenses | - | - | - | - | - | - | 5,525 |
| Repairs and Maintenance | 2,131 | - | - | - | - | 2,131 | 1,561 |
| Computer costs | 8,949 | - | - | - | - | 8,949 | 9,728 |
| Training | 56 | 184 | - | - | 3,080 | 3,320 | - |
| | <u>111,205</u> | <u>35,390</u> | <u>-</u> | <u>4,430</u> | <u>4,301</u> | <u>155,326</u> | <u>172,390</u> |
| Share of governance costs | 2,730 | - | - | - | - | 2,730 | 3,410 |
| | <u>113,935</u> | <u>35,390</u> | <u>-</u> | <u>4,430</u> | <u>4,301</u> | <u>158,056</u> | <u>175,800</u> |
| Analysis by fund | | | | | | | |
| Unrestricted funds | 113,935 | - | - | - | - | 113,935 | |
| Restricted funds | - | 35,390 | - | 4,430 | 4,301 | 44,121 | |
| | <u>113,935</u> | <u>35,390</u> | <u>-</u> | <u>4,430</u> | <u>4,301</u> | <u>158,056</u> | |
| For the year ended 31 March 2016 | | | | | | | |
| Unrestricted funds | 123,601 | - | - | - | - | | 123,601 |
| Restricted funds | - | 46,289 | 1,108 | 4,802 | - | | 52,199 |
| | <u>123,601</u> | <u>46,289</u> | <u>1,108</u> | <u>4,802</u> | <u>-</u> | | <u>175,800</u> |

Governance costs comprise of the cost of services provided by the Independent Examiner of which £1,650 were donated (2016: £1,650).

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

6 Support costs

| | Support costs £ | Governance costs £ | 2017 £ | 2016 £ | Basis of allocation |
|---|--------------------|-----------------------|-----------|-----------|---------------------|
| Audit fees | - | 2,730 | 2,730 | 3,410 | Governance |
| | - | 2,730 | 2,730 | 3,410 | |
| Analysed between Charitable activities | - | 2,730 | 2,730 | 3,410 | |

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

No trustees' expenses occurred during the year.

8 Employees

Number of employees

The average monthly number employees during the year was:

| | 2017 Number | 2016 Number |
|-------------------------------|----------------|----------------|
| Management and administration | 12 | 11 |

Employment costs

| | 2017 £ | 2016 £ |
|-----------------------|-----------|-----------|
| Wages and salaries | 100,233 | 111,327 |
| Social security costs | 1,685 | 5,282 |
| | 101,918 | 116,609 |

There were no employees whose annual remuneration was £60,000 or more.

9 Financial instruments

| | 2017 £ | 2016 £ |
|---|-----------|-----------|
| Carrying amount of financial assets | | |
| Debt instruments measured at amortised cost | 11,896 | 72,734 |
| Carrying amount of financial liabilities | | |
| Measured at amortised cost | 8,622 | 21,250 |

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

| | | (Continued) | |
|-----------|---|-------------------|-------------------|
| 9 | Financial instruments | 2017 | 2016 |
| 10 | Debtors | 2017 | 2016 |
| | Amounts falling due within one year: | £ | £ |
| | Other debtors | 11,896 | 29,312 |
| | | <u> </u> | <u> </u> |
| 11 | Creditors: amounts falling due within one year | 2017 | 2016 |
| | | £ | £ |
| | Other creditors | 47 | - |
| | Accruals and deferred income | 8,575 | 21,250 |
| | | <u> </u> | <u> </u> |
| | | <u>8,622</u> | <u>21,250</u> |
| 12 | Restricted funds | | |

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Movement in funds | | | Balance at 31 March 2017 £ |
|-----------------------|---------------------------------|----------------------------|----------------------------|----------------------------------|
| | Balance at 1 April 2016 £ | Incoming resources £ | Resources expended £ | |
| Reaching Communities | - | 40,870 | (35,390) | 5,480 |
| Essential Living Fund | 508 | - | - | 508 |
| Webchat | 1,948 | 9,156 | (4,430) | 6,674 |
| Fast Track | - | 10,000 | (4,301) | 5,699 |
| Healthy Homes | - | 5,000 | - | 5,000 |
| | <u>2,456</u> | <u>65,026</u> | <u>(44,121)</u> | <u>23,361</u> |

In 2014, The Big Lottery Fund awarded Brentwood Citizens Advice Bureau £196,174 over 5 years for the delivery of specialist advice services relating to debt and benefits.

£40,870 of the award was received during the year. The sum received over the first 4 years now totals £143,962.

The Fast Track fund of £10,000 was granted by The Big Lottery Fund during the year to provide training for digital channels.

The Healthy Homes Grant of £5,000 was received in order to contact residents in the Brentwood area to provide information to improve living conditions.

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

13 Analysis of net assets between funds

| | Unrestricted funds £ | Restricted funds £ | Total £ |
|--|----------------------------|--------------------------|----------------------|
| Fund balances at 31 March 2017 are represented by: | | | |
| Current assets/(liabilities) | 48,549 | 23,361 | 71,910 |
| | <u>48,549</u> | <u>23,361</u> | <u>71,910</u> |
| | <u><u>48,549</u></u> | <u><u>23,361</u></u> | <u><u>71,910</u></u> |

14 Operating lease commitments

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

| | 2017 £ | 2016 £ |
|-----------------|--------------|--------------|
| Within one year | 8,667 | 9,667 |
| | <u>8,667</u> | <u>9,667</u> |

Charity Registration No. 1098171

Company Registration No. 04670256 (England and Wales)

BRENTWOOD CITIZENS ADVICE BUREAU
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018



BRENTWOOD CITIZENS ADVICE BUREAU

LEGAL AND ADMINISTRATIVE INFORMATION

| | | |
|-----------------------------|---|--|
| Trustees | Geoff Morgan (Chairman) Ivan Armstrong (Vice Chairman) Philip Cunliffe-Jones Tina Davis Stuart Freel Councillor Mark Haigh Michael Lazell (Treasurer) Councillor Sheila Murphy Maria Thompson | (Appointed 25 July 2018) (Appointed 21 December 2017) (Appointed 4 October 2017) |
| Secretary | Richard McLeod | |
| Charity number | 1098171 | |
| Company number | 04670256 | |
| Registered office | 8-12 Crown Street Brentwood Essex CM14 4BA | |
| Independent examiner | Rickard Luckin Limited Aquila House Waterloo Lane Chelmsford Essex CM1 1BN | |
| Bankers | Unity Trust Bank 9 Brindley Place Birmingham B1 2HB | |
| Solicitors | Wortley Byers LLP Cathedral Place Brentwood Essex CM14 4ES | |

BRENTWOOD CITIZENS ADVICE BUREAU

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| Balance sheet | 7 |
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BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2018

The Trustees present their report and accounts for the year ended 31 March 2018. This report is also a directors' report required by s417 of the Companies Act 2006 and all Trustees are directors.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", applying FRS 102.

Objectives and activities

The charity's objectives are to benefit the public by ensuring that individuals do not suffer through a lack of knowledge of their rights and responsibilities or of the services available to them through an inability to express their needs effectively and to exercise a responsible influence on the development of social policies and services both locally and nationally.

There has been no change in these objectives during the year.

This service is independent and provides free, confidential, impartial advice to everybody regardless of race, gender, sexuality or disability.

The main activities to achieve these objectives are grants, donations, legacies, fund raising and contracts to meet the costs and charges and expenses of the charity.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and they have complied with their duty in section 17 of the Charities Act 2011.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

Client demand remains high and there were more than 10,000 client events during the year. Benefits (30%) continues to be the biggest issue, followed by housing (13%), debt (11%), relationships (11%), and employment (10%). A new referral project started with Job Centre Plus Brentwood for Universal Credit digital and budgeting support, and Hutton Community Centre invited us to provide on-site advice surgeries. Digital services continue to expand with on-line webchat and telephone services. Outreach services continue at the Brentwood Town Hall and at two offices of Ford Motor Company, as well as home visits through a contract with Essex County Council.

The Board has adopted the Citizens Advice Information Assurance policy concerning the management of information risks within the centre. A trustee/director has been appointed with responsibility for the oversight of information assurance and all front-line staff and volunteers now undertake annual training.

BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

Financial review

Citizens Advice Brentwood had a surplus of £7,282 (2016/17: £20,426).

The reserves policy approved by the Board takes account of three risks. First to ensure that, in the event of a significant drop in funding, we are able to continue our current service whilst replacement funding is sourced, and secondly to provide for unforeseen cost increases. We consider that these risks require unrestricted reserves of at least three months operating costs (excluding notional costs) of £20,237 based on costs in 2017/18. We also need to ensure that our legal obligations can be met in the event of closure which we estimate at £20,000. The total unrestricted reserves requirement is therefore £40,237. Actual unrestricted reserves at 31st March 2018 were £77,775.

The Statement of Financial Activities for the charity is set out on page 6.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to these risks.

Plans for the future

The board identified that, in view of the impact of prospective political, economic and financial conditions leading to severe difficulties to secure sufficient reliable funding and necessary resources, sustainability was a priority and has been considering possible alternatives. It has been concluded that the collaboration, leading to merger with one or more local citizen's advice centres, is the best way forward. Work has started to achieve this with a target of the start of the next financial year.

Discussions have taken place with Brentwood Borough Council to relocate Citizens Advice Brentwood to the Town Hall which is being refurbished. Lease terms and conditions and other arrangements, including perceived independence, are awaited for the board to consider.

BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

Structure, governance and management

Now titled Citizens Advice Brentwood, the centre first opened at the Hermitage in 1959 and is a long standing member of the National Association of Citizens Advice, Membership Number 65/0015

The charity is a company limited by guarantee and the members' liability is limited to £1 per member.

Citizens Advice Brentwood is managed by its board of trustees who are also directors of the company.

The governing document for the charity is the Memorandum and Articles of Association. All decisions affecting the company are made by the board in accordance with those Articles. The trustees of the charity endeavour to comply with its obligations under the Charities Act 2011 and the requirements of the Statement of Recommended Practice, "Accounting and Reporting of Charities" 2005.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Geoff Morgan (Chairman)

Ivan Armstrong (Vice Chairman)

Philip Cunliffe-Jones

Tina Davis

Stuart Freel

Councillor Mark Haigh

(Appointed 25 July 2018)

Michael Lazell (Treasurer)

(Appointed 21 December 2017)

Councillor Juliette Morrissey

(Appointed 4 October 2017 and resigned 25 July 2018)

Councillor Sheila Murphy

(Appointed 4 October 2017)

Greg Nottage

(Resigned 12 April 2017)

Councillor Cliff Poppy

(Resigned 12 April 2017)

Maria Thompson

The methods of recruitment and appointment of new trustees is defined in accordance with the Articles of Association of the charity. Trustees may be elected by the board of trustees at any general meeting subject to appropriate notice as defined in the charity's Articles.

None of the trustees has any beneficial interest in the company. Trustees are also members of the company and guarantee to contribute £1 in the event of a winding up.

BRENTWOOD CITIZENS ADVICE BUREAU

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2018

Statement of trustees' responsibilities

The trustees, who are also the directors of Brentwood Citizens Advice Bureau for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

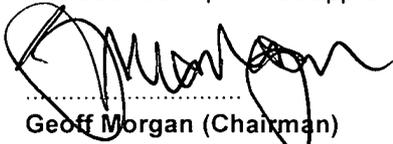
Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

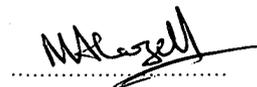
The trustees' report was approved by the Board of Trustees.



Geoff Morgan (Chairman)

Trustee

Dated: 26 September 2018



Trustee

BRENTWOOD CITIZENS ADVICE BUREAU

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRENTWOOD CITIZENS ADVICE BUREAU

I report to the trustees on my examination of the financial statements of Brentwood Citizens Advice Bureau (the charity) for the year ended 31 March 2018.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.



Caroline Peters FCA
Rickard Luckin Limited

Aquila House
Waterloo Lane
Chelmsford
Essex
CM1 1BN

Dated: 4 October 2018

BRENTWOOD CITIZENS ADVICE BUREAU

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2018

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2018 £ | Total 2017 £ |
|---|-------|-------------------------|-----------------------|--------------------|--------------------|
| <u>Income from:</u> | | | | | |
| Donations and legacies | 3 | 112,865 | 40,419 | 153,284 | 178,481 |
| Investments | 4 | - | - | - | 1 |
| Total income | | 112,865 | 40,419 | 153,284 | 178,482 |
| <u>Expenditure on:</u> | | | | | |
| <u>Charitable activities</u> | | | | | |
| Advice Services | 5 | 96,596 | - | 96,596 | 113,935 |
| Reaching Communities | 5 | - | 39,482 | 39,482 | 35,390 |
| Web Chat | 5 | - | - | - | 4,430 |
| Fast track | 5 | - | 4,924 | 4,924 | 4,301 |
| Healthy Homes | 5 | - | 5,000 | 5,000 | - |
| Total charitable expenditure | | 96,596 | 49,406 | 146,002 | 158,056 |
| Net incoming/(outgoing) resources before transfers | | 16,269 | (8,987) | 7,282 | 20,426 |
| Gross transfers between funds | | 12,957 | (12,957) | - | - |
| Net income/(expenditure) for the year/ Net movement in funds | | 29,226 | (21,944) | 7,282 | 20,426 |
| Fund balances at 1 April 2017 | | 48,549 | 23,361 | 71,910 | 51,484 |
| Fund balances at 31 March 2018 | | 77,775 | 1,417 | 79,192 | 71,910 |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BRENTWOOD CITIZENS ADVICE BUREAU

BALANCE SHEET

AS AT 31 MARCH 2018

| | Notes | 2018 £ | £ | 2017 £ | £ |
|---|-------|----------------|---------------|----------------|---------------|
| Current assets | | | | | |
| Debtors | 10 | 8,753 | | 11,896 | |
| Cash at bank and in hand | | 78,024 | | 68,636 | |
| | | <u>86,777</u> | | <u>80,532</u> | |
| Creditors: amounts falling due within one year | | | | | |
| | 11 | <u>(7,585)</u> | | <u>(8,622)</u> | |
| Net current assets | | | <u>79,192</u> | | <u>71,910</u> |
| Income funds | | | | | |
| Restricted funds | 12 | | 1,417 | | 23,361 |
| Unrestricted funds | | | <u>77,775</u> | | <u>48,549</u> |
| | | | <u>79,192</u> | | <u>71,910</u> |

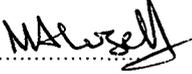
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2018. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The financial statements were approved by the Trustees on 26 September 2018


Geoff Morgan (Chairman)
Trustee


Michael Lazell (Treasurer)
Trustee

Company Registration No. 04670256

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

Charity information

Brentwood Citizens Advice Bureau is a private company limited by guarantee incorporated in England and Wales. The registered office is 8-12 Crown Street, Brentwood, Essex, CM14 4BA.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006, update bulletin 1 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

The accounts have been prepared on the historical cost convention, The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants, donations, chargeable advice sessions and other forms of voluntary income are recognised as incoming resources when the amounts receivable have been ascertained, except insofar as they are incapable of financial measurement.

1.5 Resources expended

Liabilities and all expenses are included in the Statement of Financial Activities on an accruals basis.

Expenditure on the projects is treated as direct charitable expenditure.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (Continued)

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

3 Donations and legacies

| | Unrestricted funds | Restricted funds | Total 2018 | Total 2017 |
|--|--------------------|------------------|----------------|----------------|
| | £ | £ | £ | £ |
| Donations and gifts | 21,050 | - | 21,050 | 31,226 |
| Grants | 73,780 | 40,419 | 114,199 | 134,030 |
| Other | 18,035 | - | 18,035 | 13,225 |
| | <u>112,865</u> | <u>40,419</u> | <u>153,284</u> | <u>178,481</u> |
| For the year ended 31 March 2017 | <u>113,455</u> | <u>65,026</u> | | <u>178,481</u> |
| Grants receivable for core activities | | | | |
| Reaching Communities | - | 35,419 | 35,419 | 40,870 |
| Web Chat | - | - | - | 9,156 |
| Fasttrack Training | - | - | - | 10,000 |
| Healthy Homes | - | 5,000 | 5,000 | 5,000 |
| Other | 73,780 | - | 73,780 | 69,004 |
| | <u>73,780</u> | <u>40,419</u> | <u>114,199</u> | <u>134,030</u> |

4 Investments

| | 2018 | 2017 |
|---------------------|----------|----------|
| | £ | £ |
| Interest receivable | <u>-</u> | <u>1</u> |

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

5 Charitable activities

| | Advice Services £ | Reaching Communities £ | Web Chat £ | Fast track £ | Healthy Homes £ | Total £ | Total 2017 £ |
|---|-------------------------|------------------------------|---------------|-----------------|-----------------------|----------------|--------------------|
| Staff costs | 48,590 | 33,695 | - | 611 | - | 82,896 | 101,918 |
| Travelling | 5,330 | 47 | - | - | - | 5,377 | 5,560 |
| Telephone costs | 2,677 | 504 | - | 14 | - | 3,195 | 4,144 |
| Stationery and Postage | 1,583 | 298 | - | 8 | - | 1,889 | 1,943 |
| Light and Heat | 2,206 | 415 | - | 13 | - | 2,634 | 3,121 |
| Sundry | (3,185) | 195 | - | 6 | 5,000 | 2,016 | 1,502 |
| Rent and Council Tax | 16,032 | 383 | - | 12 | - | 16,427 | 16,435 |
| Insurance | 994 | 187 | - | 6 | - | 1,187 | 1,114 |
| Subscriptions | 4,291 | 757 | - | 21 | - | 5,069 | 5,189 |
| Repairs and Maintenance | 3,031 | 570 | - | 17 | - | 3,618 | 2,131 |
| Computer costs | 7,209 | 1,293 | - | 36 | - | 8,538 | 8,949 |
| Training | 5,016 | 930 | - | 4,180 | - | 10,126 | 3,320 |
| | <u>93,774</u> | <u>39,274</u> | <u>-</u> | <u>4,924</u> | <u>5,000</u> | <u>142,972</u> | <u>155,326</u> |
| Share of governance costs | 2,822 | 208 | - | - | - | 3,030 | 2,730 |
| | <u>96,596</u> | <u>39,482</u> | <u>-</u> | <u>4,924</u> | <u>5,000</u> | <u>146,002</u> | <u>158,056</u> |
| Analysis by fund | | | | | | | |
| Unrestricted funds | 96,596 | - | - | - | - | 96,596 | |
| Restricted funds | - | 39,482 | - | 4,924 | 5,000 | 49,406 | |
| | <u>96,596</u> | <u>39,482</u> | <u>-</u> | <u>4,924</u> | <u>5,000</u> | <u>146,002</u> | |
| For the year ended 31 March 2017 | | | | | | | |
| Unrestricted funds | 113,935 | - | - | - | - | | 113,935 |
| Restricted funds | - | 35,390 | 4,430 | 4,301 | - | | 44,121 |
| | <u>113,935</u> | <u>35,390</u> | <u>4,430</u> | <u>4,301</u> | <u>-</u> | | <u>158,056</u> |

Governance costs comprise of the cost of services provided by the Independent Examiner of which £1,650 were donated (2017: £1,650).

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

6 Support costs

| | Support costs £ | Governance costs £ | 2018 £ | 2017 £ | Basis of allocation |
|---|--------------------|-----------------------|-----------|-----------|---------------------|
| Audit fees | - | 3,030 | 3,030 | 2,730 | Governance |
| | - | 3,030 | 3,030 | 2,730 | |
| Analysed between Charitable activities | - | 3,030 | 3,030 | 2,730 | |

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

No trustees' expenses occurred during the year.

8 Employees

Number of employees

The average monthly number employees during the year was:

| | 2018 Number | 2017 Number |
|-------------------------------|----------------|----------------|
| Management and administration | 7 | 12 |

Employment costs

| | 2018 £ | 2017 £ |
|-----------------------|-----------|-----------|
| Wages and salaries | 81,097 | 100,233 |
| Social security costs | 1,799 | 1,685 |
| | 82,896 | 101,918 |

There were no employees whose annual remuneration was £60,000 or more.

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

| | | | |
|-----------|---|-------------------|-------------------|
| 9 | Financial instruments | 2018 | 2017 |
| | | £ | £ |
| | Carrying amount of financial assets | | |
| | Debt instruments measured at amortised cost | 8,753 | 11,896 |
| | | <u> </u> | <u> </u> |
| | Carrying amount of financial liabilities | | |
| | Measured at amortised cost | 7,585 | 8,622 |
| | | <u> </u> | <u> </u> |
| 10 | Debtors | 2018 | 2017 |
| | | £ | £ |
| | Amounts falling due within one year: | | |
| | Other debtors | 8,753 | 11,896 |
| | | <u> </u> | <u> </u> |
| 11 | Creditors: amounts falling due within one year | 2018 | 2017 |
| | | £ | £ |
| | Other creditors | 52 | 47 |
| | Accruals and deferred income | 7,533 | 8,575 |
| | | <u> </u> | <u> </u> |
| | | <u>7,585</u> | <u>8,622</u> |

BRENTWOOD CITIZENS ADVICE BUREAU

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Movement in funds | | | | |
|-----------------------|----------------------------|-----------------------|-----------------------|----------------|-----------------------------|
| | Balance at 1 April 2017 | Incoming resources | Resources expended | Transfers | Balance at 31 March 2018 |
| | £ | £ | £ | £ | £ |
| Reaching Communities | 5,480 | 35,419 | (39,482) | - | 1,417 |
| Essential Living Fund | 508 | - | - | (508) | - |
| Webchat | 6,674 | - | - | (6,674) | - |
| Fast Track | 5,699 | - | (4,924) | (775) | - |
| Healthy Homes | 5,000 | 5,000 | (5,000) | (5,000) | - |
| | <u>5,000</u> | <u>5,000</u> | <u>(5,000)</u> | <u>(5,000)</u> | <u>-</u> |

In 2014, The Big Lottery Fund awarded Brentwood Citizens Advice Bureau £196,174 over 5 years for the delivery of specialist advice services relating to debt and benefits.

£35,419 of the award was received during the year. The sum received over the first 4 years now totals £179,381.

The Fast Track fund of £10,000 was granted by The Big Lottery Fund during 2017 to provide training for digital channels.

The Healthy Homes Grant of £5,000 was received in order to contact residents in the Brentwood area to provide information to improve living conditions.

13 Analysis of net assets between funds

| | Unrestricted funds | Restricted funds | Total |
|--|-----------------------|---------------------|----------------------|
| | £ | £ | £ |
| Fund balances at 31 March 2018 are represented by: | | | |
| Current assets/(liabilities) | 77,775 | 1,417 | 79,192 |
| | <u>77,775</u> | <u>1,417</u> | <u>79,192</u> |
| | <u><u>77,775</u></u> | <u><u>1,417</u></u> | <u><u>79,192</u></u> |

14 Operating lease commitments

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

| | 2018 £ | 2017 £ |
|-----------------|--------------|--------------|
| Within one year | <u>7,667</u> | <u>8,667</u> |