



**CITIZENS ADVICE WOKINGHAM<sup>1</sup>**  
**ACCOUNTS FOR THE FINANCIAL YEAR**  
**31ST MARCH 2016**

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<sup>1</sup> Citizens Advice Wokingham is an operating name of Wokingham & District Citizens Advice Bureau  
Charity registration number: 2862148. Company limited by guarantee Registration number: 1027729 England.  
Authorised and regulated by the Financial Conduct Authority FRN: 617802  
Registered office: Waterford House, Erftstadt Court, Wokingham RG40 2YF

**CITIZENS ADVICE WOKINGHAM**  
**INCOME ACCOUNT – YEAR ENDED 31ST MARCH 2016**

	Unrestricted Fund	Restricted Fund	Total 2016	Total 2015
Notes	£	£	£	£
<b>INCOMING RESOURCES</b>				
<b>Voluntary income</b>				
Donations	2,656	-	2,656	6,098
<b>Investment income</b>				
Bank interest	322	-	322	309
<b>Incoming resources from charitable activities</b>				
Grants received from:				
Wokingham Borough Council	3 137,000	-	137,000	137,000
Woodley premises rent waived by				
Wokingham Borough Council	3 5,000	-	5,000	5,000
Wokingham Town Council	7,500	-	7,500	7,100
Woodley Town Council	7,000	-	7,000	3,803
Earley Town Council	900	-	900	850
Local Parish Councils	4 6,677	-	6,677	5,851
Other sources - Fundraising	2,520	-	2,520	2,156
Other sources - Court Help Desk	-	5,000	5,000	5,000
Other sources - Healthwatch Project	23,473	-	5,500	23,470
Other sources - CitA contribution	5,500	-	5,500	-
Other income				
Outreaches - Wokingham Without P.C.	1,500	-	1,500	1,500
Outreaches - Swallowfield P.C.	750	-	750	-
Miscellaneous	1,057	5,482	6,539	2,781
Total grants and other income	198,877	10,482	209,359	194,511
<b>TOTAL INCOME FOR YEAR</b>	201,855	10,482	212,337	200,918
<b>TOTAL EXPENDITURE FOR YEAR</b>	196,601	9,097	205,698	198,054
<b>(DEFICIT) SURPLUS TO GENERAL FUND</b>	5,254	1,385	6,639	2,864

**CITIZENS ADVICE WOKINGHAM  
DETAILED EXPENDITURE ACCOUNT  
YEAR ENDED 31ST MARCH 2016**

**COSTS IN RESPECT OF CHARITABLE ACTIVITIES**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Fund</b>	<b>Fund</b>	<b>2016</b>	<b>2015</b>
<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Outreach costs	(2,462)	3,932	1,470	3,581
Healthwatch Project	18,528	-	18,528	18,444
Staff costs	106,715	948	107,663	94,714
Staff and volunteer expenses	4,561	-	4,561	5,742
Staff refreshments	868	-	868	808
Wokingham premises rent and service charges	<b>3</b> 10,800	-	10,800	7,139
Woodley premises costs including rent waived by Wokingham Borough Council	<b>3</b> 5,468	-	5,468	5,458
Advertising and publicity	95	-	95	-
Meetings	553	-	553	298
Information systems	5,331	-	5,331	5,416
Electricity	4,000	-	4,000	4,000
Cleaning	1,248	-	1,248	1,191
Telephone	2,414	-	2,414	1,841
Postage and stationery	1,978	-	1,978	1,718
Photocopier costs	1,649	-	1,649	1,433
Equipment, furniture and repairs	4,466	2,283	6,749	725
Computer equipment, support and maintenance	2,429	120	2,549	4,873
Sundries	402	1,814	2,216	1,137
Bank charges	83	-	83	82
Fundraising	441	-	441	517
Moving expenses and refurbishment costs	573	-	573	13,921
	<u>170,140</u>	<u>9,097</u>	<u>179,237</u>	<u>173,038</u>
<b>GOVERNANCE COSTS</b>	<b>2</b>			
General office and finance staff	19,534	-	19,534	20,147
Staff training	145	-	145	100
General office expenses	585	-	585	429
Accountancy fees and payroll costs	2,694	-	2,694	2,100
Legal and professional	1,222	-	1,222	63
Subscriptions	908	-	908	802
Insurances	1,373	-	1,373	1,375
	<u>26,461</u>	<u>-</u>	<u>26,461</u>	<u>25,016</u>
<b>TOTAL EXPENDITURE FOR YEAR</b>	<u>196,601</u>	<u>9,097</u>	<u>205,698</u>	<u>198,054</u>

**CITIZENS ADVICE WOKINGHAM  
BALANCE SHEET AS AT 31ST MARCH 2016**

	Notes	£	2016 £	£	2015 £
<b>CURRENT ASSETS</b>					
Debtors and prepayments		2,981		2,574	
Cash at bank		121,103		97,336	
Cash at Bureau - Wokingham		289		369	
Woodley		63		78	
		<u>        </u>	124,436	<u>        </u>	100,357
<b>CURRENT LIABILITIES</b>					
Bank overdraft		-		-	
Creditors and accruals		(47,915)		(29,475)	
Deferred income		(750)		(1,750)	
		<u>        </u>	(48,665)	<u>        </u>	(31,225)
<b>NET CURRENT ASSETS</b>					
			<u>75,771</u>		<u>69,132</u>
Represented by:					
<b>UNRESTRICTED DESIGNATED FUND</b>					
Terminal and Operations Reserve	6		60,000		60,000
<b>UNRESTRICTED GENERAL FUNDS</b>					
Opening balance		8,812		9,890	
Add surplus for year		5,254		2,964	
		<u>14,066</u>		<u>12,854</u>	
Add moving and refurbishment costs expended in Terminal and Operations Reserve		-		13,921	
		<u>14,066</u>		<u>26,775</u>	
Less transfer to Terminal and Operations Reserve		-		(17,963)	
		<u>        </u>	14,066	<u>        </u>	8,812
<b>RESTRICTED FUND</b>					
Opening balance		320		420	
Add/(less) surplus/(deficit) for year		1,385		(100)	
		<u>        </u>	1,705	<u>        </u>	320
			<u>75,771</u>		<u>69,132</u>

**CITIZENS ADVICE WOKINGHAM  
NOTES TO THE ACCOUNTS – 31ST MARCH 2016**

1. These accounts have been prepared on the historical cost basis and are a detailed analysis taken from the statutory accounts.
2. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.
3. The Bureau leased offices in Wokingham from Wokingham District Council. Under the terms of the lease the annual rent is £32,250. However, the Bureau as tenant receives a rent-free period of 5 years.

The Bureau is liable for service and electricity charges which were invoiced after the end of the financial year. An accrual amounting to £32,400 has been included in the accounts to cover the costs to 31 March 2016.

Wokingham Borough Council does, however, provide the use of offices in Woodley and an amount of £5,000 has been added to grants received from Wokingham Borough Council and a similar amount included in expenditure to reflect this additional contribution in support of the Bureau.

4. The income in unrestricted funds from local Parish Councils is made up of the following amounts received during the year from:-

	£
Barkham	769
Finchampstead	2,000
Winnersh	1,000
Shinfield	1,245
Sonning	50
Charvil	367
Wargrave	116
Arborfield	400
Hurst	100
Ruscombe	150
Remenham	100
Twyford	380

5. The Bureau has updated its paper based information system with a computerised system under the NACAB Citizens Connect Project. The Bureau created a provision to cover the cost of this upgrade in previous years. This initial upgrade has now been achieved but there will be constant ongoing upgrades of equipment and software and a provision for these future costs of £5,000 has been made which is the same as the previous year.

**CITIZENS ADVICE WOKINGHAM**  
**NOTES TO THE ACCOUNTS – 31ST MARCH 2016**  
**- continued -**

6. Terminal and Operations Reserve

The Charity Commissioners require organisations such as the Bureau to establish reserves to cover the eventuality of the Bureau ceasing to operate. As a company limited by Guarantee the Bureau has contingent liabilities in respect of employment costs and expenses upon cessation.

The Bureau will review future income and will ensure as far as possible that income is derived from a wide variety of sources. They will take all the necessary precautions to ensure that at no time in the foreseeable future would it be possible for the cessation or significant reduction in core funding to materially effect the organisation.

In reviewing the potential costs that could arise in the event of a significant reduction in income the Management Committee would like to hold sufficient free reserves to be able to cover the potential redundancy costs and three months normal operating expenditure.

The Terminal and Operations Reserve at 31 March 2016 is £60,000 (2015 = £60,000) which, whilst sufficient to cover redundancy costs, does not yet provide sufficient cover for operating costs.

	£
Employment costs	37,439
Operating costs	47,642
	85,081
	85,081

The budget for 2016/2017 is currently showing a deficit for the financial year. As such no transfer has been made to the terminal reserve.

The provision is still short of the actual provision required at 31 March 2016 of £85,081. The Management Committee will continue to monitor the level of terminal and operations reserves required in the future.