



**CITIZENS ADVICE WOKINGHAM<sup>1</sup>**  
**ACCOUNTS FOR THE FINANCIAL YEAR**  
**31ST MARCH 2017**

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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, Ertstadt Court, Wokingham RG40 2YF

**CITIZENS ADVICE WOKINGHAM**  
**STATEMENT OF FINANCIAL ACTIVITIES – YEAR ENDED 31ST MARCH 2017**

	Unrestricted Fund	Restricted Fund	Total 2017	Total 2016 Restated
Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS</b>				
<b>Donations and legacies</b>				
Donations	4,556	-	4,556	2,656
<b>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	7,500
Woodley Town Council	6,345	-	6,345	7,000
Earley Town Council	1,080	-	1,080	900
Local Parish Councils	4 6,770	-	6,770	6,677
Other sources – Court Help Desk	-	5,000	5,000	5,000
Other sources – Healthwatch Project	-	-	-	23,473
Other sources – CitA Contribution	-	-	-	5,500
Other sources – Berkshire Nurses	-	2,666	2,666	-
Other income				
Outreaches - Wokingham Without P.C.	1,500	-	1,500	1,500
Outreaches - Swallowfield P.C.	684	-	684	750
Miscellaneous	3,354	-	3,354	6,539
Total charitable activities	169,233	7,666	176,899	206,839
<b>Other trading activities</b>				
Fundraising	953	-	953	2,520
<b>Investment income</b>				
Bank interest	252	-	252	322
<b>TOTAL INCOME FOR YEAR</b>	174,994	7,666	182,660	212,337
<b>TOTAL EXPENDITURE FOR YEAR</b>	178,703	7,212	185,915	209,161
<b>(DEFICIT)/SURPLUS FOR YEAR</b>	(3,709)	454	(3,255)	3,176

**CITIZENS ADVICE WOKINGHAM  
DETAILED EXPENDITURE ACCOUNT  
YEAR ENDED 31ST MARCH 2017**

	Unrestricted Fund	Restricted Fund	Total 2017	Total 2016 Restated
Notes	£	£	£	£
<b>OTHER TRADING ACTIVITIES</b>				
Fundraising	500	-	500	441
<b>COSTS IN RESPECT OF CHARITABLE ACTIVITIES</b>				
Staff costs	116,624	1,113	117,737	111,126
Outreach costs	(2,306)	3,827	1,521	1,470
Healthwatch Project	-	-	-	18,528
Staff and volunteer expenses	6,750	-	6,750	4,561
Staff refreshments	967	-	967	868
Wokingham premises rent and service charges including electricity	3 5,512	-	5,512	14,800
Woodley premises costs including rent waived by Wokingham Borough Council	3 5,472	-	5,472	5,468
Advertising and publicity	15	-	15	95
Meetings	229	-	229	553
Information systems	5,496	-	5,496	5,331
Interpreters	2,045	-	2,045	-
Cleaning	961	-	961	1,248
Telephone	3,807	-	3,807	2,414
Postage and stationery	2,157	-	2,157	1,978
Photocopier costs	1,306	-	1,306	1,649
Equipment, furniture and repairs	116	-	116	6,749
Computer equipment, support and maintenance	2,197	1,046	3,243	2,549
Sundries	459	1,226	1,685	2,216
Bank charges	-	-	-	83
Moving expenses and refurbishment costs	-	-	-	573
	<u>151,807</u>	<u>7,212</u>	<u>159,019</u>	<u>182,259</u>
<b>GOVERNANCE COSTS</b>				
	2			
General office and finance staff	20,747	-	20,747	19,534
Staff training	80	-	80	145
General office expenses	454	-	454	585
Accountancy fees and payroll costs	2,610	-	2,610	2,694
Legal and professional	199	-	199	1,222
Subscriptions	878	-	878	908
Insurances	1,428	-	1,428	1,373
	<u>26,396</u>	<u>-</u>	<u>26,396</u>	<u>26,461</u>
<b>TOTAL EXPENDITURE FOR YEAR</b>	<u>178,703</u>	<u>7,212</u>	<u>185,915</u>	<u>209,161</u>

**CITIZENS ADVICE WOKINGHAM**  
**STATEMENT OF FINANCIAL POSITION AS AT 31<sup>ST</sup> MARCH 2017**

	Notes	£	2017 £	£	2016 Restated £
<b>CURRENT ASSETS</b>					
Debtors and prepayments		2,416		2,981	
Cash at bank		93,949		121,103	
Cash at Bureau - Wokingham		323		289	
Woodley		46		63	
		<u>          </u>	96,734	<u>          </u>	124,436
<b>CURRENT LIABILITIES</b>					
Creditors and accruals		(25,405)		(47,915)	
Deferred income		-		(750)	
Defined benefit pension plan liability		(21,146)		(22,333)	
		<u>          </u>	(46,551)	<u>          </u>	(70,998)
<b>NET CURRENT ASSETS</b>			<u>50,183</u>		<u>53,438</u>
Represented by:					
<b>UNRESTRICTED DESIGNATED FUND</b>					
Terminal and Operations Reserve	6		48,000		60,000
<b>UNRESTRICTED GENERAL FUNDS</b>					
Opening balance		(8,267)		(11,443)	
Add/(less)(deficit)/surplus for year		(3,709)		3,176	
		<u>          </u>		<u>          </u>	
		(11,976)		(8,267)	
Add transfer from Terminal and Operations Reserve		12,000		-	
		<u>          </u>	24	<u>          </u>	(8,267)
<b>RESTRICTED FUND</b>					
Opening balance		1,705		320	
Add surplus for year		454		1,385	
		<u>          </u>	2,159	<u>          </u>	1,705
			<u>50,183</u>		<u>53,438</u>

**CITIZENS ADVICE WOKINGHAM**  
**NOTES TO THE ACCOUNTS – 31ST MARCH 2017**

1. These accounts have been prepared on the historical cost basis and are a detailed analysis taken from the statutory accounts.

Under new Financial Reporting Standard 102 any liability existing in respect of a defined benefit pension plan has to be reflected in full from 1 April 2015. The figures in respect of the previous years have, therefore, been restated to fully reflect this liability.

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 £14,000 has been included in the accounts to cover the costs to 31 March 2017.

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	724
Finchampstead	2,000
Winnersh	1,000
Shinfield	1,451
Sonning	50
Charvil	275
Wargrave	120
Arborfield	900
Hurst	150
Remenham	100

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 2017 is £48,000 (2016 = £60,000) which, whilst sufficient to cover redundancy costs, does not yet provide sufficient cover for operating costs.

	£
Employment costs	42,600
Operating costs	45,104
	87,713
	87,713

The provision is still short of the actual provision required at 31 March 2017 of £87,713. The Management Committee will continue to monitor the level of terminal and operations reserves required in the future.