



CITIZENS ADVICE WOKINGHAM¹

ACCOUNTS FOR THE FINANCIAL YEAR

31st MARCH 2018

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¹ 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
STATEMENT OF FINANCIAL ACTIVITIES – YEAR ENDED 31st MARCH 2018

	Unrestricted Fund	Restricted Fund	Total 2018	Total 2017
Notes	£	£	£	£
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	1,894	-	1,894	4,556
Charitable activities				
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	8,500	-	8,500	7,500
Woodley Town Council	6,318	-	6,318	6,345
Earley Town Council	900	-	900	1,080
Local Parish Councils	4 9,209	-	9,209	6,770
Other sources – Court Help Desk	-	5,000	5,000	5,000
Other sources – Healthwatch Project	-	-	-	-
Other sources – Berks. Comm. Fund	-	5,700	5,700	-
Other sources – Berkshire Nurses	-	-	-	2,666
Other income				
Outreaches - Wokingham Without P.C.	-	-	-	1,500
Outreaches - Swallowfield P.C.	477	-	477	684
Miscellaneous	1,867	623	2,490	3,354
Total charitable activities	169,271	11,323	180,594	176,899
Other trading activities				
Fundraising	2,952	-	2,952	953
Investment income				
Bank interest	25	-	25	252
TOTAL INCOME FOR YEAR	174,142	11,323	185,465	182,660
TOTAL EXPENDITURE FOR YEAR	180,022	12,223	192,245	185,915
(DEFICIT)/SURPLUS FOR YEAR	(5,880)	(900)	(6,780)	(3,255)

**CITIZENS ADVICE WOKINGHAM
DETAILED EXPENDITURE ACCOUNT
YEAR ENDED 31ST MARCH 2018**

	Unrestricted Fund Notes	£	Restricted Fund £	Total 2018 £	Total 2017 £
OTHER TRADING ACTIVITIES					
Fundraising		1,243	-	1,243	500
COSTS IN RESPECT OF CHARITABLE ACTIVITIES					
Staff costs		118,156	2,160	120,316	117,737
Outreach costs		(3,896)	5,704	1,808	1,521
Mental Health Project		-	1,498	1,498	18,528
Emergency Fund Project		-	1,824	1,824	-
Staff and volunteer expenses		5,997	-	5,997	6,750
Staff refreshments		463	-	463	967
Wokingham premises rent and service charges including electricity	3	8,088	-	8,088	5,512
Woodley premises costs including rent waived by Wokingham Borough Council	3	5,000	-	5,000	5,472
Advertising and publicity		-	-	-	15
Meetings		424	-	424	229
Information systems		5,267	-	5,267	5,496
Interpreters		201	-	201	2,045
Cleaning		654	-	654	961
Telephone		4,484	-	4,484	3,807
Postage and stationery		1,761	-	1,761	2,157
Photocopier costs		1,776	-	1,776	1,306
Equipment, furniture and repairs		691	-	691	116
Computer equipment, support and maintenance		1,556	-	1,556	3,243
Sundries		457	1,037	1,494	1,685
Bank charges		80	-	80	-
Moving expenses and refurbishment costs		50	-	50	-
		<u>151,209</u>	<u>12,223</u>	<u>163,432</u>	<u>159,019</u>
GOVERNANCE COSTS					
	2				
General office and finance staff		21,555	-	21,555	20,747
Staff training		295	-	295	80
General office expenses		583	-	583	454
Accountancy fees and payroll costs		2,640	-	2,640	2,610
Legal and professional		136	-	136	199
Subscriptions		905	-	905	878
Insurances		1,456	-	1,456	1,428
		<u>27,570</u>	<u>-</u>	<u>27,570</u>	<u>26,396</u>
TOTAL EXPENDITURE FOR YEAR		<u>180,022</u>	<u>12,223</u>	<u>192,245</u>	<u>185,915</u>

CITIZENS ADVICE WOKINGHAM
STATEMENT OF FINANCIAL POSITION AS AT 31ST MARCH 2018

	Notes	£	2018 £	£	2017 £
CURRENT ASSETS					
Debtors and prepayments		2,434		2,416	
Cash at bank and in hand		<u>82,302</u>		<u>94,318</u>	
			84,736		96,734
CURRENT LIABILITIES					
Creditors and accruals		(22,549)		(25,405)	
Deferred income		-		-	
Defined benefit pension plan liability		<u>(18,784)</u>		<u>(21,146)</u>	
			(41,333)		(46,551)
NET CURRENT ASSETS			<u>43,403</u>		<u>50,183</u>
Represented by:					
UNRESTRICTED DESIGNATED FUND					
Terminal and Operations Reserve	6		42,000		48,000
UNRESTRICTED GENERAL FUNDS					
Opening balance		24		(8,267)	
Add/(less) surplus/(deficit) for year		<u>(5,880)</u>		<u>(3,709)</u>	
		(5,856)		(11,976)	
Add transfer from Terminal and Operations Reserve		<u>6,000</u>		<u>12,000</u>	
			144		24
RESTRICTED FUND					
Opening balance		2,159		1,705	
Add surplus for year		<u>(900)</u>		<u>454</u>	
			1,259		2,159
			<u>43,403</u>		<u>50,183</u>

CITIZENS ADVICE WOKINGHAM
NOTES TO THE ACCOUNTS – 31st MARCH 2018

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 Borough 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 £10,800 has been included in the accounts to cover the costs to 31 March 2018.

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	596
Finchampstead	3,143
Winnersh	1,000
Shinfield	2,782
Sonning	100
Charvil	618
Wargrave	120
Arborfield	300
Hurst	150
Twyford	400

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 £3,750 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 2018 is £42,000 (2017 = £48,000) which is insufficient to cover redundancy costs and does not provide sufficient cover for operating costs.

	£
Employment costs	50,450
Operating costs	44,068
	94,518
	94,518

The provision is still short of the actual provision required at 31 March 2018 of £94,518. The Management Committee will continue to monitor the level of terminal and operations reserves required in the future.